



PLANNING COMMISSION REGULAR MEETING

March 18, 2020 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

If you have concerns with attending the public meeting due to COVID-19 and wish to provide public comments during the Public Invited to be Heard (Item A.3) or on the public hearing item (Item C.1), please email written comments to: planning@windsorgov.com by 5:00 PM, 3/18/20

View the meeting LIVE stream for Comcast Channel 8 through the Town of Windsor's Meetings On Demand website: windsorgov.com/MeetingsOnDemand

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 March 4, 2020 minutes

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant – Joe Luethmers, Timberline Church, owner/applicant's representative
 - Quasi-judicial
 - Staff presentation: Justin Christensen, Planner I

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.

2. Recommendation to Town Board – Conditional Use Grant – Joe Luethmers, Timberline Church, owner/applicant's representative
 - Quasi-judicial
 - Staff presentation: Justin Christensen, Planner I

D. COMMUNICATIONS

1. Communications from the Planning Commission
2. Communications from the Town Board liaison
3. Communications from the staff
 - a. Transportation Master Plan scheduled for 3/23/20 Town Board action
 - b. Site Plan Review – Diamond Valley Subdivision 8th Filing, Lot 1 (Ultimate Support)

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, March 18, 2020</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, April 1, 2020</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, April 15, 2020</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, May 6, 2020</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

March 04, 2020 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Vice-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
Victor Tallon
Kelly Hall
Jerry Bushelman
Daniel Foreman
Cindy Scheuerman

Town Board Liaison: David Sislowski

Also present: Carlin Malone, Chief Planner
Paul Hornbeck, Senior Planner
Trisha Conway, Deputy Town Clerk

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

**Mr. Tallon moved to approve the agenda as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
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 February 19, 2020

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

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 – Overland 368 Annexation – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant representatives.

- Quasi-judicial
- Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick opened the public hearing.

Mr. Sislowski stated, “Mr. Chair, for the record I would like to disclose that I am a sitting member of the Town Board, and that I am here in my capacity as 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.”

Senior Planner Paul Hornbeck, presented the proposal. Per Mr. Hornbeck the applicant Mr. Eric Steidl, represented by Ms. Julia Malisos and Mr. Todd Learner of WHA (William Hezmalhalch Architects) has submitted:

- A petition to annex approximately 173 acres to the Town of Windsor as Residential Mixed Use (RMU) zoned property.
- A master plan for the subject property
- A rezoning application to create a Planned Unit Development (PUD) zoning overlay

The subject property is located between State Highway (SH) 257 and 15th Street to the northwest of Windsor Lake and Lake Osterhout.

The Land Use Plan of the 2016 Comprehensive Plan designates this property as Single Family Residential, consistent with the proposed zoning. Zoning and uses for abutting properties include the following:

	Zoning	Current Use
North	RMU and Single Family Residential (SF-1)	Undeveloped agricultural land
East	RMU	Undeveloped agricultural land
South	Unincorporated Weld County	Agricultural property and associated homes
West	Recreation and Open Space (O)	Windsor Public Works Facility

The Comprehensive Plan Growth Strategy includes the property within a Secondary Growth Area, which is described as...*land that lies outside the Primary Growth Area. It includes areas within the town’s boundaries and the GMA. Development of these sites will require careful planning to ensure newly annexed areas ... can be serviced by town infrastructure.*

The Master Plan is summarized as follows:

- 691 dwelling units’ maximum (consistent with the Land Use Plan designation of Single-Family Residential density of 4 units/acre)
- A mix of single family detached and single family attached units
- 12-acre school site

- 7.5 acres of roads/ miscellaneous uses
- Extension of WCR 70 from SH 257 to 15th Street
- 44 acres of open space/drainage areas, including an open space corridor running southeast through the site which will accommodate drainage and a trail corridor
- Town trail connecting SH 257 and 15th Street

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

The applicant held a neighborhood meeting on February 28, 2019 (please refer to attached the neighborhood meeting summary).

At their January 27, 2020 regular meeting, Town Board adopted Resolution No. 2020-007 that declared certain findings of fact concerning the annexation, determined substantial compliance with Colorado Municipal Annexation Act (1965), and established public hearing dates before the Planning Commission and the Town Board. The established hearing dates were March 4, 2020 for the Planning Commission and March 9, 2020 by the Town Board.

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

Chapter 5b – Growth Framework

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

Staff comment: The Master Plan proposes development that is consistent in character with the community by providing a mix of housing types and open space. The Master Plan is fiscally and environmentally responsible by proposing compact development, which has been shown to create less of a fiscal burden on municipalities by having less utility and road infrastructure to maintain on a per unit basis. Similarly, compact development has been shown to be more environmentally responsible, as it takes less resources to construct and maintain, and it can also make alternative forms of transportation such as walking, biking, and transit more viable due the compact layout.

Objective(s):

13. Develop new neighborhoods adjacent to the Town core.

Staff comment: The proposed development can be considered a part of the Town core, being approximately one mile north of downtown.

Chapter 5c – Residential Areas Framework

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

Staff comment: The Master Plan and associated PUD standards will allow for a diverse style of housing types including multifamily dwellings and a variety of single-

family lot sizes ranging from 2,500 to 6,600 square feet. Such a range in lot sizes can help meet the needs of varying family sizes, lifestyles, and income levels.

Objective(s):

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

Staff comment: The Master Plan promotes multi-modal connectivity by providing trails and additional road connections, such as WCR 70.

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

Staff comment: As mentioned earlier, the Master Plan allows for a diverse style of housing types.

Chapter 7 – Community Facilities and Infrastructure

Goal: Maintain and enhance Windsor as a safe and healthy community that is served by quality facilities and infrastructure that support a high quality of life.

Objective(s):

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

Staff comment: Connection to WCR 70 from SH 257 to 15th Street and extension of water and sewer utilities are purposed with the Master Plan.

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

- **Infrastructure** – As mentioned above, connection of WCR 70 from SH 257 to 15th Street and extension of water and sewer utilities are proposed with the Master Plan.
- **Quality of Life** – A 12-acre school site, open space, and a regional trail connection are proposed with the Master Plan.
- **Downtown** – The site is in close proximity (approximately one mile) to downtown and additional homes in the area may increase demand for investment and businesses downtown.

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

- Legal ad ran for four consecutive weeks in newspaper:
 - o February 7, 2020 – first week legal ad
 - o February 14, 2020 – second week legal ad
 - o February 21, 2020 - third week legal ad
 - o February 28, 2020 – fourth week legal ad
- February 6, 2020 – two annexation signs posted on property
- February 6, 2020 – public hearing notice published to Town website
- February 10, 2020 - applicant mailed letters to surrounding property owners
- February 10, 2020 – staff mailed Certified Packets to relevant taxing districts

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

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

Mr. Schick asked Mr. Hornbeck whether the applicant had a presentation
Mr. Hornbeck stated; No

Mr. Schick opened the meeting up for public comment for questions or comments regarding the project.

Mark Rogers 1130 Fairfield Ave, stated his property is located South of the property that will be annexed. Mr. Rogers asked about the connection onto an existing water line located at 11th Street with a retention pond directly across the street from his home. He asked whether the water main on 11th Street has enough capacity to support the development, and if they expect any significant discharge from the retention pond.

Stephanie Thomas, Northern Engineering 2509 Farnell Road, Fort Collins stated the resident is correct there is a significant offsite drainage basin that is being rerouted to its historical location through our site. Based on existing topography there is a large drainage basin that drains through this property. This project purposes an offsite detention pond that would attenuate choke down that flow to something more reasonable. That will be located offsite in the Northwest corner of the project, and that will knock down that very large drainage basin reducing the offsite drainage by 70% percent. Ms. Thomas does see a water main connection located at Weld County 15, purposed connection at Weld County Road 17, and an additional connection at 11th Street.

Eric Breniman 5403 Carmon Drive stated he's a property owner on the Eastside of Hwy 257 of the purposed annexation. The historical irrigation supply ditch that runs from the corner of 15th Street to Weld County Road 72, and cuts across a previously purposed subdivision enters Zada's property, and serves the Breniman Farm. Mr. Breniman asked about whether that irrigation would still be available to his property.

Eric Steidl 9750 County Road 78, Fort Collins stated the ditch that Mr. Breniman mentioned already has an existing easement, and future development will have to take into account existing easement on the land.

Mr. Schick asked whether there are any comments or questions from the commission.

Ms. Scheuerman asked Mr. Hornbeck about parcel of land located on County Road 70 that hasn't been identified as part of this project.

Mr. Hornbeck stated that parcel is already part of another development, and there will need to be coordination to complete the road extension.

Mr. Schick asked Mr. Hornbeck whether this parcel was part of this project.

Mr. Hornbeck stated they will need to provide access onto County Road 70, and the details will be discussed during subdivision platting phase of the project.

Ms. Scheuerman asked what access points would traffic be directed on this property. Mr. Hornbeck stated County Road 70 is the main access point, and there is a purposed access onto State Hwy 257. The vicinity around the school site plans to be limited access, and controlled by CDOT. During the subdivision platting phase access points will be determined, and there is no further access onto 15th Street that is purposed.

Ms. Kelly Hall asked Mr. Steidl about whether the irrigation ditch would run through the school property.

Mr. Steidl stated the ditch does run through the school property.

Mr. Schick asked Mr. Steidl about how the irrigation would be rerouted for development of the school.

Mr. Steidl stated he presumed during development they would bury piping irrigation in the ground.

Ms. Hall asked Mr. Steidl whether burying the irrigation piping is something they would be financially responsible for.

Mr. Steidl stated that financial responsibility would be incurred by the developer, and it's a lateral ditch that only serves Mr. Breniman's farm.

Ms. Hall asked Mr. Hornbeck about the letter recommendation from the school.

Mr. Hornbeck stated the school, and Town of Windsor have an intergovernmental agreement to work together so the districts needs are met for school sites. There has been dialog with the Town, applicant, and the school district which bring us to the current proposal of the 12-acre site.

Mr. Schick responded by reading the Recommendation portion of the Weld RE-4 School District letter provided as follows;

The School District remains concerned about residential activity and the ensuring enrollment that will follow as well as the District's physical and financial abilities to serve that growth. The District believes the proposed school site, is adequate for an elementary school, once the site meets all of the terms of the IGA with the Town of Windsor. In addition, the School District requests to be notified of any proposed land use changes associated with this application.

Mr. Hornbeck stated in the first paragraph of the school letter they put emphasis on the continued growth, need to serve the community, and the comments was not unique to this proposal.

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

2. Recommendation to Town Board – Overland 368 Annexation – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant's representatives.

- Quasi-judicial
- Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission; none

**Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for the Overland 368 Annexation subject to recommendations by staff to complete outstanding Planning Commission, and staff comments or concerns; Mr. Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

3. Recommendation to Town Board – Overland Master Plan – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant's representatives.
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission

Ms. Scheuerman recommended everyone be cognizance on traffic flow, and regulations of all roads surrounding the subject property.

**Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for the Overland Master Plan as presented by staff subject to traffic concerns; Mr. Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

4. Public Hearing – Overland 368 PUD Rezoning Overlay – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant's representatives.
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick opened the public hearing.

Senior Planner Paul Hornbeck, presented the proposal. Per Mr. Hornbeck the applicant, Mr. Eric Steidl, represented by Ms. Julia Malisos and Mr. Todd Learner of WHA (William Hezmalhalch Architects) has submitted a rezoning application to create a Planned Unit Development (PUD) zoning overlay on a 173-acre tract of land.

The subject rezoning application will create a PUD overlay district which constitutes an amendment to the Town's Official Zoning District Map, and the development standards approved with the PUD will be applied to future land use applications within the PUD district. In accordance with Article XXIII of Chapter 16 of the Municipal Code, the intent of PUD regulations is, among other things, to:

provide flexibility in land planning and development, resulting in amenable relationships between buildings and ancillary uses and permitting more intensive use of land where well-related open space and recreational facilities are integrated into the overall design.

The PUD allows for more intense residential development than is allowed under the municipal code by providing for reduced lot sizes and reduced building setbacks. Despite the higher intensity allowed by the PUD, the overall density of the subject property will not exceed the four units per acre maximum allowed by the Single Family Residential designation on the Comprehensive Plan Land Use Map. The higher intensity development will allow for clustering density while preserving approximately 45 acres for open space and drainage and providing a 12-acre school site.

The PUD includes design standards that exceed standard zoning requirements with an intent of creating a high quality public realm and streetscape. Key requirements include open space standards, front porches on homes, garage placement that minimizes their visual impact, a variety of home models to avoid monotony, and staggered massing of homes to create visual interest.

Municipal Code Section 16-23-20(d) lists the following specific objectives of PUD zoning:

1. To provide flexibility in land planning and development, resulting in amenable relationships between buildings and ancillary uses and permitting more intensive use of land where well-related open space and recreational facilities are integrated into the overall design.
2. To encourage unity and diversity in land development, resulting in convenient and harmonious groupings of uses, structures and common facilities, varied type, design and layout of housing and other buildings and appropriate relationships of open spaces to intended uses and structures.
3. To encourage unified and planned development of a site without customary subdivision into single lots and without specific application of the district regulations as provided for individual lots, subject to the regulations set forth herein.
4. To provide for and encourage the preservation and enhancement of desirable natural landscape and other features unique to a development site.
5. To provide reasonable standards and criteria by which the specific proposals for a PUD can be evaluated.
6. To provide a procedure which can relate the design and layout of unified residential, commercial or industrial developments to the particular site and demand for such development in a manner consistent with the preservation of property values within established residential areas.

Staff Comment: The proposed PUD district is consistent with the intent of the district.

Municipal Code Section 16-23-20 includes General Location and Planning Requirements for PUD zone districts:

(a) Relation to major transportation system. Planned development districts shall be so located with respect to major streets and highways or other transportation facilities as to be directly accessible without creating traffic on minor streets in residential areas outside such districts.

Staff Comment: The proposed PUD district will be directly accessible from WCR 70.

(b) Relation to public utilities and community facilities. Planned development districts shall be so located in relation to public utilities and community facilities and services, either existing or to be available by the time development reaches the stage where they will be required, that such facilities can be provided at reasonable public cost.

Staff Comment: Extension of public utilities will be the responsibility of the applicant, subject to potential reimbursement for oversizing which adds to the system capacity.

(c) Relation to general pattern of urban development. Planned development districts shall be planned and located in general compliance with the Comprehensive Development Plan and shall relate the major elements of the urban pattern, including housing, commercial facilities and principal places of employment, by physical proximity of major streets so as to provide for the convenience and amenity of residents of the community and reduce general traffic congestion by a close relationship between origins and destinations.

Staff Comment: As outlined below, the proposed PUD district is in general compliance with the Comprehensive Plan. The location of the PUD is in close proximity to the core of Town and services.

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

Chapter 5b – Growth Framework

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

Staff comment: The type of more compact development proposed by the PUD has been shown to create less of a fiscal burden on municipalities by having less utility and road infrastructure to maintain on a per unit basis. Similarly, compact development has been shown to be more environmentally responsible, as it takes less resources to construct and maintain, and it can also make alternative forms of transportation such as walking, biking, and transit more viable due the compact layout.

Objective(s):

3. Develop new neighborhoods adjacent to the Town core.

Staff comment: The proposed development can be considered a part of the Town core, being approximately one mile north of downtown.

Chapter 5d – Residential Areas Framework Plan

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

Staff comment: The proposed PUD standards will allow for a diverse style of housing types including multifamily dwellings and a variety of single family lot sizes ranging from 2,500 to 6,600 square feet. Such a range in lot sizes can help meet the needs of varying family sizes, lifestyles, and income levels.

Objective(s):

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

Staff comment: The proposed PUD promotes multi-modal connectivity by providing trails, additional road connections such as WCR 70, and a focus on pedestrian-friendly design.

2. Utilize conservation design and traditional neighborhood design for new residential growth areas and promote overall community livability.

Staff comment: The proposed PUD can be described as traditional neighborhood design with a focus on the public realm and streetscape. Key requirements include front porches, garage placement to minimize visual impact, a variety of home models to avoid monotony, and staggered massing of homes to create visual interest.

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

Staff comment: As mentioned earlier, the proposed PUD standards will allow for a diverse style of housing types.

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

- **Infrastructure** – Connection of WCR 70 from SH 257 to 15th Street and extension of water and sewer utilities are proposed with the Master Plan.
- **Quality of Life** – A 12-acre school site, open space, and a regional trail connection are proposed with the Master Plan.
- **Downtown** – The site is in close proximity (approximately one mile) to downtown and additional homes in the area may increase demand for investment and businesses downtown.

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

- Legal ad for annexation and rezoning run for four consecutive weeks in newspaper:
 - o February 7, 2020 – first week legal ad
 - o February 14, 2020 – second week legal ad
 - o February 21, 2020 - third week legal ad
 - o February 28, 2020 – fourth week legal ad
- February 6, 2020 – two development signs posted on property

- February 6, 2020 – public hearing notice published to Town website
- February 10, 2020 - applicant mailed letters to surrounding property owners

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

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

Ms. Scheuerman asked about requirements of a PUD vs a standard subdivision. Mr. Hornbeck stated future plans would follow the same path. RMU zoning will come back from preliminary subdivision plat, and final subdivision plat. There have been PUD past tense that have had different requirements.

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

5. Recommendation to Town Board – Overland 368 PUD Rezoning Overlay – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant's representatives.
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Overland 368 PUD Rezoning as presented by staff to complete outstanding Planning Commission, and staff comments or concerns; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

6. Public Hearing – Land Use Code Update – An Ordinance Amending Certain Sections of Chapter 16 of the Municipal Code.
 - Legislative
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick opened the public hearing.

Per Mr. Paul Hornbeck the enclosed ordinance is an update to various sections of Chapter 16 of the Municipal Code, and is a part of a larger overhaul of Chapters 15 through 17, collectively known as the Land Use Code. The primary focus of this ordinance is to update the Town's zoning districts and associated lot development standards. Work Sessions on the contents of this ordinance were held with Town Board and Planning Commission were held on March 25, 2019 and November 4,

2019. Staff has solicited input from the Windsor development community throughout the process and worked to incorporate their suggestions.

The intent of the Land Use Code update is to update existing zoning and subdivision regulations to more appropriately reflect contemporary development practices, while providing options and flexibility in land development, thereby implementing the goals and policies of the Comprehensive Plan. Major changes introduced by the enclosed ordinance are summarized as follows:

- Creates a menu of options for most zone districts based on lot size, building type, and type of vehicular access provided
- Vehicular access standards outline how a building or site is accessed (parking lot, alley, front driveway, etc.)
- Creates RMU-2 Zone – allows for smaller lot sizes when additional open space and enhanced design features such as detached sidewalks, recessed garages, minimum commercial component, etc., are provided.
- Overhauls SF-2 Zone – similar to RMU-2, but at a lower intensity without commercial or multifamily apartments
- Combines Low Density (E-1) and High Density (E-2) Estate Residential zone districts into a single Estate Residential (ER) zone district (septic still prohibited)
- Combines Multifamily (MF-1) and High Density Multifamily (MF-2) into a single Multifamily (MF) zone district.
- New Agriculture Holding zone district – allows agricultural use to continue on annexed properties until development occurs
- Residential rear setbacks – increased from 5' to 10' to allow greater buffer between homes and additions
- Exceptions to height and setback standards more clearly defined (e.g. accessibility ramps, flagpoles, mailboxes, patios, chimneys, etc.)
- Planned Unit Development – Updated standards for PUD zoning overlays to provide clear criteria for review.
- Parking surfaces – for single family/ duplex uses added a prohibition on parking on unpaved surfaces except for limited supplemental gravel parking
- Removed automobile sales/service from Central Business zone district to be consistent with the vision for downtown as a more pedestrian and retail oriented environment (note: there are no longer automobile uses in CB with the recent re-use of Dutch Bros coffee (previously auto sales) and the relocation of Pike's Auto outside of the CB zone district)
- Added definitions for new terms and for items lacking definitions

Please note there are portions of the ordinance which remain largely unchanged from current code requirements, particularly allowed uses and parking standards. A future update will address changes to these sections.

Staff recommends that Planning Commission forward to Town Board a recommendation of approval of the enclosed ordinance.

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

Ms. Scheuerman asked Mr. Hornbeck whether there was a distinction between E-1 and E-2 related to being able to house animals.

Mr. Hornbeck stated it's purposed by the size of your lot.

Ms. Scheuerman asked Mr. Hornbeck whether they were forcing a further limitation for housing animals.

Mr. Hornbeck stated it's only how it organized vs a change in the regulation.

Mr. Schick asked Mr. Hornbeck whether animals were allowed excluding some type of animals.

Mr. Hornbeck stated; Yes, there is no change in the type of animals allowed.

Mr. Tallon stated he appreciated Planning Commission working hard on simplifying the Land Use Code Update making it easier to understand for everyone involved.

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

7. Recommendation to Town Board – Land Use Code Update – An Ordinance Amending Certain Sections of Chapter 16 of the Municipal Code.

- Legislative
- Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission; none

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Ordinance Amending Sections of Chapter 16 of the Municipal Code as presented by staff; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

C. COMMUNICATIONS

1. Communications from the Planning Commission

- None
2. Communications from the Town Board liaison
 - None
 3. Communications from the staff
 - Transportation Master Plan scheduled for 03/23/2020 for Town Board Action
 - Code updates from tonight scheduled for 03/09/2020 for Town Board Action
 - NOCO Housing meeting, key topic will be smaller residential lots, forwarding link to attend free event.

ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:51 p.m.

Trisha Conway, Deputy Town Clerk



MEMORANDUM

Date: March 18, 2020
To: Planning Commission
From: Justin Christensen, Planner I
Re: Public Hearing and Recommendation to Town Board –
Conditional Use Grant (CUG) for two temporary modular
classrooms with gravel parking area – Timberline Church –
Joe Luethmers, Owner/Applicant; Sam Eliason United Civil
Group, Applicant's Representative
Location: 330 Crossroads Blvd
Item #: C.1 & C.2

Background

The applicant, Mr. Joe Luethmers, Timberline Church, represented by Mr. Sam Eliason, United Civil Group, is requesting a Conditional Use Grant (CUG) to allow two temporary modular classrooms and a temporary gravel parking area in the RMU zone district for a three-year period. A conditional use grant is required because the proposed use is not specifically included as a use-by-right in any zoning district per Section 16-7-10 of the Town's Municipal Code, Intent of Conditional Use Grants. The applicant is requesting allowance of the mobile classrooms and gravel parking area until the time when Timberline Church has relocated to another site.

Section 16-7-50 of the Municipal Code lists the following standards and requirements for conditional use grants, with staff analysis below:

(a) Approval of a conditional use grant shall be based on the evaluation of such factors as the following:

(1) The character and quality of the area in which the use will be located.

The area surrounding the proposed uses to the north, south, and west are developed with commercial and residential uses. This area is also part of a master planned community (Water Valley South). The property to the east of the proposed uses is undeveloped land zoned I-L (Limited Industrial). The applicant has indicated that the temporary use is for accommodating an existing use during a period of transition to another site. The number of available parking spaces

will increase, traffic should not change due to this request, and the modulares (temporary classrooms) should not impact adjacent properties.

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

The modular classrooms will be located adjacent to the southern side of the existing building currently used for church activities (360 Crossroads Blvd) and between the building and Rancho Drive. The proposed gravel parking area will be located southwest of the existing building, east of Crossroads Blvd, and north of Rancho Drive and Water Valley South 16th Filing (single-family residential). There are plans to landscape around the parking lot and the proposed playground area.

(3) Appropriate location of the building or buildings on the lot.

The two proposed temporary buildings (modulars) location will utilize the same access to and from the site as the existing church building. The modulars will be adjacent to the existing paved parking lot and proposed gravel parking area. Additionally, this location is in close proximity to the existing church building.

(4) Adequate provision of parking, loading and circulation facilities.

Adequate parking appears to be included. As stated, the proposed temporary parking area will provide additional parking spaces for the use. The number of church members is not proposed to change with this request.

(5) Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.

There will be an increase in the number of on-site parking spaces, drive aisles and access. According to the applicant's narrative, children will access the main entrance and be led to and from the main building and the modular classrooms.

(6) Potential effect of the use on storm drainage in the area.

The existing storm sewer system, constructed with the subdivision of Water Valley, was designed to convey developed runoff from this lot (Lot 1) via a proposed inlet near Crossroads Blvd to a detention pond in Water Valley. The inlet will be installed as part of the CUG, matching the current drainage design.

(7) Adequacy of planting screens where necessary.

Plant screening has not been proposed with the application due to the location of the modular classrooms and parking and its temporary use. The proposed location for the uses would have a

small impact on the adjacent neighborhood visually and was one of the few areas not impacted by utility/drainage easements.

(8) Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.

Staff has not identified any hazardous conditions, pollutants, or other noxious influences with the request for temporary modular classrooms and the temporary gravel parking area.

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

As previously mentioned, the request is for temporary modular classrooms and a temporary gravel parking area for an existing use (church). The location of the modulars should have the least impact on the neighborhood aesthetically and physically, as the buildings will be located on the eastern side of the lot. The gravel parking area should also have minimal visual impacts and is also a temporary use.

Conformance with Comprehensive Plan:

While the Comprehensive Plan does not specifically address temporary uses such as this, the proposal is consistent with the Comprehensive Plan Residential Areas Framework goal:

Maintain the character of existing neighborhoods.

Notification:

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

March 6, 2020 - property posted with a notification sign

March 6, 2020 - affidavit of letters mailed to the adjacent property owners

March 3, 2020 - legal notice posted on the Town of Windsor website

March 6, 2020 - legal ad published in the Tribune

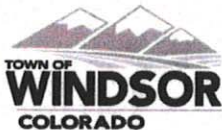
Recommendation:

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval for a three (3) year period of the conditional use grant, as presented.

Attachments

- Application materials
- Staff PowerPoint

copy: Sam Eliason, applicant's representative



APPLICATION FOR CONDITIONAL USE

(Please see Town of Windsor [Fee Schedule](#) for Application Fees)

TOWN OF WINDSOR
301 Walnut Street
Windsor, CO 80550

Office: (970) 674-2415
Fax: (970) 674-2456

www.windsorgov.com

TO BE COMPLETED BY APPLICANT

(Type or print in black ink)

Street Address*: _____ Lot: 1 _____ Block: _____

Subdivision: Water Valley South Subdivision, 6th Filing

*****Conditional Use Grant approval is only valid for the applicant(s) who receive the original approval and is not transferable to subsequent occupants of the property.*****

*Describe the non conforming use or home occupation. Include activity description, average number of clients, need for parking, hours of operation, size of area to be used, justification of continuance of non conforming use and result of any communication with neighbors. (use back or additional sheets if necessary)

Modular units will be used for classroom space, parking will be used for church services and activities.
To create temporary classroom space for our Sunday morning services, Sunday evening youth

Windsor Municipal Code Section 16-7 and Section 16-31.

- Legible, accurate drawings (drawn to an appropriate scale, which cannot be smaller than 1"=30') and specifications necessary for the proper consideration of this grant shall be submitted with this application.
- Conditional use grant evaluation criteria are detailed in Windsor Municipal Code Section 16-7-50.
- Notification requirements are detailed in Windsor Municipal Code Section 16-31.

*Present use of land:	Vacant	Size:	Approx 2 acres
*Present use of structure:	No existing structure	Size:	n/a
*Proposed use of land:	Modular units/parking/green space	Size:	Approx 2 acres
*Proposed use of structure:	Classroom space---2 modular units	Size:	24x60

If granted this conditional use grant, I/We the undersigned, agree to comply with the Code of the Town of Windsor, Colorado and any other stipulations as determined by the Town Board. I hereby depose and state under penalties of perjury that all statements and proposal submitted within this application are true and correct to the best of my knowledge.

Submitted this 25 day of November, 2019

Timberline Windsor

Applicant (please print)

JOE LUETHMERS

Property Owner* (please print)

Applicant's Signature

Property Owner's Signature*

9703817707

970 381 2500

Phone (daytime)

Fax

Phone* (daytime)

Fax*

Email

joe@timberlinewindsor.org

Email*

Jhelgeson@budhouseaedi.com

Applicant's Representative (if any) Name _____

Phone _____

Fax _____

Email _____

Project Description:

To create temporary classroom space for our Sunday morning services, Sunday evening youth program and Wednesday night Boys and Girls club program, we would like to add two modular trailers (24'x60') on the lot directly South of our current facility. In addition to classroom space, we will add additional parking spaces and a grass area for a playground. We will lease this undeveloped lot for a 2-3-year period to give us opportunity to grow as a church while we plan to move to our new property on County Road #17.

Our first service (8:30 a.m.) has on average of 180 people (capacity in auditorium is 423) and second service has on average 290-300. Plans are on the table to add a Saturday night service soon. Because of our facility layout, we disproportionately experience capacity issues in our Children's Ministry areas (both on weekends as well as during weekday ministries) well before our Auditorium is at capacity.

The space we decided on for the modular classrooms would allow for easy access for both parents and children, off the East side of the main building. (There is a door located behind the trash enclosure). One of the modular classrooms will be set over a curb with enough clearance for temporary placement and does not require a flat surface on or near the developed parking area south of the main building. The 2nd modular placement will be located on the lot adjacent to Longfin Drive with limited visibility to traffic on Crossroads Blvd. We anticipate utilizing the modular 2+ years.

The classroom spaces will be primarily used on Sunday mornings for 3rd -5th grade children, Sunday afternoon and evenings for middle school and high school programs, and Wednesday nights for Boys and Girls Club - with approximately 25-45 children within each classroom.

Bathroom: The farthest modular classroom is located approximately 300 feet from the nearest bathroom within the main building.

Running water: We do not see a need for running water at this time.

Playground area will be a grass (watered) area and landscaping improvement plans are in progress.

Parking area will consist of approximately 60-85 parking spaces treated with crushed asphalt.



Public Hearing and Recommendation to Town Board

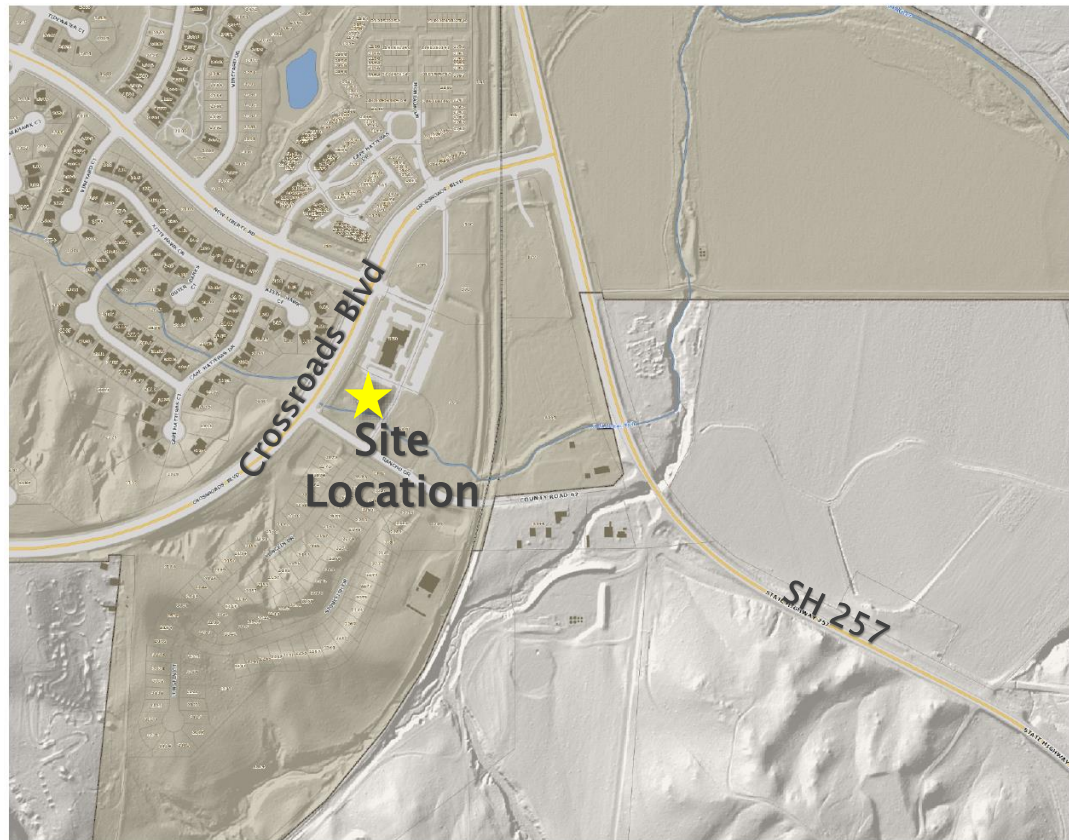
Conditional Use Grant

**Temporary Modular Classrooms
& Gravel Parking Area – Water
Valley South 6th Filing, Lot 1
(330 Crossroads Blvd)**

Justin Christensen, Planner I

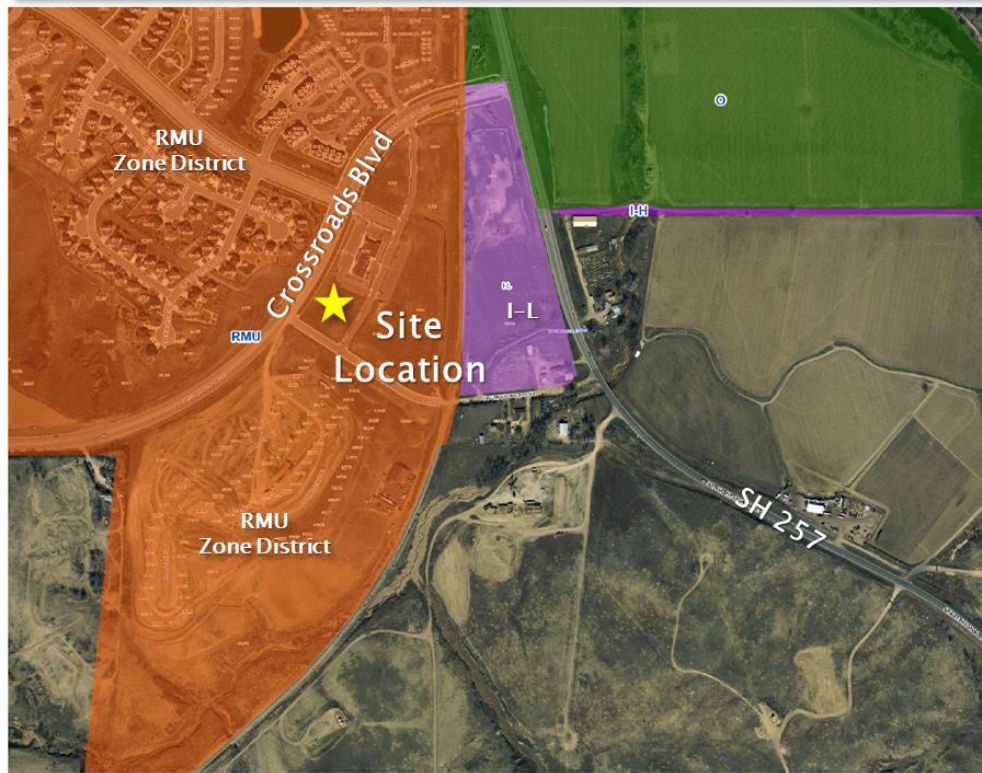
Planning Commission March 18, 2020

Site Vicinity Map



Zoning Map

Residential Mixed Use (RMU)





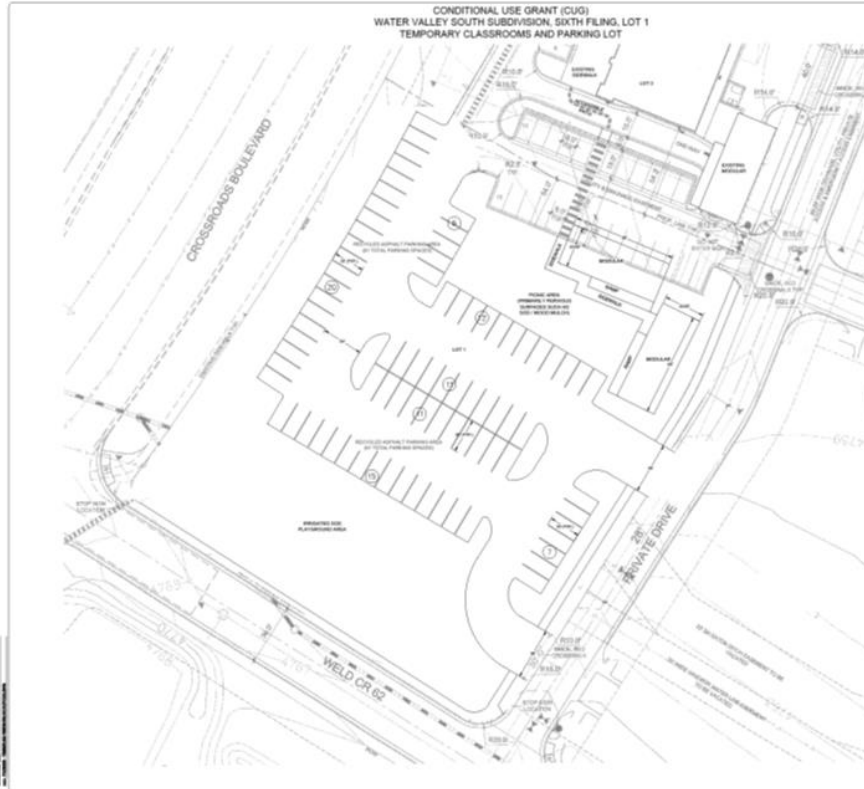
Conditional Use Grant

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

Sec. 16-7-10. Purpose.

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

Site Plan & Building Elevations



COLOR SCHEME

SIDING: SHERWIN WILLIAMS (DURACRAFT) SW6327 - BOLD BRICK
4" SMART TRIM: SHERWIN WILLIAMS (DURACRAFT) SW7049 - NUANCE
(SIMILAR TO EXISTING MODULAR ON LOT 2)

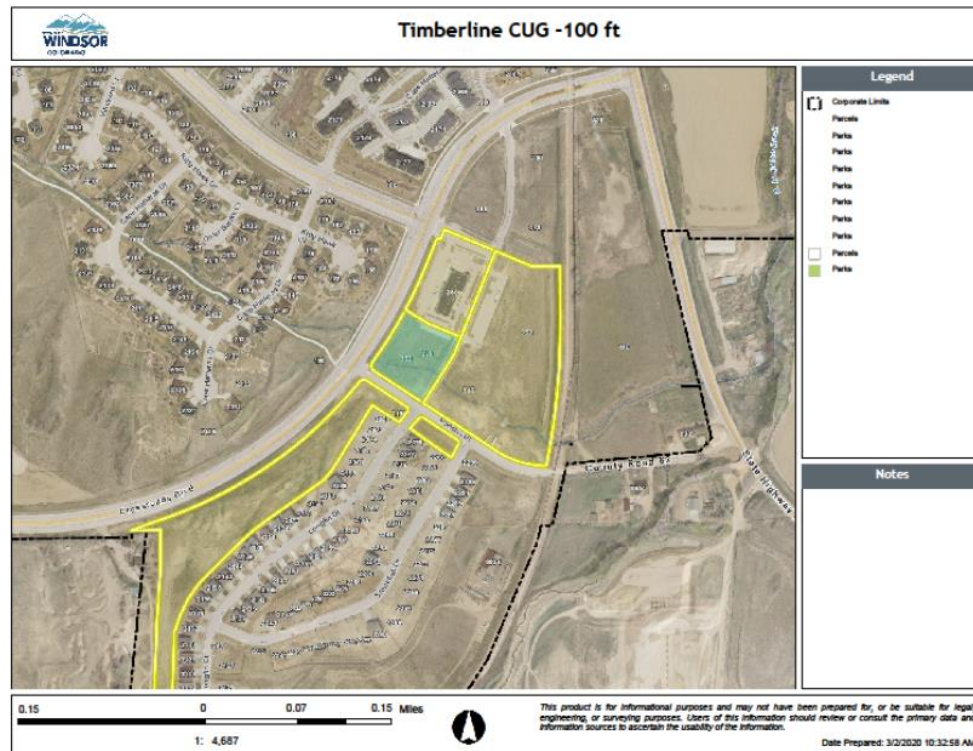




Notification:

Notifications for this meeting were as follows:

- ▶ March 6, 2020 – property posted with a notification sign
- ▶ March 6, 2020 – affidavit of letters mailed to adjacent property owners
- ▶ March 3, 2020 – legal notice posted on the Town of Windsor website
- ▶ March 6, 2020 – legal ad published in the Tribune





Analysis

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

1. The character and quality of the area in which the use will be located.

The area surrounding the proposed uses to the north, south, and west are developed with commercial and residential uses. This area is also part of a master planned community (Water Valley South). The property to the east of the proposed uses is undeveloped land zoned I-L (Limited Industrial). The applicant has indicated that the temporary use is for accommodating an existing use during a period of transition to another site. The number of available parking spaces will increase, traffic should not change due to this request, and the modulars (temporary classrooms) should not impact adjacent properties.

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

The modular classrooms will be located adjacent to the southern side of the existing building currently used for church activities (360 Crossroads Blvd) and between the building and Rancho Drive. The proposed gravel parking area will be located southwest of the existing building, east of Crossroads Blvd, and north of Rancho Drive and Water Valley South 16th Filing (single-family residential). There are plans to landscape around the parking lot and the proposed playground area.



Analysis

3. Appropriate location of the building or buildings on the lot.

The two proposed temporary buildings (modulars) location will utilize the same access to and from the site as the existing church building. The modulars will be adjacent to the existing paved parking lot and proposed gravel parking area. Additionally, this location is in close proximity to the existing church building.

4. Adequate provision of parking, loading and circulation facilities.

Adequate parking appears to be included. As stated, the proposed temporary parking area will provide additional parking spaces for the use. The number of church members is not proposed to change with this request.

5. Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.

There will be an increase in the number of on-site parking spaces, drive aisles and access. According to the applicant's narrative, children will access the main entrance and be led to and from the main building and the modular classrooms.



Analysis

6. Potential effect of the use on storm drainage in the area.

The existing storm sewer system, constructed with the subdivision of Water Valley, was designed to convey developed runoff from this lot (Lot 1) via a proposed inlet near Crossroads Blvd to a detention pond in Water Valley. The inlet will be installed as part of the CUG, matching the current drainage design.

7. Adequacy of planting screens where necessary.

The subject property is undeveloped natural open space, therefore, no new landscaping is proposed as part of the this CUG application.

8. Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.

The proposal does not include use or storage of hazardous or noxious material.

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

Subject property is zoned Recreation and Open Space (O) district. The layout and general compatibility of the proposed use is consistent with the existing zoning and surrounding area uses.



Recommendation

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



CUG

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Testimony received during the public hearing
- Recommendation

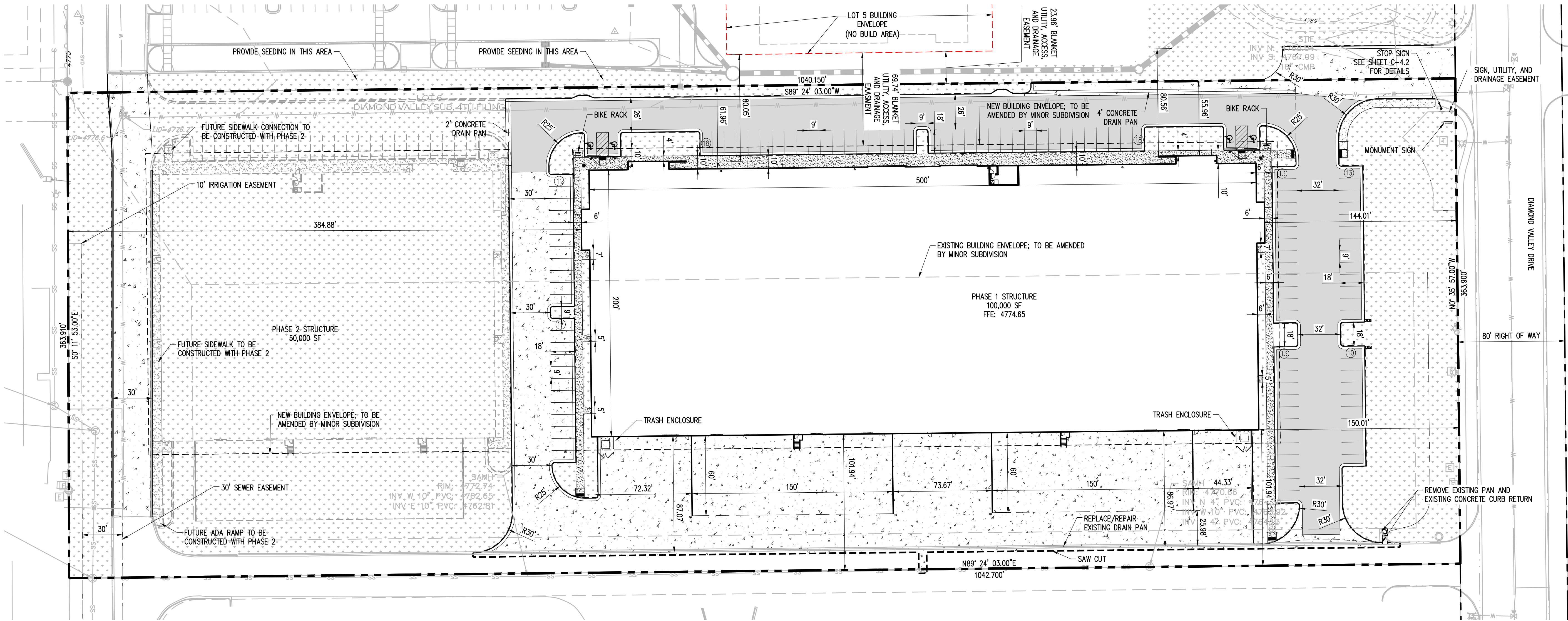


Approval Criteria

Sec. 16-7-50. - Standards and requirements for conditional use grants.

(a) Approval of a conditional use grant shall be based on the evaluation of such factors as the following:

- (1) The character and quality of the area in which the use will be located.
- (2) The physical appearance of the use, including suitability of architectural and landscaping treatment.
- (3) Appropriate location of the building or buildings on the lot.
- (4) Adequate provision of parking, loading and circulation facilities.
- (5) Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.
- (6) Potential effect of the use on storm drainage in the area.
- (7) Adequacy of planting screens where necessary.
- (8) Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.
- (9) The general compatibility of the proposed use with the area in which it is to be located.



LEGEND

PROPERTY LINE	---
EASEMENTS	- - - -
BUILDING ENVELOPE	- . - . - .
BUILDING	□
CONCRETE	▨
ASPHALT PAVEMENT	▩

PARKING

REQUIRED:		
INDUSTRIAL (1 PER 2 EMPLOYEES)	=	76 STALLS
(156/2 = 78)		
OFFICE (1 PER 300 SF)	=	34 STALLS
(10,000/300 = 33.34)		
TOTAL REQUIRED	=	112 STALLS
PROVIDED:		
STANDARD	=	108 STALLS
HANDICAPPED	=	4 STALLS
PARKING PROVIDED	=	112 STALLS
STALL DIMENSIONS:	=	18' X 9'
DRIVE AISLE WIDTH:	=	26' - 32'

SITE DATA (PHASE 1)

BUILDING AREA:	2.31 ACRES (26.6%)
CONCRETE:	1.43 ACRES (16.4%)
LANDSCAPE AREA:	3.21 ACRES (36.9%)
SIDEWALK:	0.19 ACRES (2.2%)
PRIVATE DRIVES:	1.56 ACRES (17.9%)
TOTAL AREA:	8.70 ACRES (100.0%)
TOTAL IMPERVIOUS AREA:	5.49 ACRES (63.1%)

SITE DATA (PHASE 2)

BUILDING AREA:	3.44 ACRES (39.5%)
CONCRETE:	1.44 ACRES (16.6%)
LANDSCAPE AREA:	1.12 ACRES (12.9%)
PARKING:	0.54 ACRES (6.2%)
SIDEWALK:	0.31 ACRES (3.6%)
PRIVATE DRIVES:	1.85 ACRES (21.2%)
TOTAL AREA:	8.70 ACRES (100.0%)
TOTAL IMPERVIOUS AREA:	7.58 ACRES (87.1%)

ALL AREAS NOT COVERED BY STRUCTURES, PAVEMENT, GRAVEL, OR OTHER IMPERVIOUS SURFACES ARE TO BE NATIVE VEGETATION AND/OR SHALL BE SEEDED WITH A NATIVE SEED MIX WHERE GROUND HAS BEEN DISTURBED.

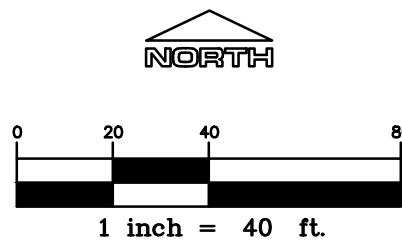
NOTES

- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
- THE DESIGN SHOWN IS BASED UPON THE ENGINEER'S UNDERSTANDING OF THE EXISTING CONDITIONS. THIS PLAN DOES NOT REPRESENT A DETAILED FIELD SURVEY. THE EXISTING CONDITIONS SHOWN ON THIS PLAN SHEET ARE BASED UPON SURVEY PREPARED BY RIDGETOP ENGINEERING AND SURVEYING, DATED 9/24/2019. DUE TO THE DATE OF THE SURVEY, EXISTING TOPOGRAPHY AND SITE FEATURES MAY HAVE CHANGED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING FIELD CONDITIONS PRIOR TO BIDDING THE PROPOSED SITEWORK IMPROVEMENTS. IF CONFLICTS ARE DISCOVERED, THE CONTRACTOR SHALL NOTIFY THE OWNER PRIOR TO INSTALLATION OF ANY PORTION OF THE SITEWORK WHICH WOULD BE AFFECTED. IF CONTRACTOR DOES NOT ACCEPT EXISTING SURVEY, INCLUDING TOPOGRAPHY AS SHOWN ON THE PLANS, WITHOUT EXCEPTION, HE SHALL HAVE MADE, AT HIS OWN EXPENSE, A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR AND SUBMIT IT TO THE OWNER FOR REVIEW.
- CAUTION - NOTICE TO CONTRACTOR:
THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES AND EXISTING IMPROVEMENTS WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS ON THE PLANS.
- CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSIONS OF VESTIBULE, SLOPED PAVING, EXIT PORCHES, SIDEWALKS, RAMPS & TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
- DIMENSIONS SHOWN REFER TO FACE OF CURB, FACE OF BUILDING OR TO THE CENTERLINE OF PAVEMENT STRIPING, UNLESS OTHERWISE NOTED.
- ALL PAVED PARKING LOT AREAS WITHIN THE LIMITS OF IMPROVEMENTS SHALL BE STANDARD DUTY PAVEMENT UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL PROVIDE A TEMPORARY TRAFFIC CONTROL PLAN FOR THE TOWN ENGINEER'S APPROVAL PRIOR TO ANY WORK WITHIN THE TOWN RIGHT-OF-WAY.
- REFER TO BOUNDARY SURVEY FOR LEGAL DESCRIPTION, DIMENSIONS OF PROPERTY LINES, BASIS OF BEARINGS & BENCHMARK INFORMATION. (SEE SHEET CS-1)
- ALL ON-SITE PAINTED STRIPING SHALL BE DOUBLE COATED. SEPARATE COATS SHALL BE APPLIED NO SOONER THAN 4 HOURS APART. (CONTRACTOR TO REFER TO PROJECT SPECIFICATIONS FOR ADDITIONAL PAVING MARKING REQUIREMENTS.)
- PARKING LOT STRIPING SHALL BE YELLOW, 4" WIDTH, & DOUBLE COATED, UNLESS OTHERWISE NOTED. LIGHT POLE BASES TO BE PAINTED TRAFFIC YELLOW (DOUBLE COAT)
- ALL DISTURBED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SEED, MULCH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
- ALL ISLANDS WITH CURB AND GUTTER SHALL BE LANDSCAPED. THOSE ISLANDS ARE TO HAVE 18" CURB AND GUTTER. ALL REMAINING ISLANDS ARE TO BE STRIPED AS SHOWN.
- EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
- THE SITEWORK CONTRACTOR SHALL CONNECT ALL LIGHTS WITHIN THE RETAIL STORE'S DEMISED AREA TO THE SECURITY CIRCUIT AS SHOWN ON THE ELECTRICAL PLAN.
- CURB RADII ADJACENT TO PARKING STALLS SHALL BE 2'. ALL OTHER CURB RADII SHALL BE 10', UNLESS OTHERWISE NOTED.

TOWN OF WINDSOR
DRAWING APPROVAL

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

BY _____ DATE _____
ENGINEERING MANAGER



LOGO

RIDGETOP
ENGINEERING & SURVEYING
541 E. Garden Drive, Unit N
Windsor, CO 80550
T (970) 663-4562
W ridgetopeng.com

SEAL

PROJECT TITLE

ULTIMATE SUPPORT SYSTEMS

DIAMOND VALLEY SUBDIVISION EIGHTH FILING
1130 DIAMOND VALLEY DRIVE, WINDSOR, CO

PREPARED FOR

THUNDERPUP CONSTRUCTION LLC

1520 E. MULBERRY ST,
SUITE 280
FORT COLLINS, CO

SUBMITTAL

QUALIFIED COMMERCIAL INDUSTRIAL SITE PLAN

DRAWN BY:	NGA/BSA
CHECKED BY:	MRB
PROJECT NO.:	19-099-001

REVISIONS	
2ND SUBMITTAL	11/13/2019
3RD SUBMITTAL	12/13/2019
REVISIONS	12/19/2019
FINAL SUBMITTAL	02/10/2020

DATE	10/11/2019
------	------------

SHEET TITLE

SITE IMPROVEMENT PLANS

SHEET INFORMATION

C-1.0

9

of

22

C:\Users\james\Documents\639_Thunderpup Construction w\MEZ_central_kharshman@greywolfstudio.com.rvt
1/23/2020 9:42:01 AM



thunderpup
CONSTRUCTION, INC.
Serving Fort Collins Since 1979

1520 E. MULBERRY AVENUE SUITE #200
FORT COLLINS, CO 80525

PHONE: 970.224.9200
FAX: 970.224.2062
WWW.THUNDERPUP.COM

ARCHITECTURE PLANNING
INTERIOR DESIGN
1543 champs st. #200
denver, co 80202
ph: 303.292.8107
fax: 303.292.4297
www.greywolfstudio.com

GREY WOLF ARCHITECTURE

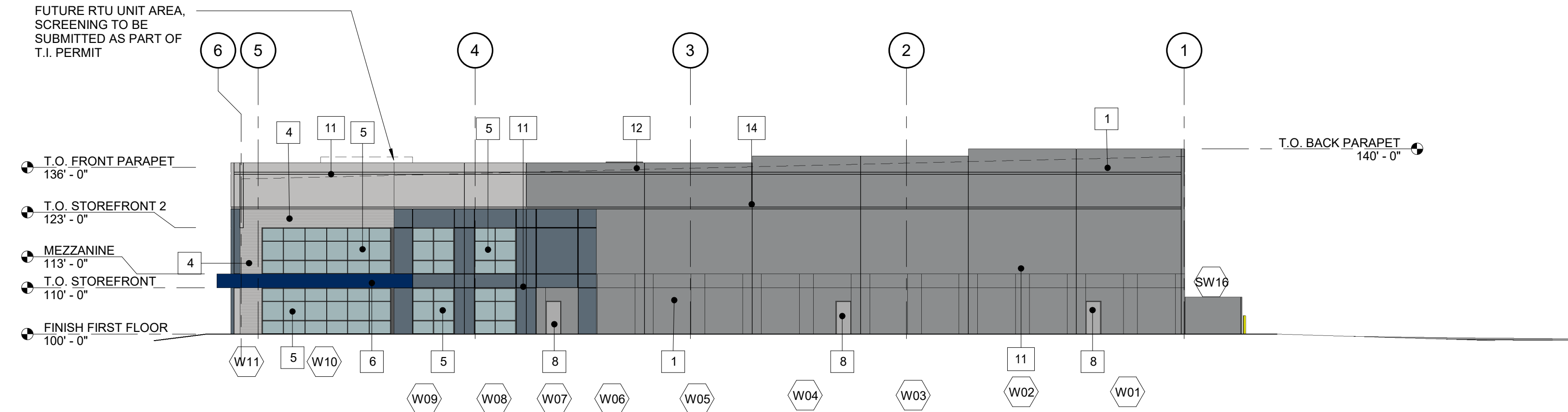
ULTIMATE SUPPORT SYSTEMS
1130 DIAMOND VALLEY DR
WINDSOR, CO

GENERAL NOTES

- CONTRACTOR TO IMMEDIATELY NOTIFY THE ARCHITECT OF ANY DISCREPANCIES, ERRORS, OR CONFLICTS DISCOVERED IN THE DRAWINGS. CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO START OF WORK.
- ALL MECHANICAL BUILDING MOUNTED EQUIPMENT & METERS, ETC. TO BE PAINTED TO MATCH ADJACENT WALL

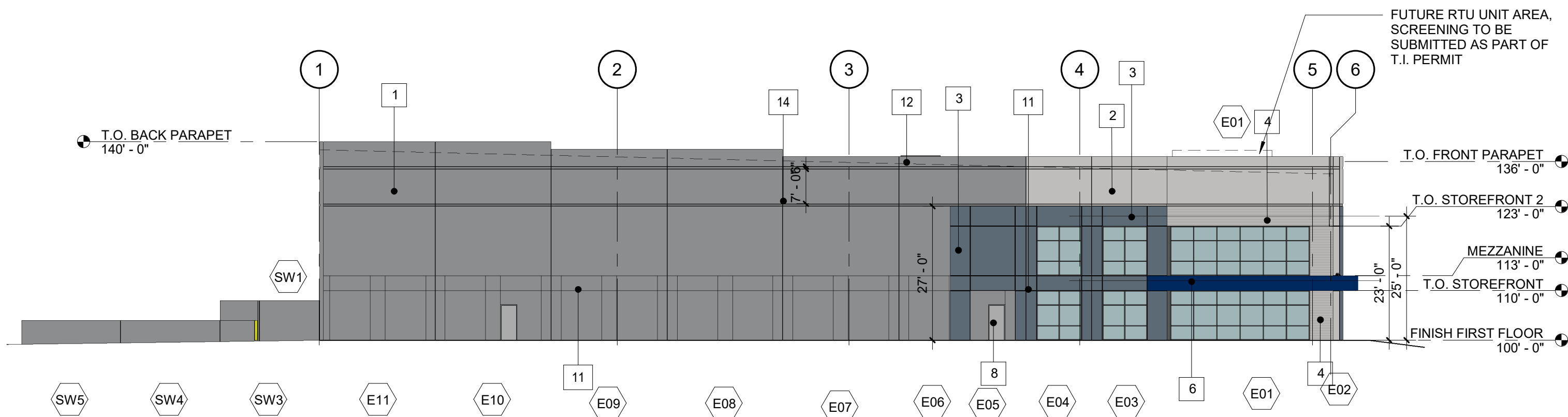
MATERIAL LEGEND

- | | |
|----|--|
| 1 | CONCRETE PANEL
PAINT #1 - GRAY |
| 2 | CONCRETE PANEL
PAINT #2 - LIGHT GRAY |
| 3 | CONCRETE PANEL
PAINT #3 - SLATE BLUE |
| 4 | RIBBED CONCRETE PANEL
PAINT #2 - LIGHT GRAY |
| 5 | PREFINISHED ALUMINUM STOREFRONT |
| 6 | METAL CANOPY W/ PREFIN. SOFFIT. ALL EXPOSED STEEL MEMBERS TO BE PAINTED |
| 7 | OVERHEAD DOOR
PREFINISHED WHITE W/ VISION GLASS. PROVIDE BUMPERS & DOOR SHELTER |
| 8 | H.M. INSULATED MAN DOOR
PAINT TO MATCH ADJACENT WALL |
| 9 | EXTERIOR WALL MOUNTED LIGHT FIXTURE PREFIN. BRONZE FINISH, RE: ELECT. |
| 10 | KNOCK-OUT FUTURE OPENING
RE: STRUCTURAL |
| 11 | REVEAL |
| 12 | LINE OF ROOF BEYOND |
| 13 | EXTERIOR STEEL STAIR & RAILING
PAINT RAILING, GRAY COLOR |
| 14 | PANEL JOINT W/ SEALANT |



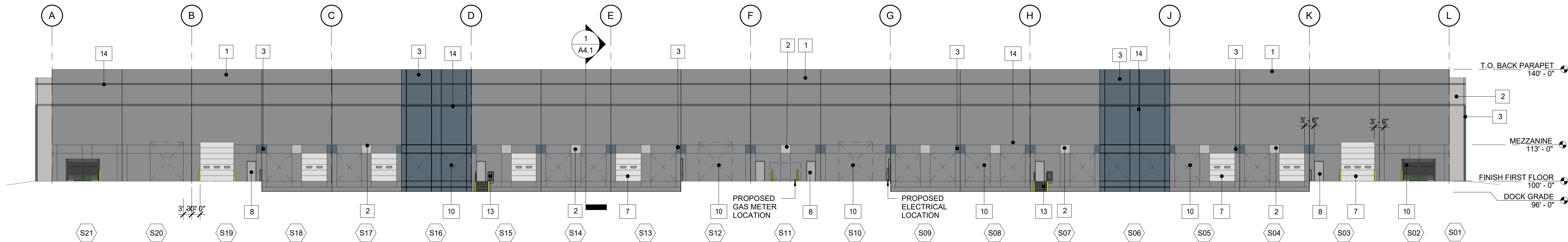
4 WEST ELEVATION

1" = 20'-0"



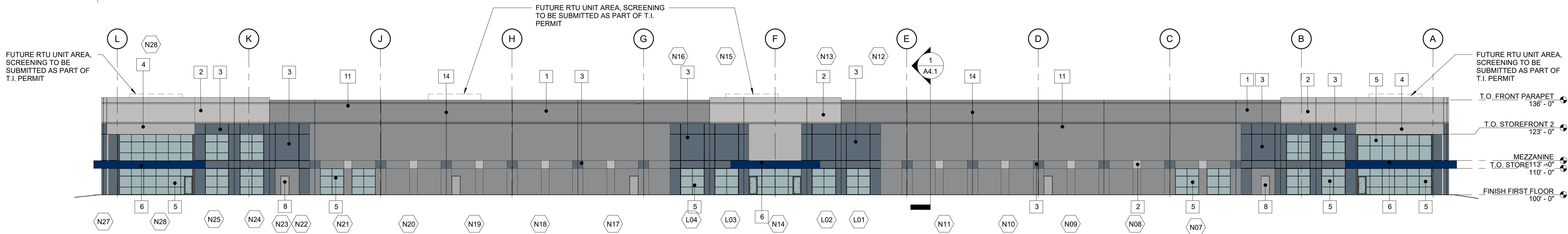
3 EAST ELEVATION

1" = 20'-0"



2 SOUTH ELEVATION

1" = 20'-0"

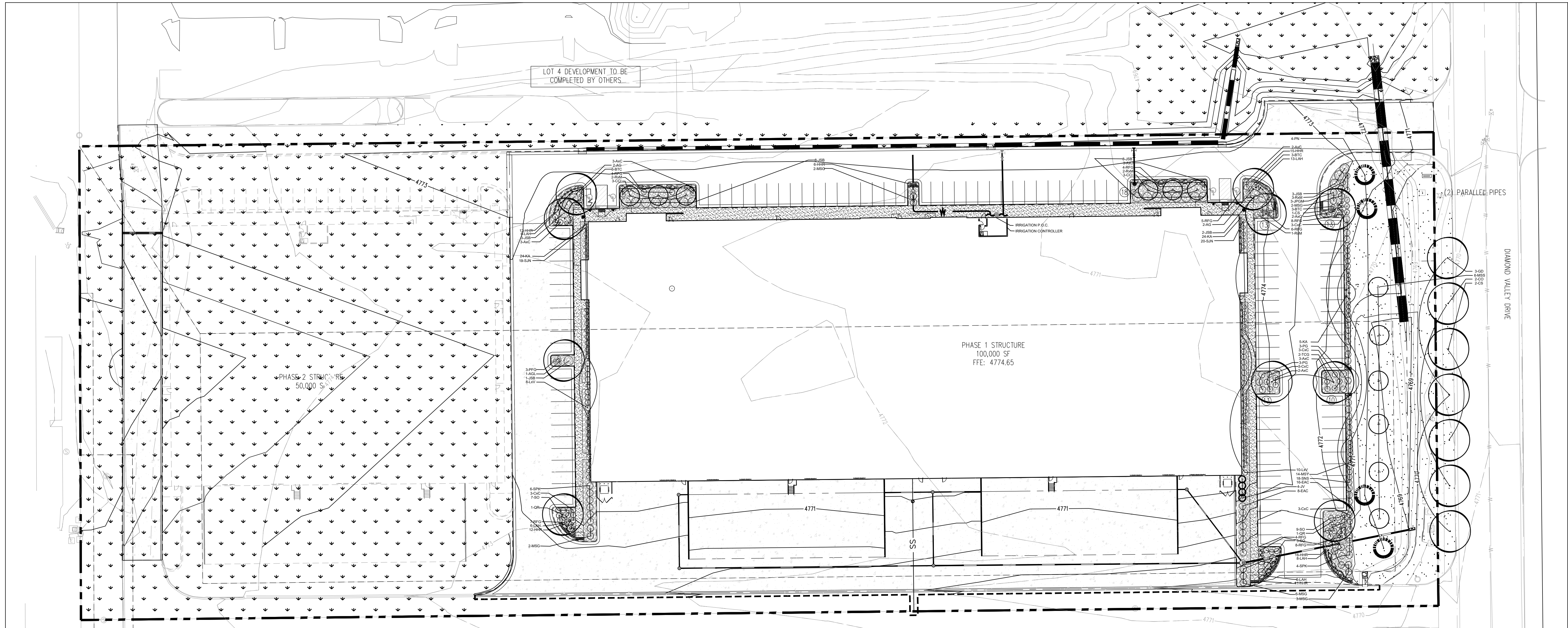


1 NORTH ELEVATION

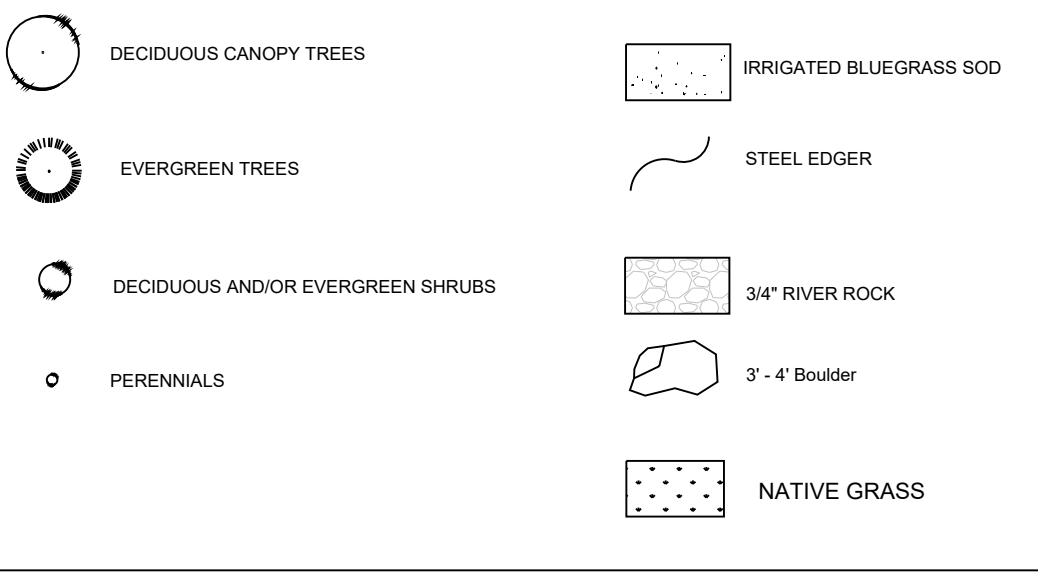
1" = 20'-0"

ALL DRAWN AND WRITTEN INFORMATION APPEARING HEREIN IS COPYRIGHTED INFORMATION AND SHALL NOT BE REPRODUCED, COPIED, OR OTHERWISE DUPLICATED WITHOUT THE WRITTEN CONSENT OF GREY WOLF ARCHITECTURE		
PROJECT NUMBER	15-539	
DRAWN BY	ACJ	
CHECKED BY	KWH	
DATE	ISSUE	REV. #
10.11.19	SITE PLAN REVIEW	
11.8.19	PROGRESS SET	
11.15.19	QC/SP REVISION 1	
12.13.19	PERMIT	
01.23.20	TOWN COMMENTS	

EXTERIOR
ELEVATIONS



PLANT LEGEND



NATIVE GRASS:

PBSI Foothills Native Mix

Ingredients: Switchgrass, Rocky Mountain Fescue, Big Bluestem, Sandberg Bluegrass, Slender Wheatgrass, Thickspike/Streambank/Western Wheatgrass, Yellow Indiangrass, Blue Grama, Beardless Wheatgrass, Indian Ricegrass, Little Bluestem, Sand Dropseed, Sidecoats Grama

Seeding Rate: 25 lbs/Acre to be used between October 15th and March 30th

Pawnee Buttes Seed, Inc.
605 25th St
Greeley, Colorado
(970) 356-7002

PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES	GROWTH HEIGHT	GROWTH SPRED	QTY
DECIDUOUS TREES							
AG	Acer frbrum 'Red Sunset'	Red Sunset Maple	2" cal	B+B	40'-60'	30'-35'	4
GD	Gymnocladus dioicus	Kentucky Coffee Tree	2" cal	B+B	60'-75'	40'-50'	3
TCG	Tilia Cordata 'Greenspire'	Greenspire Linden	2" cal	B+B	40'-60'	30'-35'	2
AGL	Aesculus glabra	Ohio Buckeye	2" cal	B+B	15'-20'	15'-25'	1
QR	Quercus robur	English Oak	2" cal	B+B	60'-75'	40'-50'	2
CO	Celtis occidentalis	Western Hackberry	2" cal	B+B	15'-20'	15'-25'	2
CS	Catalpa speciosa	Western Catalpa	2" cal	B+B	60'-75'	40'-50'	3
ORNAMENTAL TREES							
MSS	Malus 'Spring Snow'	Spring Snow Crabapple	1.5" cal.	B+B	15'-20'	15'-30"	6
CCI	Crataegus crus-galli enermis	Thornles Cocksbur Hawthorne	1.5" cal.	B+B	15'-20'	15'-30"	6
EVERGREEN TREES							
JV	Juniperus scopulorum 'Rocky Mountain'	Rocky Mountain Juniper	6' ht	B+B	12'-15'	6'-12'	4
PN	Pinus Nigra	Austrian Pine	6' ht	B+B	40'-60'	25'-40'	4
EVERGREEN SHRUBS							
JSB	Juniperus sabina 'Buffalo'	Buffalo Juniper	5 gal.	7' o.c.	1'-2'	3'-5'	25
PG	Picea pungens 'Globosa'	Globe Spruce	5 gal.	5' o.c.	3'-5'	3'-5'	6
JPGM	Juniperus procumbens 'Green Mound'	Blue Chip Juniper	5 gal.	3' o.c.	1'-2'	3'-5'	2
DECIDUOUS SHRUBS							
AxC	Arctostaphylos x coloradoensis	Panchito Manzanita	5 gal.	4' o.c.	1'-2'	3'-5'	23
BTC	Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Japanese Barberr	5 gal.	5' o.c.	1'-2'	3'-5'	12
SJN	Spiraea japonica 'Anthony Water'	Little Princess Spiraea	5 gal.	3' o.c.	2'-4'	2'-4'	39
EAC	Euonymus alatus 'Compactus'	Dwarf Burning Bush	5 gal.	3' o.c.	6'-8'	4'-6'	24
SNS	Spiraea nippinica 'Snowmound'	Snowmound Spirea	5 gal.	3' o.c.	4'-7'	4'-7'	18
RxM	Rosa x 'Meidiland White'	White Meidiland Rose	5 gal.	3' o.c.	3'-4'	2'-3'	6
SPK	Syringa patula 'Miss Kim'	Miss Kim Lilac	5 gal.	5' o.c.	6'-8'	4'-6'	10
PFG	Potentilla fruticosa 'Gold Drop'	Gold Drop Potentilla	5 gal.	3' o.c.	2'-3'	2'-3'	9
CxC	Caryopteris x clandonensis 'Blue Mist'	Blue Mist Spiraea	5 gal.	5' o.c.	4'-5'	4'-5'	9
LxV	Ligustrum vicaryi	Golden Vicary Privet	5 gal.	4' o.c.	4'-7'	4'-7'	18
SO	Symphoricarpos oriculata	Red Coralberry	5 gal.	4' o.c.	2'-3'	2'-3'	19
PERENNIALS AND ORNAMENTAL GRASSES							
MSG	Miscanthus sinensis 'Gracillimus'	Gracillimus Grass	1 gal.	24" o.c.			20
KA	Calamagrostis x acutiflora 'Karl Forester'	Karl Forester Grass	1 gal.	24" o.c.			54
RFG	Rudbeckia fulgida 'Goldstrum'	Black-Eyed Susan	1 gal.	24" o.c.			37
HHR	Hererocallis 'Stella d' Oro'	Dwarf Daylily	1 gal.	24" o.c.			72
LAH	Lavandula angustifolia 'Hidcote'	Deep Blue Lavender	1 gal.	18" o.c.			37
MSY	Miscanthus sinensis 'Yaku Jima'	Yaku Jima Maiden Grass	1 gal.	18" o.c.			14

TOWN OF WINDSOR
DRAWING APPROVAL

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

BY _____ DATE _____
ENGINEERING MANAGER

LOGO



541 E. Garden Drive,
Unit N
Windsor, CO 80550

T (970) 663-4552
W rdgtopeng.com

SEAL



PROJECT TITLE

ULTIMATE
SUPPORT
SYSTEMS

1130 DIAMOND VALLEY
DRIVE
WINDSOR, CO

PREPARED FOR

THUNDERPUP
CONSTRUCTION
LLC

1520 E. MULBERRY ST,
SUITE 280
FORT COLLINS, CO



SUBMITTAL

SITE PLAN REVIEW

DRAWN BY: NGA/BSA

CHECKED BY: MRB

PROJECT NO.: 19-099-001

REVISIONS

DATE

12/13/2019

SHEET TITLE

LANDSCAPE
PLAN

SHEET INFORMATION

LS 1.0



MEMORANDUM

Date: March 18 2019
To: Planning Commission
From: Sandra Mezzetti, AICP, Planner I
Re: Site Plan Summary – Diamond Valley, 8th Filing Lot 1 (Ultimate Support)
Item: D.3.b

Site Plan Summary

Applicant: Brad Anderson, Ridgetop Engineering and Surveying

Business: Ultimate Support

Location: 1130 Diamond Valley Drive

Subdivision / Lot-Block: Diamond Valley Subdivision, 8th Filing, Lot 1

Zoning: I-H (Limited Industrial)

Adjacent Zoning: North– I-L (Limited Industrial) [Diamond Valley Sub 4th Filing]
East – I-L (Limited Industrial) [Diamond Valley Sub 5th Filing]
South – I-L (Limited Industrial) [Diamond Valley Sub 2nd Filing]
South West Corner – GC (General Commercial) [Valley Center Sub 2nd Filing]

Special Planning Area: Diamond Valley Tech Center Master Plan (Tatman Business Park)

Overall development characteristics:

- Lot area = 8.70 acres
- 100,000 square feet (sf) of total buildings
 - Proposed: Concrete panel with metal canopy and aluminum storefront
- Parking required: 112 stalls
- Parking provided: 112 stalls (108 standard, 4 accessible)
- Bicycle parking provided: one bike rack accommodates two bicycles
- 36.9% landscape/open space
- Shared access from Diamond Valley Drive
- West portion of the lot will remain vacant for future development

Building characteristics include:

- Architectural style and materials are consistent with existing buildings within the Diamond Valley Tech Center (south – Tolmar, north - Snaptron). Building materials consist of pre-cast concrete panels with decorative reveals and prefinished aluminum storefronts. Color pallet consist of gray (medium gray) for the main body of building with light gray around the storefront areas. Square accent panels on the north and south elevations alternate between light gray and steel blue against a

medium gray body. Also on the north and south elevations are vertical accent bands painted slate blue to add interest and break up the long gray wall.

- Building height: 40' (including parapet screen wall)

Staff is currently reviewing the site plan submittal and is working with the applicant to meet all standards.

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 20, 2020** either by email or at a regular meeting under the communications section of the agenda.

Attachments

Site plan, landscape plan and building elevations