



PLANNING COMMISSION REGULAR MEETING

April 01, 2020 // 7:00 p.m. // Virtual Meeting

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 via Zoom virtual meeting:

Gale Schick
Victor Tallon
Kelly Hall
Doug Dennison
Cindy Scheuerman
Jerry Bushelman
Daniel Foreman
Timothy Reddick

Alternate:

Town Board Liaison: David Sislowski

Also present virtually:

Community Dev. Director:	John Thornhill
Senior Planner:	David Eisenbraun
Senior Planner:	Paul Hornbeck
Chief Planner:	Carlin Malone
Planning Director:	Scott Ballstadt
Town Engineer:	Doug Roth
Town Clerk:	Krystal Eucker
Deputy Town Clerk:	Trisha Conway

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, Tallon, Hall, Dennison, Scheuerman, Bushelman, 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*

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 – Final Major Subdivision – Raindance Subdivision 8th Filing – David Nelson and Martin Lind, Raindance Development LLC, owner/applicant/Garrett Scallon, Raindance Development LLC, applicant's representative.

- Quasi-judicial
- Staff presentation: David Eisenbraun, 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 David Eisenbraun, presented the proposal. Per Mr. Eisenbraun the applicant, Mr. Martin Lind of Raindance Land Company, LLC, has submitted a final major subdivision plat, known as Raindance Subdivision Eighth Filing. The subdivision encompasses approximately 616 total acres, with 40.2 acres being specifically developed and zoned Planned Unit Development (PUD). Located North of New Liberty Road, and East of Colorado Blvd, Weld County Road 13. The remainder of the 576 acres are platted as future development tracts, with the majority being for the future golf course and approximately a 32-acre portion designated for multi-family along Colorado Boulevard.

Final Plat characteristics for 8th filing:

- 616.35 total acres (40.16 ac. developed)
 - 138 single-family lots
 - Lot sizes:
 - 52: 5,500 sf lots
 - 86: 6,600 sf lots
 - Density: 3.4 dwelling units per acre
 - Product: 1 & 2-story houses with attached garages
 - Parks (owned and maintained by metropolitan district)
- o Key improvements with Landscaping & Improvements
- Continuation of Covered Bridge Parkway
 - Tracts for open space / agriculture use = ~ 3 acres
 - Extension of trail system
 - Pedestrian refuge across New Liberty Road

Due to close proximity to an existing park located in 2nd Filing, 8th Filing is compliant with park proximity requirements and contributes to cumulative open space acreage required at full buildout. The park is located just across New Liberty Road, allowing for open space, and landscaping improvements being reviewed.

As required with a preliminary subdivision submittal, the applicant held a neighborhood meeting on December 3, 2019, in accordance with Chapter 16, Article XXXI of the Municipal Code. Two neighbors attended. Please see the enclosed neighborhood meeting notes for discussion topics. No additional citizen comments have been received to date by the planning staff.

Furthermore, there have been no substantive changes to the 8th filing since the preliminary plat approvals by the Planning Commission on January 15, 2020.

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.

Chapter 5c – Residential Areas Framework

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

The application is consistent with the Strategic Plan, particularly promoting community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner; and quality of life, vitality and small-town feel.

Regarding the Preliminary Subdivision, a neighborhood meeting was held on December 3, 2019. Notifications for that meeting were as follows:

- November 13, 2019 – affidavit of mailing to property owners within 300 feet
- November 15 and 17, 2019 – display ad published in the newspapers

Regarding the Final Subdivision, notifications for this public hearing were as follows:

- March 19, 2020 - affidavit of mailing to property owners within 300 feet
- March 20, 2020 – public notice published on Town website
- March 20, 2020 – site posted
- March 20, 2020 – display ad published in the newspaper

The following are conditions of approval pertaining to the 8th Filing:

1. The Developer shall dedicate ROW and easements on the east side of Colorado Blvd. sufficient for potential construction of a future two lane roundabout at the intersection of Colorado Blvd. and Cherry Blossom Dr.
2. The Developer shall work with staff and prepare an elevated water tank design, through a collaborative design and cost effort, that shall provide adequate emergency pressure and water quantity for the south pressure zone based on development and Town water system models.
3. At no cost to the Town, the Developer shall convey a tract of land near the highest elevation location just north of New Liberty Dr. for construction of an elevated water tank. The tract of land shall be sufficient in size for installation of the proposed elevated water tank. All permanent and temporary easements necessary for construction, operation, and maintenance of the water tank and associated appurtenances shall be dedicated by the Developer to the Town at no cost to the Town.
4. The Developer shall construct an elevated water tank by the end of year 2022, unless there are considerable economic faults due to acts outside of the Town's or

developers control. The Town shall reimburse the Developer a pro rata share yet to be determined for the cost of design and construction based on the percentage of build out service area water usage outside of the Raindance Master Plan area. Details of reasonable effort and economic criteria will all be determined through the standard development agreement process.

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments and conditions being addressed.

Mr. Schick asked Mr. Eisenbraun whether the applicant had any additional information to present.

Mr. Eisenbraun stated the applicant did not supply him with additional material.

Mr. Scott Ballstadt unmuted Tom Siegel asking whether his team had any additional comment.

Mr. Siegel stated; No, but Martin Lind is on the line via telephone.

Martin Lind checked-in via telephone.

Mr. Ballstadt asked whether Martin Lind had any additional comment.

Mr. Lind stated; No, but he's happy to answer any questions at this time.

Mr. Schick asked Mr. Lind whether he is disputing any of the conditions recommended by staff.

Mr. Lind stated the water tower condition is still under review, and that agreement will be finalized before meeting with Town Board.

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

Ms. Scheuerman asked Mr. Eisenbraun about the traffic conditions related to approval, regarding the 2-lane round-about at Colorado Blvd, and Cherry Blossom. Does that fit with the potential right-of-way needed for the future expansion of Colorado Blvd.

Mr. Eisenbraun stated any expansion for Colorado Blvd will be reviewed, along with the acceleration, and deceleration lanes of the road. Right-of-way and easements on the east side of Colorado Blvd would be part of this Raindance approval, but the west side dedication is a separate matter.

Ms. Scheuerman asked Mr. Eisenbraun if the round-about is proposed as 2-lanes, why was the round-about recently constructed as 1-lane at New Liberty Road, and Colorado Blvd.

Mr. Eisenbraun stated he would let Doug Roth speak to those circumstances, but this plat has been reviewed as a buildout for Raindance. The review of the traffic study did not trigger the need for round-about or traffic signal, but this is dedication of the land for future expansion.

Mr. Eisenbraun asked Mr. Roth whether he had any additional comment.

Mr. Roth stated it's the difference between short and long-term improvements; ultimately Colorado Blvd may end up as a 4-lane road. In the foreseeable future

the 1-lane round-about is sufficient, however recognizing the future expansion is why the 2-lane round-about is being proposed.

Ms. Scheuerman asked Mr. Roth are you anticipating initial construction would be a 1-lane round-about similar to New Liberty Road.

Mr. Roth stated the 1-lane round-about may not be needed, but the reasoning about having the round-about during peak hours the left turns coming out of Cherry Blossom will be poor with the flexibility of upgrading.

Ms. Scheuerman asked Mr. Roth about the intersection for future development at Pear Blossom.

Mr. Roth stated that's part of 9th Filing, and the same recommendation of approval for Cherry Blossom.

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

2. Final Major Subdivision – Raindance Subdivision 8th Filing – David Nelson and Martin Lind, Raindance Development LLC, owner/applicant/Garrett Scallon, Raindance Development LLC applicant's representative

- Quasi-judicial
- Staff presentation: David Eisenbraun, Senior Planner

Mr. Schick asked if Mr. Eisenbraun had any additional information to present
Mr. Eisenbraun stated; No

Mr. Schick asked whether there were any other questions from the commission; none

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Raindance Subdivision 8th Filing subject to recommendations by staff as presented; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Dennison, Scheuerman, Bushelman, Foreman
Nays – None
Motion carried.**

3. Public Hearing – Final Major Subdivision – Raindance Subdivision – Raindance Subdivision 9th Filing – David Nelson and Martin Lind, Raindance Development LLC, owner/applicant/Garrett Scallon, Raindance Development LLC, applicant's representative.

- Quasi-judicial
- Staff presentation: David Eisenbraun, Senior Planner

Mr. Schick opened the public hearing

Senior Planner David Eisenbraun, presented the proposal. Per Mr. Eisenbraun the applicant, Mr. Martin Lind of Raindance Land Company, LLC, has submitted a final major subdivision plat, known as Raindance Subdivision Ninth Filing. Located North of New Liberty Road, and East of Colorado Blvd, Weld County Road 13. The plat is

bisected by Covered Bridge Parkway which meets up with Pear Blossom, and High Pointe Estates. The subdivision encompasses approximately 108 acres and are zoned Planned Unit Development (PUD). There are 35 acres platted as future development tracts, largely being designated for the future single-family homes.

Final Plat characteristics for 9th filing:

- 108.5 total acres (73.5 ac. developed)
- 239 single-family lots
 - Lot sizes:
 - 122: 5,500 sf lots
 - 117: 6,600 sf lots
- Density: 3.2 dwelling units per acre
- Product: 1 & 2-story houses with attached garages
- Parks (owned and maintained by metropolitan district)

o Key improvements with Landscaping & Improvements

- Tracts for open space / agriculture use = ~ 17 acres
- About 35 acres are dedicated for future development
- Extension of trail system

Due to close proximity to an existing park located in 2nd Filing, 9th Filing is mainly compliant; however, per the Master Plan, one additional pocket park is provided at location "C".

As required with a preliminary subdivision submittal, the applicant held a neighborhood meeting on December 3, 2019, in accordance with Chapter 16, Article XXXI of the Municipal Code. Two neighbors attended. Please see the enclosed neighborhood meeting notes for discussion topics. No additional citizen comments have been received to date by the planning staff.

Furthermore, there have been no substantive changes to the 9th filing since the preliminary plat approvals by the Planning Commission on January 15, 2020.

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.

Chapter 5c – Residential Areas Framework

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

The application is consistent with the Strategic Plan, particularly promoting community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner; and quality of life, vitality and small-town feel.

Regarding the Preliminary Subdivision, a neighborhood meeting was held on December 3, 2019. Notifications for that meeting were as follows:

- November 13, 2019 – affidavit of mailing to property owners within 300 feet
- November 15 and 17, 2019 – display ad published in the newspapers

Regarding the Final Subdivision, notifications for this public hearing were as follows:

- March 19, 2020 - affidavit of mailing to property owners within 300 feet
- March 20, 2020 – public notice published on Town website
- March 20, 2020 – site posted
- March 20, 2020 – display ad published in the newspaper

The following are conditions of approval pertaining to the 9th filing:

1. The Developer shall dedicate ROW and easements on the east side of Colorado Blvd. sufficient for potential construction of a future two lane roundabout at the intersection of Colorado Blvd. and Pear Blossom Dr.
2. If not already completed as part of Raindance 8th Filing, the Developer shall work with staff and prepare an elevated water tank design, through a collaborative design and cost effort, that shall provide adequate emergency pressure and water quantity for the south pressure zone based on development and Town water system models.
3. If not already completed as part of Raindance 8th Filing, at no cost to the Town, the Developer shall convey a tract of land near the highest elevation location just north of New Liberty Dr. for construction of an elevated water tank. The tract of land shall be sufficient in size for installation of the proposed elevated water tank. All permanent and temporary easements necessary for construction, operation, and maintenance of the water tank and associated appurtenances shall be dedicated by the Developer to the Town at no cost to the Town.
4. If not completed as part of Raindance 8th Filing, the Developer shall construct an elevated water tank by the end of year 2022 unless there are considerable economic faults due to acts outside of the Town or developer's control. The Town shall reimburse the Developer a pro rata share yet to be determined for the cost of design and construction based on the percentage of build out service area water usage outside of the Raindance Master Plan area. Details of reasonable effort and economic criteria will all be determined through the standard development agreement process.

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments and conditions being addressed.

Mr. Schick asked Mr. Lind whether he had additional information to present.
Mr. Lind stated; No.

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

Ms. Scheuerman asked Mr. Eisenbraun the rough distance of the round-about we are requesting right-of-way, and how close those 3 will be in proximity.
Mr. Eisenbraun referred to Mr. Roth.

Mr. Roth stated he does not know the proximity, and he would have to figure to scale. The applicants engineer may know the answer that questions.

Mr. Eisenbraun asked Mr. John Meyers applicants engineers insight on that proximity.

Mr. Meyers stated the intersection meets the Town standard spacing requirements even without the round-about. Round-about drastically reduce the speed considerably, generally allow for closer intersection spacing than a signal intersection.

Ms. Scheuerman asked Mr. Eisenbraun whether future expansion will need to be considered for the Round-about at New Liberty Road.

Mr. Eisenbraun stated based on the traffic study at this time it's sufficient for the needs, and I'm not aware of any future triggers at this juncture.

Ms. Scheuerman expressed concern about vehicles having the capacity to let emergency vehicles pass on that road since it's a major feeder for expansion.

Mr. Lind stated that right-of-way was throttled down from a 4-lane road to redirect traffic to Crossroads Blvd. However, the resolve to mitigate this circumstance for the future, shrinking the median which would not require additional right-of-way. We are in communications with Town staff about the resolve of that situation.

Mr. Bushelman asked Mr. Eisenbraun whether the 2-lane round-about would be larger than the round-about located at Crossroads Blvd, and the South entrance of Raindance. Mr. Bushelman expressed concerns about large semis accessing the round-about, and using both lanes.

Mr. Eisenbraun referred to John Thornhill on the design.

Mr. Thornhill stated that's the way round-about are designed, and a large truck can use both lanes, and take the aprons.

Mr. Lind stated the approach islands on round-about have a calming lane which pushes the semi over those medians. That intersection even with the semis taking both lanes moves fluidly, and the bottle neck on Crossroads is the stop light at Colorado Blvd, Weld County 13. The stop light blocks traffic and slows the flow of traffic, migrating any issues.

Mr. Schick asked Mr. Bushelman whether that answered his question.

Mr. Bushelman stated; Yes.

Mr. Schick opened the hearing for public comment.

Mr. Ballstadt the moderator stated there was no public comment, and confirmed with Ms. Malone there wasn't anything via windsorgov.com.

Mr. Lind stated how impressed and grateful he was for staff facilitating this virtual meeting, and these are unprecedented times. I would like it entered into the public, we are very grateful to staff for making this happen.

Mr. Schick responded thanking Martin, and stated we are learning to keep business as usual.

Mr. Ballstadt stated; Chair there is no public comment.

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

4. Final Major Subdivision – Raindance Subdivision – Raindance Subdivision 9th Filing – David Nelson and Martin Lind, Raindance Development LLC, owner/applicant/Garrett Scallon, Raindance Development LLC, applicant’s representative.

- Quasi-judicial
- Staff presentation: David Eisenbraun, Senior Planner

Mr. Schick asked if Mr. Eisenbraun had any additional information to present.
Mr. Eisenbraun stated; No

Mr. Schick asked whether there were any other questions from the commission; none

Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for the Raindance Subdivision 9th Filing subject to recommendations by staff as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Dennison, Scheuerman, Bushelman, Foreman
Nays – None
Motion carried.

5. Preliminary Major Subdivision – Village East Subdivision 8th Filing – David Tschetter, Global Asset Recovery LLC, owner/applicant.

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

Chief Planner Carlin Malone, presented the proposal. Per Ms. Malone the applicant, Mr. David Tschetter, has submitted a preliminary major subdivision plat known as Village East Subdivision Eighth Filing, located north of State Hwy 392, and west of County Road 21, just east of the existing Village East Subdivision, and southeast of the Great Western Trail. The subdivision encompasses approximately 63 acres and is zoned RMU (Residential Mixed Use), GC (General Commercial) and I-L (Limited Industrial). The proposed subdivision includes 133 single-family residential lots with tracts for open space, drainage/irrigation easements and future development including: multifamily (townhomes) and neighborhood commercial.

This application is currently under staff review.

Preliminary Plat characteristics:

- 63 total acres
- 133 single-family lots (23 acres)
 - Minimum required lot size for single-family residential lots: 6,000 sf
 - Lot size range for this subdivision: 6,000 sf – 15,041 sf
 - Density: 5.8 du/ac
- Tracts for future development: 9.9 acres (15.6%)
- Extension of trail system, including an extension of Great Western Trail
- Public right-of-way: 11.56 acres (18.26%)
- Park – adjacent to Village East Park
- Tracts for open space / drainage: ~ 9.15 acres (14%)

- Required open space in RMU zone district: 20%
- o Key improvements with Landscaping & Improvements
- Total open space, drainage and ditch easements: 15.98 acres (29%)
 - Future Development (Neighborhood Commercial, Townhomes)
 - New Cache La Poudre Irrigation Company easement: 3.65 acres (5.77 %)
 - Law Consolidated Ditch easement: 3.18 acres (9.6%)
- o All open space and drainage/ditch easements, with exception of New Cache La Poudre Irrigation Company easement, will be maintained by the subdivision homeowner's association.

The applicant held a neighborhood meeting on February 21, 2019, in accordance with Chapter 16, Article XXXI of the Municipal Code. Five neighbors attended. Please see the enclosed neighborhood meeting notes for discussion topics.

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.

Objectives

1. Prioritize new growth in areas currently served by Town infrastructure and services.
 3. Develop new neighborhoods adjacent to the Town core.
 4. Encourage the oil and gas industry to remediate, reclaim, and develop former oil and gas extraction and mining sites as they come offline.
- Staff comment:* The applicant has provided evidence that the oil and gas well on the property has been capped and abandoned in accordance with the State of Colorado Oil and Gas Conservation Commission (COGCC), and evidence of the State's acceptance of the abandonment. While the COGCC, nor the Town, have specific setback requirements between capped and abandoned wells and homes, a 50-foot setback to any occupied structure is proposed.
5. Support maintenance and investment in existing neighborhood infrastructure and services as the Town grows.
 6. Work cooperatively with adjacent municipalities to coordinate future land use and development within intergovernmental planning areas and amend intergovernmental agreements to meet evolving community needs and land use demand.

Staff comment: Town Windsor staff, Town of Severance staff, the applicant and applicant's team of consultants have been coordinating throughout the review of this application to ensure the proposed development with future development plans east of WCR 21 in Severance. Coordination with this group will continue as the proposal moves forward through the Final Subdivision application and construction processes.

Chapter 5c – Residential Areas Framework

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

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

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

The application is consistent with the Strategic Plan, particularly promoting community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner; and quality of life, vitality and small-town feel.

A neighborhood meeting was held on February 21, 2019, and notifications were as follows:

- February 2, 2019 – affidavit of mailing to property owners within 300 feet
- February 8 and 10, 2019 – display ad published in the newspapers

Notification of the Planning Commission public meeting for a Preliminary Subdivision is not a requirement.

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

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

Mr. Tschetter stated; No, but we are available for questions.

Mr. Schick asked whether there were any other questions from the commission

Ms. Scheuerman asked Ms. Malone to reference the map for the 2 designated areas for future commercial neighborhood development, and whether those area could be changed to residential in the future.

Ms. Malone stated the area is zoned General Commercial (GC).

Ms. Scheuerman asked Ms. Malone whether the parcel on State Highway 392 is open space, and drainage.

Ms. Malone stated; Yes, correct. Additionally, you may recall this went through a land use amendment.

Mr. Bushelman asked Ms. Malone how does this proposal vary compared to the last proposal.

Ms. Malone stated there was not a previous preliminary plat proposal on this property in the past, but there was a concept plan presented illustrating proposed land use designation changes.

Mr. Bushelman asked Ms. Malone about negotiating a change to the agreement for residential.

Ms. Malone stated that the concept was an illustration presented with the past amendment to the IGA (intergovernmental agreement) and an amendment to the Town of Windsor's Land Use Plan, replacing some commercial area with single-family and multifamily residential, retaining the commercial area – now shown as a neighborhood commercial center.

Mr. Schick stated it was an IGA amendment with the Town of Severance.

Ms. Malone stated; Yes, correct.

Ms. Scheuerman stated it was also a rough scope of plans presented for the rezone from General Commercial to Residential.

Ms. Malone stated; Yes, that was a concept plan attached to an exhibit for the amendment, and showed a general layout.

Mr. Ballstadt the moderator stated there was no public comment.

**Mr. Tallon moved to approve the Preliminary Major Subdivision subject to recommendations by staff as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Dennison, Scheuerman, Bushelman, Foreman
Nays – None
Motion carried.**

D. COMMUNICATIONS

1. Communications from the Planning Commission

- Ms. Scheuerman had questions regarding commission terms ending.
 - Mr. Ballstadt responded for the Town expects the incumbent members to hold their positions until we are able to interview.
 - Krystal Eucker responded we have received a few applications, but due to Town Hall being closed to the public we are putting all interviews on hold.
 - Mr. Ballstadt appreciates everyone staying on board, and holding their positions.

2. Communications from the Town Board liaison

- David Sislowski talked about the declarations of emergency, and the state and federal direction. The Town of Windsor is busying helping small businesses and our residents cope with everything happening due to Covid-19.

3. Communications from the staff

- Mr. Eisenbraun provided a parking update formally launching the downtown parking study. The Town's website lists the parameters, goals, and differences of the study under community development, and planning. Additionally, there is a larger map displaying the differences of the Town's review, and growth over the last 8 years. We've changed some timelines, how we're interviewing participants, and data collection efforts.
- Mr. Ballstadt proposed earlier meeting times in the future, due to staff helping with video technology while everyone is working remotely.

- Mr. Schick responded his schedule was flexible.
- Ms. Scheuerman responded her schedule was flexible.
- Mr. Dennison responded his schedule was flexible.
- Mr. Reddick responded he's only available after 6:00 pm to accommodate working hours.
- Mr. Bushelman responded his schedule was flexible.

Mr. Schick stated it sounds like we can make that work short term, and adjust the schedule accordingly.

- Ms. Eucker stated the election is underway, and yesterday started ballot processing. Due to Town Hall being closed the ballots are either being mailed or dropped off at the County ballot drop-box located at the Windsor Recreation Center.
- Mr. Schick, Planning Commission, and staff would like to recognize Mr. Victor Tallon for his years of service, and dedication to the Planning Commission and look forward to his leadership on Town Board.

ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:03 p.m.



Krystal Eucker, Town Clerk



MEMORANDUM

Date: October 23, 2023
To: Mayor and Town Board
From:
Re: The October 23, 2023 Town Board Work Session will be canceled due to a lack of agenda items.
Item #: 1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments: