



PLANNING COMMISSION REGULAR MEETING

**May 16, 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 May 2, 2018

C. BOARD ACTION

1. Public Hearing – Major Subdivision – Chimney Park Subdivision 4th Filing – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch, North Star Design, Inc., applicant's representative
 - Quasi-judicial Action
 - Staff presentation: Carlin Malone, Chief Planner
2. Recommendation to Town Board – Major Subdivision – Chimney Park Subdivision 4th Filing – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch, North Star Design, Inc., applicant's representative
 - Quasi-judicial Action
 - Staff presentation: Carlin Malone, Chief Planner

3. Recommendation to Town Board – Final Site Plan – Chimney Park Subdivision
4th Filing, Lot 1 – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch,
North Star Design, Inc., applicant's representative
 - Quasi-judicial Action
 - Staff presentation: Carlin Malone, Chief Planner

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, May 16, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Monday, June 4, 2018</u>	6:00 P.M.	Joint work session with Town Board to discuss (1) Land Use Code amendments and (2) Building Department Requirements
<u>Wednesday, June 6, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, June 20, 2018</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, July 4, 2018</u>		CANCELLED due to the holiday
<u>Wednesday, July 18, 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

May 2, 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 6:59 p.m.

1. Roll Call

The following Planning Commission members were present:

Gale Schick
Doug Dennison
Travis Yingst
Jerry Bushelman
Victor Tallon
Dan Foreman
Tim Annable

Town Board Liaison

David Sislowski

Also Present:

Planning Director
Chief Planner
Senior Planner
Senior Planner
Deputy Town Clerk

Scott Ballstadt
Carlin Malone
Paul Hornbeck
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
Mr. Tallon moved to approve the agenda as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Bushelman, Tallon, Foreman
Nays – None
Motion carried.

3. Public Invited to be heard

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

B. CONSENT CALENDAR*

1. Approval of minutes of April 18, 2018

Mr. Tallon moved to approve the consent calendar as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Bushelman, Tallon, Foreman, Annable
Nays – None

Motion Carried

C. BOARD ACTION

1. Public Hearing – Major Subdivision – Raindance Subdivision 3rd Filing – David Nelson and Martin Lind, Raindance Land Company LLC, owner/applicant / Tom Siegel, Water Valley Land Company, applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicants, Mr. David Nelson and Mr. Martin Lind of Raindance Land Company, represented by Mr. Tom Siegel of Water Valley Land Company, have submitted a final major subdivision plat, known as Raindance Subdivision 3rd Filing. The subdivision encompasses approximately 214 acres and is zoned PUD (Planned Unit Development) with an underlying zoning of RMU (Residential Mixed Use).

The site is currently undeveloped and located east of County Road 13, north of Crossroads Boulevard, and south of New Liberty Road. Access to the subdivision is provided via Crossroads Boulevard, WCR 13, and New Liberty Road.

Proposed Final Subdivision characteristics include:

- 233 lots for single-family residential
- Approximately 142 acres of tracts for future development
- Approximately 3.5 acres of tracts for open space, drainage, and access (owned and maintained by metro district)
- Approximately 15 acres for public right-of-way
- 10 acre tract for future Weld Country RE-4 school

The applicant held a neighborhood meeting on January 18, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were approximately five neighbors in attendance.

Staff recommends that the Planning Commission forward to Town Board a recommendation of approval, subject to all outstanding Planning Commission and staff comments being addressed prior to recording of the plat.

Staff requests the following be entered into the record:

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

Tom Siegel, 1625 Pelican Lakes Pt. Windsor, CO., addressed the board and shared additional three dimensional images of the bridge and Welcome Center.

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

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

2. Recommendation to Town Board - Major Subdivision – Raindance Subdivision 3rd Filing – David Nelson and Martin Lind, Raindance Land Company LLC, owner/applicant / Tom Siegel, Water Valley Land Company, applicant's representative

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

Mr. Bushelman inquired as to the 50 foot lot size in the Raindance Subdivision. Mr. Hornbeck responded that the original PUD (Planned Urban Development) that was approved in 2016 is an overlay of zoning which offers some smaller lots rather than the standard size. By doing so, this will provide a lot of amenities, one being pedestrian friendly trails.

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Major Subdivision-Raindance Subdivision 3rd filing; Mr. Annable seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman, Annable
Nays – None
Motion carried.**

3. Site Plan Presentation – Diamond Valley Subdivision 4th Filing Lot 4 (Snaptron); Earl Tatman, Tatman Properties, owner; Steve Steinbicker, Architecture West, LLC, applicant

- Staff presentation: Millissa Berry, AICP, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Mr. Steve Steinbicker, is proposing a new building for expanding the Snaptron business in the Diamond Valley Subdivision, 4th Filing. The site of the proposed building is addressed as 950 Diamond Valley Drive and is internal to the overall Diamond Valley Subdivision. The site is zoned Limited Industrial (I-L) and is located adjacent to other I-L-zoned properties.

Overall development characteristics include:

- total lot area of 3.4 acres
- ~ 41,427 square foot (sf) building – total square-footage (~21% building coverage)
- 81 parking spaces (1 stall per 2 employees plus additional spaces)
- ~ 21% landscaped area (15% required)
- primary access from the north via Logistics Drive and internal driveways (future access from
- Diamond Valley Road and Eastman Park Drive)

Site layout – building location, parking, landscaping - reflects approved subdivision design for Diamond Valley Subdivision.

The project will be phased. Phase I characteristics include:

- west half of the site
- ~ 24,000 sf building – multi-tenant; car shop, warehouse, light assembly, storage and office uses (~12% building coverage)
- 48 parking spaces
- ~ 47% landscaping

Building characteristics include:

- scale and architectural character consistent with existing structures and schematic design for the subdivision
- building materials:
 - o pre-finished stucco insulated metal panels
 - o insulated metal panels
 - o synthetic stone base
 - o aluminum store front
 - o parapet
- building height: 27'8"

Ms. Berry indicated that there is no recommendation, as this item is for presentation purposes.

Steve Steinbicker, Architecture West, LLC, addressed the Board presenting the various external features of the building and its compatibility to adjacent properties. Mr. Steinbicker also informed the Board that the building has been fully leased with three tenants consisting of warehousing, general storage and a vintage car restorer.

Mr. Annable inquired about the one parking space per two employees and if that would be adequate.

Mr. Steinbicker responded that the parking spaces will exceed the need of the current tenants as two of them consist of general storage facilities and that this will not be a retail or distribution center that requires a lot of truck traffic.

Mr. Schick asked if there were any questions or comments from the Commission. There was none.

4. Preliminary Major Subdivision – Jacoby Farm Subdivision 7th Filing – Russell Baker, Townhomes at Jacoby Farms, LLC, applicant; Cathy Mathis, TBGroup, applicant's representative

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

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Mr. Russell Baker, Townhomes at Jacoby Farms, LLC, represented by Ms. Cathy Mathis of TBGroup, has submitted a preliminary major subdivision plat, known as Jacoby Farm Subdivision 7th Filing. The subdivision encompasses approximately 5.1 acres over two tracts (Tract A = 2.8 acres and Tract B = 2.3 acres). The

properties are zoned Residential Mixed Use (RMU). The purpose of the subdivision is to allow for individual ownership of the townhome units proposed on the site.

The subdivision proposal is summarized as follows:

- 61 townhome lots (61 townhome units) = approximately 2.3 acres (~45% of site)
- Tracts A and B: platted common space = approximately 2.8 acres (~55% of site)
 - o Landscaped areas
 - o Open yard areas
 - o Parking and access drives
 - o Utility / access / drainage easements
- Tracts A and B will be owned and maintained by a Homeowners' Association.
- School and park dedications have been met; dedications were made with the processing of the
- Jacoby Farm 2nd Filing major subdivision.

The applicant held a neighborhood meeting on January 30, 2018. There were approximately 18 neighbors in attendance. The notification period for the January neighborhood meeting did not meet code requirements, therefore, a second neighborhood meeting was held on March 26, 2018 in accordance with Chapter 16, Article XXXI of the Municipal Code. Seven neighbors were in attendance, including 5 that attended the January 30th meeting

The Planning Commission reviewed and approved the preliminary site plan for the Jacoby Farm Townhomes at its March 7, 2018 meeting. As noted, the major subdivision portion of the proposal was delayed due to not meeting the required notification period for the January neighborhood meeting. Final reviews of both the townhome site plan and the major subdivision will be concurrent.

Staff recommends that the Planning Commission approve the preliminary major subdivision as presented subject to the following condition:

1. All remaining Planning Commission and staff comments shall be addressed in the final major subdivision application.

Staff recommends that the following be entered into the record:

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

Mr. Schick asked if there were any questions or comments from the Commission. There was none.

**Mr. Tallon moved to approve the Preliminary Major Subdivision- Jacoby Farm Subdivision 7th Filing as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman, Annable**

Nays – None
Motion carried.

5. Site Plan Presentation – Falcon Point Subdivision 3rd Filing Lots 1 and 2 (Traffic Masters); Amy Tjardes, SIZZNO, LLC, owner/applicant; Patricia Kroetch, North Star Design, Inc., applicant's representative
- Staff presentation: Millissa Berry, AICP, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Ms. Amy Tjardes, is proposing a new development on Lots 1 and 2 of the Falcon Point Subdivision, 3rd Filing. The site of the proposed building is addressed as 650 Gyrfalcon Court. The site(s) are zoned Limited Industrial (I-L) and are located adjacent to other I-L-zoned properties.

The project spans over two lots. The original lot – Lot 2 of the Falcon Point Subdivision 2nd Filing – is being subdivided into 2 lots due to the 100-year floodplain that covers a portion of the original lot. The subdivision will result in one lot (Lot 1) that is entirely outside of the 100-year floodplain. Both lots will function like one development site and be under the same ownership. The building and outdoor storage would be on Lot 1 and an access drive, parking and a portion of the landscaping would be on Lot 2. Each individual lot does meet zoning standards (lot area, setbacks, parking, building exterior, etc.) except for the amount of accessory outdoor storage area. At its March 22, 2018 regular meeting, the Town of Windsor Board of Adjustment granted a variance for Lot 1 of the Falcon Point 3rd Filing to allow greater than 65% of the lot to be accessory outdoor storage. Beyond that, the other aspects of the project meet code standards and the agreed upon landscaping requirements outlined in the Falcon Point Subdivision development agreement.

Overall development characteristics include:

- Total combined lot area of 2.25 acres
 - o two lots functioning as one (Lot 1 – 1.79 acres, Lot 2 - 0.46 acres)
 - o variance granted to allow amount of storage area on Lot 1
- ~ 7,200 square foot (sf) building (~7% lot coverage)
- 15 parking spaces (1 stall per 2 employees plus additional spaces)
- ~ 20% landscaped area (15% required; specific landscape standards for Falcon Point Subdivision)
- access from Gyrfalcon Court
- fenced / screened storage yard

Building characteristics include:

- metal building with brick wainscot
- covered entry
- pitched roof
- building height: ~ 28'

Tract A of the Falcon Point Subdivision, located adjacent and to the north of the subject lots, will be landscaped per the subdivision agreement and approved subdivision plan. This additional landscaping will add to the overall screening of the industrial lots within Falcon Point including the subject lots.

Ms. Berry indicated that there is no recommendation, as this item is for presentation purposes.

Mr. Bushelman inquired if the town standard was one parking space per two employees.

Ms. Berry responded that it does meet the current industrial parking standard.

Mr. Ballstadt added that the original intent of the code was to allow for shift work that is normally done within industrial areas. The one parking space per two employees will be addressed in the code update to account for different types of industrial uses.

Ms. Amy Tjardes, 601 Innovation Circle, Windsor, CO., stated that many of her employees work out on the road and take company vehicles home at night making the current parking area more than adequate.

6. Site Plan Presentation – Highlands Industrial Park Subdivision 5th Filing Lot 2, Block 1 (Greendale Center Flex Building 2) – Windsor Center LLC, applicant/Mark Morrison, Schuman Companies, applicant's representative
- Staff presentation: Carlin Malone, Chief Planner

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, represented by Mark Morrison, is proposing a new site development plan in the Highlands Industrial Park Subdivision, 7385 Greendale Drive. The site is located south of Greendale Drive, north of Crossroads Boulevard. The site is zoned Limited Industrial (I-L) and is located adjacent to properties with I-L zoning to the west and north, E-1 (Low Density Estate Single-Family Residential) to the east, and industrial to the south in Loveland (Walmart Distribution Center).

Overall development characteristics include:

- total lot area of 2.11 acres
- industrial/office flex space building of 24,201 square feet (26.4% building coverage)
- approximately 17% landscaped/open area (15% required)
- 83 parking spaces (64 required)
- landscape buffers along Crossroads Boulevard and eastern property boundary

Building characteristics include:

- building articulation through varying building elements
- Two-level building with 2nd story balconies and covered entries/patio area
- window shade treatments
- a combination of stone and varying metal siding façade elements
- incorporating some architectural elements and materials from the adjacent industrial flex building located directly west

Ms. Malone indicated that there is no recommendation, as this item is for presentation purposes.

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

There were none.

D. COMMUNICATIONS

1. Communications from the Planning Commission
None

2. Communications from the Town Board liaison
None

3. Communications from the staff
Mr. Ballstadt informed the board that Mr. Sislowksi may be the alternate Town Board Liaison with a formal appointment taking place in the near future. Mr. Ballstadt also informed the Board that he will be sending them the preliminary information regarding the State APA Conference located in Keystone, CO for those who may be interested in attending.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:34 p.m.



Deputy Town Clerk, Amanda Mehlenbacher



MEMORANDUM

Date: May 16, 2018
To: Planning Commission
From: Carlin Malone, AICP, Chief Planner
Re: Public Hearing and Recommendation to Town Board – Final Major Subdivision – Chimney Park Subdivision 4th Filing – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch, North Star Design, Inc., applicant's representative
Item #: C.1.C.2

Background / Discussion

The applicants, Mr. Al Haar and Mr. Mike Zapf, represented by Ms. Patricia Kroetch of North Star Engineering, have submitted a final subdivision for what is known as Chimney Park Subdivision 4th Filing. The preliminary subdivision for the subject proposal was approved by the Planning Commission on March 7, 2018. A site plan land use application, Chimney Park Townhomes Site Plan (Item C.3), is being reviewed concurrently with the subject final subdivision application. The Town Board will consider the Planning Commission's recommendations on both land use applications on June 11, 2018.

The site is located east of Chimney Park and a Town regional detention pond, zoned O (Recreation and Open Space); west of an existing service shop use (Windsor Auto Repair) zoned I-L (Limited Industrial) and State Highway 257; north of Chestnut Street and existing single-family residential, zoned RMU (Residential Mixed Use); and south of a Great Western Railroad spur and a lumber yard (Universal Forest Products), zoned I-H (Heavy Industrial).

The 5.6-acre site is undeveloped and zoned MF-2 (High-Density Multifamily Residential District). The subject final subdivision proposes 51 residential lots and four tracts.

Proposed final subdivision characteristics include:

- 51 townhome lots
- Four tracts: three for additional garage buildings and one for open space/landscaping common areas.
- 58% of the property consists of common area
- Two access points on Chestnut Street with an internal looped road (private street)
- Adjacent to Chimney Park and in close proximity to schools, downtown, and services

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

A neighborhood meeting was held by the applicant on January 25, 2018, 6:00 p.m., at the Pelican Lakes Golf Course Banquet Room, 1625 Pelican Lakes Pointe. Notifications for this meeting were as follows:

- January 3, 2018 – affidavit of mailing to property owners within 300 feet
- January 5, 2018 – display ad published in the papers

There was one neighbor/property owner in attendance who stated he was strongly in favor of the proposal, noting there was a need for the type of development in the area, development of the property would improve the neighborhood, and the design proposed was well thought out.

Notifications for this public hearing were as follows:

- May 1, 2018 – affidavit of mailing to property owners within 300 feet
- May 1, 2018 – posted to Town website
- May 2, 2018 – sign posted on property
- May 4, 2018 – published in the papers

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.

Objectives:

1. *Prioritize new growth in areas currently served by Town infrastructure and services.*
2. *Incentivize infill development to complete neighborhoods and leverage existing resources.*
3. *Develop new neighborhoods adjacent to the Town core.*

Chapter 5c – Residential Areas Framework

Goal:

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

Objectives:

4. *Foster a diversity of housing types and sizes through coordinated land use planning and zoning.*
5. *Support high density residential development near Downtown, commercial centers, and mixed-use nodes.*

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

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final subdivision, subject to all remaining Planning Commission and staff comments shall be addressed.

Attachments

Application Materials
PowerPoint presentation

copy: Al Haar and Mike Zapf, owners/applicants
Patricia Kroetch, North Star Design, applicant's representative



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*: Chimney Park Fourth Filing

Legal Description*: Chimney Park Fourth Filing

Address/Location*: North of Chestnut Street, west of highway 257

Existing Zoning: MF-2 Proposed Zoning: MF-2

3

OWNER:

Name(s)*: Al Haar, Mike Zapf

Company: Chestnut Street Holdings, LLC

Address*: 1852 SEADRIFT CT, Windsor, CO 8550

Phone #: (970) 566-6600 Email*: mznccs@yahoo.com

APPLICANT (Owner or Owner's Representative):

Name*: Patricia Kroetch

Company: North Star Design, Inc

Address*: 700 Automation Drive, Unit I, Windsor CO 80550

Phone #: (970) 686-6939 Email*: tricia@northstardesigninc.com

AUTHORIZED REPRESENTATIVE:

Name: Patricia Kroetch

Company: North Star Design, Inc.

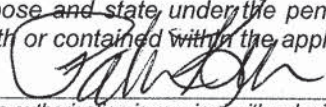
Address: 700 Automation Drive, Unit I, Windsor, CO 80550

Phone #: (970) 686-6939 Email: tricia@northstardesign inc.com

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)

Date: 04/10/18

Print Name: Patricia Kroetch

*Required fields

CHIMNEY PARK TOWNHOMES SITE PLAN
CHIMNEY PARK FOURTH FILING
FINAL SUBMITTAL

April 10, 2018

The proposed site is approximately 6.46 acres and is located in east Windsor near the northwest corner of East Chestnut Street and Highway 257. The site is currently zoned MF-2 (High Density Multi Family) and no changes to the zoning are proposed.

It is proposed to subdivide this site into 51 residential townhome lots and 3 tracts that will be further site planned for garage lots. The proposed use will be primarily for sale, single family attached residential with attached garages. The tracts will have garages for lease or sale separately. There will also be one outlot for the private drives and utilities. The landscaping within the Outlot will be maintained by the Home Owners Association and the utilities will be public and maintained by the Town of Windsor.

The site is designed to place the future garage buildings nearest the railroad to help mitigate noise from the rail usage. The residential units will be placed in the remainder of the site with garages facing the private interior streets and man door entrances facing onto green space or facing onto Chestnut Street. The units will be two story with the two car garage on the main floor with approximately 100 square feet of living space and approximately 1600 square feet living space on the second floor. Sidewalks are planned from each man door to provide connections to the guest parking and the public street. It is intended that the site improvements (roads, water, sewer, storm and overlot grading) be developed in one phase.

Access to the site will be provided at two locations from East Chestnut The proposed internal roadway locations are shown in the utility plans with the roads to be private within access easements.

Water and sewer will be provided by the Town of Windsor from the existing mains in East Chestnut Street and the existing sewer main in the parcel to the west of the subject parcel. Each building will have an individual water and sewer tap. An irrigation system is being planned for the all of the landscape areas in Outlot A using a water from the buildings. Water rights are being dedicated on a lot by lot basis at the time each building permit is obtained.

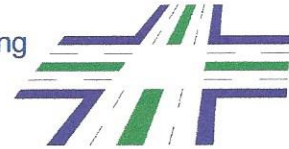
Detention for this site is being provided on the parcel to the west owned by the Town of Windsor. All construction on that parcel will be completed by the Town in conjunction with this project. The detention pond will also be landscaped by the Town with the overall subdivision improvements. Irrigation to the detention pond parcel, if needed, will be provided by the Town.

No oversizing of utilities is proposed with this development.

No park land dedications are being proposed with this development.

DELICH ASSOCIATES Traffic & Transportation Engineering

2272 Glen Haven Drive Loveland, Colorado 80538
Phone: (970) 669-2061 Fax: (970) 669-5034



MEMORANDUM

TO: Mike Zapf/Al Haar, Chestnut Holdings LLC
Tricia Kroetch, North Star Design
Gloria Hice-Idler/Tim Bilobran, CDOT
Doug Roth, Windsor Engineering

FROM: Matt Delich

DATE: April 30, 2018

SUBJECT: Chimney Park Subdivision, 4th Filing - Traffic Analyses
(File: 1834ME01)



This memorandum provides various traffic analyses related to the proposed Chimney Park Subdivision, 4th Filing. Chimney Park is located north of Chestnut Street and west of SH257 in Windsor, Colorado. A traffic impact study was not required by the Town of Windsor for Chimney Park. However, a trip generation analysis was requested by CDOT. The scope of this analysis was discussed, through emails/phone calls, with Gloria Hice-Idler, CDOT Consultant. The primary purpose of this memorandum is to develop daily traffic on the Chestnut Street leg of the SH257/Chestnut intersection.

Chestnut Street is classified as a Local Street and SH257 is classified as an Urban Major Arterial Street on the Windsor Roadway Classification Map. Along with the residential uses, there is an auto repair shop, a park, and a health care center along Chestnut Street to the west of SH257. Just off Chestnut Street (north and south) there are residential uses and other higher trip generators (library, schools, swimming pool) that feed Chestnut Street. Given the street system in the area, it is likely that the current daily traffic volume on the west leg of the SH257/Chestnut intersection is higher than the Local Street daily traffic volume of 1,000 vehicles shown in Table 1.04.1, General Parameters in the **Windsor Design Criteria and Construction Specification, Division 1 Streets**. It is estimated that the daily volume at this location is 1500-2000 vehicles.

The site plan of the proposed Chimney Park is provided in the Appendix. The site plan shows 51 townhome dwelling units. Two site accesses are proposed to/from Chestnut Street. Table 1 shows the calculated trip generation using the reference document **Trip Generation, 10th Edition**, ITE, Code 220 (Multifamily Housing – Low Rise). The calculated trip generation for Chimney Park is: 344 daily trip ends, 25 morning peak hour trip ends, and 32 afternoon peak hour trip ends. Conservatively, it is estimated that 80 percent of the site generated traffic would utilize the SH257/Chestnut intersection. This results in 276 daily trip ends $[(344)(0.8)]$ added to the Chestnut Street leg of the intersection. Using the low end of the estimated current volume range (1500), the impact of the Chimney Park residential development will be 18.4 percent $[(276)/(1500)]$. Under this circumstance, the impact will be less than 20 percent. Therefore, a new CDOT State Highway Access Permit Application is not required.

Do not hesitate to contact me if there are questions or if additional information is required.

TABLE 1
Trip Generation For The Proposed Chimney Park Subdivision, 4th Filing

Code	Use	Size	AWDTE		AM Peak Hour				PM Peak Hour			
			Rate	Trips	Rate	In	Rate	Out	Rate	In	Rate	Out
220	Multifamily Housing – Low Rise	51 DU	EQ	344	EQ	6	EQ	19	EQ	20	EQ	12

APPENDIX



Final Major Subdivision

Chimney Park 4th Filing

Carlin Malone, Chief Planner

Planning Commission May 16, 2018



Major Subdivision

Article IV of Chapter 17 of the Municipal Code outlines the purpose and procedures of the Major Subdivision process, including:

Sec. 17-4-10. Purpose.

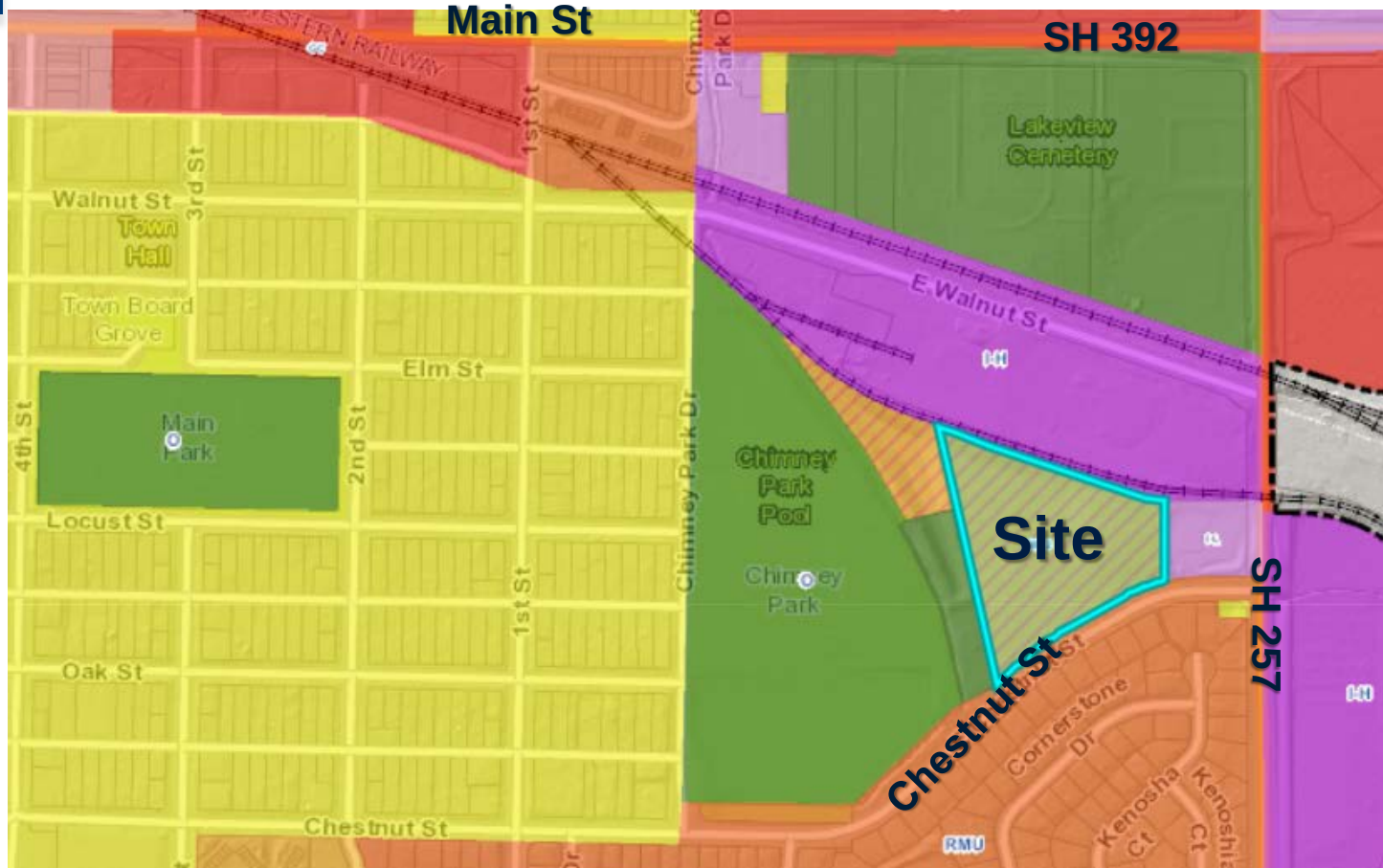
The purposes of the major subdivision procedure are:

- 1) To divide or reconfigure a parcel or parcels of land into six (6) or more parcels, sites or lots for the purpose, whether immediate or future, of transfer of ownership or building development.

Site Vicinity Map



Site Zoning Map





Final Major Subdivision





Final Major Subdivision

Plat characteristics:

- ~ 6.5 acres total
 - 51 townhome lots
 - 4 tracts
 - 3 tracts for additional garage buildings
 - One tract for common area/open space/landscaping ~ 58% of site



Final Major Subdivision

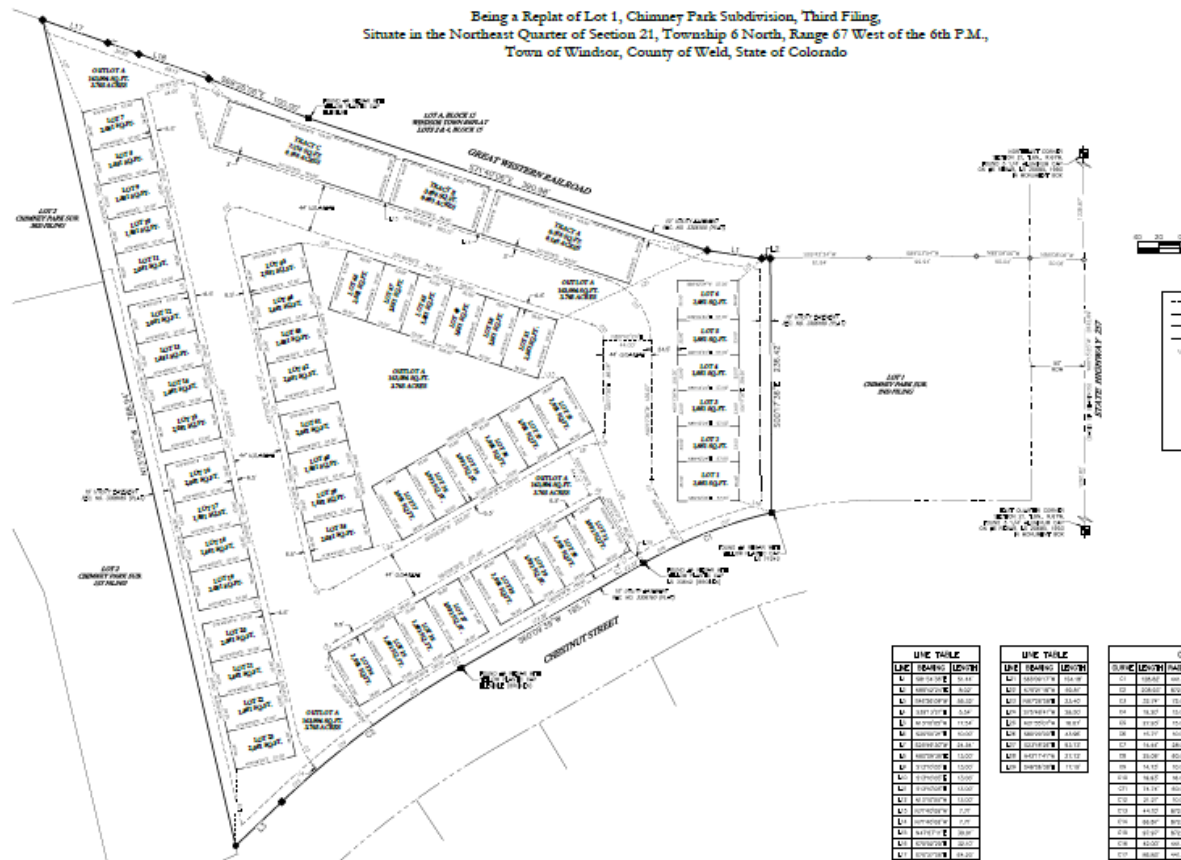
LAND USE TABLE

LOTS (51)	2.302 ACRES	36%
TRACTS (3)	0.397 ACRES	6%
OUTLOT A	3.765 ACRES	58%
TOTAL	6.464 ACRES	100%

TRACT/OUTLOT	USE	OWNER AND MAINTAINED BY
TRACT A	GARAGE	Chimney Park Homeowner's Association
TRACT B	GARAGE	Chimney Park Homeowner's Association
TRACT C	GARAGE	Chimney Park Homeowner's Association
OUTLOT A	OPEN SPACE	Chimney Park Homeowner's Association

CHIMNEY PARK SUBDIVISION, FOURTH FILING

Being a Replat of Lot 1, Chimney Park Subdivision, Third Filing,
Situate in the Northeast Quarter of Section 21, Township 6 North, Range 67 West of the 6th P.M.,
Town of Windsor, County of Weld, State of Colorado



USE TABLE	USE TABLE	USE TABLE																																																						
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Comprehensive Plan Conformance

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.*
- 2. Incentivize infill development to complete neighborhoods and leverage existing resources.*
- 3. Develop new neighborhoods adjacent to the Town core.*



Comprehensive Plan Conformance

(Continued)

Chapter 5c – Residential Areas Framework

Goal:

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

Objectives:

- 4. Foster a diversity of housing types and sizes through coordinated land use planning and zoning.*
- 5. Support high density residential development near Downtown, commercial centers, and mixed-use nodes.*



Notification Area

A neighborhood meeting was held on January 25, 2018.

Notifications for this meeting were as follows:

- January 3 - affidavit of mailing to property owners within 300 feet
- January 5 – published ads in papers

Notifications for this public hearing were as follows:

- May 1, 2018 – affidavit of mailing to property owners within 300 feet
- May 1, 2018 – posted to Town website
- May 2, 2018 – sign posted on property
- May 4, 2018 – published in the papers





Recommendation

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



Final Major Subdivision

Staff requests that the following be entered into the record:

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



MEMORANDUM

Date: May 16, 2018
To: Planning Commission
From: Carlin Malone, AICP, Chief Planner
Re: Recommendation to Town Board – Final Site Plan – Chimney Park Townhomes – Chimney Park 4th Filing, Lot 1 – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch, North Star Design, Inc., applicant's representative
Item #: C.3

Background / Discussion

The applicants, Mr. Al Haar and Mr. Mike Zapf, represented by Ms. Patricia Kroetch of North Star Engineering, have submitted a final site plan for Chimney Park Townhomes. The Planning Commission approved the preliminary site plan and preliminary subdivision for the subject proposal on March 7, 2018. A final major subdivision land use application, Chimney Park Subdivision 4th Filing, is being reviewed concurrently with the subject final site plan application. The Town Board will consider the Planning Commission's recommendation on both the final major subdivision and final site plan applications on June 11, 2018.

The site is located east of Chimney Park and a Town regional detention pond, zoned O (Recreation and Open Space); west of an existing service shop use (Windsor Auto Repair) zoned I-L (Limited Industrial) and State Highway 257; north of Chestnut Street and existing single-family residential, zoned RMU (Residential Mixed Use); and south of a Great Western Railroad spur and a lumber yard (Universal Forest Products), zoned I-H (Heavy Industrial).

The 5.6-acre property is currently undeveloped and zoned MF-2 (High Density Multifamily Residential District). In the past, there was a metal storage shed on the property, which was destroyed in the 2008 tornado. The property was once a sugar beet dump for the Great Western Sugar Factory, located north of the subject site, and a large structure of concrete from this use remains in the ground. The subject site plan proposes 51 townhome units, with an overall density of 9.1 du/acre.

Proposed development characteristics include:

- 51 townhome units within eleven buildings: seven 4-unit buildings, one 5-unit building, three 6-unit buildings
- three and four-bedroom townhome units ranging in size from 1,759 s.f to 2,140 s.f. finished area; with unfinished basements
- building heights of 19'6" (55 feet maximum height in MF-2 zone district)
- façade colors would be compatible with the surrounding neighborhood
- asphalt shingles, painted lap siding (horizontal and vertical), synthetic stone wainscot, front covered porch entry and rear covered patio.
- 265 parking spaces (109 required) – parking ratio of 5.2 spaces per dwelling unit:
 - o 140 garage spaces, 23 surface spaces (not including driveway spaces)
 - o 4 parking spaces for each townhome unit: 2-car garage per unit plus two spaces behind each townhome garage = 204 spaces (two spaces required per unit = 102)

- o 23 guest parking spaces (one guest parking space per eight dwellings required = 7 spaces)
- o An additional 38 single-bay garages available, buffering the townhomes from the railroad spur along the northern property boundary.
- approximately 27% landscaped area
- 58% common area
- Two access points on Chestnut Street with an internal looped road (private street)
- Adjacent to Chimney Park and in close proximity to schools, downtown, and services

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

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.

Objectives:

1. Prioritize new growth in areas currently served by Town infrastructure and services.
2. Incentivize infill development to complete neighborhoods and leverage existing resources.
3. Develop new neighborhoods adjacent to the Town core.

Chapter 5c – Residential Areas Framework

Goal:

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

Objectives:

4. Foster a diversity of housing types and sizes through coordinated land use planning and zoning.
5. Support high density residential development near Downtown, commercial centers, and mixed-use nodes.

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

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

1. All remaining Planning Commission and staff comments shall be addressed on the final site plan.
2. The final subdivision plat for the subject property is approved.

Attachments

Application Materials
PowerPoint presentation

copy: Al Haar and Mike Zapf, owners/applicants
Patricia Kroetch, North Star Design, applicant's representative



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*: Chimney Park Townhomes

Legal Description*: Chimney Park Fourth Filing

Address/Location*: West of Highway 257, north of Chestnut street

Existing Zoning: MF-2

Proposed Zoning: MF-2

3

OWNER:

Name(s)*: Al Haar, Mike Zapf

Company: Chestnut Street Holdings, LLC

Address*: 1852 SEADRIFT CT WINDSOR, CO

Phone #: (970) 566-6600 Email*: mznccs@yahoo.com

APPLICANT (Owner or Owner's Representative):

Name*: Patricia Kroetch

Company: North Star Design, Inc

Address*: 700 Automation Drive, Unit I, Windsor, CO 80550

Phone #: (970) 686-6939 Email*: tricia@northstardesigninc.com

AUTHORIZED REPRESENTATIVE:

Name: Patricia Kroetch

Company: North Star Design, inc

Address: 700 Automation Drive, Unit I, Windsor, CO 80550

Phone #: (970) 686-6939 Email: Tricia@northstardesigninc.com

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:

Date: 04/10/18

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

Print Name: Patricia Kroetch

*Required fields

CHIMNEY PARK TOWNHOMES SITE PLAN
CHIMNEY PARK FOURTH FILING
FINAL SUBMITTAL

April 10, 2018

The proposed site is approximately 6.46 acres and is located in east Windsor near the northwest corner of East Chestnut Street and Highway 257. The site is currently zoned MF-2 (High Density Multi Family) and no changes to the zoning are proposed.

It is proposed to subdivide this site into 51 residential townhome lots and 3 tracts that will be further site planned for garage lots. The proposed use will be primarily for sale, single family attached residential with attached garages. The tracts will have garages for lease or sale separately. There will also be one outlot for the private drives and utilities. The landscaping within the Outlot will be maintained by the Home Owners Association and the utilities will be public and maintained by the Town of Windsor.

The site is designed to place the future garage buildings nearest the railroad to help mitigate noise from the rail usage. The residential units will be placed in the remainder of the site with garages facing the private interior streets and man door entrances facing onto green space or facing onto Chestnut Street. The units will be two story with the two car garage on the main floor with approximately 100 square feet of living space and approximately 1600 square feet living space on the second floor. Sidewalks are planned from each man door to provide connections to the guest parking and the public street. It is intended that the site improvements (roads, water, sewer, storm and overlot grading) be developed in one phase.

Access to the site will be provided at two locations from East Chestnut The proposed internal roadway locations are shown in the utility plans with the roads to be private within access easements.

Water and sewer will be provided by the Town of Windsor from the existing mains in East Chestnut Street and the existing sewer main in the parcel to the west of the subject parcel. Each building will have an individual water and sewer tap. An irrigation system is being planned for the all of the landscape areas in Outlot A using a water from the buildings. Water rights are being dedicated on a lot by lot basis at the time each building permit is obtained.

Detention for this site is being provided on the parcel to the west owned by the Town of Windsor. All construction on that parcel will be completed by the Town in conjunction with this project. The detention pond will also be landscaped by the Town with the overall subdivision improvements. Irrigation to the detention pond parcel, if needed, will be provided by the Town.

No oversizing of utilities is proposed with this development.

No park land dedications are being proposed with this development.



Account: R3925205

April 10, 2018

Account Information

Account	Parcel	Space	Account Type	Tax Year	Buildings	Actual Value	Assessed Value
R3925205	080721128001		Vacant Land	2018		264,668	76,750

Legal

WIN 3CP LOT 1 CHIMNEY PARK 3RD FG

Subdivision	Block	Lot	Land Economic Area
CHIMNEY PARK SUB 3RD FG		1	CHIMNEY PARK 3RD FILING

Property Address	Property City	Zip	Section	Township	Range
	WINDSOR		21	06	67

Owner(s)

Account	Owner Name	Address
R3925205	CHESTNUT STREET HOLDINGS LLC	C/O AL HAAR 1852 SEADRIFT CT WINDSOR, CO 805503556



Final Site Plan

Chimney Park 4th Filing
Lot 1

Carlin Malone, Chief Planner

Planning Commission May 16, 2018



Site Plan

Article VII of Chapter 17 of the Municipal Code outlines the purpose and procedures of the Site Plan process, including:

Sec. 17-7-20. Purpose.

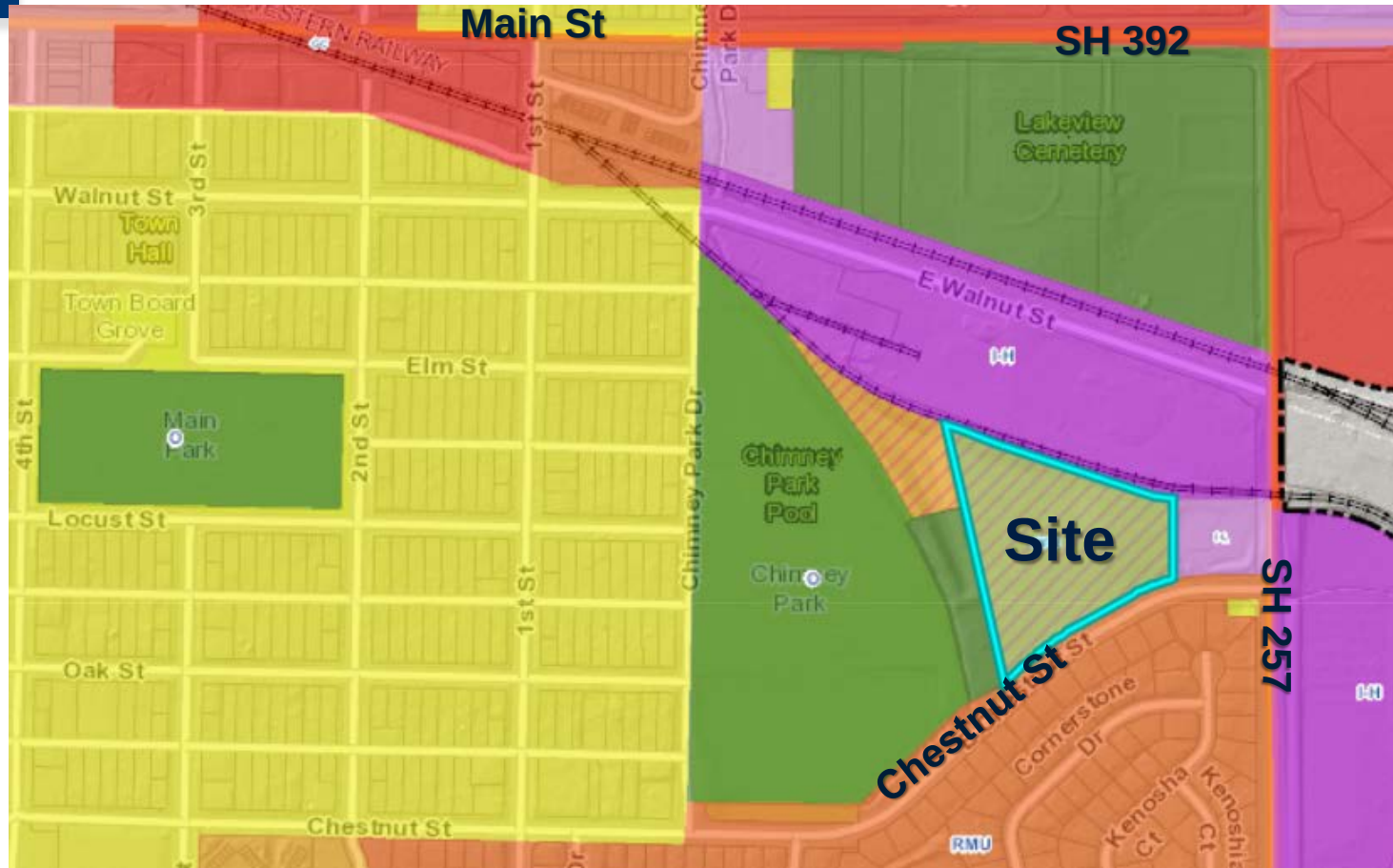
The purpose of the site plan procedure is to:

- 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



Site Zoning Map





Existing Conditions



view north



Existing Conditions



view east & southeast



Existing Conditions



view southwest and west



Site Plan

Site Plan characteristics:

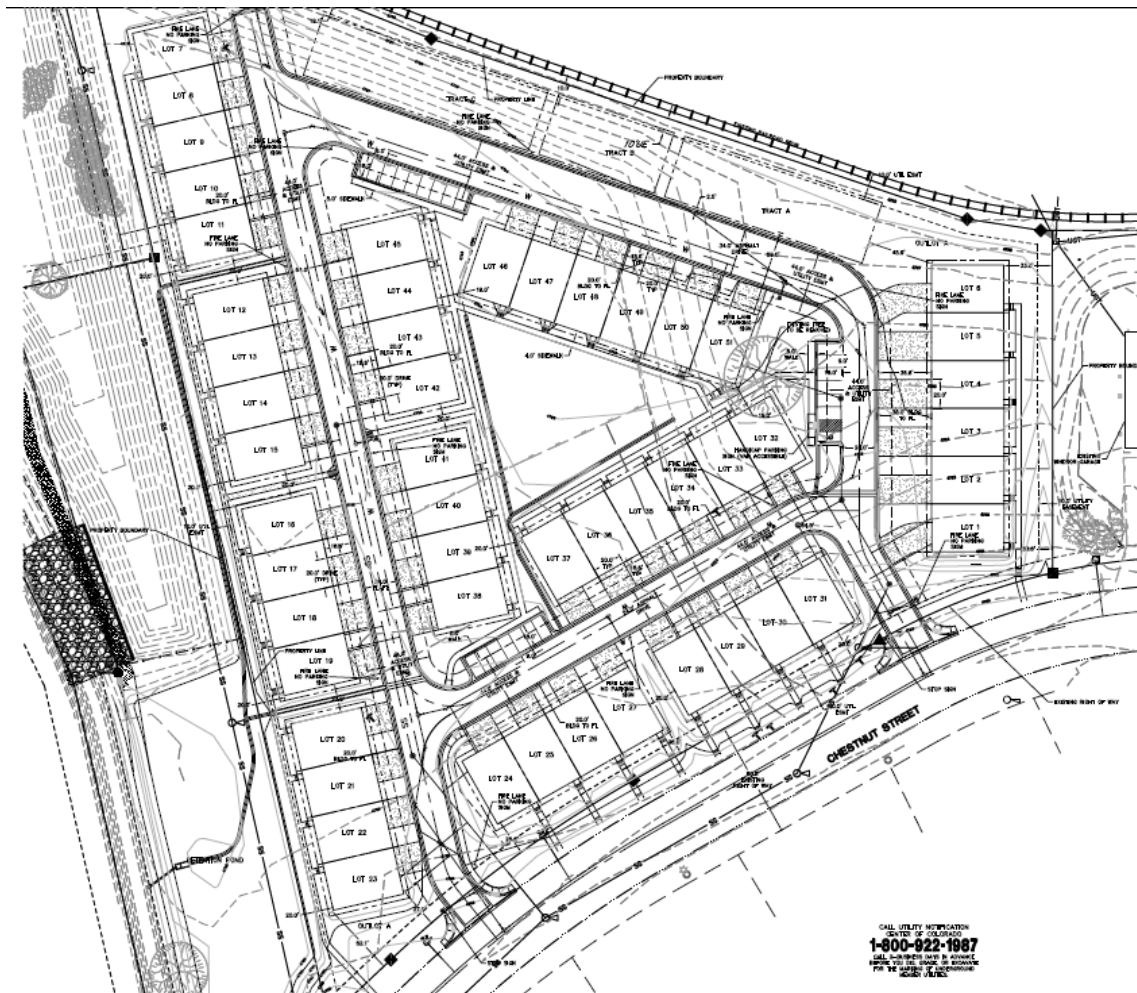
- ~ 6.5 acres total
- 51 townhome lots/dwelling units & eleven buildings:
 - seven 4-unit buildings, one 5-unit building, three 6-unit buildings
 - 3 & 4-bedroom units: 1,759 s.f. – 2,140 s.f. & unfinished basement
 - 4 parking spaces per unit: 2-car garage/unit + 2 spaces behind each garage
- Building heights – 19'6" (55' max. MF-2 zone district)
- Painted lap siding (horizontal and vertical), synthetic stone wainscot, front covered porch entry and rear covered patio.
- 265 parking spaces (109 required) – 5.2 spaces/unit:
 - 140 garage, 23 surface (not including 125 driveway spaces)
 - 23 guest parking spaces (one guest parking space/ 8 d.u. required = 7 spaces)
 - An additional 38 single-bay garages available
- 58% common area; 27% landscaped



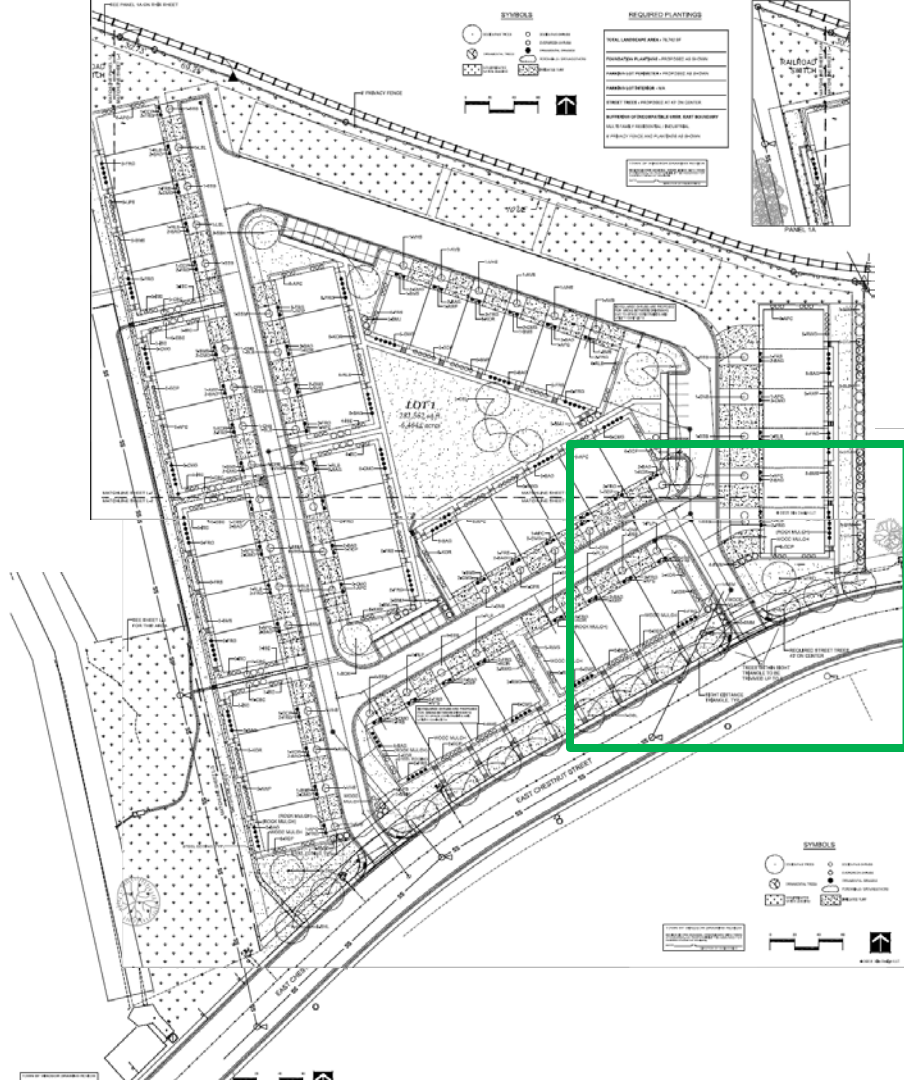
Site Plan

LAND USE SUMMARY TABLE

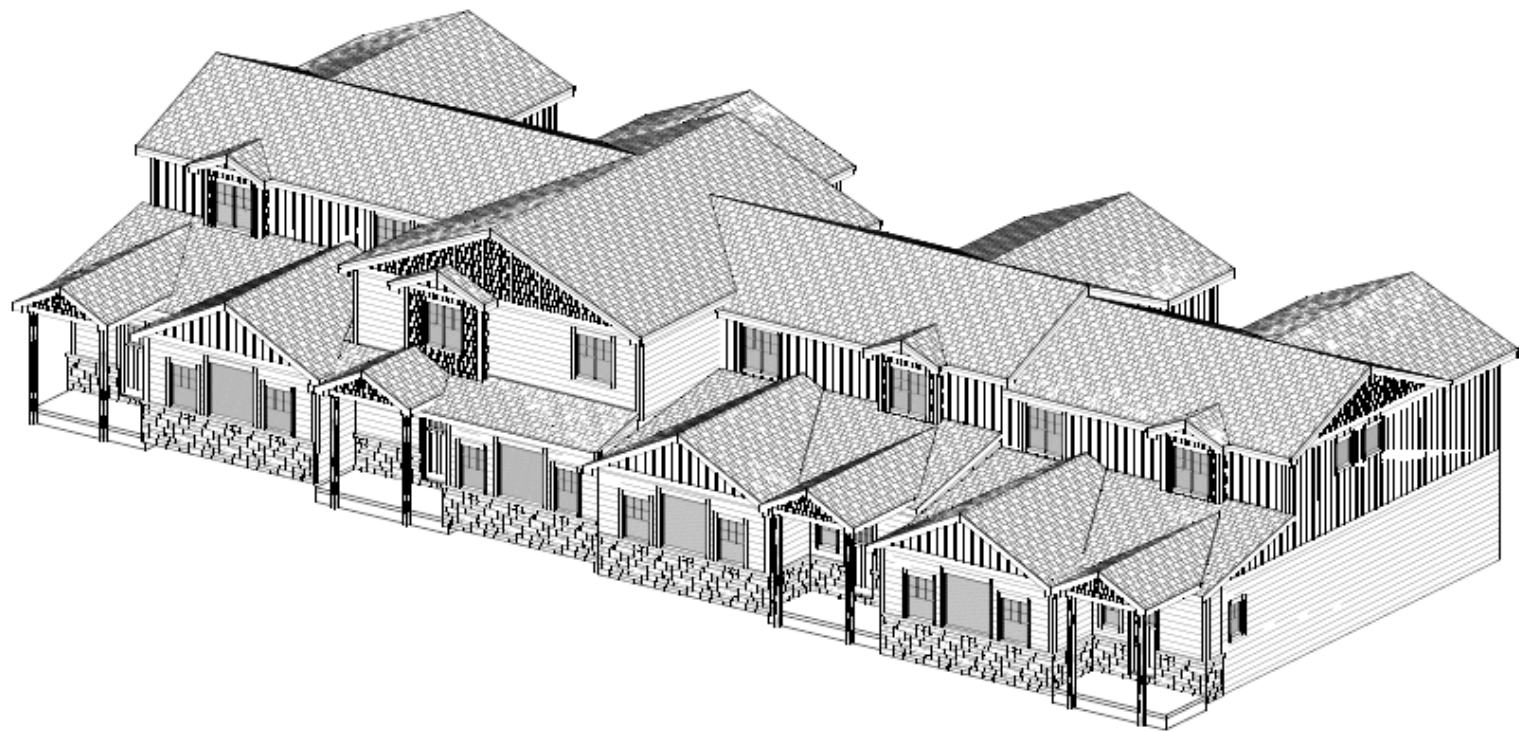
LOT USE		HIGH DENSITY MULTI-FAMILY		
SUBDIVISION AREA		281,573 SF		100%
#		AREA		% OF TOTAL
RESIDENTIAL LOTS		51	100,331 sf	35.6%
TRACTS		3	17,248 sf	6.1%
COMMON AREA (OUTLOTS)		1	163,994 sf	58.3%
		% OF DEVELOPED LOT AREA		
LOT AREA			117,579 sf	41.8%
SIDEWALKS & DRIVEWAYS			36,233 sf	12.9%
PARKING & PRIVATE DRIVES			51,019 sf	18.1%
LANDSCAPE AREA			76,742 sf	27.2%
REQ'D LANDSCAPE AREA			42,236 sf	15.0%
REQ'D LIVEABLE OPEN SPACE			22,950 sf	
UNIT BREAKDOWN	FOOTPRINT AREA	BEDROOMS	# OF UNITS	PARKING REQ'D
A UNIT	1328 SF	3 BDRM	37	2 STALLS
B UNIT	1328 SF	4 BDRM	14	2 STALLS
EXISTING ZONING		MF-2 (HIGH DENSITY MULT-FAMILY)		
MAX BUILDING HEIGHT		19'6"		
NUMBERS OF FLOORS		2		
PARKING REQ'D		102 PLUS 10% GUEST = 113		
TOTAL # OF PARKING STALLS		23 (SURFACE)		
HANDICAP PARKING STALLS		1		
GARAGE PARKING		102 (2 PER UNIT)		



CALL UTILITY INFORMATION
STATE OF COLORADO
1-800-922-1987
CALL UTILITIES BEFORE YOU DIG
BEFORE YOU START AN EXCAVATION
FOR THE SAFETY OF YOUR PROJECT
AND THE PUBLIC



Architectural Elevations



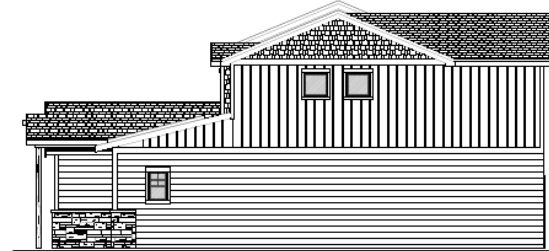


Architectural Elevations



1
A1.1 REAR ELEVATION

1/8" = 1'-0"



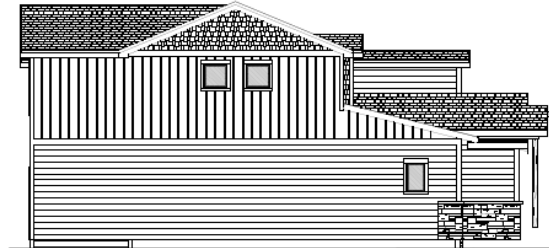
1
A1.2 EAST ELEVATION

1/8" = 1'-0"



2
A1.1 FRONT ELEVATION

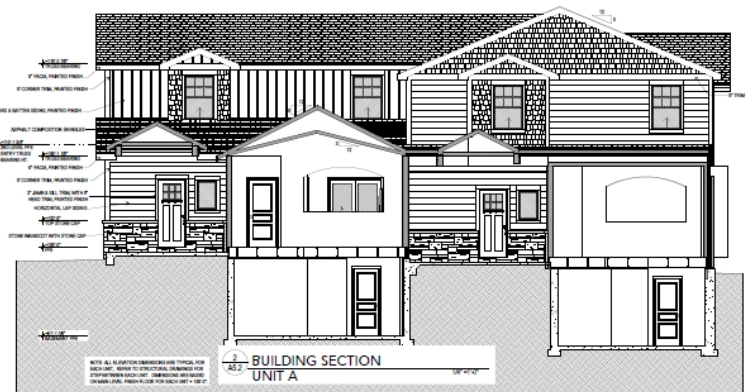
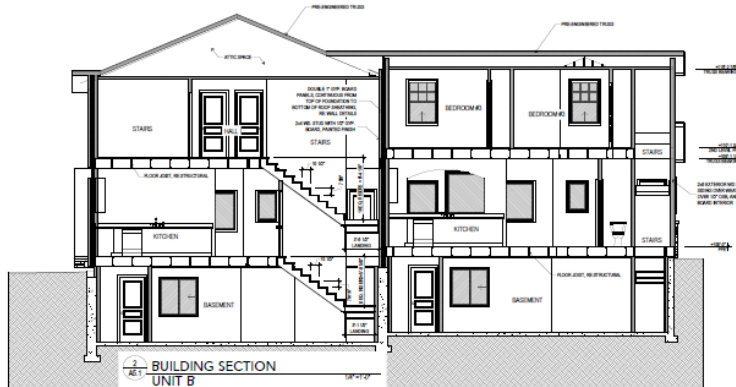
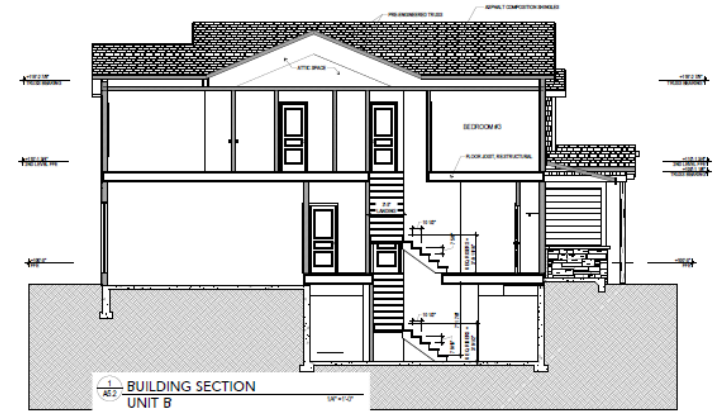
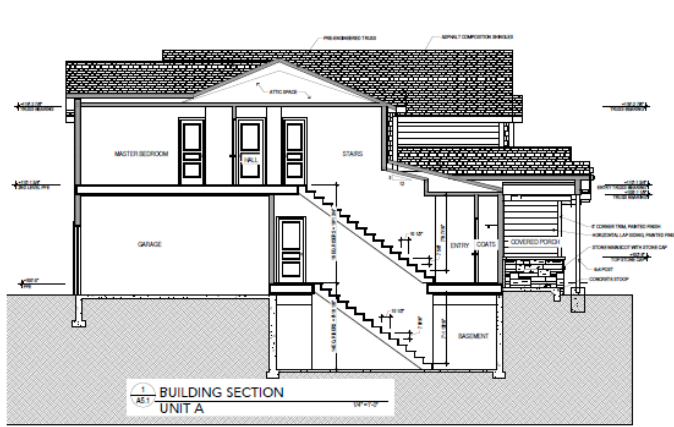
1/8" = 1'-0"



2
A1.2 WEST ELEVATION

1/8" = 1'-0"

Building Design





Comprehensive Plan Conformance

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

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

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Comprehensive Plan Conformance

(Continued)

Chapter 5c – Residential Areas Framework

Goal:

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

Objectives:

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

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final site plan as presented, subject to the following conditions:

- 1) All remaining Planning Commission and staff comments shall be addressed with the final major subdivision application.
- 2) The final subdivision plat for the property is approved.



Final Site Plan

Staff requests that the following be entered into the record:

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