



PLANNING COMMISSION REGULAR MEETING

April 4, 2018 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Planning Commission and Addition of Items of New Business to the Agenda for Consideration by the Planning Commission
3. Public Invited to be heard

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Planning Commission.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Public comments are expected to be constructive. Written comments are welcome and should be given to the secretary prior to the start of the meeting. Written materials will not be accepted during the meeting in the interest of time.

B. CONSENT CALENDAR*

1. Approval of minutes of March 21, 2018

C. BOARD ACTION

1. Recommendation to Town Board – Final Site Plan – Eagle Crossing Subdivision 4th Filing, Lots 1 & 3 – Morgan Kidder, Fossil Ridge Holdings, LLC, applicant/ Brian Williamson, TST Consulting Engineers Inc., applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner
2. Public Hearing - Annexation Petition to Annex and Zone certain Property known as Weld County Road 76 Annexation to the Town of Windsor, Colorado – Jon Turner, North Windsor Holdings, LLC, owner/applicant; Kristin Turner, TB Group, applicant's representative

- Legislative Action
 - Staff presentation: Paul Hornbeck, Senior Planner
3. Recommendation to Town Board - Annexation Petition to Annex and Zone certain Property known as Weld County Road 76 Annexation to the Town of Windsor, Colorado – Jon Turner, North Windsor Holdings, LLC, owner/applicant; Kristin Turner, TB Group, applicant's representative
 - Legislative Action
 - Staff presentation: Paul Hornbeck, Senior Planner
 4. Site Plan Presentation – River Valley Crossing Subdivision 2nd Filing, Lot 1 – Gavin Kaszynski, Associates in Family Medicine, applicant/ Katy Thompson, Ripely Design, Inc., applicant's representative
 - Staff presentation: Paul Hornbeck, Senior Planner
 5. Commercial Corridor Plan Waiver Request, Section III.B.2.a – River Valley Crossing Subdivision 2nd Filing, Lot 1 – Gavin Kaszynski, Associates in Family Medicine, applicant/ Katy Thompson, Ripely Design, Inc., applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner
 6. Site Plan Presentation – Falcon Point Subdivision, Lot 4 – Craig Kraft, applicant/ Patricia Kroetch, North Star Design, Inc., applicant's representative
 - Staff presentation: Paul Hornbeck, Senior Planner
 7. Community Development Report
 - Staff presentation: Scott Ballstadt, Director of Planning

D. COMMUNICATIONS

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

E. ADJOURN

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

Upcoming Meeting Dates

<u>Wednesday, April 4, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, April 18, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**

<u>Wednesday, May 2, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, May 16, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**

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



PLANNING COMMISSION REGULAR MEETING

March 21, 2018 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

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

1. Roll Call

The following Planning Commission members were present:

Gale Schick
Doug Dennison
Jerry Bushelman
Dan Foreman - A
Travis Yingst - A
Victor Tallon-Absent
Charles Schinner-Absent

Town Board Liaison

Ken Bennett

Also Present:

Planning Director
Chief Planner
Senior Planner
Deputy Town Clerk

Scott Ballstadt
Carlin Malone
Millissa Berry
Amanda Mehlenbacher

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

Ms. Berry requested that Board Action Item C.1. be changed from Falcon Pointe Subdivision to East Pointe Subdivision.

Mr. Bushelman moved to approve the agenda as amended; Mr. Yingst seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Dennison, Bushelman, Foreman, Yingst

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 the minutes of March 7, 2018

Mr. Bushelman moved to approve the consent calendar as presented; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Bushelman, Foreman, Yingst, Dennison

Nays – None

Motion carried.

C. BOARD ACTION

1. Site Plan Presentation – East Pointe Subdivision 2nd Filing – East Pointe Plaza Commercial Center and Building 1/Lot 1 – Chris Ruff, owner/applicant; Leon McCauley, McCauley Constructors, applicant
 - Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the application and presented the PowerPoint presentation included in the packet materials, with the following information: The property owner, Mr. Chris Ruff, and Mr. Leon McCauley, the applicant, are proposing a commercial center development in the East Pointe Subdivision 2nd Filing. The site of the proposed East Pointe Plaza is located southeast of the intersection of Highway 257 and Pointe Plaza Drive (south of the intersection of Main Street and SH 257). The site is zoned General Commercial (GC) and is located adjacent to properties zoned GC and Limited Industrial (I-L).

Overall East Pointe Plaza development characteristics include:

- total lot area of 4.75 acres
- approximately 28% landscaped area (20% required)
- 5 commercial buildings
- 33,404 square feet of commercial space total
- 172 parking spaces
- detention pond

The proposal includes the subdivision of the site into 5 building lots and a tract for the detention pond. The development will be phased. Phase 1 includes Building 1 located in the northwest corner of the site, the associated landscaping, required parking, and access drive. Lot 1 is approximately 1.1 acres in area.

Building 1 / Lot 1 characteristics include:

- 9,021 square foot building
- building materials are a mix of hard coat stucco and brick veneer in earth tone colors with bronze metal awnings and blue metal canopies
- building height of 25'
- a flat roof with varied roofline
- patio area with planters
- site is 25% landscaped area
- 53 parking spaces (minimum of 44 required spaces for Building 1)
 - o includes 2 handicapped spaces and bicycle parking
- up to 4 tenants including a Doug's Day Diner and a liquor store
 - o liquor store includes a drive through feature
 - o Doug's Day Diner includes outdoor seating area

Future buildings would have a complementary design to Building 1.

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

addressed during staff's review of the project. The site plan will be reviewed and approved administratively by staff; however, if the project review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Planning Commission for review.

Additionally, the applicant is hereby advised that another similar site plan presentation by the applicant is scheduled on March 26, for the Windsor Town Board.

No recommendation, as this item is for presentation purposes.

Mr. Schick complemented the appearance of the building and the dedication from the property owners.

Mr. Schick asked if there were any questions from Planning Commission members.
There were none

2. Site Plan Presentation – Water Valley South 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living – Greg Amble, The Evangelical Lutheran Good Samaritan Society, owner: Heather Scott, Boulder Associates Architects, authorized representative; Jon Sweet, TST, authorized representative

- Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the application and presented the PowerPoint presentation included in the packet materials, with the following information: The property owner, Mr. Greg Amble, is proposing an assisted living and memory care assisted living facility in the Water Valley South Subdivision 25th Filing. The site of the proposed assisted living facility is located on the southeast corner of the intersection of New liberty Road and 7th Street just north of the existing Good Samaritan Senior Living Resort Independent Living Facility. The site is zoned Residential Mixed Use (RMU) and is located adjacent to other RMU-zoned properties.

Overall development characteristics include:

- total lot area of 2.93 acres
- 55,000 square foot (sf) building (~31% of the site)
 - o One-story 16-bed licensed Memory Care Assisted Living at the southern portion of the building
 - o Two-story 40-bed licensed Assisted Living Facility at the northern portion of the building.
 - o Partial walk-out basement housing utility connections (~725 sf)
- 33 parking spaces (1 stall per 2 beds required – 28 stall minimum; plus shared parking with independent living facility for employees and visitors)
- approximately 23% landscaped area (20% required)

Building characteristics include:

- building materials are a mix of fiber cement board and batten siding, fiber cement lap siding, and asphalt shingles
- building height:
 - o one-story at 28 feet (24 feet with 4 foot roof feature)
 - o two-story at ~ 42 feet (~38 feet plus 4 foot roof feature)
 - o walk-out area – varies; up to 12 feet
- pitched roof

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

Additionally, the applicant is hereby advised that another similar site plan presentation by the applicant is scheduled on March 26, for the Windsor Town Board.

No recommendation, as this item is for presentation purposes.

Heather Scott, representative for Boulder Associates Architects, 1602 Walnut Street, Boulder, CO, expressed the reasoning behind what generated the form and site design for the building. Ms. Scott highlighted the challenges they faced as well as how they tied in the modern farmhouse feel while maintaining a residential feeling in expression of external architecture.

Mr. Schick complimented the proposed design features.

Mr. Schick asked if there were any questions from Planning Commission members.
There were none

3. Determination of Off-street Parking Requirement in accordance with Section 16-10-30(7) of the Municipal Code – Water Valley South 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living – Greg Amble, The Evangelical Lutheran Good Samaritan Society, owner: Heather Scott, Boulder Associates Architects, authorized representative; Jon Sweet, TST, authorized representative

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

Ms. Berry introduced the application and presented the PowerPoint presentation included in the packet materials, with the following information: The property owner / applicant, Mr. Greg Amble, is proposing an assisted living and memory care assisted living facility in the Water Valley South Subdivision 25th Filing. The site of the proposed assisted living facility is located on the southeast corner of the intersection of New Liberty Road and 7th Street just north of the existing Good Samaritan Senior Living Resort Independent Living Facility. The site is zoned Residential Mixed Use (RMU) and is located adjacent to other RMU-zoned properties.

The applicant has requested a Planning Commission determination regarding parking requirements in accordance with Section 16-10-30(a)(7) of the Municipal Code, which states:

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

The applicant has submitted a site plan depicting a 55,000 square foot assisted living and memory care facility with 33 off-street parking spaces. The assisted living portion of the facility will have 40 beds and the memory care facility will have 16 beds for a total of 58 beds. Municipal Code Section 16-10-30(a)(6) lists the parking requirements. In the past for such a facility, the parking requirement for a hospital has been applied since there is not an assisted living category included in the list. The requirement for a hospital is 1 space for every 2 beds. Using the 1 space for every 2 beds ratio, a total of 28 parking spaces are required.

The applicant explains in the project narrative that the 16 memory care residents will not have vehicles on site and, of the remaining 40 resident rooms, GSS anticipates that not more than 20% of the residents will keep vehicles at the facility. It has been the experience of GSS that the actual percentage of residents having vehicles on site will be lower. In addition to the residents, the applicant has determined that peak staffing is anticipated at 15 employees at shift change. Staff will be shared and traveling between the existing independent living facility and the assisted living facility where additional parking is provided for staff.

The following table shows the provided and anticipated parking for the site:

Required parking: 28 stalls (1 space per 2 beds)

Provided parking: 33 spaces

Anticipated peak resident parking: 8 spaces (20% of assisted living residents)

Anticipated peak staff parking: 15 spaces (also spaces available at the independent living facility adjacent to subject site)

Remaining guest parking: 10 spaces

The applicant has requested Planning Commission approval of the proposed 33 parking spaces as proposed for the facility, which exceeds the 1 space per 2 bed ratio. The attached narrative submitted by the applicant outlines the justification for the request, including a statement that the parking demand will be met by the 33 parking spaces. According to the applicant's experience, the parking count will comfortably accommodate the parking needs for the proposed facility.

Based on these specific considerations presented in this report, staff recommends that the Planning Commission determine that the parking is adequate as proposed. It should be known that the site plan development agreement for the assisted living and memory care facility will include language that any change of use will require adequate parking is addressed for the new use.

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

It should be noted that the site plan development agreement for the assisted living and memory care facility will include language that any change of use will require adequate parking is addressed for the new use at that time.

Mr. Bushelman inquired about overflow parking if needed.

Ms. Scott responded that there would be an opportunity for overflow parking on Compassion Court as well as parking near the assisted living facility.

Mr. Bushelman moved to approve the Determination of Off-street Parking Requirement in accordance with Section 16-10-30(7) of the Municipal Code – Water Valley South 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Dennison, Bushelman, Foreman, Yingst

Nays – None

Motion carried.

4. Presentation of 2017 Roadway Improvement Plan

- Staff presentation: Scott Ballstadt, Director of Planning

Mr. Ballstadt gave an overview of the Roadway Improvement Plan that was included in packet material.

D. COMMUNICATIONS

1. Communications from the Planning Commission

None

2. Communications from the Town Board liaison

Town Board Member Bennett expressed his appreciation to all those who worked diligently on the Roadway Improvement Plan. Mr. Bennett also informed the Board of the upcoming Strategic Planning Session that will be held in May where the Town Board and staff will discuss the goals for the next 2-5 years.

3. Communications from the staff

MS. Malone informed the Board that the Windsor Now has published an article stating that the Windsor Housing Authority is pursuing Windshire Park 4th Filing which has been approved for townhomes. Subsequently, the owner has put the property up for sale which the Windsor Housing Authority currently has under contract.

Mr. Ballstadt reminded the Board to please RSVP to the upcoming Advisory Board Dinner on March 28th at the Embassy Suites in Loveland, CO. Mr. Ballstadt addressed the concerns that were raised by Mr. Tallon regarding building inspections being done in-house. Staff is currently working on those numbers; however, a substantial building department would be required to maintain the turnaround time, whereas SAFEbuilt has experts in every field and would be able to maintain a high level of service. Mr. Ballstadt also stated that there could be potential for implementing contractor licensing; however, a work session would need to be scheduled between the Planning Commission and Town Board to determine if that is the direction the town would like to go.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:58 p.m.

Deputy Town Clerk, Amanda Mehlenbacher

DRAFT



MEMORANDUM

Date: April 4, 2018
To: Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Recommendation to Town Board – Final Site Plan – Eagle Crossing Subdivision 4th Filing, Lots 1 & 3 – Morgan Kidder, Fossil Ridge Holdings, LLC, applicant/ Brian Williamson, TST Consulting Engineers Inc., applicant's representative
Location: Northeast of Fairgrounds Avenue and Crossroads Boulevard
Items #: C.1

Background / Discussion

The applicant, Mr. Morgan Kidder of Fossil Ridge Holdings, LLC, represented by Mr. Brian Williamson of TST Consulting Engineers, has submitted a final site plan, known as Eagle Crossing Subdivision 4th Filing, Lots 1 & 3. The site plan encompasses approximately 21.6 acres. Town Board approved a rezoning of the subject property from Limited Industrial (IL) to High Density Multifamily (MF-2) on January 8, 2018 and Planning Commission approved the preliminary site plan on October 18, 2017.

Site plan characteristics include:

- a total of 407 dwelling units;
- four two-story multi-family residential buildings on the east side of the project with 14 to 16 units each;
- fifteen three-story multi-family residential buildings with 21 to 24 units each;
- 620 parking spaces, including 128 detached garage spaces, and 492 open-air parking spaces;
- 21% building coverage of the site;
- 46% of the site to be landscaped area; and
- playground, clubhouse and pool for residents.

Building characteristics include:

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

Off-site improvements being completed with the Eagle Crossing Subdivision 4th Filing will include:

- construction of Steeplechase Drive from Highland Meadows Parkway to Fairgrounds Avenue, including an adjacent 10' wide public trail
- extension of Ward Drive north to connect with Steeplechase Drive
- regional detention facility with soft surface trail amenity

Please find enclosed the staff PowerPoint with elevation drawings for reference.

Relationship to Comprehensive Plan

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 proposal respects the character of the area through siting of the project over 600 feet away from the closest single family homes, by limiting the easternmost buildings to two stories in height, and by the use of upgraded architecture.

One area staff has identified as a potential impact to community character is parking. Staff is concerned the parking provided may be insufficient to accommodate the parking demand of the development. If parking is insufficient, it's likely people will park in fire lanes or in bike lanes on Steeplechase Drive, a street that is not designed to accommodate on-street parking, creating potential health, safety, and welfare concerns.

This project is unique to Windsor in both its scale and location. The 401 units are far more than any previous multifamily development in Windsor; the largest previously approved multifamily development was the 196 units of South Hill Subdivision 4th and 5th Filings now under construction. The location of the subject proposal is unique in that there will be no off-street parking available in the vicinity to serve as overflow parking. Steeplechase Drive is a major collector, which is not designed to accommodate off-street parking. Any parking on Steeplechase would result in hazards to motorists and bicyclists. Additionally, given the current lack of services and employment in the area, it is anticipated that virtually all of the residents and their visitors will rely on personal automobiles to get to and from the site.

While the site plan meets the minimum of 1.5 parking spaces per multifamily unit per the Municipal Code, it does not provide any designated visitor parking. Given the proposed 407 units, the code requires 611 parking spaces while 620 parking spaces are proposed. For reference, the 196 units at the South Hill development mentioned above were required to provide 294 parking spaces and will actually be providing 335 spaces to accommodate residents, visitors, and overflow. As the first development of its size in Windsor, it's become apparent the Municipal Code may be inadequate to address parking needs associated with a development of this scale and location. Staff will be working with the consultant on the new land use code to ensure parking requirements are updated to reflect current best practices.

The applicant volunteered that this product has been built in other communities in the region, which could be looked at to see how parking functions at those developments. The Creek View apartments at 83rd Avenue and 20th Street in Greeley is one such example. Staff visited that development at 7:30 a.m. on Saturday, March 24, 2018, to observe parking conditions. It's worth noting that a representative from Creek View indicated they are currently at 100% occupancy rate. The parking provided appeared to be sufficient, however, the parking was provided at a higher ratio than what is proposed with the Windsor project: 1.86 versus 1.52 spaces per unit. As a point of reference, the Parking Generation manual published by the Institute of Transportation Engineers identifies low/midrise suburban apartments with peak parking ratio of 1.94 for the 85th percentile, meaning 85% of sites will have peak parking at or below that rate.

Creek View includes 348 units and the Greeley code required 647 parking spaces. Approximately 362 of the surface 439 parking spaces were observed to be occupied. It was not possible to determine how many of the 208 garage parking spaces were occupied or how many may be used for storage rather than parking. On-street parking is also available on two sides of

the Creek View apartments with a capacity of approximately 115 cars with approximately 55 cars observed during the site visit. The majority of those cars were presumed to be residents of the multifamily development because the adjacent land is a mix of undeveloped property (to the south), the rear of single family homes (northeast) and six single family homes with two car garages and driveways (southeast).

During the public hearing of the rezoning of the property there were a number of concerns expressed by neighboring residents, including potential for decreased property values of surrounding homes, overall concern about too much density, and possibly negative impact on quality of life for surrounding home owners. A shortage of parking would likely contribute to these items of concern.

The concerns outlined above have been shared with the applicant, who has chosen not to provide additional parking or reduce the number of units. Despite the concerns about the potential shortage of parking, it is acknowledged that the proposal meets the minimum parking requirement of the Municipal Code, and therefore, staff is compelled to recommend approval of the site plan as shown. Should parking prove to be insufficient, it will ultimately be the responsibility of the land owner to manage the situation and prevent unauthorized parking that presents life safety concerns. One factor that may be able to help mitigate any parking shortage is the undeveloped nature of surrounding properties. Should additional parking be necessary, the land owner could attempt to purchase or otherwise make arrangements to expand parking to adjacent properties.

Chapter 5b – Growth Framework

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

Staff comment: The applicant will be responsible for extending Steeplechase Drive and other roads to serve the area. The applicant will also be responsible for extending water and sewer service to the project, which is provided Fort Collins-Loveland Water District and South Fort Collins Sanitation District, respectively.

Chapter 5c – Residential Areas Framework Plan

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

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

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

Staff comment: Multifamily housing on the subject property will provide greater housing options to help meet the need for a diverse housing stock. The development is proposed in close proximity to the planned Brands East commercial development so residents will have easy access to that commercial center.

Relationship to Strategic Plan

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

Notification

Notification is not required for a Final Site Plan application.

Recommendation

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval, subject to the following conditions:

1. All outstanding staff comments on the site plan drawings shall be addressed.
2. Prior building permits being accepted for review the applicant shall:
 - a) enter into a development agreement with the Town, which shall not be recorded until after the Eagle Crossing Subdivision 4th Filing plat has been recorded.
 - b) Submit a minor subdivision application to place the portion of the regional detention facility depicted on Lot 1 in the Eagle Crossing Subdivision 4th Filing in a separate tract.
 - c) Present evidence to the Town that an easement granting temporary rights to the Developer to construct the off-site improvements depicted on the improvement drawings and permanent exclusive rights to the Town for the storm drainage facility.
 - d) Present a written undertaking, under which the Raindance Metropolitan District will permanently assure the ongoing maintenance of the drainage facilities, adjacent recreational trail, and surrounding landscaping on Tract A of Fossil Ridge Subdivision 2nd Filing and the yet-to-be created tract required in condition 2.b above.

Attachments

Application Materials
PowerPoint presentation

cc: Morgan Kidder, applicant
Brian Williamson, applicant's representative



December 5th, 2017

Fossil Ridge Multi-Family – Project Narrative
Project No. 1070.0009.00

The Fossil Ridge Multi-Family project is located on Lot 1, Block 2 and Lot 1, Block 1 of the Eagle Crossing 4th Filing Subdivision, on the North and South side of Steeplechase Drive and on the north and west side of Ward Drive.

The project intent is to construct 19 multi-family buildings and one maintenance building on the combined 21.62-acre site. The site consists of 2 and 3 story apartment buildings, with each 3 story building made up of 21 or 24 units, and the 2 story buildings mixed between 14 and 16 units per building. There is a total of 401 units with an overall density of 18.5 DU/AC. The 401 units are broken out to be 165 one bedroom, 212 two bedroom, and 24 three bedrooms. Based on the current site plan, total parking required at 1.5/DU would be 603 spaces. The total parking provided for the 401 units is approximately 606 spaces including 120 spaces of garage parking. The current zoning of the Lots is I-L (Limited Industrial). Multi-family is not a use by right in the I-L zoning, a rezoning to MF-2 is in process for this use.

Access to the site is planned to connect to Steeplechase Drive and Ward Drive, which will be constructed in conjunction with this project.

If there are any questions, concerns, or if additional information is required please feel free to contact me.

Sincerely,

TST, INC. CONSULTING ENGINEERS

Brian Williamson

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Final Site Plan

Eagle Crossing 4th Filing
Lots 1 & 3

Paul Hornbeck, Senior Planner

Planning Commission April 4, 2018



Site Plan

Article VII of Chapter 17 of the Municipal Code outlines the purposes of the Site Plan process, including:

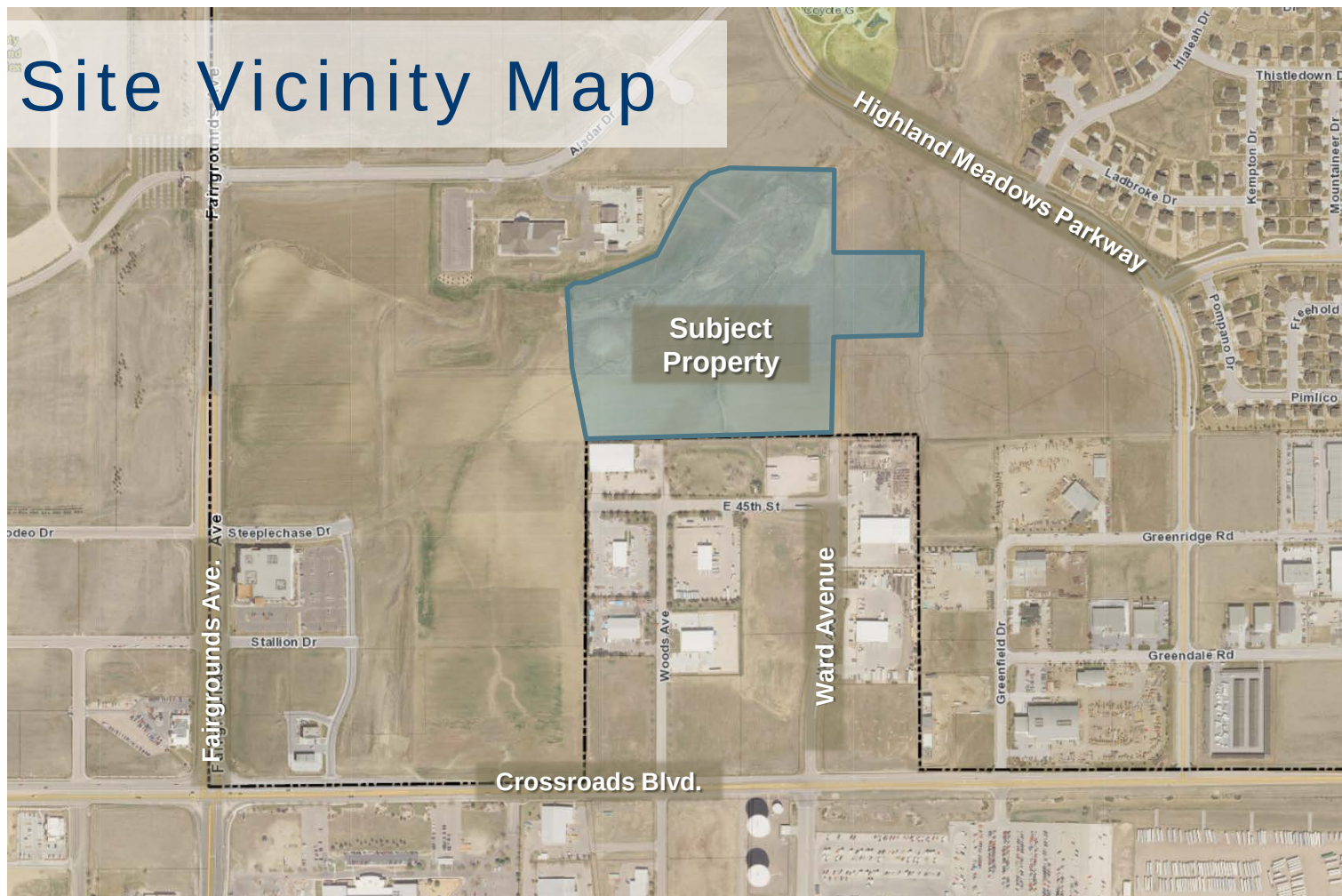
Sec. 17-4-10. Purpose.

The purpose of the site plan procedure is to:

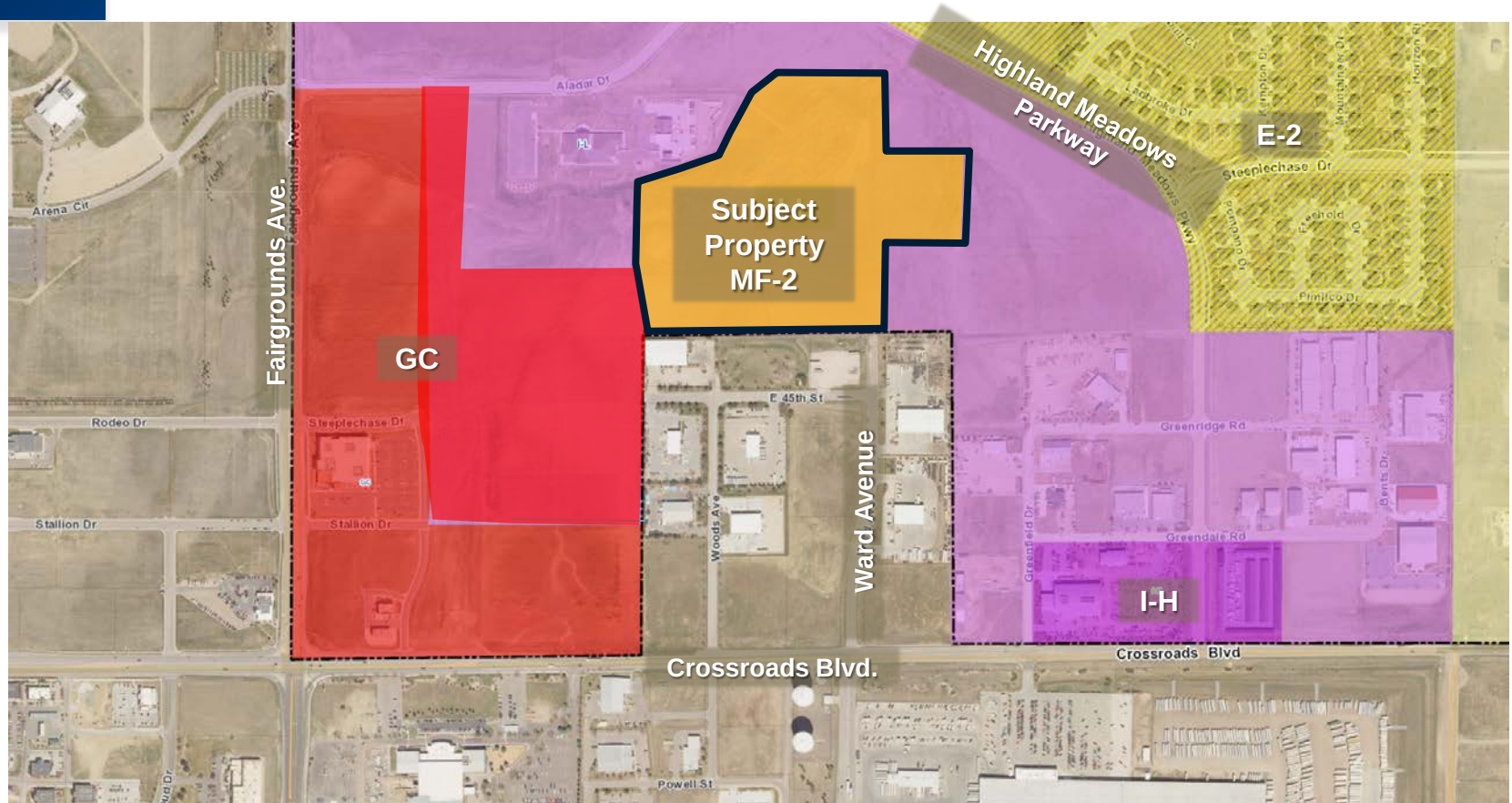
1. Develop land as a unit development.
2. Develop land zoned for multifamily, commercial or industrial uses.
3. Develop land which, in the opinion of the Town Planner, could have an adverse environmental impact upon the surrounding area or would have a major community land use impact.
4. To amend an approved site plan when the change involves additional land use...



Site Vicinity Map

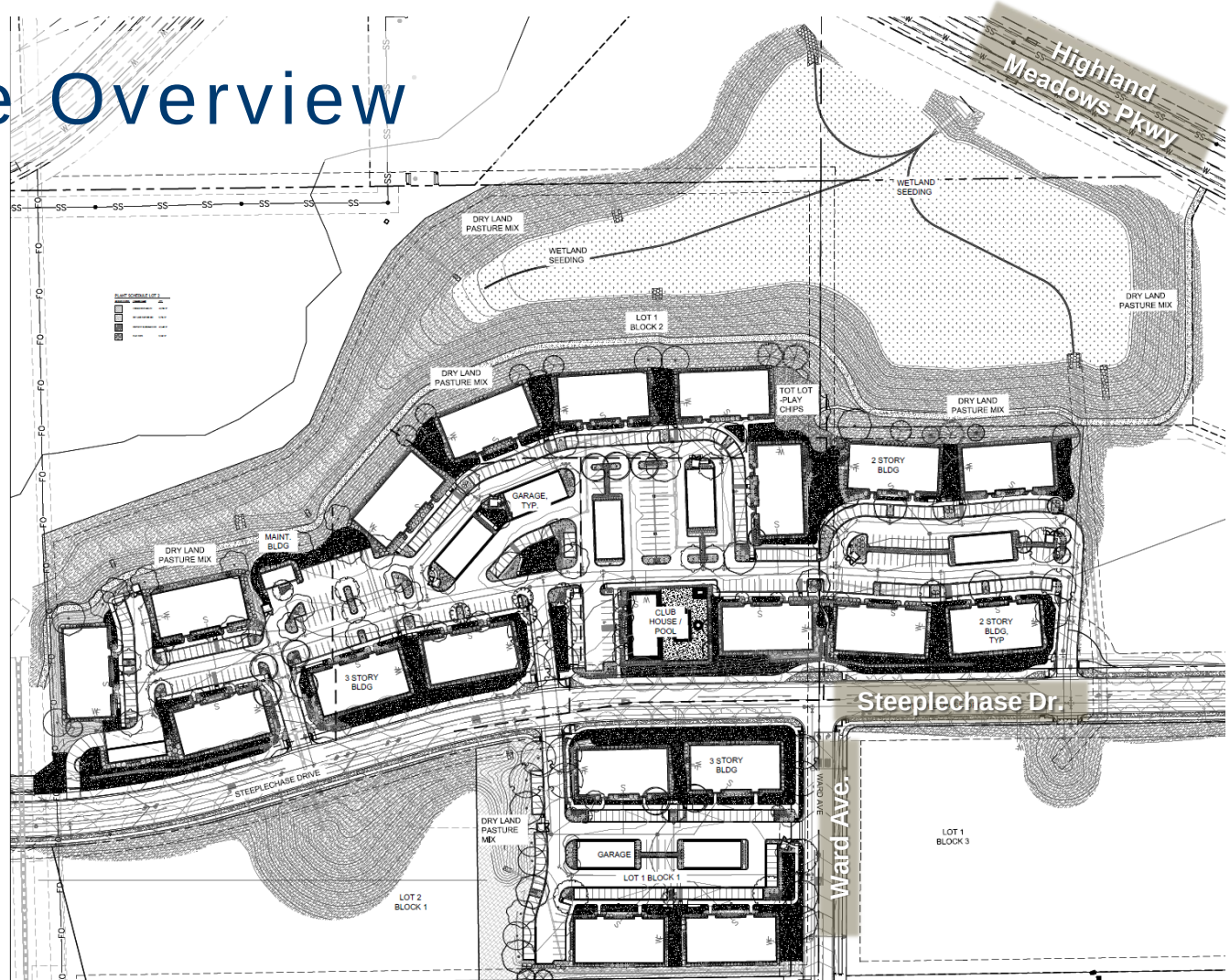


Zoning Map



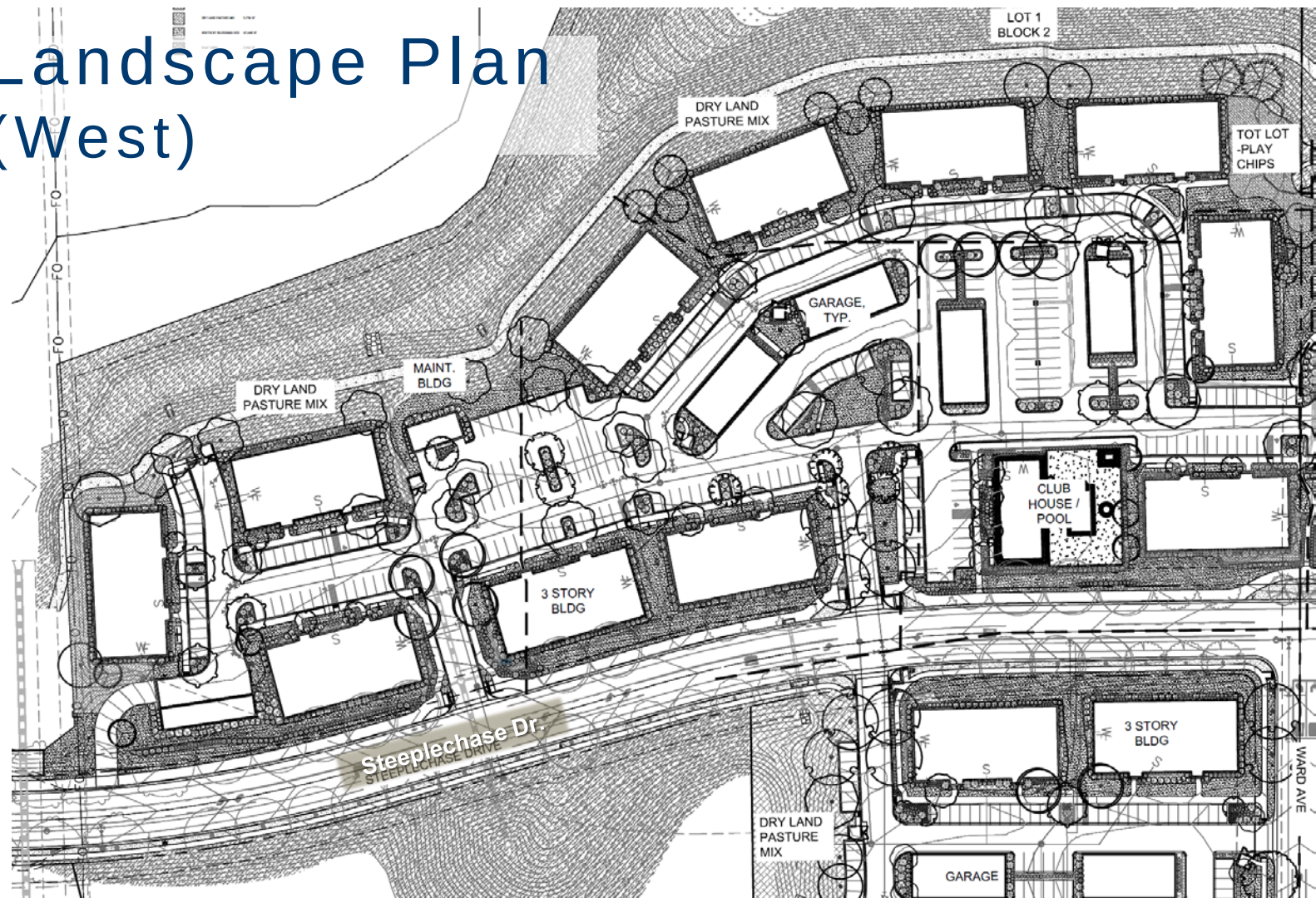


Site Overview



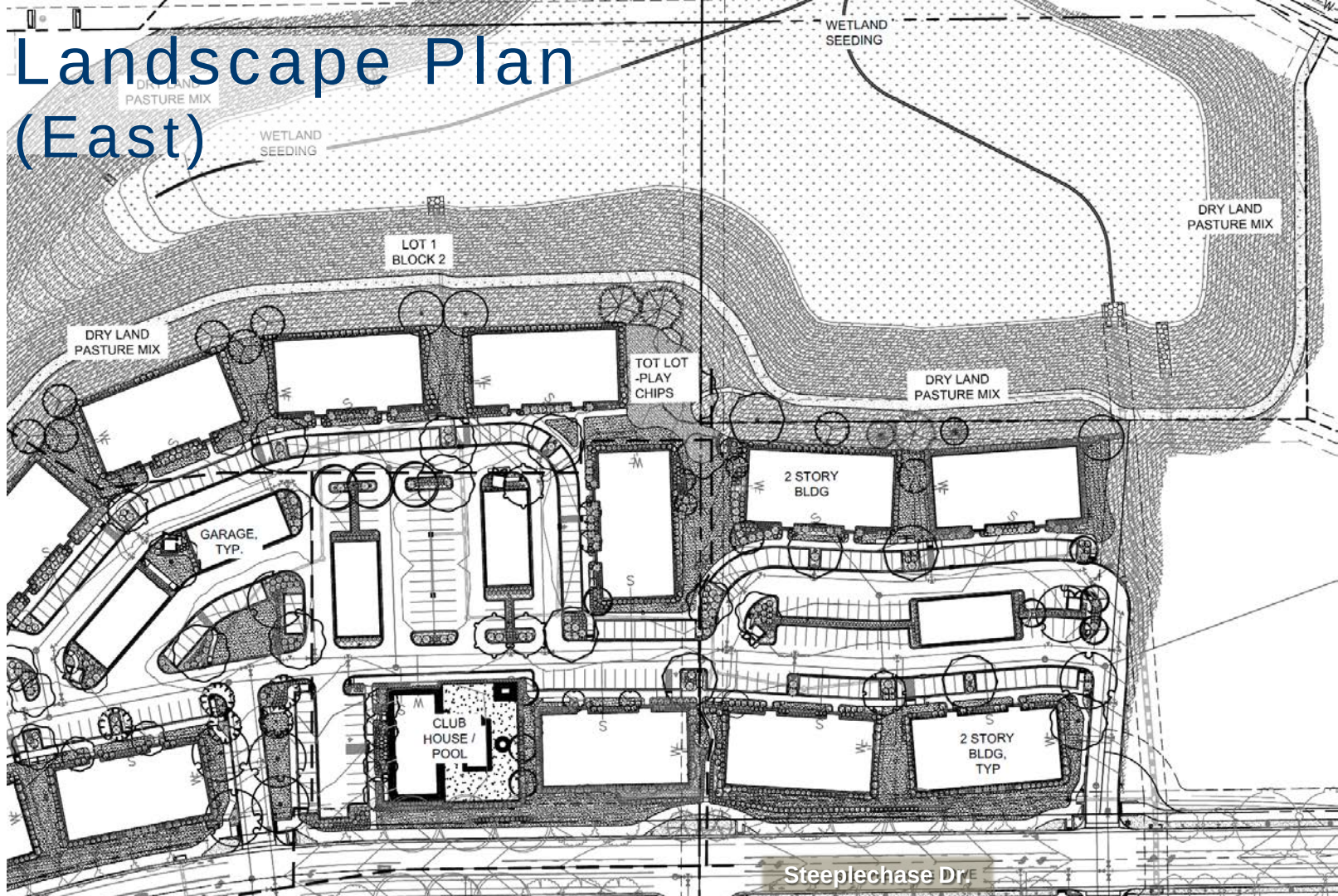


Landscape Plan (West)

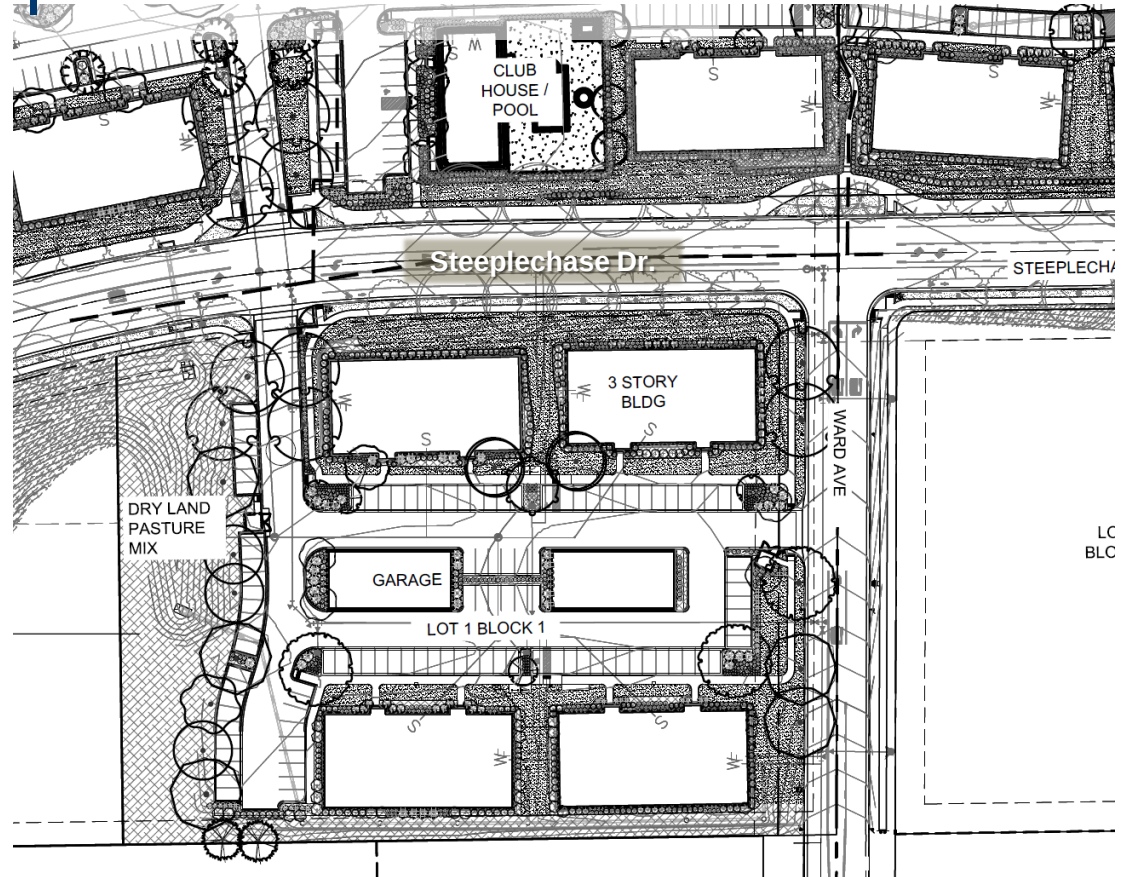




Landscape Plan (East)



Landscape Plan- South





Clubhouse Building Elevations



PERSPECTIVE VIEW

MATERIAL SCHEME

STONE
DORAL PROSTONE
LEDGESTONE, CHARCOAL MIST

BOARD AND BATTEN SIDING
BENJAMIN MOORE 1509-TEMPTATION

12" LAP SIDING
BENJAMIN MOORE 1488-WILLOW CREEK

DECORATIVE TRIM AND BRACKETS
BENJAMIN MOORE 1464-LIGHT PEWTER



FRONT ELEVATION

STONE

BOARD AND BATTEN



RIGHT ELEVATION

12" LAP SIDING



REAR ELEVATION

STONE

BOARD AND BATTEN



LEFT ELEVATION

12" LAP SIDING



21-plex Building Elevations



PERSPECTIVE VIEW

MATERIAL SCHEME

STONE
BORAL PROSTONE
LEDGESTONE, CHARCOAL MIST
BOARD AND BATTEN SIDING
BENJAMIN MOORE 1609 TEMPTATION
8" AND 12" LAP SIDING
BENJAMIN MOORE 1468 WILLOW CREEK
DECORATIVE TRIM AND BRACKETS
BENJAMIN MOORE 1464 LIGHT PEWTER



FRONT ELEVATION

STONE

BOARD AND BATTEN



RIGHT ELEVATION



REAR ELEVATION

8" LAP SIDING

12" LAP SIDING



LEFT ELEVATION

DECORATIVE TRIM

24-plex Building Elevations



PERSPECTIVE VIEW

MATERIAL SCHEME

STONE
BORAL PROSTONE
LEDGESTONE, CHARCOAL MIST
BOARD AND BATTEN SIDING
BENJAMIN MOORE 714-HIDDEN FALLS
8" AND 12" LAP SIDING
BENJAMIN MOORE 1485-WILLOW CREEK
DECORATIVE TRIM AND BRACKETS
BENJAMIN MOORE 1404-LIGHT PEWTER



FRONT ELEVATION

STONE BOARD AND BATTEN



RIGHT ELEVATION



REAR ELEVATION

8" LAP SIDING 12" LAP SIDING



LEFT ELEVATION

DECORATIVE TRIM AND BRACKETS



14-plex Building Elevations



FRONT ELEVATION

MATERIAL SCHEME

STONE
BORAL PROSTONE
LEDGESTONE, CHARCOAL MIST

BOARD AND BATTEN SIDING
BENJAMIN MOORE 1609- TEMPTATION

8" AND 12" LAP SIDING
BENJAMIN MOORE 1468- WILLOW CREEK

DECORATIVE TRIM AND BRACKETS
BENJAMIN MOORE 1464-LIGHT PEWTER



FRONT ELEVATION

STONE ——— BOARD AND BATTEN



SIDE ELEVATION



REAR ELEVATION

8" LAP SIDING ——— 12" LAP SIDING



16-plex Building Elevations



FRONT ELEVATION

MATERIAL SCHEME

STONE
BORAL PROSTONE
LEDGESTONE, CHARCOAL MIST

BOARD AND BATTEN SIDING
BENJAMIN MOORE 692- JACK PINE

8" AND 12" LAP SIDING
BENJAMIN MOORE 1468- WILLOW CREEK

DECORATIVE TRIM AND BRACKETS
BENJAMIN MOORE 1464-LIGHT PEWTER



FRONT ELEVATION

STONE

BOARD AND BATTEN



SIDE ELEVATION



REAR ELEVATION

8" LAP SIDING

12" LAP SIDING



Comprehensive Plan Conformance

Chapter 5b – Growth Framework

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



Comprehensive Plan Conformance

Parking Summary

401 units x 1.5 spaces/ unit = 602 spaces required (606 provided)

Creek View Apartments in Greeley

348 units x 1.86 spaces/unit = 647 spaces (647 provided) + 115 on-street spaces available

Parking Generation Manual – Institute of Transportation Engineers

1.94 spaces/unit for 85th percentile



Comprehensive Plan Conformance

Chapter 5b – Growth Framework

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



Comprehensive Plan Conformance

Chapter 5c – Residential Areas Framework Plan

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

Objective 3: *Foster a diversity of housing types and sizes through coordinated land use planning and zoning.*

Objective 4: *Support high density residential development near Downtown, commercial centers, and mixed-use nodes.*



Recommendation

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval, subject to the following conditions:

1. All outstanding staff comments on the site plan drawings shall be addressed.
2. Prior building permits being accepted for review the applicant shall:
 - a) Enter into a development agreement with the Town, which shall not be recorded until after the Eagle Crossing Subdivision 4th Filing plat has been recorded.
 - b) Submit a minor subdivision application to place the portion of the regional detention facility depicted on Lot 1 in the Eagle Crossing Subdivision 4th Filing in a separate tract.
 - c) Present evidence to the Town that an easement granting temporary rights to the Developer to construct the off-site improvements depicted on the improvement drawings and permanent exclusive rights to the Town for the storm drainage facility.
 - d) Present a written undertaking, under which the Raindance Metropolitan District will permanently assure the ongoing maintenance of the drainage facilities, adjacent recreational trail, and surrounding landscaping on Tract A of Fossil Ridge Subdivision 2nd Filing and the yet-to-be created tract required in condition 2.b above.



Final Site Plan

Staff requests that the following be entered into the record:

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



MEMORANDUM

Date: April 4, 2018
To: Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Public Hearing and Recommendation to Town Board -
Annexation Petition to Annex and Zone certain Property
known as Weld County Road 76 Annexation to the Town of
Windsor, Colorado – Jon Turner, North Windsor Holdings,
LLC, owner/applicant; Kristin Turner, TB Group, applicant's
representative
Item #: C.2.C.3

Background / Discussion

The applicant Mr. Jon Turner, represented by Ms. Kristin Turner, has submitted a petition to annex approximately 6.47 acres to the Town of Windsor as General Commercial (GC) and Residential Mixed Use (RMU) zoned property. The proposed zoning is consistent with the zoning of adjacent property to the south.

The purpose of this annexation is to annex Weld County Road 76 right-of-way in anticipation of potential roadway improvements associated with the proposed Rocky Mountain Sports Park. Development of the Rocky Mountain Sports Park itself will require various additional approvals by Town Board.

The applicant held a neighborhood meeting on February 5, 2018 (please refer to attached the neighborhood meeting summary).

At their February 26, 2018 regular meeting, the Town Board adopted Resolution No. 2018-022 that declared certain findings of fact concerning the Weld County Road 76 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 April 4, 2018 for the Planning Commission and April 9, 2018 for the Town Board.

No Annexation Report is required with this annexation because the total area is less than 10 acres. Additionally, since the annexation consists only of right-of-way and no developable property, no impact is anticipated to utilities or services to the property or to the school district.

Financial Impact

The WCR 76 right-of-way will be maintained by the Town.

Relationship to Comprehensive Plan

The following goals and objectives of the 2016 Comprehensive Plan are relative to the subject annexation:

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: 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.

Notification

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

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

- March 5, 2018 – staff submitted legal ad to the newspaper to run four consecutive weeks
 - o March 9, 2018 – first week legal ad
 - o March 16, 2018 – second week legal ad
 - o March 23, 2018 - third week legal ad
 - o March 30, 2018 – fourth week legal ad
- March 8, 2018 – annexation sign posted on property
- March 7 – public hearing notice published to Town website
- March 5, 2018 - affidavit of applicant mailing letters to surrounding property owners
- March 7, 2018 – staff mailed Certified Packets to relevant taxing districts

Recommendation

Staff recommends that the Planning Commission forward to Town Board a recommendation of approval of the Weld County Road 76 Annexation and General Commercial and Residential Mixed Use zoning designation, as presented.

Attachments

Application Materials
Neighborhood Meeting Minutes
PowerPoint Presentation

cc: Jon Turner, applicant
Kristen Turner, applicant's representative



APPLICATION PACKET ANNEXATION

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Chapter 15 Article I of the [Town of Windsor Municipal Code](#) for complete application and procedural requirements.

APPLICATION SUBMITTAL REQUIREMENTS:

Planning
Department
Checklist

Applicant
Checklist

1

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Completed checklist. Items not checked are explained in the narrative |
| ☐ | ☐ | Completed Land Use Application (attached) |
| ☐ | ☐ | Application fee consistent with the Town of Windsor Fee Schedule |
| ☐ | ☐ | Annexation petition (example attached) and statement of community need |
| ☐ | ☐ | All required drawings and supportive information per the Municipal Code Windsor Municipal Code Sections 15-1-30(b), 15-1-30(c), and 15-1-30(d) |
| ☐ | ☐ | All submittals shall follow the Town's Submittal Requirements and File Naming Conventions available from the Planning Department |

ANNEXATION MAP REQUIREMENTS:

Planning
Department
Checklist

Applicant
Checklist

2

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Drawing dimensions shall be twenty-four by thirty-six (24x36) inches. All drawings shall be made with an engineer's scale, minimum scale to be one (1) inch represents one hundred (100) feet |
| ☐ | ☐ | Date of preparation, the scale, a symbol designating true north and zoning |
| ☐ | ☐ | Name of the annexation |
| ☐ | ☐ | Names and contact information of applicant and firm or person preparing map |
| ☐ | ☐ | Vicinity map |
| ☐ | ☐ | Legal description (<i>township, range, section, lot, block, subdivision</i>) |
| ☐ | ☐ | Each ownership within and adjacent to the property |
| ☐ | ☐ | Length and distinction of the boundary that is contiguous to the Town |
| ☐ | ☐ | Applicant revisions block (<i>includes fields for date, initials, description</i>) |
| ☐ | ☐ | Appropriate certification blocks as provided by the Planning Department |
| ☐ | ☐ | Existing and requested zoning and acreage of each requested zone |
| ☐ | ☐ | The location and dimensions of all existing and proposed easements and rights-of-way |

Revised 9/7/2016



APPLICATION PACKET LAND USE APPLICATION

1

The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to planningtechs@windsorgov.com. Staff will review the submittal and advise you of its completeness for processing.

2

APPLICATION TYPE:

- ☒ Annexation
☐ Master Plan
☐ Rezoning
☐ Minor Subdivision
☐ Lot Line Adjustment
☐ Major Subdivision
☐ Site Plan

SUBTYPE:

(for Major Subdivisions and Site Plans only)

- ☐ Preliminary
☐ Final
☐ Qualified Commercial/Industrial
☐ Administrative

Project Name*: Swanson Property

Legal Description*: See attached legal description

Address/Location*: Along WCR 76

Existing Zoning: RMU/AG

Proposed Zoning: GC/RMU

3

OWNER:

Name(s)*: Jon Turner

Company: North Windsor Holdings, LLC

Address*: 8020 S. County Rd 5, #200 Fort Collins, CO 80525

Phone #: (970) 240-9393

Email*: jon@hillsidecommercialgroup.com

APPLICANT (Owner or Owner's Representative):

Name*: Kristin Turner

Company: TB Group

Address*: 444 Mountain Avenue Berthoud, CO 80513

Phone #: (970) 532-5891

Email*: kristin@tbgroup.us

AUTHORIZED REPRESENTATIVE:

Name: _____

Company: _____

Address: _____

Phone #: _____

Email: _____

4

All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature: _____

(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: Jon Turner

Date: 12/07/17

*Required fields

**WCR 76 ANNEXATION
PETITION
C.R.S. 31-12-107(1)**

I, the landowner of more than 50% of the territory, excluding public streets and alleys, described as:

A parcel of land being a portion of the South Half of Section Twenty-nine (29), and the North Half of Section Thirty-two (32), Township Seven North (T.7N.), Range Sixty-seven West (R.67W.), Sixth Principal Meridian (6th P.M.), County of Weld, State of Colorado:

COMMENCING at the Southeast Corner of said Section 29 and assuming the South line of the Southeast Quarter of said Section 29 as bearing North 89°50'20" West a distance of 2645.41 feet with all other bearings contained herein relative thereto:

THENCE North 89°50'20" West along the South line of the Southeast Quarter of said Section 6 a distance of 109.58 feet to a Westerly line of Hawk's Landing Annexation to Severance recorded June 28, 2005 as Reception No. 3298490 in the Records of Weld County and to the point of **POINT OF BEGINNING**.

THENCE South 00°25'08" East along said Westerly Annexation line a distance of 40.00 feet to a Northerly line of Windsor North Annexation to Windsor recorded January 29, 1986 as Reception No. 02040927 in the Records of Weld County;

THENCE North 89°50'20" West continuing along said annexation line a distance of 2535.74 feet to the West line of the Northeast Quarter of the Northeast Quarter of said Section 32;

THENCE North 89°50'18" West along the Northerly line of said Windsor North Annexation a distance of 1290.45 feet to an Easterly line of a parcel of land described in Quit Claim Deed recorded March 9, 2001 as Reception No. 3754941 of the Records of Weld County;

THENCE North 02°09'34" East along said Easterly line a distance of 10.01 feet to the Southerly Right of Way line of Weld County Road 76;

THENCE North 89°50'18" West along said Southerly line a distance of 231.13 feet to an Easterly line of said Windsor North Annexation;

THENCE North 00°09'42" East along said Easterly line a distance of 30.00 feet to the North line of the Northwest Quarter of the Northwest Quarter of said Section 32;

THENCE North 00°10'58" East continuing along the Easterly line of Windsor North Annexation a distance of 30.00 feet to the Northerly Right of Way line of Weld County Road 76;

The following four (4) courses are along the Northerly Right of Way lines of Weld County Road 76.

THENCE South 89°50'18" East a distance of 424.93 feet to a Westerly line of Lot B of Recorded Exemption No. 0705-29-3-RE1024 recorded July 10, 1987 as Reception No. 2106600 of the Records of Weld County and to a Northerly line of said Windsor North Annexation;

THENCE South 89°50'18" East along the Northerly line of Windsor North Annexation a distance of 1095.80 feet to the East line of the Southwest Quarter of the Southeast Quarter of said Section 29;

THENCE South 89°50'20" East along said Windsor North Annexation line a distance of 53.40 feet;

THENCE South 89°50'20" East a distance of 2482.42 feet to a Westerly line of Hawk's

Landing Annexation to Severance;

THENCE South 00°08'47" West along said Westerly line a distance of 30.00 feet to the
POINT OF BEGINNING.

Containing 6.47 acres more or less, allege the following to be true and correct:

The perimeter of the proposed annexation has a distance of 8253.88' feet, of which 5035.39' feet are contiguous to the existing TOWN limits of the TOWN OF WINDSOR. A minimum of 1/6 of the perimeter of the proposed annexation is contiguous to the TOWN OF WINDSOR.

We further allege:

1. It is desirable and necessary that said territory be annexed to the TOWN OF WINDSOR.
2. A community of interest exists between the said territory and the TOWN OF WINDSOR.
3. Said territory is urban or will be urbanized in the near future.
4. Said territory is integrated or capable of being integrated with the TOWN OF WINDSOR.
5. No land held in identical ownership is divided into separate parcels unless the owner of said tract has consented in writing or joins in this Petition.
6. No land held in identical ownership comprises 20 acres and together with improvements had an assessed valuation in excess of \$200,000.00 in the year preceding the filing of this Petition.
7. No proceedings for annexation of the territory have been commenced for annexation to another municipality.
8. The signers hereof comprise the landowners of more than 50% of the territory proposed to be annexed exclusive of streets and alleys, and are in fact owners of 100% of the hereinafter described property.

Therefore, the undersigned hereby request that the TOWN OF WINDSOR approve the annexation of the area described above and do herewith pay the required fees.

In addition to the annexation, the undersigned request the zoning of GC (General Commercial) and RMU (Residential Mixed Use) for the above described property.

Date

00/3/17

Owners Signature

Jana Lee

Mailing Address

6379 CROoked ST
WINDSOR, CO 80550

TO: Town of Windsor
FROM: Kristin Turner
DATE: February 16, 2018

RE: WCR 76 Annexation Neighborhood Meeting Notes

1. Who owns this property? Is the property owner annexing into Windsor?
 - a. North Windsor Holdings, LLC is the property owner as well as the applicant for the annexation.
2. What is the purpose of the annexation?
 - a. This area is being annexed in order to allow for the appropriate space required for future improvements along WCR 76.
3. Are you annexing multiple properties owners land along WCR 76?
 - a. No other property owners land has been included in this annexation. Only right-of-way along the applicant's property has been included.



MEMORANDUM

Date: April 4, 2018
To: Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Site Plan Presentation – River Valley Crossing Subdivision
2nd Filing, Lot 1 – Gavin Kaszynski, Associates in Family
Medicine, applicant/ Katy Thompson, Ripley Design, Inc.,
applicant's representative
Item #: C.4

Background / Discussion

Mr. Gavin Kaszynski, represented by Ms. Katy Thompson, is proposing a new site development in the River Valley Crossing Subdivision 2nd Filing. The site is zoned General Commercial (GC) and is located adjacent to other GC zoned properties.

Overall development characteristics include:

- total lot area of 1.137 acres
- a two story building with 7,678 s.f. of lot coverage
- approximately 28% landscaped area
- 72 parking stalls and 10 bicycle parking spaces

Building characteristics include:

- primary building materials of brick and stucco with accent metal panels
- predominant roof height of 31' with a roof feature up to 37' in height

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

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

Additionally, the applicant is hereby advised via this memorandum that another similar site plan presentation by the applicant is scheduled on April 9 for the Windsor Town Board.

Relationship to Comprehensive Plan

The application is consistent with the Comprehensive Plan, specifically the following goal(s) and objective(s):

Chapter 5b – Growth Framework

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

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

Relationship to Strategic Plan

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

Recommendation

No recommendation, as this item is for presentation purposes.

Attachments

Application Materials
PowerPoint Presentation

Cc: Gavin Kaszynski, applicant
Katy Thompson, applicant's representative



land planning ■ landscape architecture ■ urban design ■ entitlement

**Associates in Family Medicine Windsor
Lot 1 River Valley Subdivision**

Project Narrative:

Associates in Family Medicine (AFM) would like to develop a medical office building on lot 1 of the River Valley Subdivision, which is included in the General Commercial (GC) zone district. This lot is in the process of being replatted with the development joining lots 7, 8 and 9 into two lots (lots 1 and 2).

The proposed site will have a new 2-story medical office building. Approximately forty employees are anticipated in the building at one time, ten of which will be practitioners. The project will provide 73 parking spaces allowing up to 15 practitioners.

The building is placed at the southeast corner of Main Street (Highway 392) and 17th Street. A 30' setback is proposed between the building and Main Street per the Town's Commercial Corridor Plan. A 25' setback is proposed along 17th Street. Parking is to the south and east of the building. The parking will have a 15' landscape buffer along 17th Street (non-arterial) and a 25' landscape buffer along Main St (arterial). Parking will be placed adjacent to the property line on south and east boundaries. Regional detention is to the south and a proposed credit union is to the east.

Access to the site will be from a private road to the east and through the adjacent proposed credit union parking lot.

Utilities will come from the east where sanitary and water lines are in place. Electric and gas will come from the north where existing utilities exist along Highway 392.

Detention will occur in the existing landscaped regional pond immediately to the south of the project site. Per staff recommendations, landscaping is located south of the property line to screen the parking lot.

Sincerely,

A handwritten signature in black ink that reads "Katy Thompson". The signature is fluid and cursive, with the first name "Katy" being more prominent than the last name "Thompson".

Katy Thompson
Applicant, Ripley Design, Inc.

Thinking outside of the box for over two decades.

419 Canyon Ave. Suite 200 ■ Fort Collins, CO 80521 ■ tel. 970.224.5828 ■ fax 970.224.1662
www.ripleydesigninc.com



Site Plan Presentation

River Valley Crossing
Subdivision 2nd Filing,
Lot 1

Paul Hornbeck, Senior Planner

Planning Commission April 4, 2018



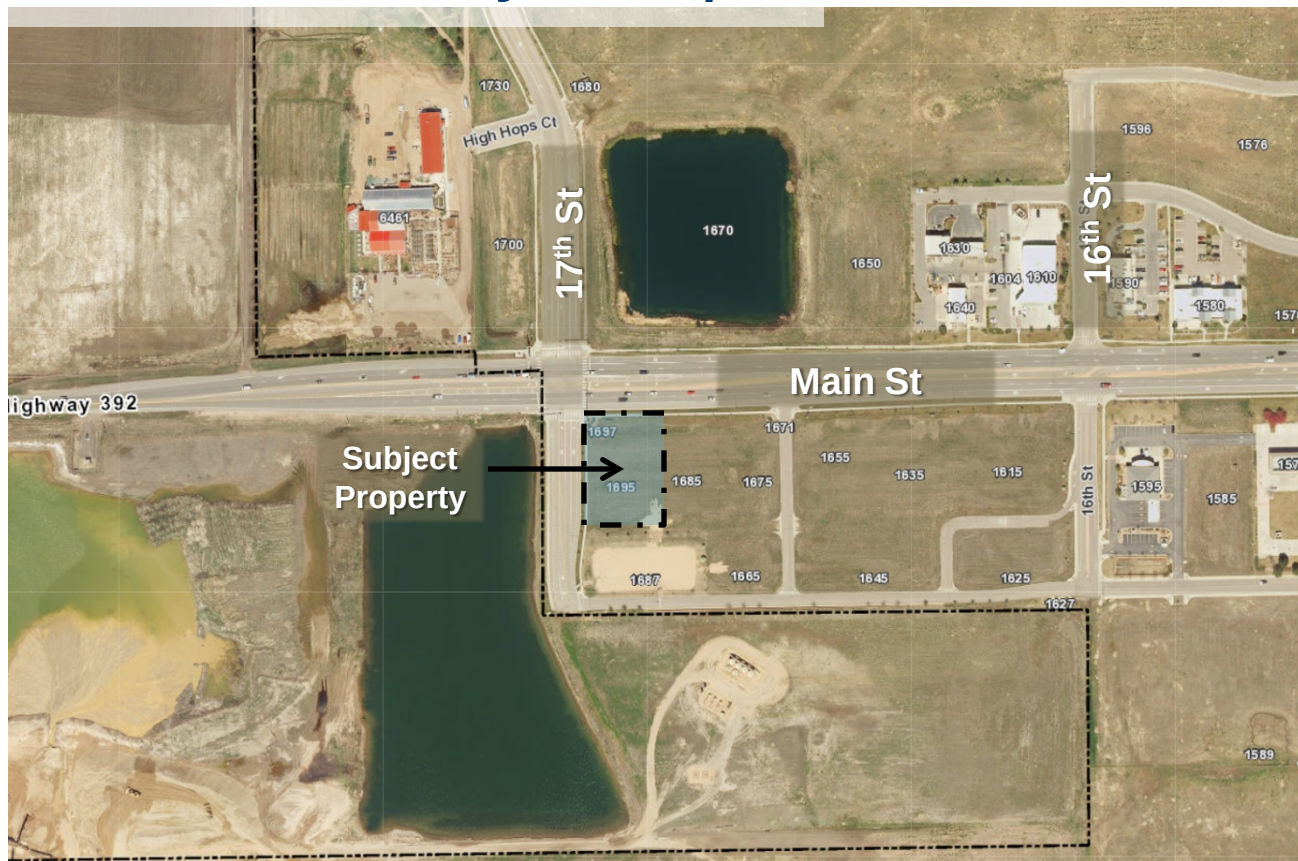
Qualified Commercial Site Plan

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

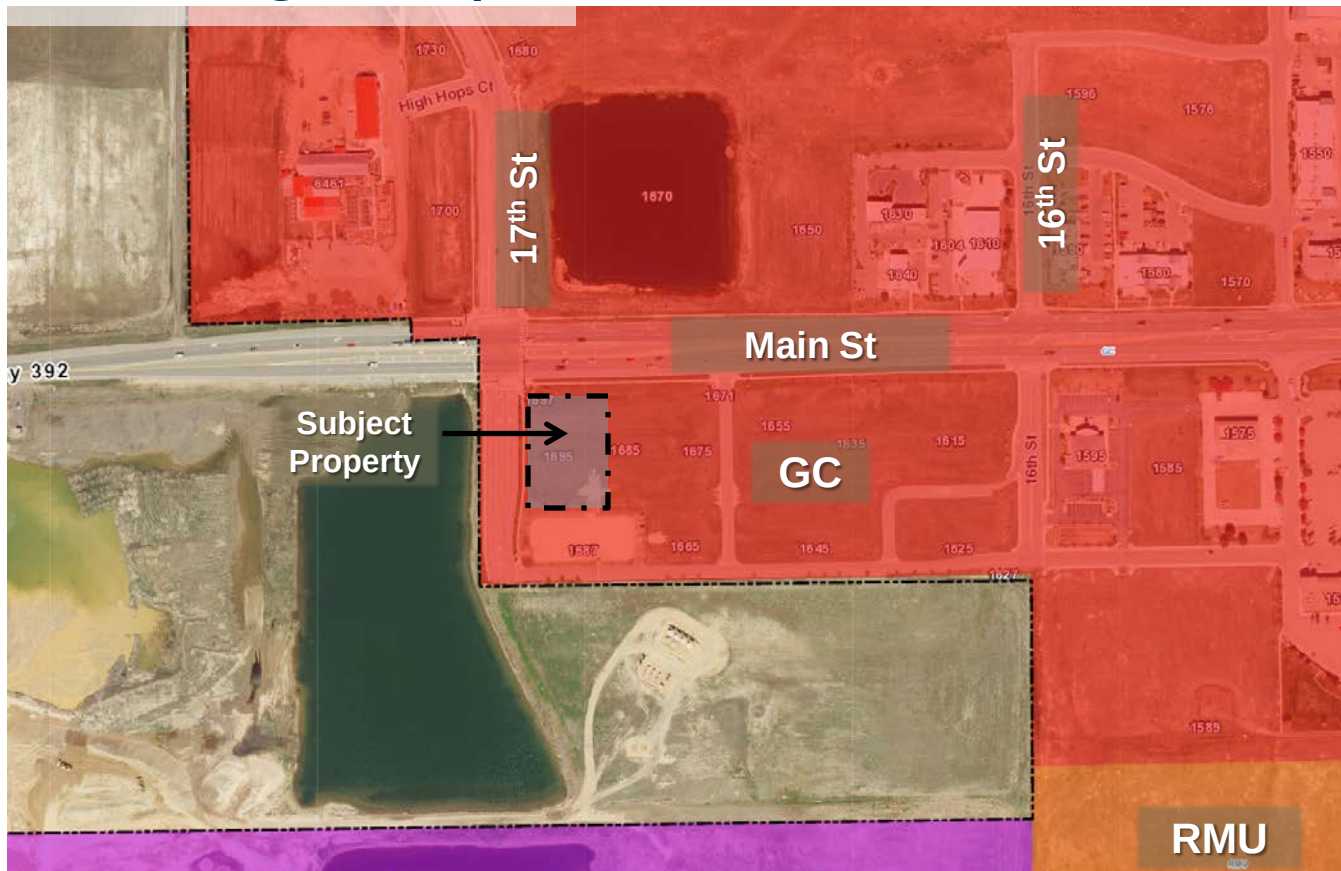
Sec. 17-9-10. Purpose.

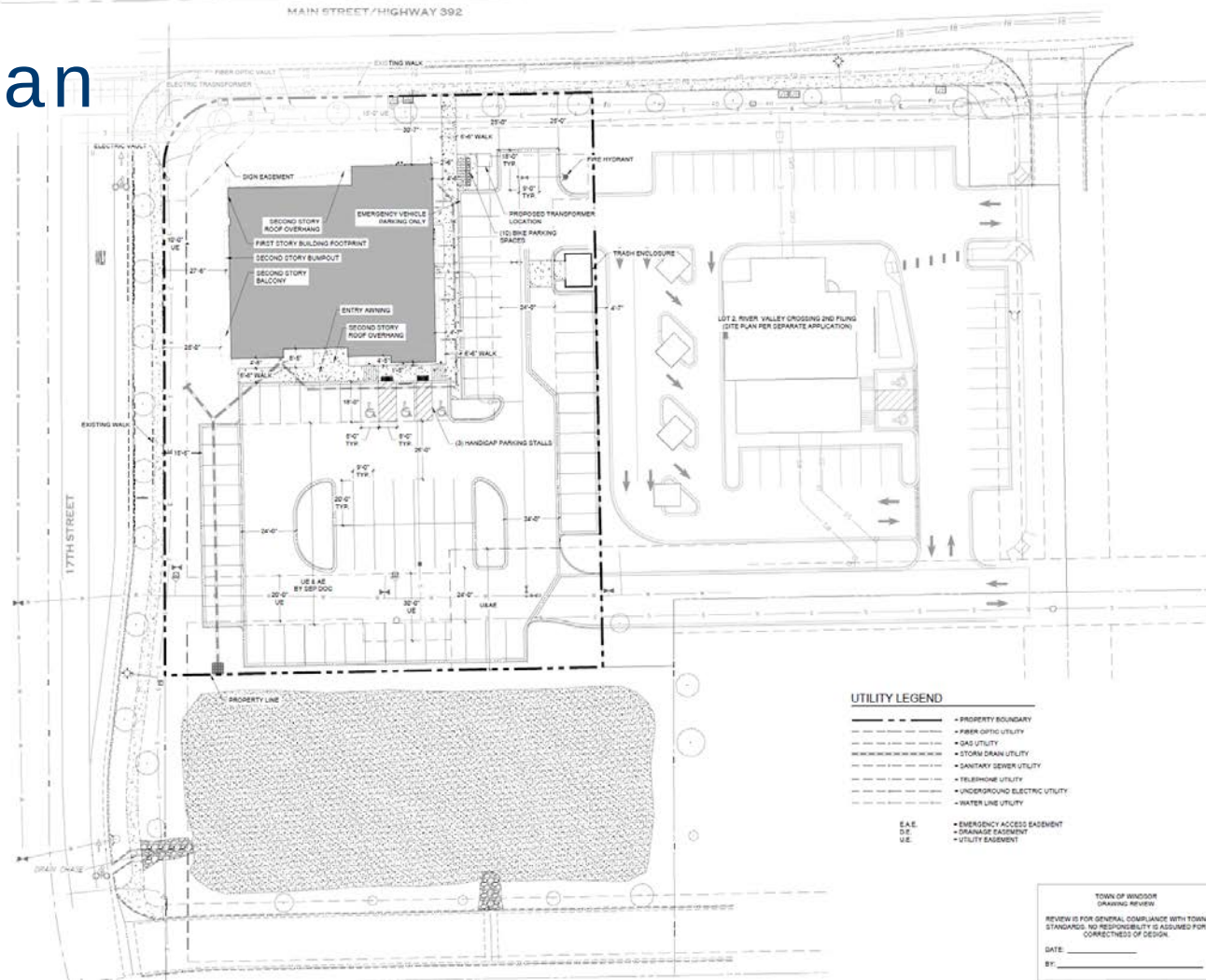
Commercial and industrial site plans proposed to be developed on lots that have either previously been subdivided or are presently being subdivided as part of a minor subdivision shall qualify for administrative site plan review in accordance with the requirements of this Section. The provisions of this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

Site Vicinity Map



Zoning Map





UTILITY LEGEND

- PROPERTY BOUNDARY
 - POWER OPTIC UTILITY
 - GAS UTILITY
 - STORM DRAIN UTILITY
 - SANITARY SEWER UTILITY
 - TELEPHONE UTILITY
 - UNDERGROUND ELECTRIC UTILITY
 - WATER LINE UTILITY
- E.A.E.
 D.E.
 - EMERGENCY ACCESS EASEMENT
 - DRAINAGE EASEMENT
 - UTILITY EASEMENT

EAS
DE
UE

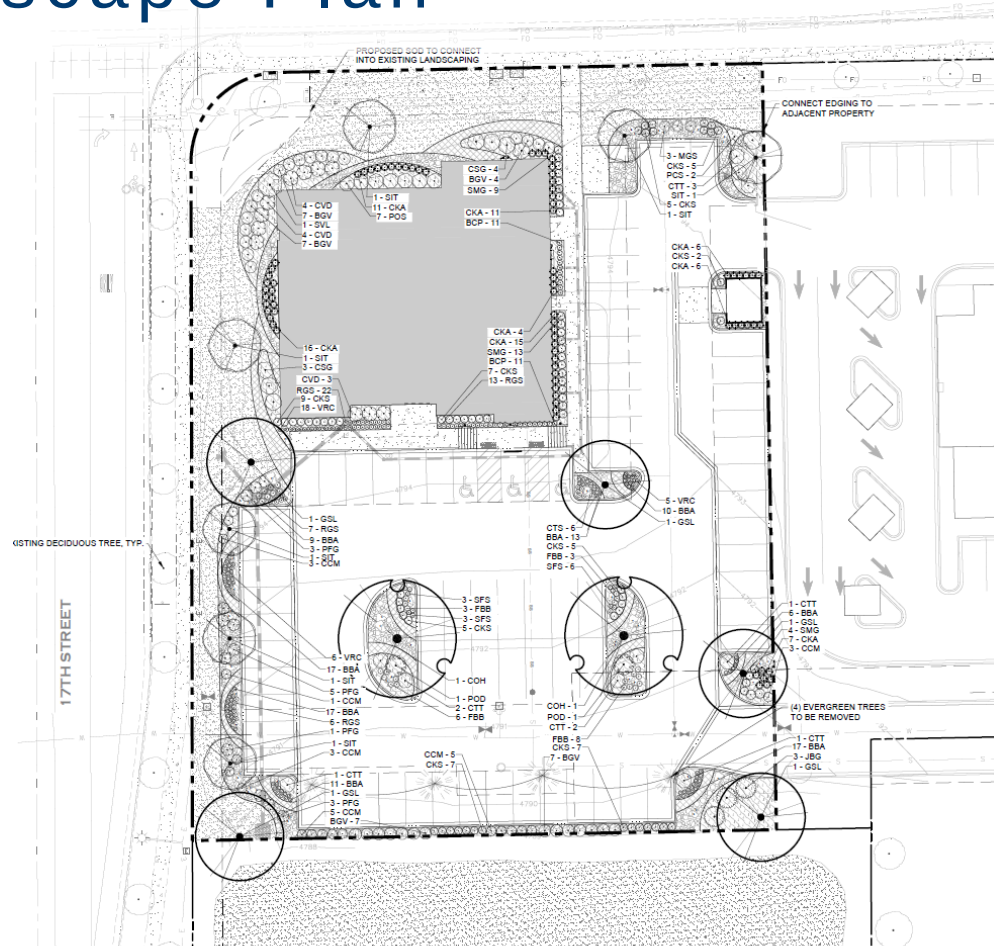
- EMERGENCY ACCESS EASEMENT
- DRAINAGE EASEMENT
- UTILITY EASEMENT

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

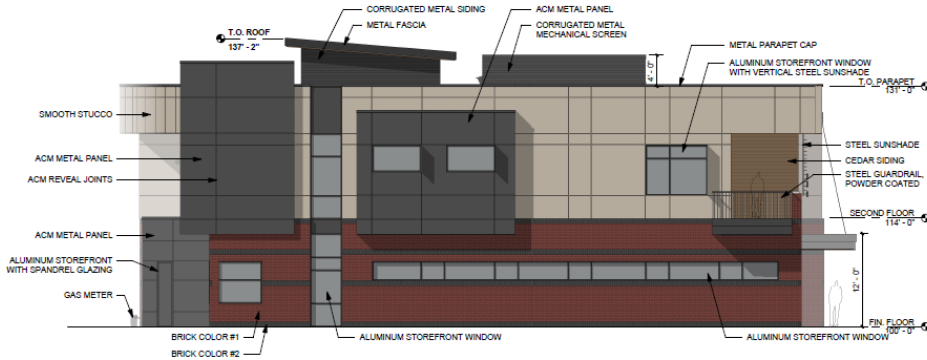
DATE _____
BY _____

Landscape Plan

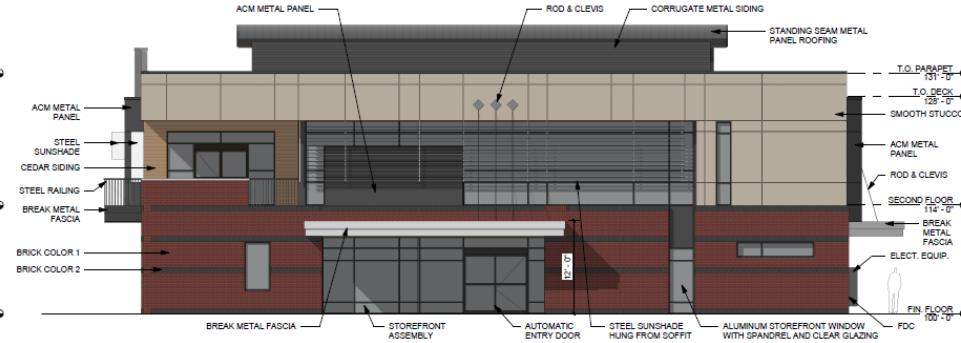
MAIN STREET/HIGHWAY 392



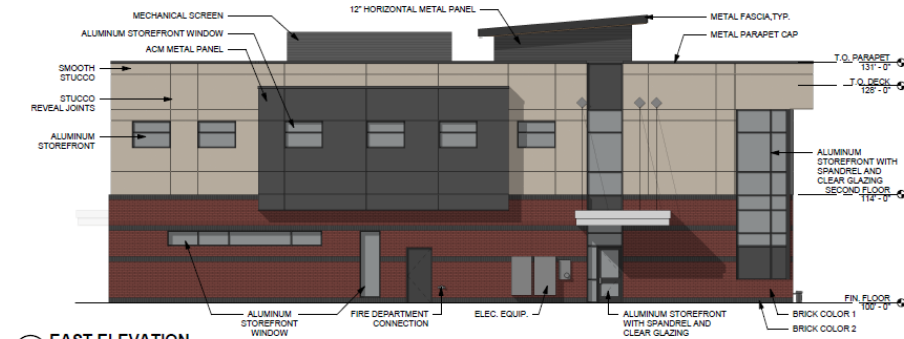
Building Elevations



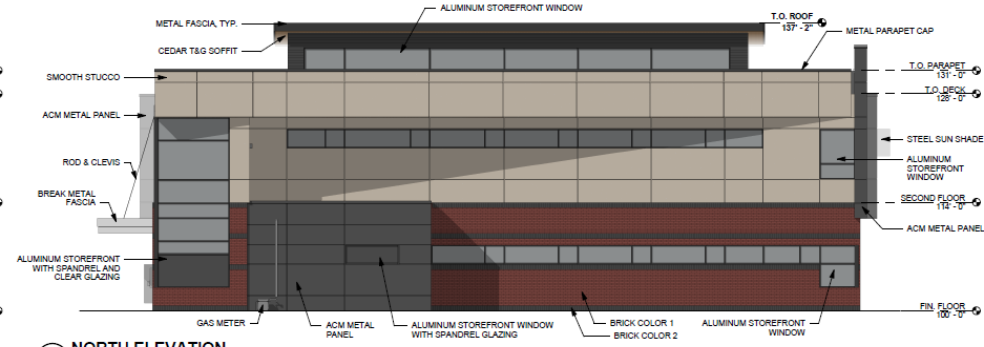
4 WEST ELEVATION
1/8" = 1'-0"



3 SOUTH ELEVATION
1/8" = 1'-0"



2 EAST ELEVATION
1/8" = 1'-0"



1 NORTH ELEVATION
1/8" = 1'-0"



Building Perspectives



7 PLANNING - NORTHWEST CORNER



5 PLANNING - SOUTHEAST CORNER



Comprehensive Plan Conformance

Chapter 5b – Growth Framework Plan

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

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



Relationship to Strategic Plan

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



MEMORANDUM

Date: April 4, 2018
To: Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Request for Waiver of Section III.B.2.a of Commercial Corridor Plan regarding Building Height – River Valley Crossing Subdivision 2nd Filing, Lot 1 – Gavin Kaszynski, Associates in Family Medicine, applicant/ Katy Thompson, Ripley Design, Inc., applicant's representative
Item #: C.5

Background / Discussion

Mr. Gavin Kaszynski, represented by Ms. Katy Thompson, is requesting a waiver from Section III.B.2.a of the Commercial Corridor Plan regarding building height. The site is located on the southeast corner of 17th and Main Street and is therefore subject to the Commercial Corridor Plan design criteria.

Section Section III.B.2.a of the Commercial Corridor Plan states:

"The predominant portion of any building shall not exceed thirty feet (30') in height."

The maximum building height proposed is 37'-2" to allow for a two story medical office building. The predominant roofline of the building is 31', with a taller roof feature sticking up an additional 7'2". This feature is setback from the predominant roofline, reducing its visibility.

Commercial Corridor Plan Section II.B.(2) states that requests for design criteria waivers shall be subject to review and determination by the Planning Commission. The Planning Commission may grant, conditionally grant or deny any waiver request brought under this sub-section. In order to receive a waiver, the applicant shall have the burden of establishing justification for waiver approval under the following criteria:

1. *Strict application of the applicable standard will result in either extraordinary practical difficulties or undue hardship.*

According to the application materials, typical floor to floor height for a medical office building is 14' but that does not account for mechanical equipment and screening.

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

The predominant roofline, with a height of 31', is a nominal increase over the maximum of 30'. The roof feature reaching 37'-2" is setback such that visibility from surrounding properties and streets should be minimal. Any increase in shadows should also be minimal.

3. *Approval of the waiver request will not be detrimental to the public interest.*

The public interest, public safety, and public welfare will not be detrimentally impacted by the proposed building materials.

Relationship to Comprehensive Plan

The application is consistent with the Comprehensive Plan, specifically the following goal(s) and objective(s):

Chapter 5b – Growth Framework

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

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

Relationship to Strategic Plan

The application is consistent with the Strategic Plan, particularly Prosperous Local Economy.

Notification

Notification is not required with a waiver request.

Recommendation

Staff recommends that the Planning Commission approve the waiver request.

Attachments

Application Materials
PowerPoint Presentation

Cc: Gavin Kaszynski, applicant
Katy Thompson, applicant's representative



land planning ■ landscape architecture ■ urban design ■ entitlement

**Associates in Family Medicine Windsor
Lot 1 River Valley Subdivision**

Waiver Request:

Associates in Family Medicine (AFM) would like to request one waiver to the site plan requirements. The waiver comes in response to the requirement stated in the Town of Windsor Commercial Corridor Plan Section III.B.2.a., which states the predominant portion of any building shall not exceed thirty feet (30') in height. The predominant portion of the proposed building currently measures 31'. We request the approval of the waiver based on a maximum building height of 32' to allow for minor changes as we move forward in the design process. We believe the following items have been met to justify this request.

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

The Commercial Corridor Plan allows a maximum building height of 30'; however, this is impractical for any medical office building which is over 1 story tall. A typical floor to floor height for a medical office building is around 14', which includes the space taken up by mechanical delivery and return systems, sprinkler distribution, and the depth of the lighting and ceilings. Above the roof deck, the parapet height must be higher to account for appropriate and positive pitch to drain the roof and having a consistent height for the parapet creates a unified look.

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

The intended use for the building (a medical clinic) will serve a need for the community as a whole, therefore protecting the public's interest in accessible health and wellness.

In addition, the 30-foot height limitation greatly impacts the function and architectural design of the roof and interior spaces. Approval of this waiver will enhance the character of the existing neighborhood to which this building is proposed.

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

As stated above, the proposed building is anticipated to be an asset to the community, and a taller building allows for more patients to be comfortably treated. The additional height requested would not pose any disadvantage to the public interest. Planning staff has stated their support for the 30' height waiver.

Thinking outside of the box for over two decades.



Commercial Corridor Plan Waiver Request

River Valley Crossing
Subdivision 2nd Filing,
Lot 1

Paul Hornbeck, Senior Planner

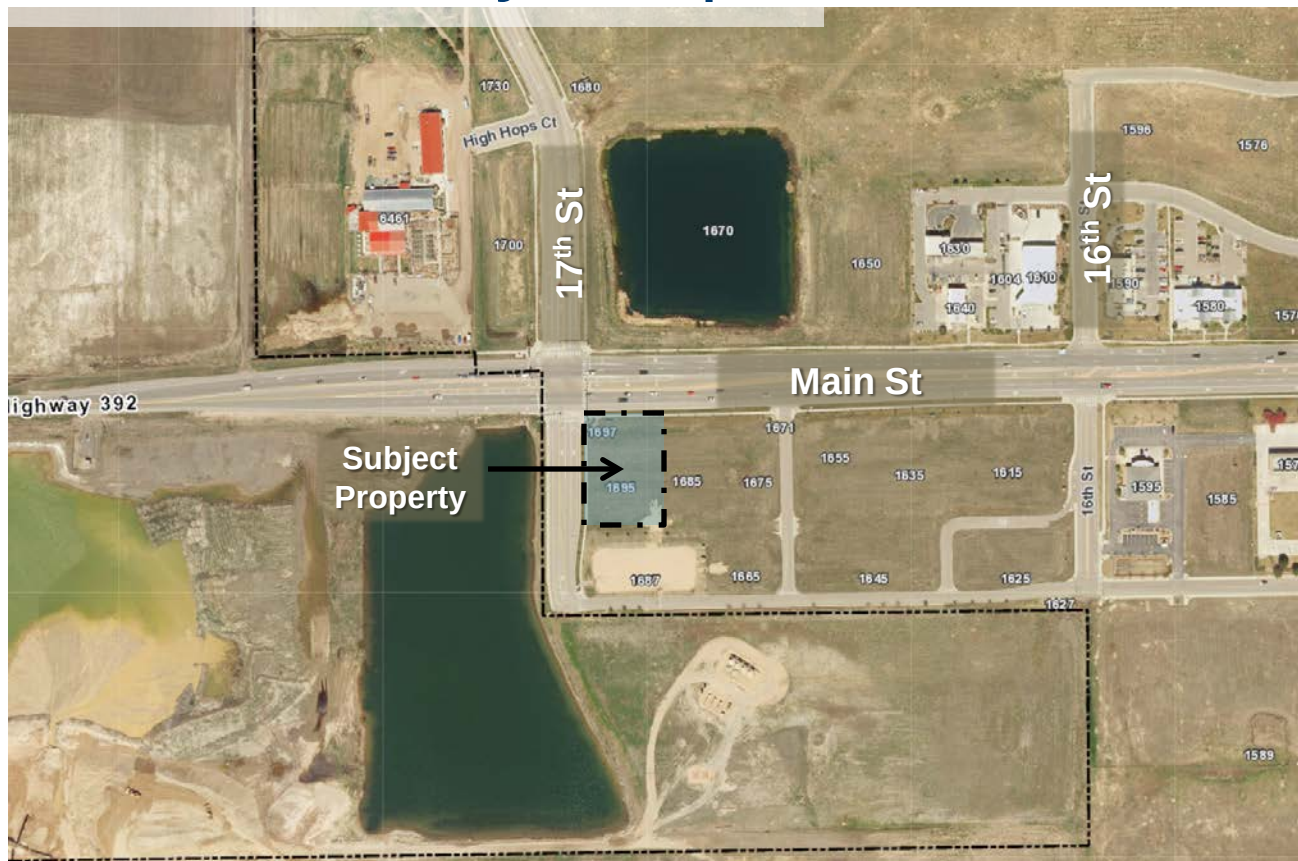
Planning Commission April 4, 2018



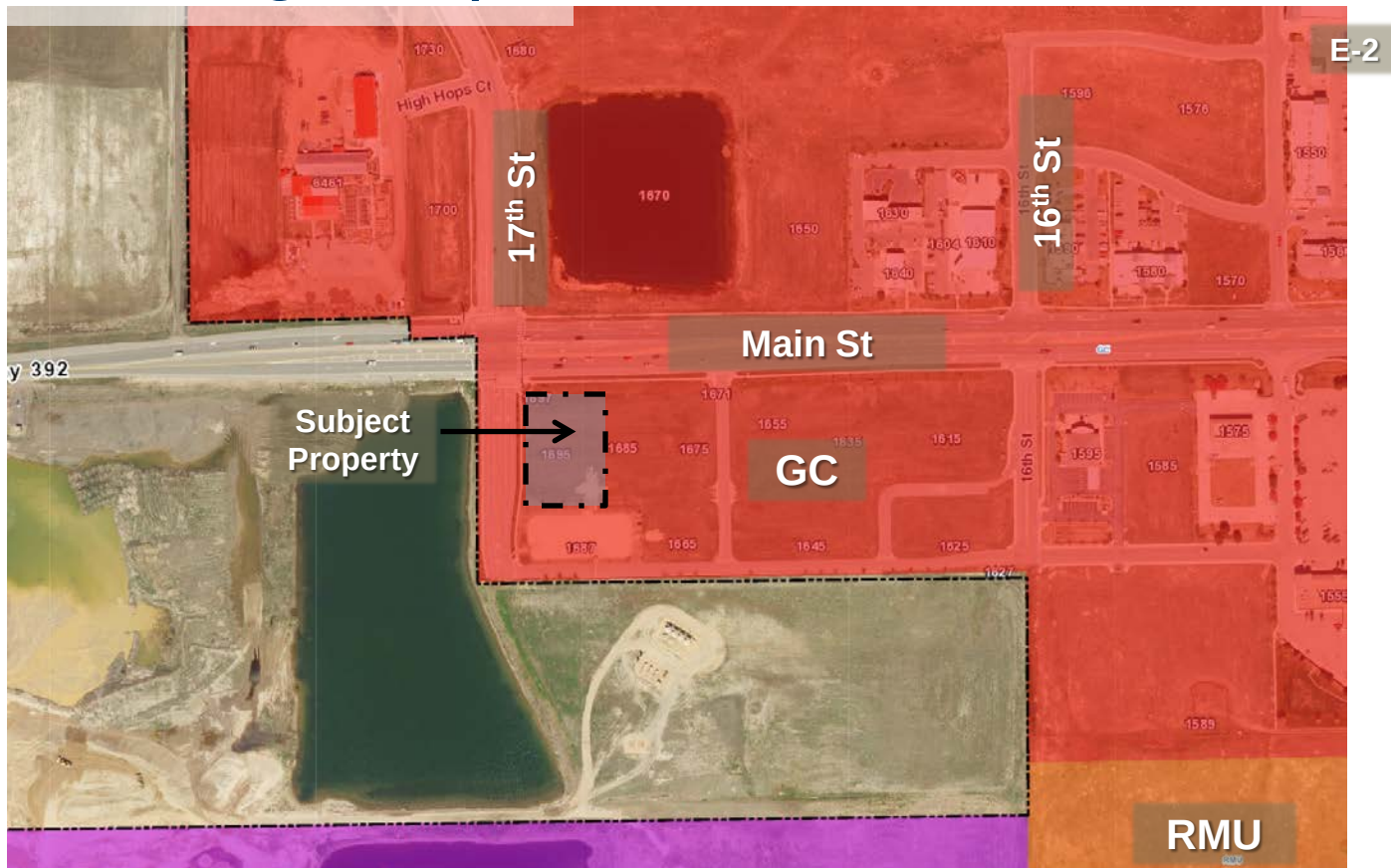
Commercial Corridor Plan Waiver

II.B.2 - Waivers. Requests for design criteria waivers shall be subject to review and determination by the Planning Commission. The Planning Commission may grant, conditionally grant or deny any waiver request brought under this sub-section. Any person aggrieved by a Planning Commission decision with respect to a waiver may seek review by the Town Board by submitting a written request for review within thirty (30) days of the Planning Commission decision, setting forth the specific grounds for appeal.

Site Vicinity Map

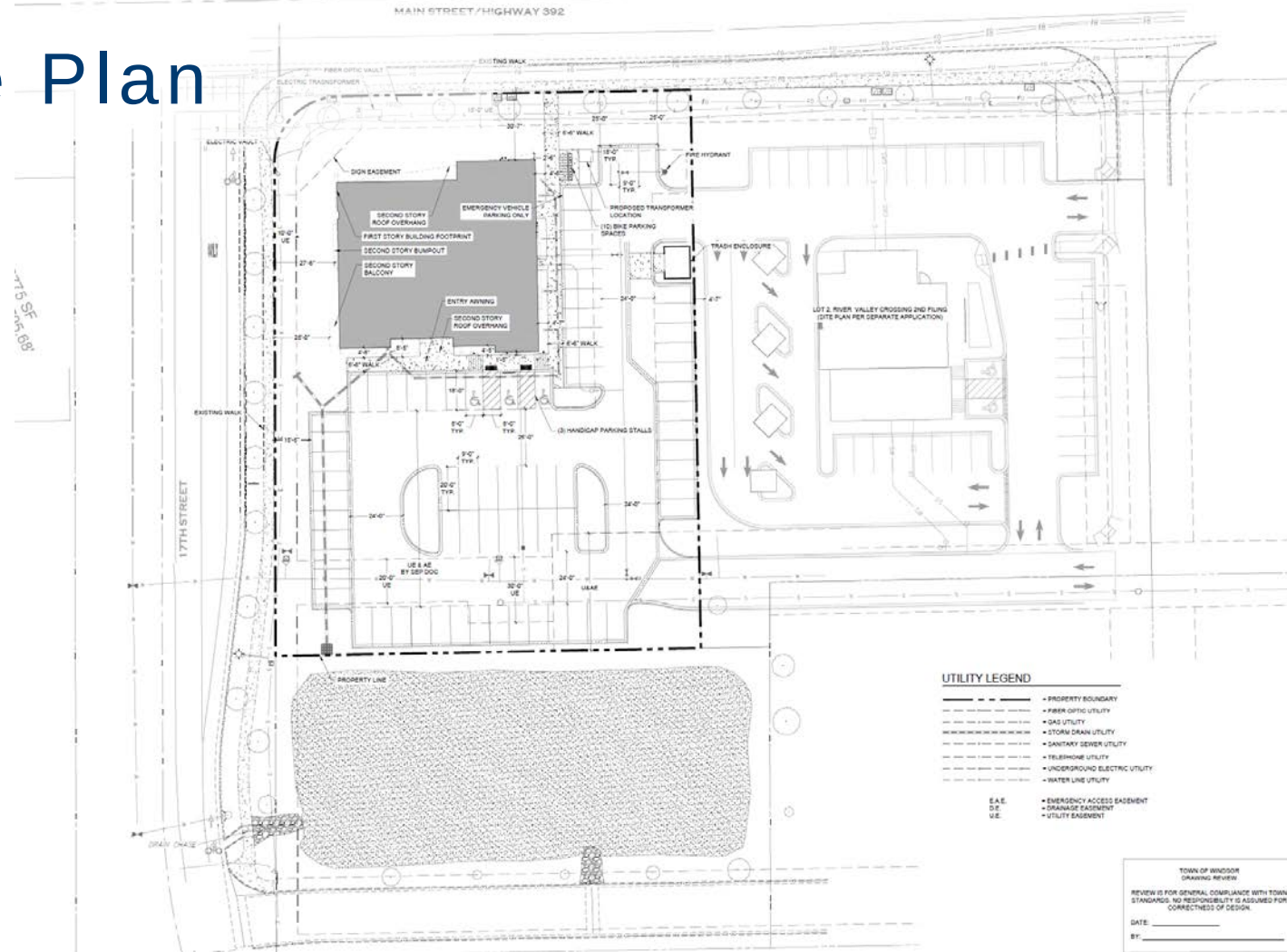


Zoning Map

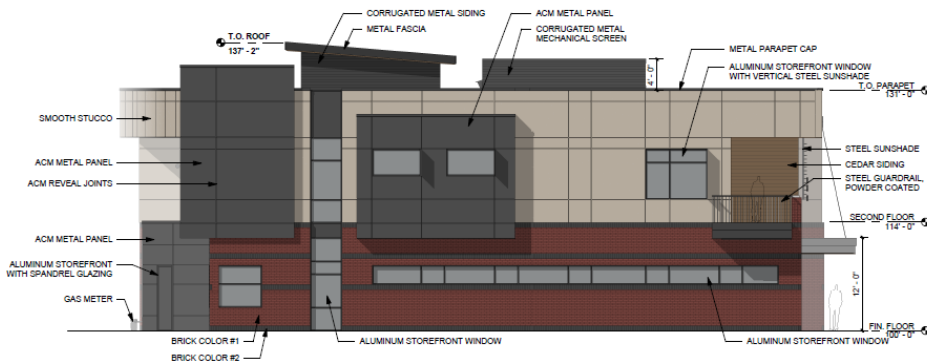




Site Plan

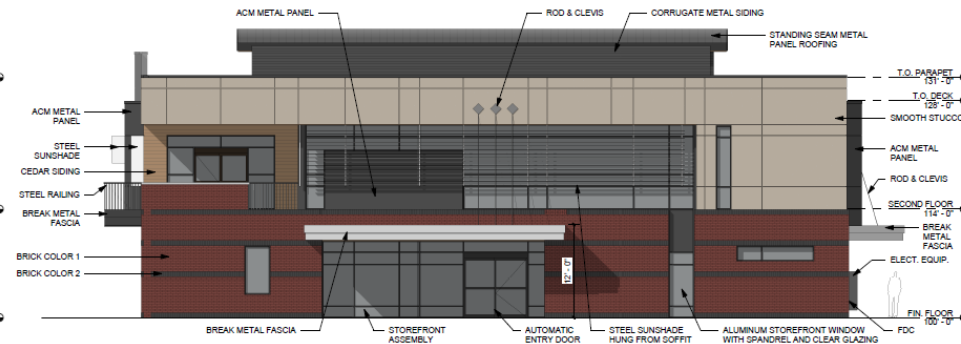


Building Elevations



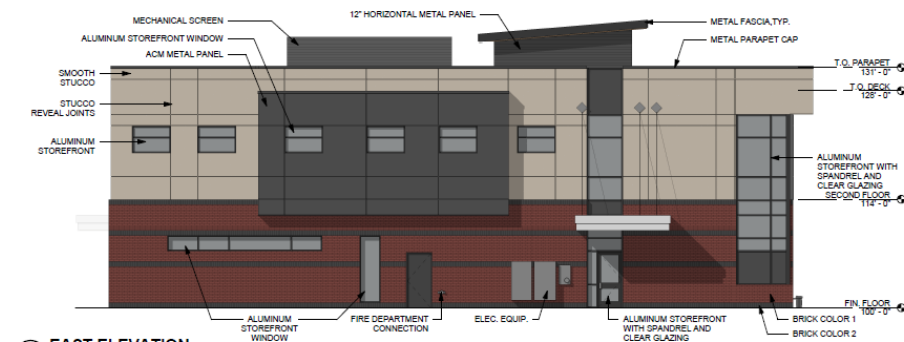
4 WEST ELEVATION

1/8" = 1'-0"



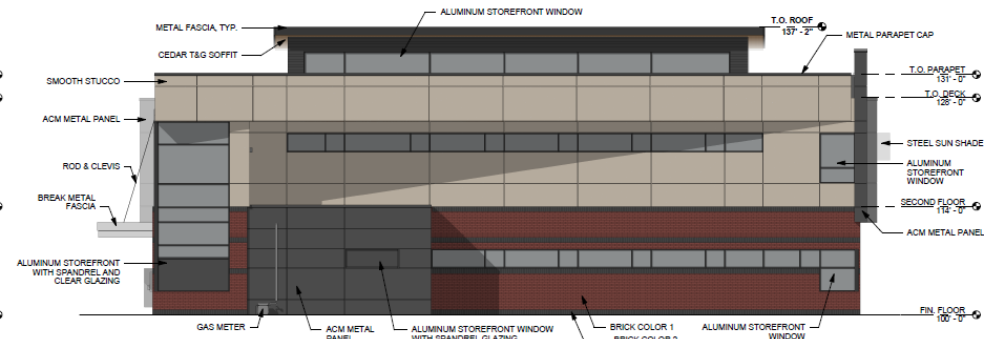
3 SOUTH ELEVATION

1/8" = 1'-0"



2 EAST ELEVATION

1/8" = 1'-0"



1 NORTH ELEVATION

1/8" = 1'-0"



Building Perspectives



7 PLANNING - NORTHWEST CORNER



5 PLANNING - SOUTHEAST CORNER



Review Criteria

1. Strict application of the applicable standard will result in either extraordinary practical difficulties or undue hardship.

According to the application materials, typical floor to floor height for a medical office building is 14' but that does not account for mechanical equipment necessary for medical facilities and rooftop screening.

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

The predominant roofline, with a height of up to 32', is a nominal increase over the maximum of 30'. Any visual impact or increase in shadows on surrounding properties should be minimal.



Review Criteria

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

The public interest, public safety, and public welfare will not be detrimentally impacted by the proposed building materials.



Comprehensive Plan Conformance

Chapter 5b – Growth Framework Plan

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



Relationship to Strategic Plan

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



Recommendation

Staff recommends that the Planning Commission approve the waiver request with the following findings of fact:

1. Strict application of the applicable standard will result in a practical difficulty;
2. The proposed waiver will protect the public interest equally or better than the standard for which the waiver is requested; and
3. Approval of the waiver request will not be detrimental to the public interest.



Waiver

Staff requests that the following be entered into the record:

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



MEMORANDUM

Date: April 4, 2018
To: Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Site Plan Presentation – Falcon Point Subdivision, Lot 4 –
Craig Kraft, applicant/ Patricia Kroetch, North Star Design,
Inc., applicant's representative
Item #: C.6

Background / Discussion

The applicant Mr. Craig Kraft, represented by Ms. Patricia Kroetch, is proposing a new site development in the Falcon Point Subdivision at 611 Gyrfalcon Court, south of SH 392/ Main Street. The site is zoned Limited Industrial (IL) and is located adjacent to other properties with IL zoning.

Overall development characteristics include:

- total lot area of 4.17 acres
- four office/ warehouse buildings of 10,240 square feet each
- approximately 6.2% landscaped area (additional common landscaping is provided with the subdivision)
- building coverage of 41,860 sf (23%)
- 68 parking stalls

Building characteristics include:

- Three to four tenant spaces per building
- metal buildings with brick wainscot
- peak roof height of approximately 31'

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

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

Additionally, the applicant is hereby advised via this memorandum that another similar site plan presentation by the applicant is scheduled on April 9 for the Windsor Town Board.

Relationship to Comprehensive Plan

The application is consistent with the Comprehensive Plan, specifically the following goal(s) and objective(s):

Chapter 5b – Growth Framework

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

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

Relationship to Strategic Plan

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

Recommendation

No recommendation, as this item is for presentation purposes.

Attachments

Application Materials
PowerPoint Presentation

Cc: Craig Kraft, applicant
Patricia Kroetch, applicant's representative

PROJECT NARRATIVE

FALCON POINT SUBDIVISION, LOT 4

February 26, 2018

The proposed site is approximately 4.17 acres and is currently platted as Lot 4 of Falcon Point Subdivision. The site is located adjacent to and south of the existing Gyr Falcon Drive and is currently zoned IL (Light Industrial). The site is planned to be developed with four very similar buildings, a parking lot between the buildings, concrete aprons behind the buildings and a storage building and concrete drive on the south. Each building will be divided into multiple (1 to 3) tenant spaces with the site owner and primary tenant being Krafts Kurbing. It is intended that the site be developed in one phase. The proposed use will be primarily office, vehicle parking and warehouse with loading areas for each tenant.

The users for this site are unknown at this point but are anticipated to be small businesses such as electricians, plumbers, landscapers, an engineering company and Kraft Kurbing. The total number of employees are unknown but are estimated to be 50-70 for the tenant spaces but some of the tenants will have seasonal businesses so the number of employees will fluctuate seasonally. The majority of the traffic generated by this site will be from the employees and occasional deliveries; it is anticipated that the retail or 'walk in' traffic will be minimal. The anticipated traffic generation estimated to vary from 100 to 150 trips per day based on some seasonal businesses.

There are 68 parking stalls provided in the paved portion of the site and any employee vehicles in excess of that number will be parked in the buildings or temporarily in the loading area in front of the overhead doors.

Each building (total of 4 buildings) will be a single story (64'x160'=10,240 square foot footprint) with a possible office mezzanine in any of the tenant spaces as determined by the desires of the tenant. The buildings will be a wood frame construction with a metal wall panels. A 3' brick wainscot will be located on the north end of Buildings 1 and 2. The 3 main entrances on each building will face the parking lot with canopies covering the entry door and there will be four overhead doors per building located on the east or west side of the buildings. All site lighting will be building mounted, down directional and shielded to prevent light spillage from the site. Refer to the building elevations for additional information regarding building colors and materials.

Access to the site will be provided at two locations from Gyr Falcon Drive. Water and sewer will be provided by the Town of Windsor. Detention is being provided offsite in the detention pond constructed with the overall subdivision improvements.



Site Plan Presentation

Falcon Point Subdivision
Lot 4

Paul Hornbeck, Senior Planner

Planning Commission April 4, 2018



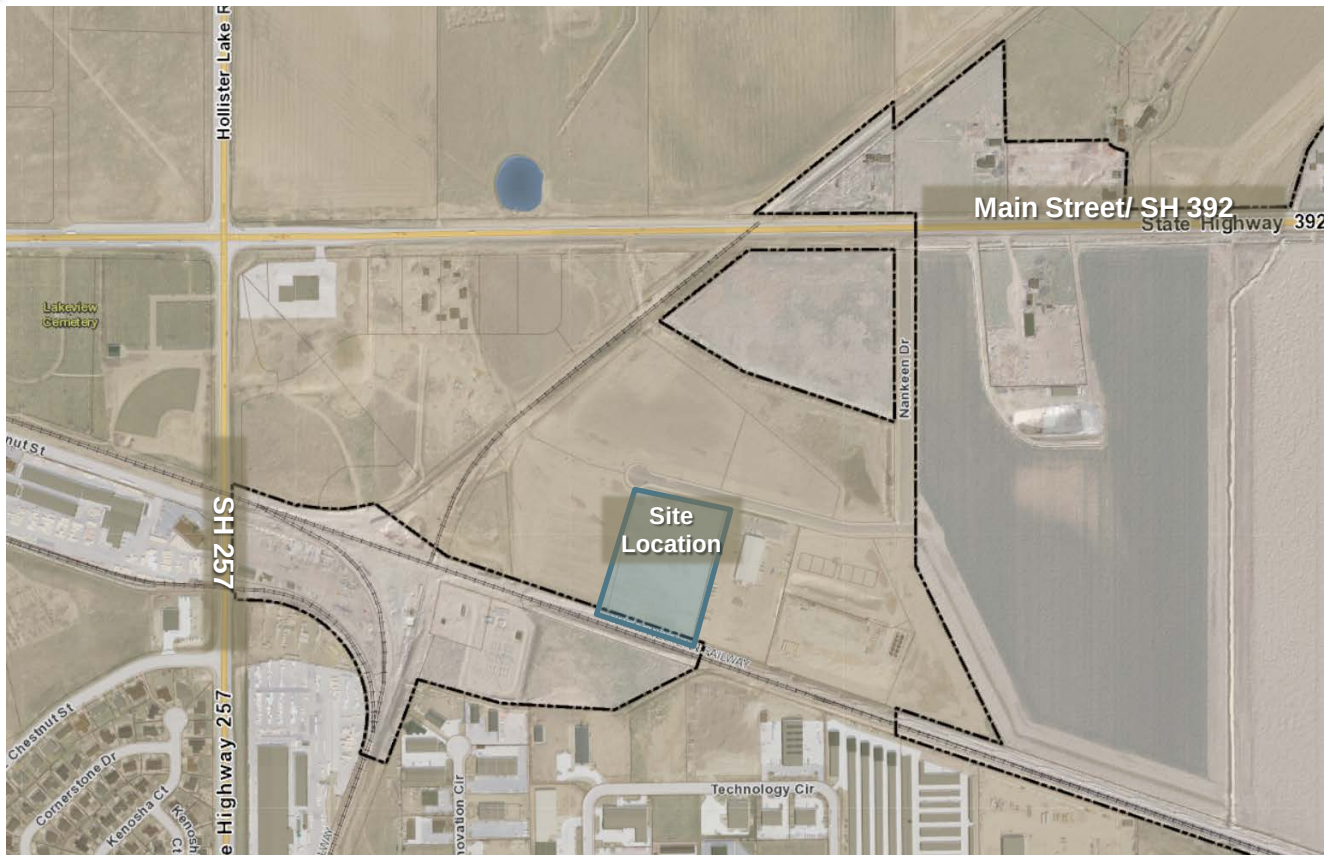
Qualified Commercial Site Plan

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

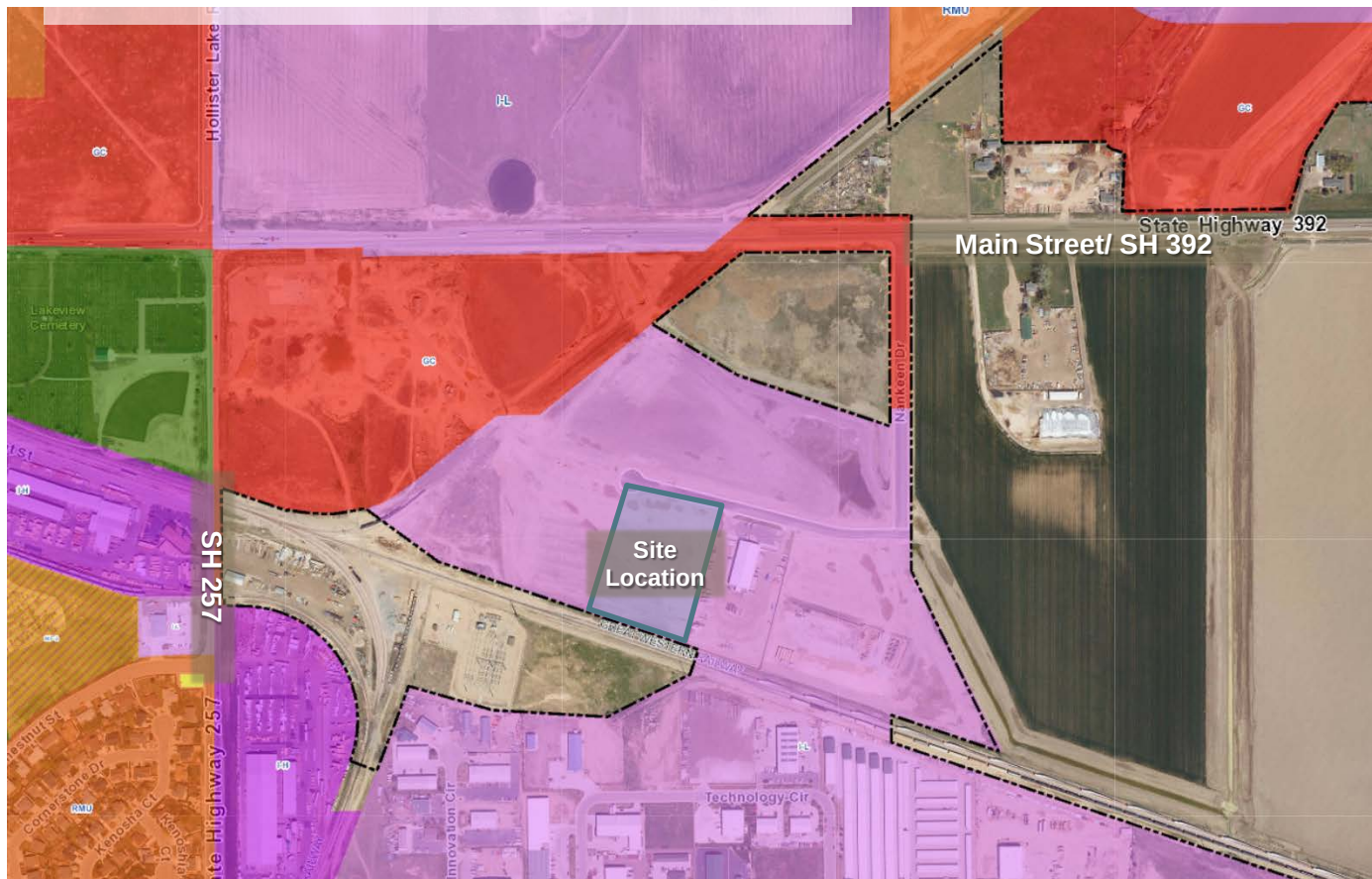
Sec. 17-9-10. Purpose.

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

Site Vicinity Map

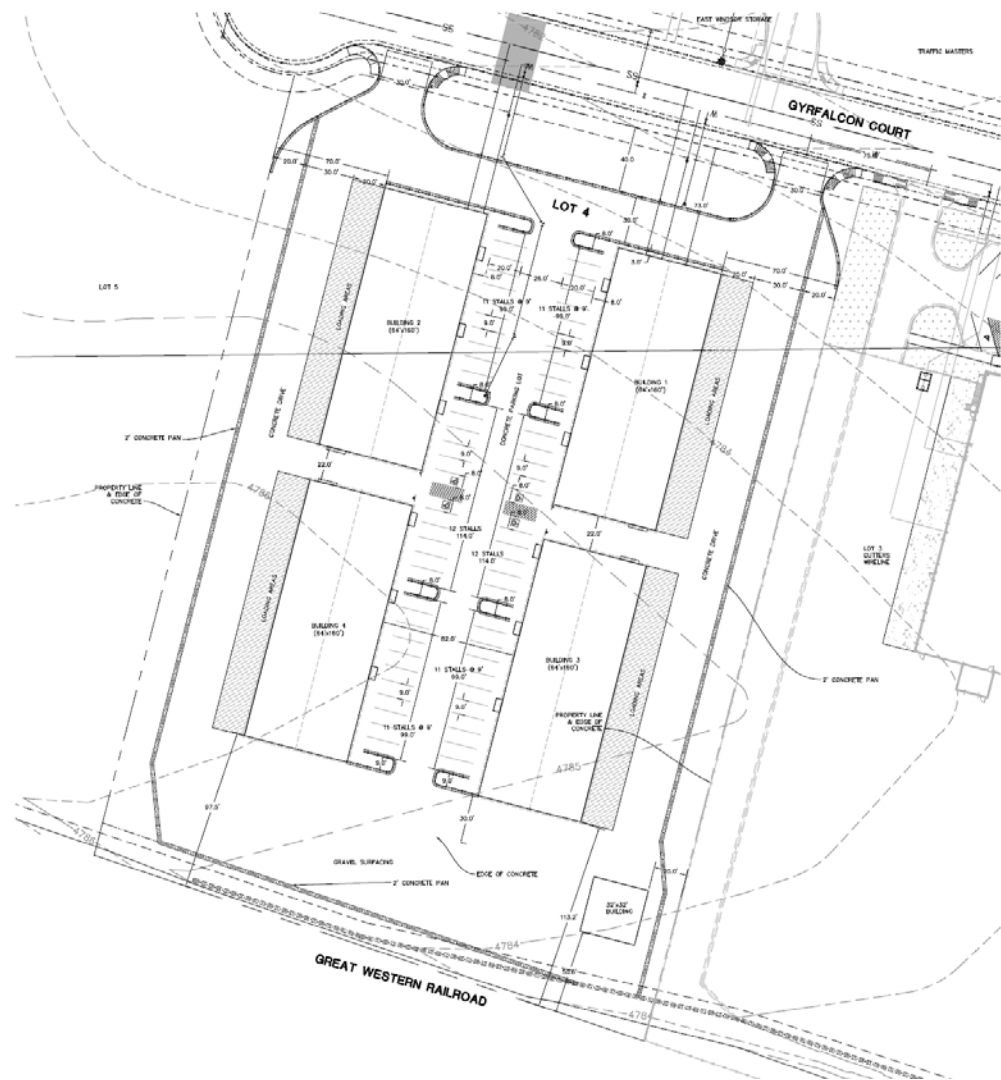


Site Zoning Map



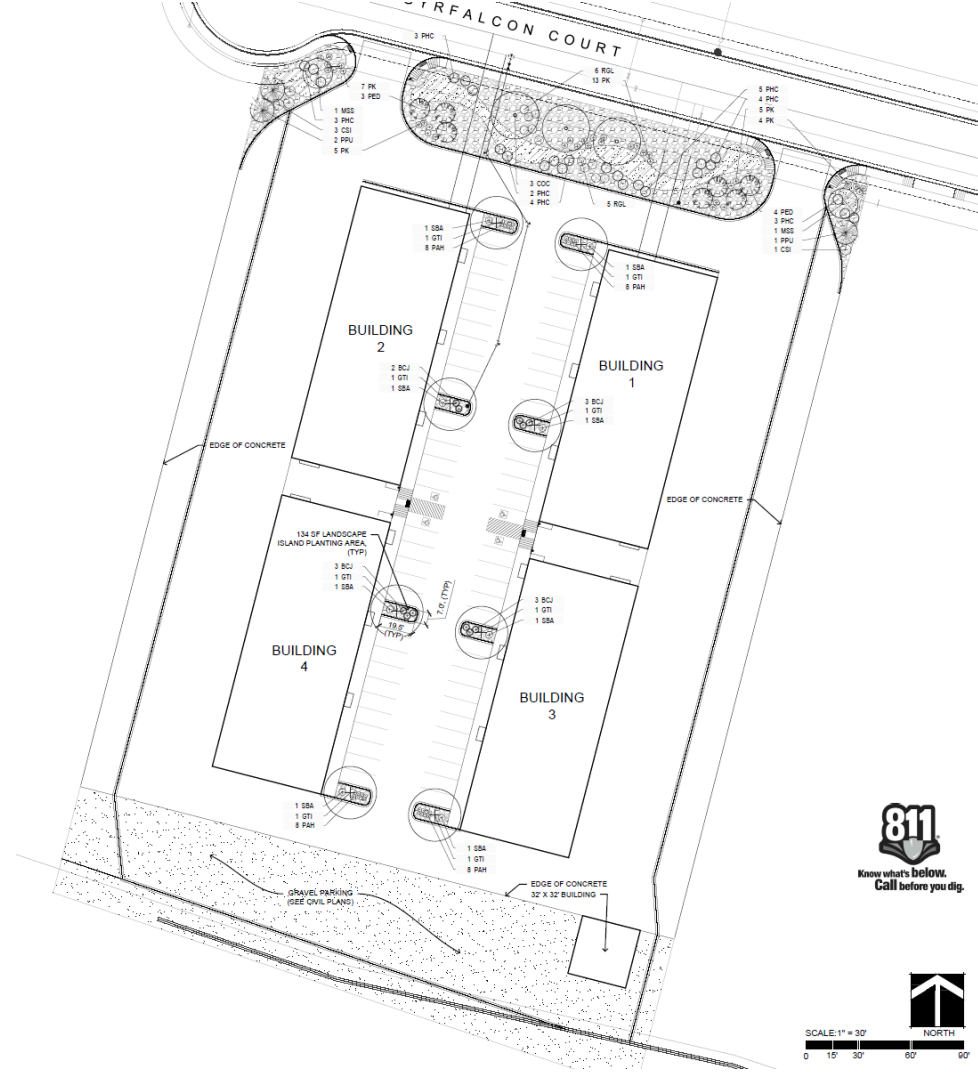


Site Plan



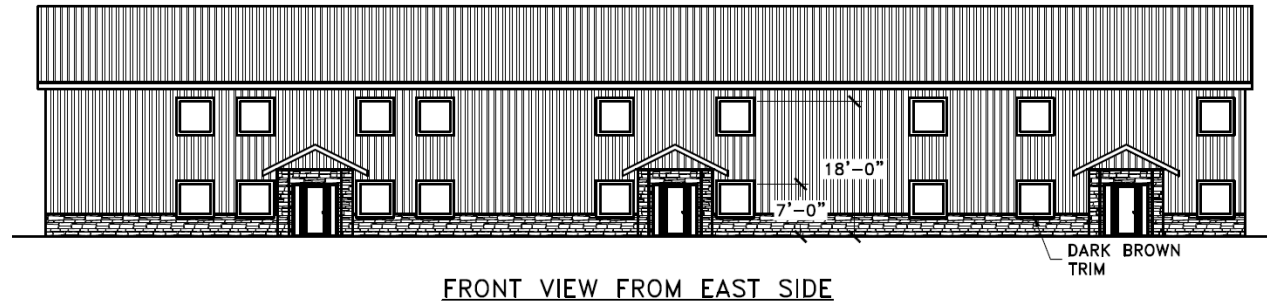
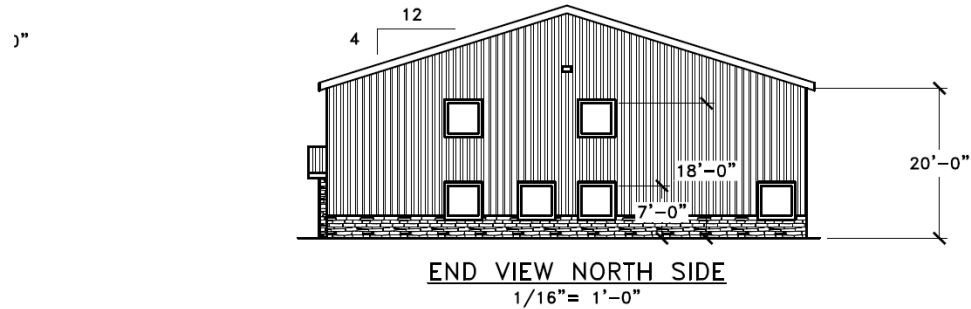
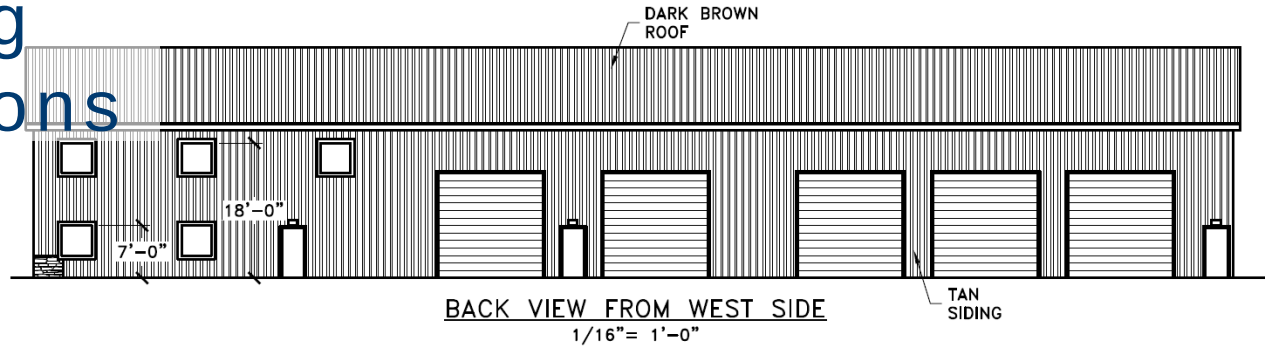


Landscape Plan





Building Elevations





COMMUNITY DEVELOPMENT REPORT

March 2018

SPOTLIGHT

The Engineering Department is currently reviewing bids for 60% construction drawings of the extension of Crossroads Boulevard east from SH 257 to Great Western Drive. A design professional to complete the drawings is expected to be selected in April.

Construction of the roundabout at SH 257 and Pointe Plaza Drive is expected to start this spring.

UPDATES

Development Code Update:

Project consultant Gould Evans is working with staff on draft code language. The code sections of the update (zoning, subdivision, development standards) are in the process of being completed. Outreach to stakeholder groups and work sessions with Planning Commission and Town Board are anticipated through the summer of 2018.

Roadway Improvement Plan

The Windsor Town Board adopted the 2017 update to the Roadway Improvement Plan to address the Town's growth and increased traffic since the last update in 2008. The plan calls for \$131.7 million in road projects and 46.6 miles of new or improved roads between 2015 and 2040.

The Town collects road impact fees on building permits for new homes and businesses to assure that new development contributes its proportionate share of the cost of road improvements.

BY THE NUMBERS

100,000 Total square feet of commercial/industrial projects under review

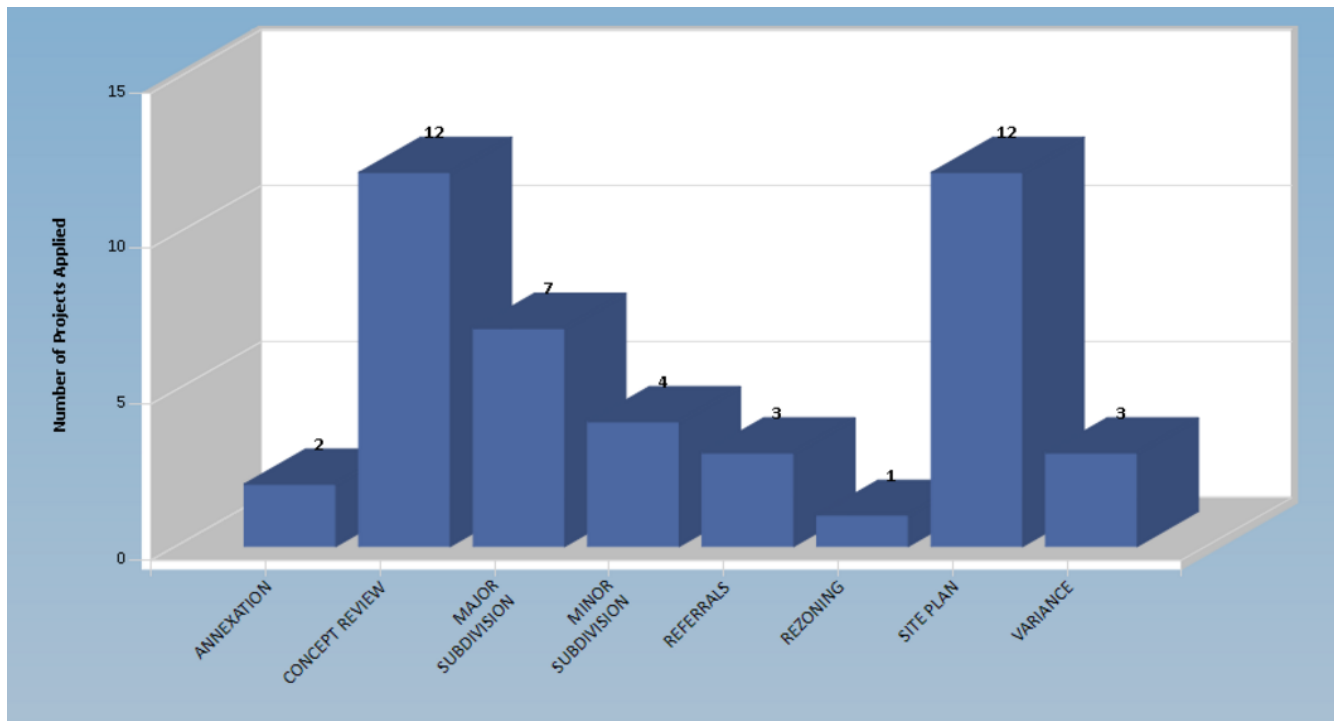
646 Proposed multi-family units currently under review

1172 Proposed single family lots under review

OVERVIEW

PROJECTS APPLIED—2018

TOTAL PROJECTS: 44



GLOSSARY OF PROJECT TYPES

Amendment - Used to make modifications to an approved project, typically master plans or site plans

Annexation - Process by which property is brought under the jurisdiction of the town

Concept Review - An optional meeting and review process that provides early feedback on projects prior to formal submittal

Conditional Use Grant - Consideration of uses which are unique in nature or character that are not included as uses by right

Land Use Map Amendment - Changes to the town's Land Use Map, which guides zoning decisions

Lot Line Adjustment - Minor changes to the location of property line

Major Subdivision - The division or reconfiguration of parcels of land into six or more parcels

Minor Subdivision - The division/reconfiguration of parcels of land into two to five parcels when single-family dwelling units are permitted

Public Improvement Plans - Public improvements, such as streets, required

Referrals - Town review of certain projects in adjacent jurisdictions, as mandated by state statute or inter-government agreement

Rezoning - The changing of existing zone classification of a parcel of land

Site Plan - Development of land for multifamily, commercial, or industrial uses

Vacation - Process in which the town's ownership or interest in a right-of-way or easement is abandoned

Waiver - Request for specific Commercial Corridor Plan standards to be waived on a site plan

PROJECTS CURRENTLY UNDER REVIEW

Project	Description	Status
Chimney Park Subdivision 4th Filing (East of Chimney Park)		
Preliminary Major Subdivision Preliminary Site Plan	51 unit multifamily development	Preliminary plan approved
Diamond Valley 4th Filing—Lot 4 (1070 Diamond Valley Dr)		
Site Plan—Snaptron	New 20,160 s.f. building to accommodate expansion	Awaiting 2nd submittal
Eagle Crossing 4th Filing (Northeast of Crossroads Blvd & Fairgrounds Ave)		
Planned Unit Development—Brands East	PUD to allow consistency with Brands in Loveland	Awaiting 2nd submittal
Eagle Crossing 4th Filing Subdivision (NE of Fairgrounds Ave & Crossroads Blvd)		
Major Subdivision Final Site Plan	Platting lots, tracts, and roads on 92 acres 401 unit multi-family apartment complex	Awaiting 2nd submittal Awaiting 3rd submittal
Eagle Crossing 6th Filing Subdivision— Lot 1 (NE corner of Fairgrounds Ave & Crossroads Blvd)		
Site Plan—Arby's	2,400 square s.f. restaurant	Awaiting 3rd submittal
East Point 2nd Filing—Lot 1 (SE corner of SH 257 & Pointe Plaza Dr)		
Site Plan—East Pointe Plaza	Phased 5 building retail center totaling 33,000 s.f.	Awaiting 2nd submittal
Falcon Point Subdivision 2nd Filing —Lot 1 (600 Gyrfalcon Ct)		
Site Plan—Windsor East Storage	118,000 s.f. facility	Awaiting 4th submittal
Falcon Point Subdivision 3rd Filing —Lot 1 & 2 (650 Gyrfalcon Ct)		
Site Plan—Traffic Masters	New 7,200 s.f. building	Reviewing 1st submittal
Falcon Point Subdivision —Lot 4 (583 Gyrfalcon Ct)		
Site Plan	4 new office/ warehouse buildings totaling 41,860 s.f.	Reviewing 1st submittal
Fossil Creek Ranch Subdivision (NW of CR 32E & CR 5)		
Final Major Subdivision	120 lot subdivision	Awaiting 2nd submittal
Jacoby Farm 5th Filing Lot 5 (North of Main St, 1/10 of a mile east of 17th St)		
Site Plan—Les Schwab	12,500 s.f. building	Reviewing 4th submittal
Jacoby Farm 7th Filing Tracts (17th and Grand Ave)		
Preliminary Site Plan Major Subdivision	61 unit townhome development 61 townhome lots and common open space	Reviewing 2nd submittal Reviewing 2nd submittal
Lakeview Addition 8th Filing—Lot 2 (610 Cedar St)		
Preliminary Site Plan	6 unit townhome building	Reviewing 1st submittal
Poudre Heights Subdivision 3rd Filing (West of existing Poudre Heights neighborhood)		
Final Major Subdivision & Final Site Plan	266 single family lots & 127 multifamily lots	Awaiting 2nd submittal

PROJECTS CURRENTLY UNDER REVIEW

Project	Description	Status
Raindance Subdivision 3rd Filing (NE of WCR 13 & Crossroads Blvd)		
Final Major Subdivision	233 lot subdivision	Reviewing 1st submittal
River Valley Crossing Lot 4 (16th and Main St)		
Site Plan—Burger King	3,387 s.f. restaurant	Reviewing 1st submittal
River Valley Crossing 2nd, Lot 1 (SE of 17th & Main St)		
Site Plan—Associates in Family Medicine	New 15,000 s.f. medical office building	Awaiting 3rd submittal
River Valley Crossing 2nd, Lot 2 (SE of 17th & Main St)		
Site Plan—Public Service Credit Union	4,200 s.f. building	Awaiting 2nd submittal
Rocky Mountain Sports Park (NW of Harmony Rd & SH 257)		
Master Plan & Land Use Map Amendment Swanson Annexation, WCR 76 Annexation	473 acre site including 65 sports fields & 4,500 seat stadium, and possible retail/ office uses. Annexation of 29 acres including portions of Harmony Rd	Awaiting submittals
The Ridge at Harmony Road 2nd Filing (NE of Harmony Rd & WCR 13)		
Final Major Subdivision	252 lot subdivision	Awaiting 2nd submittal
The Ridge at Harmony Road 3rd Filing (NW of Harmony Rd & WCR 15)		
Preliminary Major Subdivision	301 lot subdivision	Awaiting 2nd submittal
Thornton Farm Annexation (NE of WCR 13 & WCR 76)		
Annexation	288 acres	Reviewing 1st submittal
Water Valley South 25th (7th and New Liberty)		
Site Plan—Good Samaritan assisted living	55,000 s.f. assisted living and memory care facility	Reviewing 1st submittal
Weld County Road 76 Annexation (WCR 76 west of SH 257)		
Annexation	Annexation of 7 acres of right-of-way	Town Board 4/9/18
Westwood Village 8th Filing (14th & Main Street)		
Site Plan—Columbine Health Systems	Facility with 56 skilled nursing units and 31 independent living units	Reviewing 3rd submittal
Windsor Commons 3rd — Lot 3 Block 2 (861 Automation Dr)		
Site Plan—Martin Homes	New 6,000 s.f. building	Reviewing 1st submittal



CONSTRUCTION STATUS



A
East Pointe Subdivision –8 lot commercial subdivision under construction—roads and utilities complete



B
Eagle Crossing 2nd Filing Lot 2, Block 1 - Brands Beverage 20,000 square foot liquor store



C
Grasslands Subdivision 2nd Filing, Lot 1 – 56 unit apartment complex under construction



D
Raindance Subdivision 1st & 2nd Filings – 615 lot subdivision – infrastructure under construction



E
Homesteaders Landing Subdivision - Dutch Bros Coffee - renovation of existing property



F
South Hill 6th—The Falls Apartments—120 unit age restricted apartment complex under construction



G
Highland Meadows Golf Course 12th Filing - 12 unit condo building under construction



H
Eagle Crossing 3rd Filing Subdivision - Spring Hill Suites Hotel - under construction

CONSTRUCTION STATUS

OTHER PROJECTS UNDER CONSTRUCTION

- I. Trillium Annexation—TMSI—145,000 square foot warehouse addition
- J. Water Valley South 24th - 83,000 s.f. mini-storage facility – awaiting building permit
- K. East Pointe Subdivision—Lot 5 (SE of SH 392/SH 257) Site Plan—Human Bean
- L. Windshire Subdivision PH 5—Infrastructure for 87 lots under construction

