



PLANNING COMMISSION REGULAR MEETING

**June 5, 2019 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550**

AGENDA

A. CALL TO ORDER

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

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

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

B. CONSENT CALENDAR*

1. Approval of minutes of May 1, 2019

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant Extension – Highland Meadows Golf Course Subdivision 13th Filing, Lot 1 (Power 2 Play Sports) Temporary Gravel Parking – Jon Turner, Hillside Commercial Group, applicant/ Mike Walker, TB Group, applicant's
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner
2. Recommendation to Town Board – Conditional Use Grant Extension – Highland Meadows Golf Course Subdivision 13th Filing, Lot 1 (Power 2 Play Sports) Temporary Gravel Parking – Jon Turner, Hillside Commercial Group, applicant/ Mike Walker, TB Group, applicant's
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

3. Public Hearing – Parking Determination – Highland Meadows Golf Course Subdivision, 8th Filing, Lot 6 - Dennis Fulgenzi, applicant; Cathy Mathis, TB Group, applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner
4. Parking Determination – Highland Meadows Golf Course Subdivision, 8th Filing, Lot 6 - Dennis Fulgenzi, applicant; Cathy Mathis, TB Group, applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

D. COMMUNICATIONS

1. Communications from the Planning Commission
2. Communications from the Town Board liaison
3. Communications from the staff
 - a. Site Plan: Highland Meadows Golf Course Subdivision 16th Filing, Lots 3 & 4

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, June 5, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Tuesday, June 11, 2019</u>	4-7:00 P.M.	Transportation Master Plan Open House, WSFR Station #1
<u>Wednesday, June 19, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, July 3, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Wednesday, July 17, 2019</u>	7:00 P.M.	Regular Planning Commission meeting**
<u>Monday, July 22, 2019</u>	6:00 P.M.	Joint work session with Town Board – Fehr & Peers Preliminary Transportation Master Plan Information for CIP Budget Discussion

Upcoming Event Dates

<u>Thursday, June 6, 2019</u>	6:30-8:30 P.M.	Transportation Master Plan Public Outreach – First Summer Concert/Chamber Event
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** 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 1, 2019 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

- A. CALL TO ORDER
Chairman Schick called the regular meeting of the Planning Commission to order at 7:00 p.m.

1. Roll Call

The following Planning Commission Members were present:

Gale Schick
Victor Tallon
Doug Dennison
Kelly Hall
Cindy Scheuerman
Daniel Foreman

Town Board Liaison David Sislowski

Also Present: Director of Planning Scott Ballstadt
 Senior Planner Millissa Berry
 Town Clerk Krystal Eucker
 Deputy Town Clerk Trisha Conway

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

Mr. Tallon moved to approve the agenda as presented; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Dennison, Hall, 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 3, 2019
2. Approval of minutes of April 17, 2019

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

C. BOARD ACTION

1. Public Hearing – Final Major Subdivision - The Ridge at Harmony Road Subdivision 3rd Filing– Jeff Mark, The Landhuis Company, applicant / Kristin Turner, TB Group, applicant's representative
 - Quasi-judicial
 - Staff presentation: Millissa Berry, Senior Planner

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

Chairman Schick opened the public hearing

Per Ms. Berry, the applicant has submitted a final major subdivision plat, known as The Ridge at Harmony Road Subdivision 3rd Filing. The subdivision encompasses approximately 148 acres and is zoned Residential Mixed Use (RMU).

Preliminary Plat characteristics

- 301 single-family lots
- Most lots are between 7,000 and 9,000 sf
- Larger lots (9,000 – 30,000 sf) adjacent to Alexander Estates Subdivision
- Product: 1 & 2-story houses with attached 2-3 car garages
- Tracts for open space (34 acres), commercial (7 acres), multi-family (7.5 acres), and other (10 acres) future development
- Connections to school site through neighborhood, intersection bulb-outs, widened sidewalk along north side of Harmony Ridge Parkway (to school site in Phase 2)
- Trail along Harmony Road & WCR 15
- Park sites = approximately 1 acre total over 2 tracts (large park site in Phase 2)
- Offsite improvements will include widening of Harmony Road to four lanes with a landscaped median
- Boxelder lift station site on WCR 15

Since the preliminary plat stage, an irrigation line has been re-routed from an alignment in the interior of the subdivision to an easement along WCR 15. The residential lot count and general residential lot sizes, open spaces tracts, and future development tracts have not changed.

Staff is working with the applicant to ensure screening of the Boxelder lift station as viewed from the Town trail and from WCR 15. The Town is also working with the applicant on agreements in regard to the construction and maintenance of improvements to Harmony Road between Duncroft Drive and WCR 15.

Preliminary improvements for the inner 3rd filing include trails that will cross over into school site, and bulb-out curb extensions at intersections near the school site. Two park sites, to be maintained by the metro district, are also proposed. Additional improvements to Harmony Road include widening the road and the installation of a landscaped median.

The general landscaping plan displays the landscaping for the open space areas, the drainage pond, the park sites, and the Harmony Road median. Landscaping has been added in the open space around the lift station to help screen it from vantage points along the town trail and WCR15. The Planning Department is still working with the applicant regarding additional screening of the lift station.

The application is consistent with various goals of the Comprehensive Plan, as well as the Strategic Plan.

Notifications were completed in accordance with the Municipal Code.

Staff requests the following be entered into the record:

- Testimony presented at the public hearing
- Application and supplemental materials
- Staff memorandum and supporting documents
- Recommendation

Chairman Schick opened the public hearing.

Mr. Doug Ochsner, 800 Walnut Street Windsor, CO 80550, representing Lake Lee lateral, which runs along the north side of the property, stated that the ditch serves farmers in the area. He stated that there are concerns about the ditch being a natural draw for children and runners. Mr. Ochsner requested insurance that good signage is installed to keep individuals away from the ditch. He also requested that a simple wire fencing be added along the ditch and a gate added to the access road to deter trespassing onto the ditch property.

Per the applicant's representative, Ms. Kristin Turner of the TB Group, there is no trail leading to the irrigation ditch.

Ms. Scheuerman inquired about the type of intersection located at Harmony and Duncroft Drive.

Ms. Berry stated a traffic light is in future plans.

Mr. Dennison asked about the type of intersection located at CR15 and Harmony Road, which jurisdiction manages that traffic signal.

Per Mr. Ballstadt the traffic signal is managed by the Town of Windsor. The traffic signal located at CR13 and Harmony Road is owned and maintained by the Town of Timnath, but Town of Windsor is sharing in the initial cost.

Mr. Dennison asked about the type of crosswalk located at CR15 and Harmony Road for pedestrians.

Ms. Berry stated she will have to consult with the applicant but believes that area will qualify for a crosswalk.

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

2. Recommendation to Town Board - Final Major Subdivision – The Ridge at Harmony Road Subdivision 3rd Filing– Jeff Mark, The Landhuis Company, applicant / Kristin Turner, TB Group, applicant's representative

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

Ms. Berry had nothing further to add.

Mr. Dennison inquired if the Planning Commission would need to add anything to address the irrigation ditch on the north side.

Mr. Schick stated only if there is some type of delineation between the lift station and trail on WCR15.

Ms. Berry stated that the screening of the lift station was included in the recommendation in tonight's presentation.

Mr. Ballstadt stated it does not specify how the screening will take place but allows for the applicant and staff to work together to identify proper screening. Mr. Ballstadt stated staff will also work with the applicant on the fencing and gate along the ditch.

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

D. COMMUNICATIONS

1. Communications from the Planning Commission
 - None
2. Communications from the Town Board liaison
 - None
3. Communications from the staff

Mr. Ballstadt welcomed Trisha Conway, the new Deputy Town Clerk.

- Staff addressed phone calls received from reporters about the construction tragedy at the Windshire Subdivision. All of those calls need to be directed to the Communications staff located at Town Hall.
- Three firms were selected for on-call transportation planning and engineering services.
- The American Planning Association (APA) Conference, located in Snowmass Village, Colorado, is scheduled for September 18-20, 2019. Rooms for the conference will open on June 1st. Mr. Ballstadt asked that Commissioners let him know as soon as possible if they would be able to attend.

ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:24 p.m.

Trisha Conway, Deputy Town Clerk



MEMORANDUM

Date: June 5, 2019
To: Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Public Hearing and Recommendation to Town Board –
Conditional Use Grant Extension – Highland Meadows Golf
Course Subdivision 13th Filing, Lot 1 (Power 2 Play Sports)
Temporary Gravel Parking – Jon Turner, Hillside Commercial
Group, applicant/ Mike Walker, TB Group, applicant's
representative
Item #: C.1 & C.2

Background / Discussion

The applicant, Mr. Jon Turner, represented by Mr. Mike Walker, is requesting an extension to a Conditional Use Grant (CUG) approved in 2017 which allowed temporary gravel parking west of and adjacent the Power to Play site at 6004 Fairgrounds Avenue. The CUG expired March 27, 2019 and this request is to extend the CUG approval to allow for construction of a permanent parking lot. Staff is currently reviewing a site plan submitted by the applicant which proposes permanent paving of the parking area and establishing pad sites for future commercial development. This site plan includes shared, permanent parking between retail users and the existing Power to Play facility. The applicant hopes to commence construction in August.

Municipal Code Section 16-7-50 lists the following criteria for review of conditional use grants:

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

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

Relationship to Comprehensive Plan

The Comprehensive Plan does not address temporary uses such as this application.

Recommendation

Staff recommends that the Planning Commission forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented, with an expiration of December 31, 2019.

Notification

The Municipal Code requires a public hearing for determination of parking need but does not require public notification. Notifications was provided as follows:

- May 21, 2019 - affidavit of letters mailed to property owners within 100 feet.
- May 21, 2019 – development review sign posted on the property
- May 24, 2019 – legal notices posted on the Town of Windsor website
- May 24, 2019 – legal ad published in the paper

Attachments

Application materials

Staff PowerPoint

copy: Jon Turner, applicant
Mike Walker, applicant's representative

May 6, 2019

Scott Ballstadt
Director of Planning
Town of Windsor

R; Extension of CUG for Power to Play Facilities.

Dear Mr. Ballstadt:

Per our discussions I am requesting an extension of the CUG that was granted in 2017 for temporary parking to be extended until September 1, 2019 for the purpose of constructing the site improvements of HMGC 16th filing.

We are waiting final approval of the 16th filing and we have scheduled to close the Power to Play facility in August, 2019 so we can build the parking lot for the facility.

Please let me know if you have any questions or concerns regarding this request.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jon Turner", written over the word "Sincerely,".

Jon Turner



Public Hearing and Recommendation to Town Board Conditional Use Grant Extension

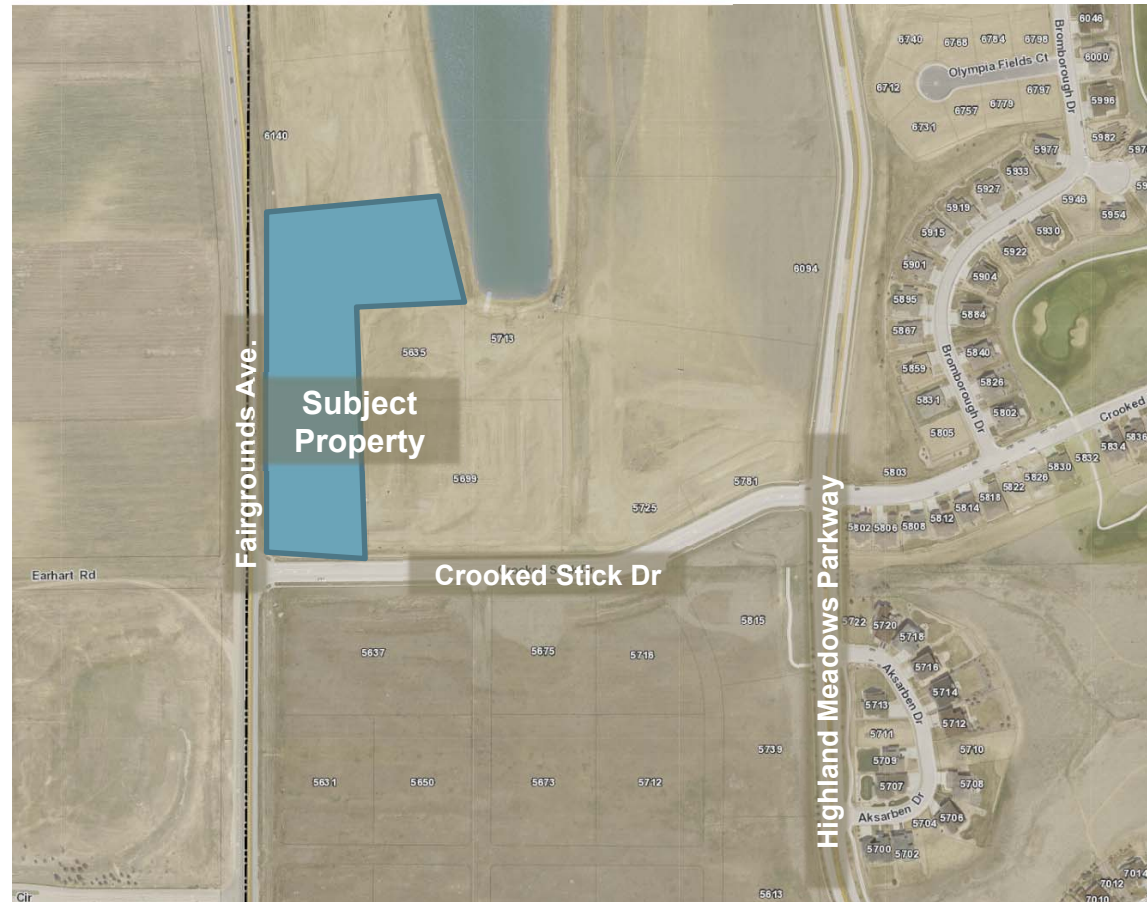
**Highland Meadows Golf Course
Subdivision 13th Filing, Lot 1
(Power 2 Play Sports) Temporary
Gravel Parking**

Paul Hornbeck, Senior Planner

Planning Commission June 5, 2019

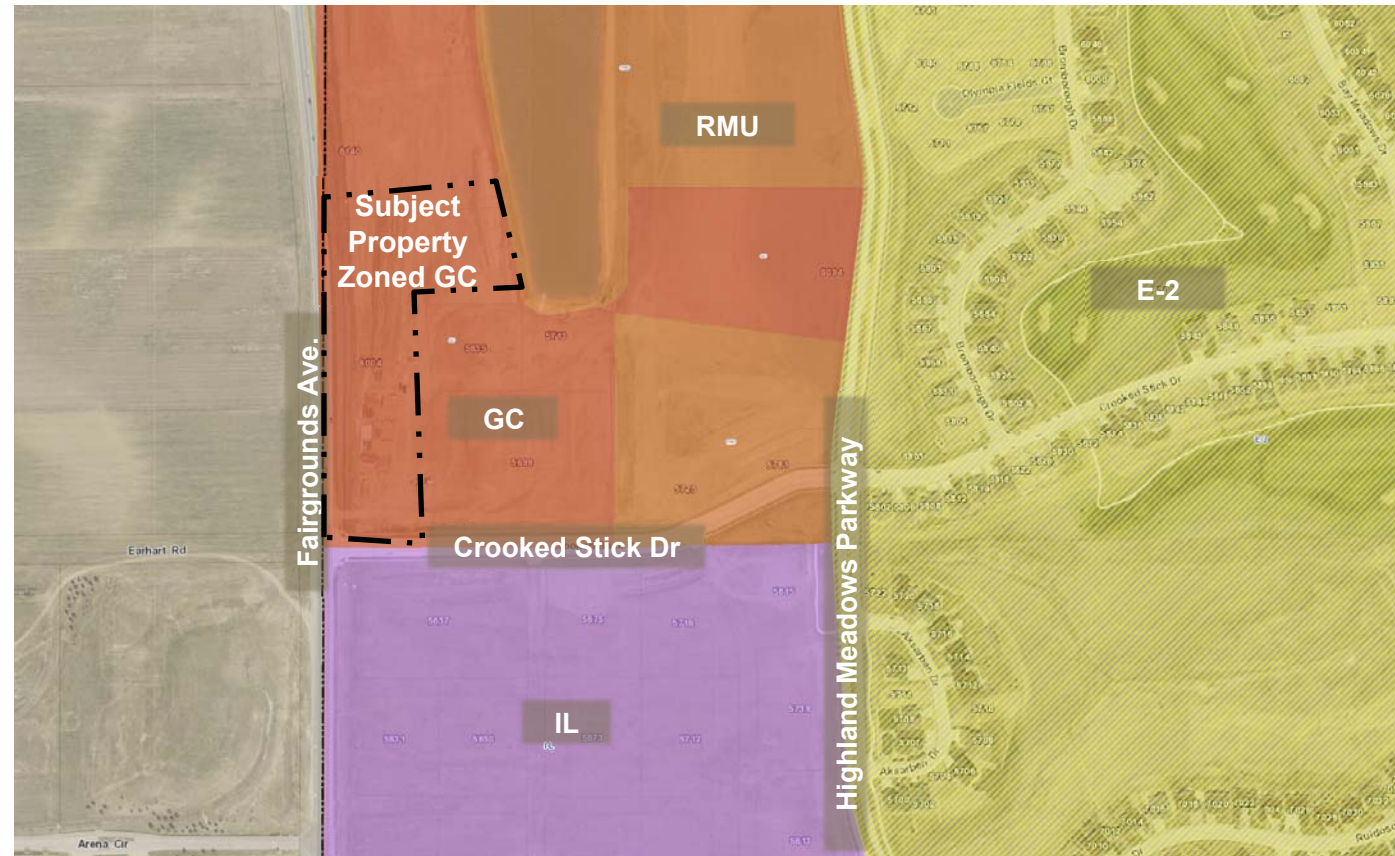


Site Vicinity Map



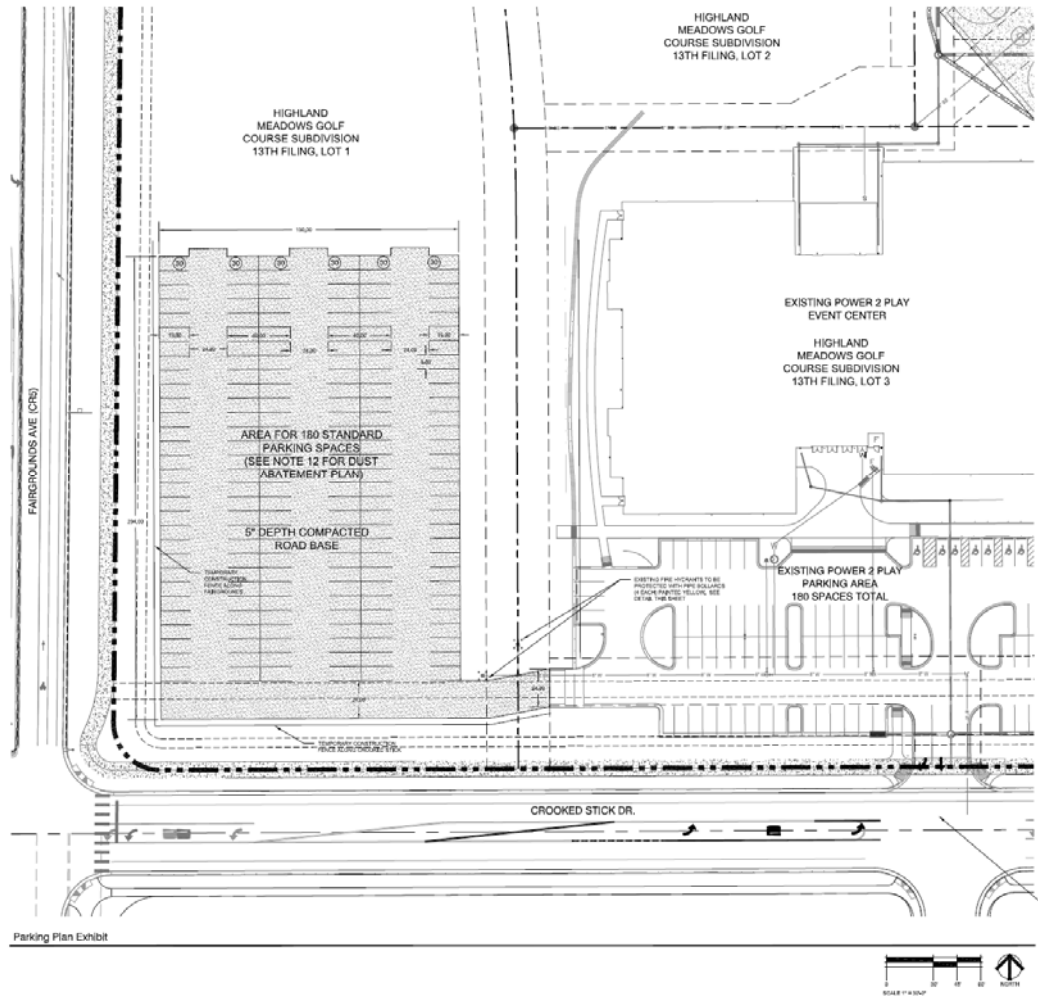


Zoning Map





Site Plan





Recommendation

Staff recommends that Planning Commission forward a recommendation of approval of the Conditional Use Grant application to Town Board as presented, with an expiration of September 1, 2019.



CUG

Staff requests that the following be entered into the record:

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



Approval Criteria

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

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

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



MEMORANDUM

Date: June 5, 2019
To: Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Public Hearing – Parking Determination – Highland Meadows Golf Course Subdivision, 8th Filing, Lot 6 - Dennis Fulgenzi, applicant; Cathy Mathis, TB Group, applicant's representative
Item #: C.3 & C.4

Background / Discussion

Mr. Dennis Fulgenzi, represented by Ms. Cathy Mathis, has submitted a qualified commercial/ industrial site plan application to construct an indoor tennis facility. The proposal is summarized as follows:

Overall development characteristics:

- lot area = 6.5 acres
- 40,907 sf building
- 88 parking spaces
- 66% landscaped area (15% required)

Building characteristics include:

- building with “ash grey” stucco façade, “Georgia brown” synthetic stone base, and “burnished slate” architectural metal panels on gable ends and under roof eaves (Note: At their April 3, 2019 meeting Planning Commission approved a waiver to the Commercial Corridor Plan to allow the use of architectural grade metal panels on prominent building facades)
- building height: 39' (Note: At their April 8, 2019 meeting Town Board approved an increased building height of up to 40' rather than the maximum 35' allowed in the RMU zone district.)

The site plan will be reviewed administratively by staff. However, if there are any comments outside of the building height, materials, or parking please forward them to the Director of Planning by **June 19, 2019** either by email or at a regular meeting under the communications section of the agenda.

Staff will consolidate any comments received and provide them in a memo to the Planning Commission in the next meeting packet after the review deadline so that all members can review all of the comments received for each site plan project.

Parking Determination

Tennis facilities or similar recreational uses are not enumerated in the Municipal Code's parking requirements. Therefore Planning Commission is tasked with determining the appropriate parking requirements for the site in accordance with Section 16-10-30(7):

Uses not enumerated.

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

The proposed facility includes five tennis courts and 88 parking spaces. The applicant has included a narrative of anticipated parking needs during different uses of the facility which is summarized below:

USTA Adult Leagues

16 players

5-8 spectators

6 employees maximum

Occasional overlap of matches

Junior Program

6 players + 1 instructor per court

6 employees maximum

Tournaments

20 players

10 spectators

6 employees maximum

Occasional overlap of matches

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.

Recommendation

Staff recommends that the Planning Commission approve the proposed parking as shown on the site plan with the condition that if parking demand appears to exceed expectations, future facility expansion will require Planning Commission determination of parking of need.

Notification

The Municipal Code requires a public hearing for determination of parking need but does not require public notification. Notifications was provided as follows:

- March 18, 2019 – development review sign posted on the property
- May 24, 2019 – legal notices posted on the Town of Windsor website
- May 24, 2019 – legal ad published in the paper

Attachments

Application materials
Staff PowerPoint

copy: Dennis Fulgenzi, applicant
Cathy Mathis, applicant's representative

May 14, 2019

Parking Narrative

Highland Meadows Tennis Center

Highland Meadows Golf Course 8th Filing – Lot 6

USTA Adult leagues (May – Sept.) and permanent court time (Sept. – April) are the highest revenue producers. During these time periods, the Tennis Center will average 4 players on each court for a total of 20 players (5 courts). Permanent court time does not typically generate any spectators. During the adult league season, there will be fewer players per court because of the format (2 singles matches and 3 doubles matches). An average league match would generate 16 players. Spectators would be in the 5-8 range.

The majority of adult league matches are played at 6:00 p.m. It's highly unlikely, but on a rare occasion, there could be a 2nd round of matches following at 7:30 p.m. The parking spaces would balance out as those players finishing would leave about the same time the new players arrived.

Calculated at four spaces per court / 5 courts / 20 spaces. Usually 90 minutes per match therefore at capacity we would have 40 spaces occupied. 20 spaces with new players coming on court replacing the 20 players/spaces for those coming off court.

The junior program typically generates 6 players per court with each teaching pro. 95% of parents drop their children off and pick up when finished. Minimal parking is needed for the junior activities.

The Tennis Center's goal is to host one winter and one summer tournament. Again, 4 players per court with maybe two players having someone else come watch them. 4 players x 5 courts = 20 players. Average 10 guests out of 20 players. Totaling 30 people for players and their guests.

Tournaments may have as few as 12 players and as many as 48 players. BUT matches are scheduled throughout the day so the same concept of 20 participants (5 courts of doubles) is the maximum. Tournaments generate more singles matches than the normal routine so the parking impact is actually less. These events are typically single elimination so after first round you eliminate half the participants. You will have spectators but will leave after that specific match is over.

HIGHLAND MEADOWS TENNIS CENTER
ANALYSIS OF MAXIMUM ADMISSIONS AND SPECTATORS
5/14/2019



AVAILABLE COURT TIME - 14 HOURS x 5 COURTS: 70 COURT HRS / DAY

PARTICIPANTS PER HOUR:

AVERAGE 3 PLAYERS PER COURT x 5 COURTS:	15
AVERAGE 6 SPECTATORS PER COURT X 5 COURTS	30
REFEREES PER COURT:	n/a
STAFF TOTAL	4
TENNIS CENTER SUBTOTAL	49

MAXIMUM PARTICIPANTS PER HOUR 49

COURT TURNOVER RATIO IS SCHEDULED TO BE APPROXIMATELY ONE THIRD. IN OTHER WORDS, 2 OF THE FIVE COURTS WILL TURNOVER EACH HOUR. THIS MEANS THAT APPROXIMATELY 20 PARTICIPANTS WILL BE LEAVING AND 20 PARTICIPANTS WILL BE ARRIVING EACH HOUR.

HIGHLAND MEADOWS TENNIS CENTER
ESTIMATED ANALYSIS OF REQUIRED AND PROVIDED PARKING SPACES

ESTIMATED PARKING NEEDS FOR TENNIS COURTS

TYPICAL JURSDICTIONAL PARKING REQUIREMENT 7 SPACES PER 2 COURTS = $(7 \times 5) / 2 = 18$ SPACES
1 SPACE PER EMPLOYEE = 4 SPACES

PARKING TOTALS: 22 REQUIRED AND 88 PROVIDED

EXISTING FACILITIES

LONGMONT TENNIS FACILITY:

10 OUTDOOR COURTS
PARKING: 68 SPACES

MEADOW CREEK TENNIS AND FITNESS CLUB

12 COURTS (7 INDOOR,
2 PLATFORM COURTS AND 3 OUTDOOR)
PLUS FITNESS CENTER
PARKING: 74 SPACES

GATES TENNIS CENTER

20 OUTDOOR COURTS PLUS 4 KID ZONE COURTS
PARKING: 83 SPACES

PARKING REQUIREMENTS

TYPE OF OCCUPANCY PARKING SPACES

Class 1. Office

- a. Office
- b. Financial Facility

2.5 spaces for every one thousand square feet of GFA or 2.75 for every one thousand square feet of UFA.
4.0 spaces for every one thousand square feet of GFA.
* * * *

Class 2. Residential

- a. Apartment House

1.250 spaces for each efficiency apartment.
1.333 spaces for each one bedroom apartment.
1.666 spaces for each two bedroom apartment.
2.0 spaces for each apartment with three (3) or more bedrooms.
2.0 parking spaces for each dwelling unit.
2.0 parking spaces per dwelling unit.
0.3 parking spaces per sleeping room, plus 1 parking space per employee on largest shift.
0.75 spaces per dwelling, plus parking spaces for support based upon the provisions of Section 26-28 hereof. (w/kitchen facilities)
1.0 space for every 6 beds, plus 1.0 space per employee on largest shift. (no kitchens)
1.0 parking space for each sleeping room up to 250 rooms; 0.75 parking spaces for each sleeping room from 251 rooms to 500 rooms; 0.50 parking spaces for each sleeping room in excess of 500 rooms.
* * * *

Class 3. Health Care Facilities

- a. Hospital
- b. Psychiatric Hospital
- c. Clinic (Medical Complex)
- d. Clinic (Medical or Dental)
- e. Nursing Home
- f. Funeral Home or Mortuary
- g. Veterinary Clinic

2.2 spaces for each bed proposed to be constructed.
1.0 space for each four (4) beds proposed to be constructed and 1.0 space for every four employees.
2.7 spaces for every one thousand square feet of GFA.
3.5 spaces for every one thousand square feet of GFA.
1.0 space for every three beds proposed to be constructed and 1.0 space for every four employees.
0.5 spaces for every chapel.
5.0 spaces for every one thousand square feet of UFA
* * * *

Class 4. Industrial, Commercial Manufacturing

- a. Multi-Tenant (or multi-building project)
 - 1. At Grade (no docks)
 - 2. Semi-Dock High
 - 3. Full-Dock High
- b. Bulk Warehouse
- c. Heavy Manufacturing and Industrial
- d. Light Manufacturing , Assembly and Research and Development
- e. Transportation Terminal
- f. Truck Terminal
- g. Mini-Warehouse Facilities

2.5 spaces per one thousand square feet of GFA of office space; and 1.0 space per five thousand square feet of GFA of warehouse space.
2.5 spaces per one thousand square feet of GFA of office space; and 1.0 space per five thousand square feet of GFA of warehouse space.
2.5 spaces per one thousand square feet of GFA of office space; and 1.0 space per seven thousand square feet of GFA of warehouse space.
2.5 spaces per one thousand square feet of GFA of office space; and 1.0 space per seven thousand square feet of GFA of warehouse space.
2.5 spaces per one thousand square feet of GFA of office space; and 1.0 space per two thousand square feet of GFA of warehouse space.
2.5 spaces per one thousand square feet of GFA of office space; and 1.0 space per one thousand five hundred

square feet of GFA of assembly space.
6.5 spaces per one thousand square feet of GFA of waiting area.
1.0 spaces per two thousand square feet of GFA.
1.0 space for every 40 storage units or bays.
* * * *

Class 5. Religious and Educational

- a. Church
- b. Nursery School or Day Care Center
- c. School (Public, Denominational or Private)
 - 1. Elementary School
 - 2. Junior High School
 - 3. Senior High School
- d. College or University or Trade School
- e. Library
- f. Art Gallery or Museum

1.0 space for every five fixed seats in auditorium or sanctuary or, if there are no fixed seats, 1.0 space for every 40 square feet of GFA in the main auditorium or sanctuary.
1.0 space for every employee on duty during the largest shift plus 1.0 space for every 5 children in attendance when the facility is operating at maximum capacity or, if drop-off facilities are provided under Section 26-40(1)(d) hereof, 1.0 spaces for every employee on duty during the largest shift and 1.0 space for every 10 children in attendance when the facility is operating at maximum capacity.

1.5 spaces per 30 person classroom.
3.5 spaces per 30 person classroom.
9.5 spaces per 30 person classroom.
1.0 space for every three employees plus 1.0 space for every 10 students residing on campus and 1.0 space for every 5 students not residing on campus.
1.2 spaces for every one thousand square feet of GFA.
3.0 spaces for every one thousand square feet of GFA of exhibit area or gallery space.
* * * *

Class 6. Recreation and Entertainment

- a. Golf Course
- b. Movie Theater
- c. Bowling Alley
- d. Theater, Auditorium, or Arena
- e. Tennis/Racquet Club
- f. Sports Club/Health Spa
- g. Roller or Ice Skating Rink
- h. Swimming Club
- i. Park (5 - 10 acres)
- j. Park (over 10 acres)
- k. Park Pavilion
- l. Sports Complex
- m. Miniature Golf
- n. Driving Range (Golf)
- o. Arcade or Game Room
- p. Billiard Hall

5.0 spaces for every green.
0.3 spaces for every seat.
5.0 spaces per lane.
1.0 space for every three seats.
3.0 spaces per court.
5.0 spaces for every 1,000 square feet of GFA.
5.0 spaces for every 1,000 square feet of GFA.
9.0 spaces per employee.
1.0 space for the first two acres and 1.0 space for each additional acre and additional parking must be provided for each additional facility or land use constructed in the park as herein provided.
5.0 spaces for the first acre; and 1.0 space for each additional 10.0 acres; additional parking must be provided for each additional facility or land use constructed in the park as herein provided.
1.0 space for each picnic table.
1.0 space for every 40 square feet of seating.
1.0 space for each hole.
1.0 space for each tee.
1.0 space for every 200 square feet of GFA.
2.0 spaces for every billiard table.
* * * *

Class 7. Bar or Restaurant

- a. Restaurant (including outdoor decks, patio and/or seating areas)
- b. Bar, Club or Lounge (including outdoor decks, patio and/or seating areas)

8.0 spaces for every one thousand square feet of GFA.
10.0 spaces for every one thousand square feet of GFA.
* * * *

Class 8. Retail Services

- a. Supermarket or Convenience Market
- b. Clothing Store
- c. Furniture Store
- d. Retail Store (Free Standing)
- e. Building Materials or Home Improvement Store
- f. Barber or Beauty Shop
- g. Shopping Center (Strip)(0-25,000 GFA)
- h. Shopping Ctr.(Neighborhood)(25,001-100,000 GFA)
- i. Shopping Ctr. (Community)(100,001-399,999 GFA)
- j. Shopping Ctr. (Regional)(400,000-1,000,000 GFA)
- k. Shopping Ctr. (Super Regional)(over-1,000,000 GFA)
- l. Discount Store

5.0 spaces for every one thousand square feet of GFA.
4.0 spaces for every one thousand square feet of GFA.
2.0 spaces for every one thousand square feet of GFA.
4.0 spaces for every one thousand square feet of GFA.
4.0 spaces for every one thousand square feet of GFA of retail sales area.
3.0 spaces for each operator chair and 1.0 space for each employee.
4.0 spaces for every one thousand square feet of GFA. (1)
4.0 spaces for every one thousand square feet of GFA. (2)
4.0 spaces for every one thousand square feet of GFA.
5.0 spaces for every one thousand square feet of GFA.
4.0 spaces for every one thousand square feet of GFA.
4.0 spaces for every one thousand square feet of GFA.
* * * *

Class 9. Automobiles

- a. Auto Sales Dealer
- b. Auto Repair Establishment
- c. Car Wash (automated)
- d. Car Wash (all others)
- e. Service Station
- f. Auto Parts and Supply Store

5.5 spaces for every one thousand square feet of GFA.
5.0 spaces for every one thousand square feet of GFA.
2.5 spaces for each bay or stall for stacking space.
1.0 space per stall.
3.0 spaces for each service stall and 1.0 space for each employee on duty during largest shift.
4.0 spaces for every one thousand square feet of GFA of retail sales area.

- (1) If more than 20% of the shopping center is occupied or to be occupied by class 6 and/or 7 occupancies, other than a bar, club or lounge, then the incremental increase in the number of off-street parking spaces required per 1,000 square feet of GFA will be calculated using the number assigned for the specific occupancy proposed for the new construction or alteration.
- (2) If more than 20% of the shopping center is occupied or to be occupied by class 6 and/or 7 occupancies, then the incremental increase in the number of off-street parking spaces required per 1,000 square feet of GFA will be calculated using the number assigned for the specific occupancy proposed for the new construction or alteration.



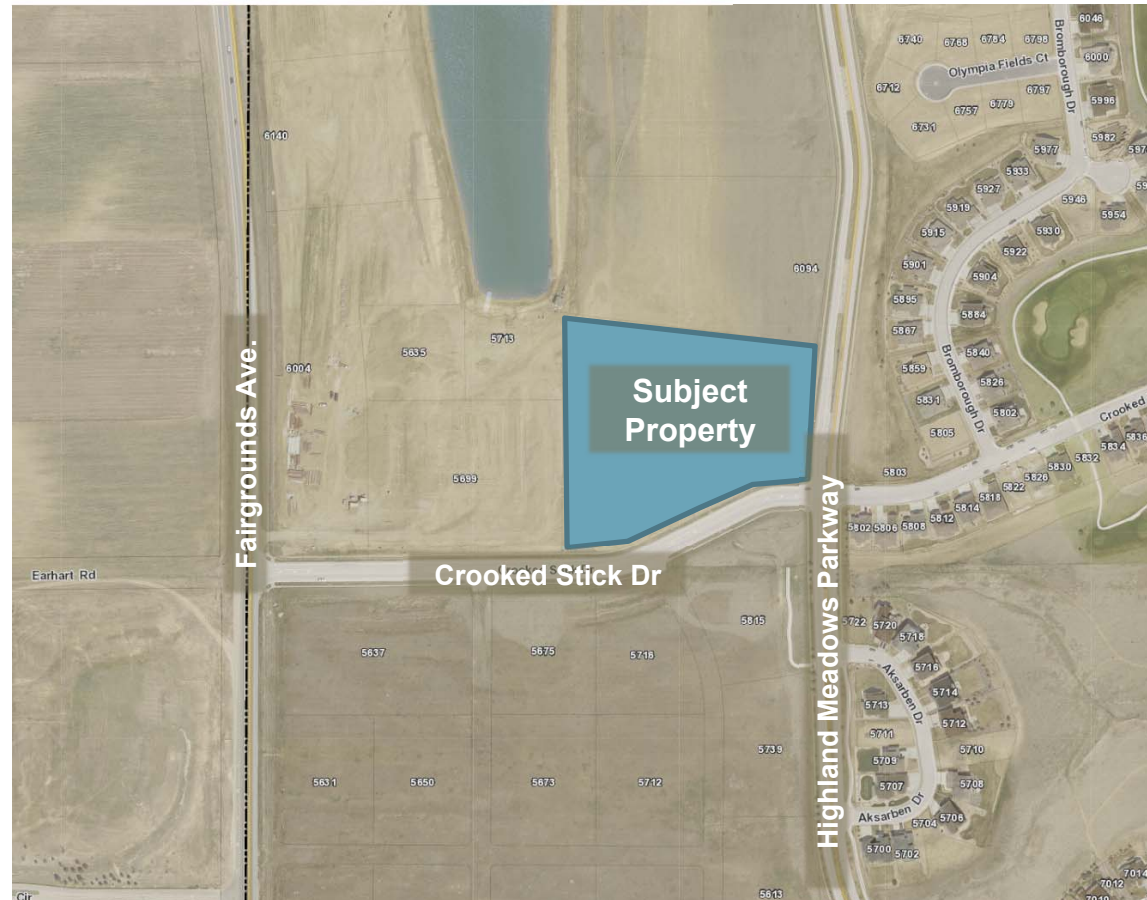
Public Hearing & Parking Determination Highland Meadows Golf Course Subdivision, 8th Filing, Lot 6

Paul Hornbeck, Senior Planner

Planning Commission June 5, 2019

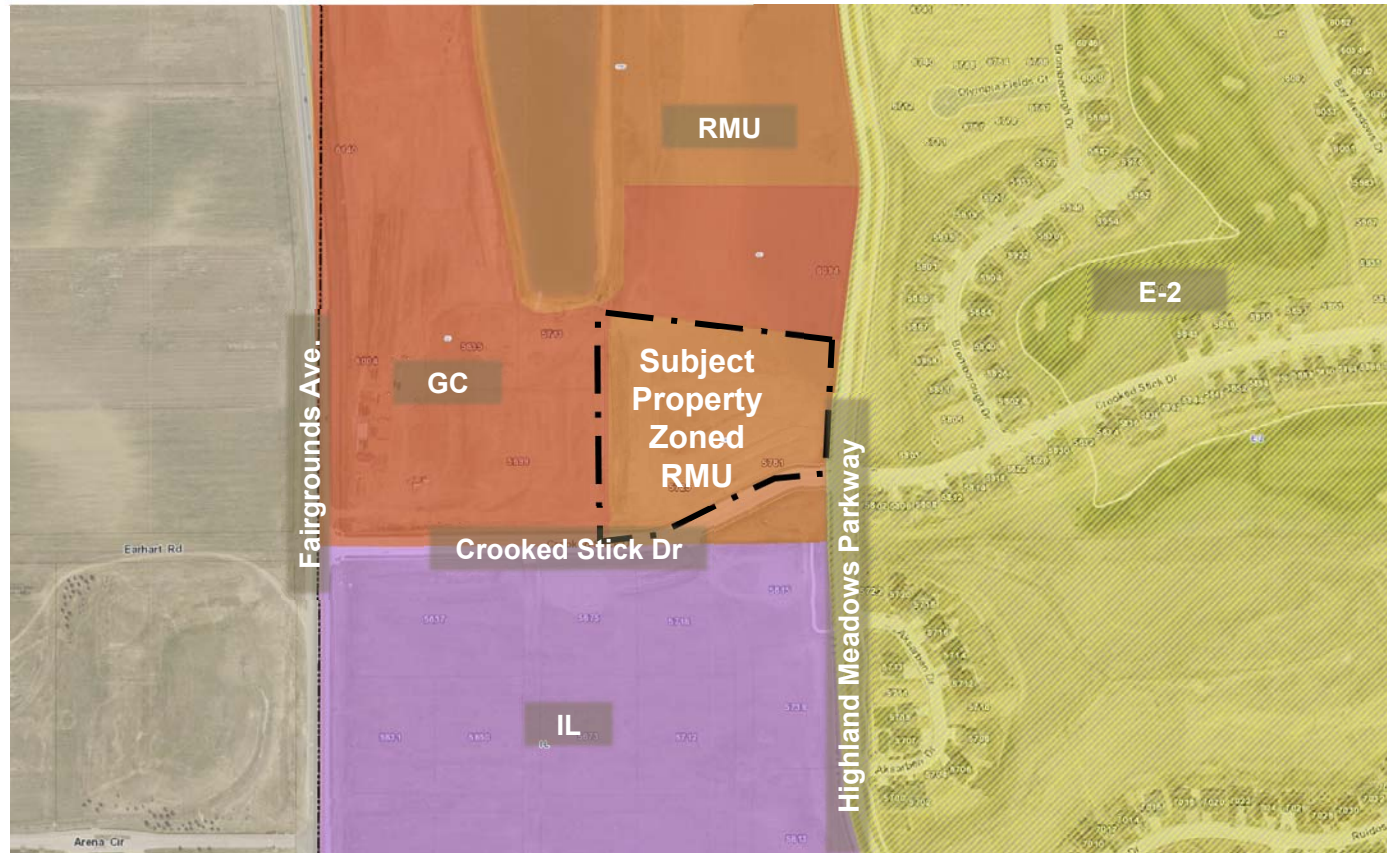


Site Vicinity Map



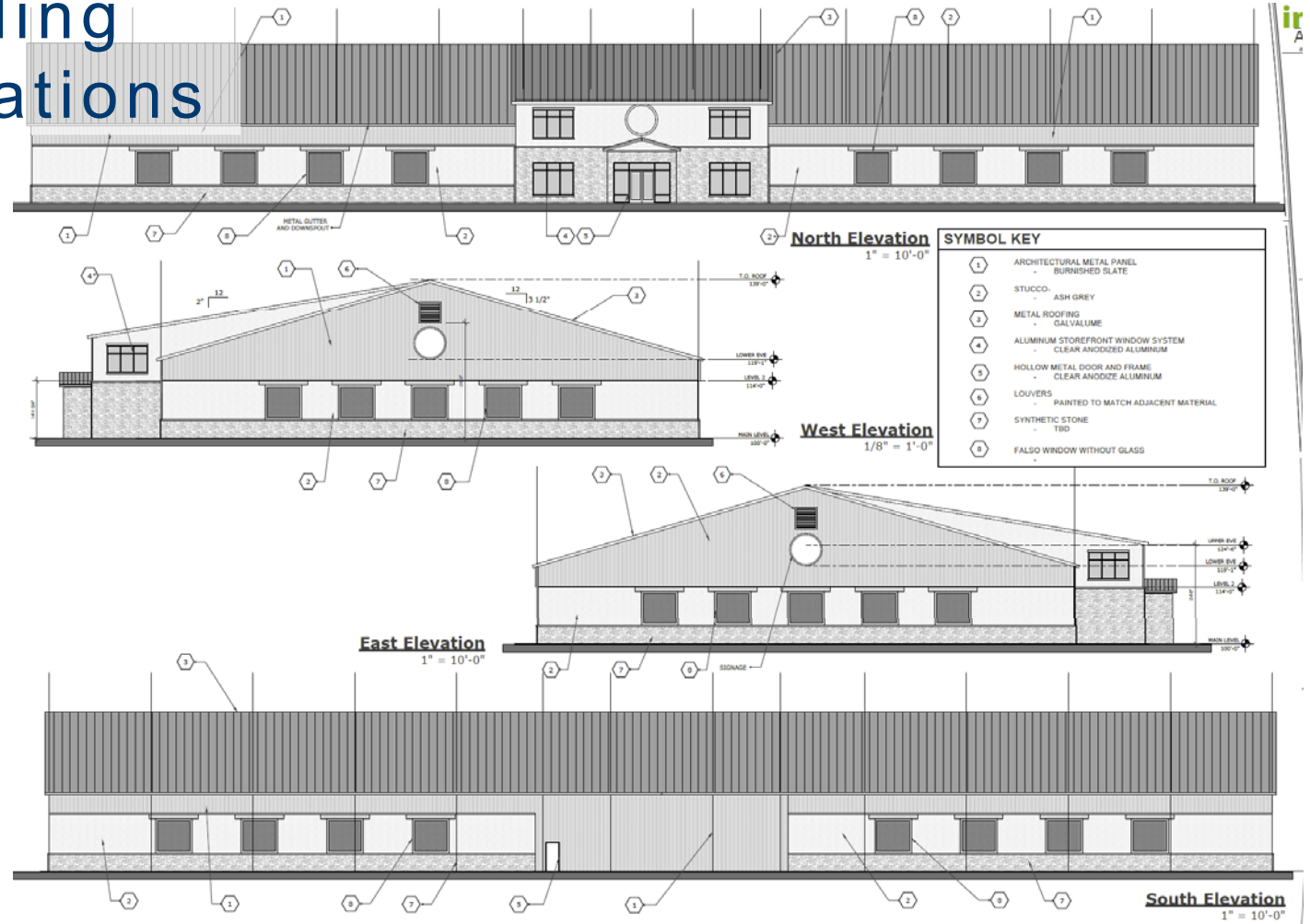


Zoning Map





Building Elevations





Parking Analysis

USTA Adult Leagues

- 16 players
- 5-8 spectators
- 6 employees maximum
- Occasional overlap of matches

Junior Program

- 6 players + 1 instructor per court
- 6 employees maximum

Tournaments

- 20 players
- 10 spectators
- 6 employees maximum
- Occasional overlap of matches



Comprehensive Plan Conformance

Chapter 5b – Growth Framework

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



Recommendation

Staff recommends that the Planning Commission approve the proposed parking as shown on the site plan with the condition that if parking demand appears to exceed expectations, future facility expansion will require Planning Commission determination of parking of need.



Parking Determination

Staff requests that the following be entered into the record:

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



Approval Criteria

Section 16-10-30(7):

The Planning Commission shall convene a public hearing to determine the appropriate application of the parking requirements to the specific situation, applying the criteria set forth above and in keeping with sound land use planning principles.



MEMORANDUM

Date: June 5, 2019
To: Planning Commission
From: Carlin Malone, Chief Planner
Re: Site Plan Summary – Highland Meadows Golf Course Subdivision
16th Filing, Lots 3 & 4 – Highland Meadows Golf Course Retail
Item: D.3.a

Comments (if any) by: June 12, 2019

Site Plan Summary

Applicant: Hillside Commercial Group

Applicant's Representative: Mike Walker, The Birdsall Group

Subdivision / Lot-Block: Highland Meadows Golf Course Subdivision 16th Filing, Lots 3 & 4

Zoning: General Commercial (GC)

Adjacent Zoning: RMU, I-L

Subarea Plans/Special Planning Area: Commercial Corridor Plan/ I-25 Corridor Plan

Overall development characteristics:

- lot area = 3.6 acres / 155,048 square feet
- 5 pad sites amounting to 30,300 square feet (sf) of building potential (~14% building coverage; 37.6% lot coverage)
 - 24,800 sf retail pad sites
 - 5,500 sf restaurant
 - pad sites (building envelope with limited land area surrounding building foundation) will provide plans consistent with overall site plan.
 - 55 feet maximum building height in GC zone district
- 135 parking spaces required – 289 parking spaces provided:
 - 99 required for commercial retail (1 per 250 SF) and 36 required for restaurant (1 per 200 sf plus 1 for every 2 employees).
 - 154 extra parking spaces will be shared with Power 2 Play.
 - Power 2 Play: 178 existing spaces + 154 shared spaces = 332 spaces available
 - Note on subject site plan: *If it has been determined more parking is needed, a conditional use grant will be submitted to request a gravel parking area on Lot 2 to accommodate additional parking.*
- ~ 62% landscaped area (20% required)
- access from Fairgrounds Avenue and Crooked Stick Drive (right-in / right-out)
- continuation of sidewalk/trail system and tree-lined streets

Comment Period

The site plan will be reviewed and approved administratively by staff. However, if there are any comments please forward them to the Director of Planning by either email or at a regular meeting under the communications section of the agenda.

Staff will consolidate any comments received and provide them in a memo to the Planning Commission in the next meeting packet so that all members can review all of the comments received for each site plan project.

Attachments

Project narrative

Site plan

Landscape plan

September 19, 2018

Highland Meadows Golf Course Subdivision,

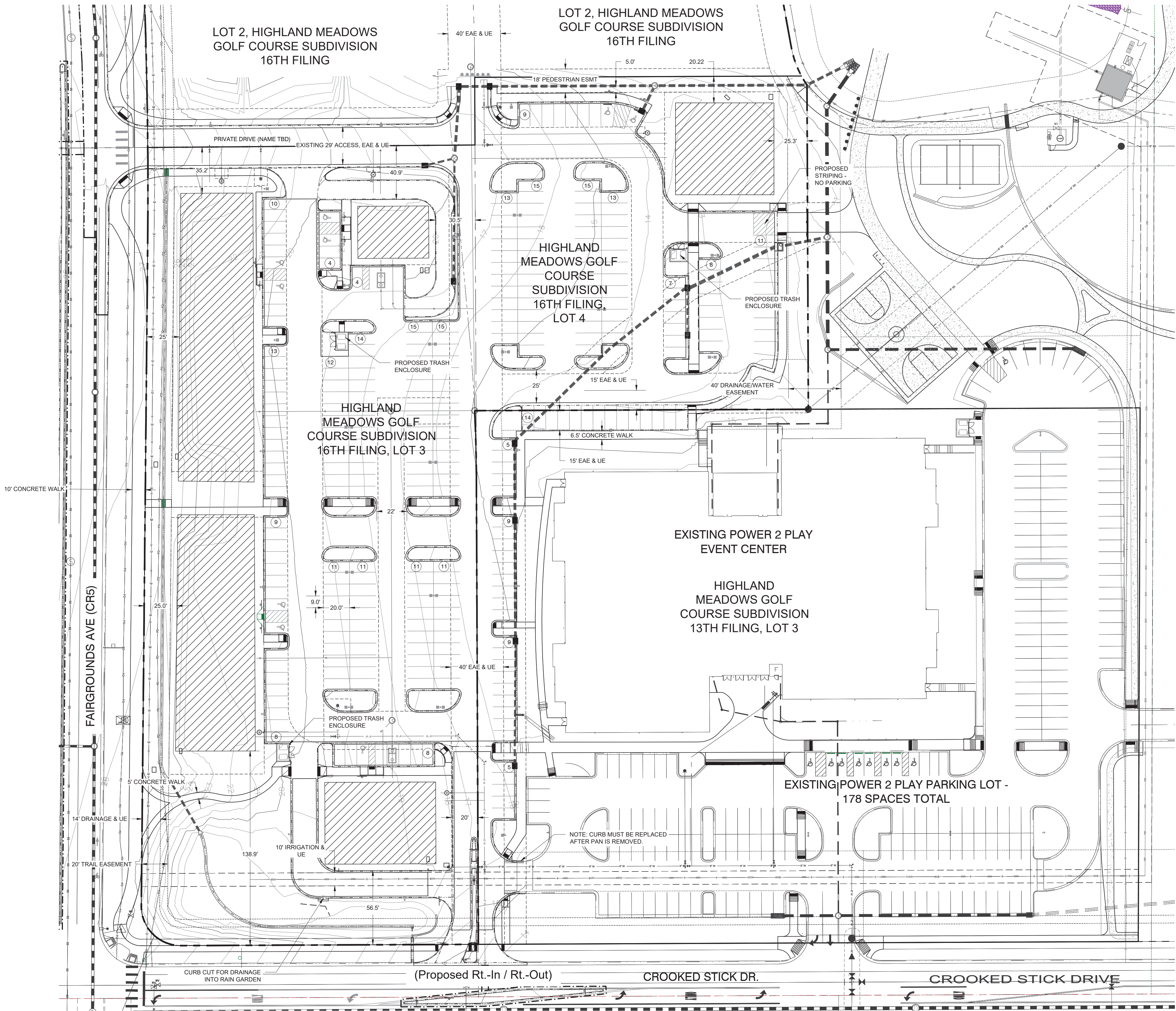
13th Filing, Lots 1 & 2 - Site Plan

This request is to submit a Qualified Commercial Site Plan in order to construct a local retail development project. Lots 1 and 2 were platted with the Highland Meadows Golf Course Subdivision Thirteenth Filing. The 3.6 -acre site is located at the southwest corner of Crooked Stick Drive and Fairgrounds Ave in the Highland Meadows Subdivision and is Zoned GC, General Commercial.

The project will contain five pad sites. Sites one and four will be for retail / commercial uses with an approximate total of 19,800 SF. Pad sites two and five are proposed drive-thru uses with a total of 5,500 SF. Pad site three is proposed to be used as a gym, with approximately 5,000 SF.

A total of 289 off-street parking spaces will be provided. According to the proposed uses it has been calculated that 135 spaces are required per the Windsor Land Use Codes. The additional parking spaces will be shared with Power 2 Play.

Building materials shall match or harmonize with existing commercial buildings. Accents include stucco or wood trim bands over windows, cast stone window sills and water tables.



HIGHLAND MEADOWS GOLF COURSE
SUBDIVISION 16TH FILING, LOTS 3 & 4

Land-Use Statistics

EXISTING ZONING:	GC - GENERAL COMMERCIAL	
GROSS LAND AREA:	155,048 SF	3.6 AC
NUMBER OF BUILDINGS:	5	
LAND USE:	RETAIL / DRIVE-THRU / COMMERCIAL	
TOTAL BUILDING GROSS S.F.:	30,300 SF	
MAXIMUM BUILDING HEIGHT:	N/A	
MAXIMUM BUILDING STORIES:	N/A	

LAND USE	S.F.	% TOTAL
BUILDINGS	30,300	14.0%
PARKING / DRIVES	30,693	14.2%
PUBLIC STREETS	N/A	N/A
SIDEWALKS/PATHWAYS	19,745	9.1%
OPEN SPACE / LANDSCAPE	135,377	62.4%
	216,115 SF	100%

Parking Analysis - Lot 3

RETAIL = 19,800 SF 1 PARKING SPACE PER 250 SF	
REQUIRED:	79 SPACES
RESTAURANT = 5,500 SF 1 PARKING SPACES PER 200 SF PLUS 1 FOR EVERY TWO EMPLOYEES	
REQUIRED:	36 SPACES
TOTAL REQUIRED -	115 SPACES
TOTAL PROVIDED -	184 SPACES
AVAILABLE TO SHARE	69 SPACES
BIKE SPACES PROVIDED -	0 SPACES

Parking Analysis - Lot 4

COMMERCIAL RETAIL = 5,000 SF 1 PARKING SPACE PER 250 SF	
REQUIRED:	20 SPACES
TOTAL PROVIDED -	105 SPACES
AVAILABLE TO SHARE	85 SPACES
BIKE SPACES PROVIDED -	0 SPACES

EXISTING PARKING HIGHLAND MEADOWS
GOLF COURSE SUBDIVISION 13TH FILING,
LOT 3 - (POWER 2 PLAY FACILITY)

EXISTING PAVED PARKING SPACES	178 SPACES
SHARED SPACES FROM LOT 3	69 SPACES
SHARED SPACES FROM LOT 4	85 SPACES
TOTAL SHARED SPACES AVAILABLE	154 SPACES
SPACES AVAILABLE FOR EXISTING PARKING HIGHLAND MEADOWS GOLF COURSE SUBDIVISION 13TH FILING, LOT 3(POWER 2 PLAY FACILITY)	332 SPACES AVAILABLE

PARKING CONTINGENCY NOTE

IF IT HAS BEEN DETERMINED MORE PARKING IS NEEDED A CONDITIONAL USE
GRANT WILL BE SUBMITTED TO REQUEST A GRAVEL PARKING AREA IN LOT 2 TO
ACCOMMODATE THE ADDITIONAL PARKING SPACES.

TOWN OF WINDSOR, COLORADO
DRAWING APPROVAL

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

Town Engineer

Date

HIGHLAND
MEADOWS GOLF
COURSE SUBDIVISION
16TH FILING
LOTS 3 & 4

Site Plan

Windsor, Colorado

COLORADO 80
HOLDINGS LLC

8020 S. County Road 5
Suite 200
Windsor, CO 80528
970.204.9393

City Comments 02.15.19

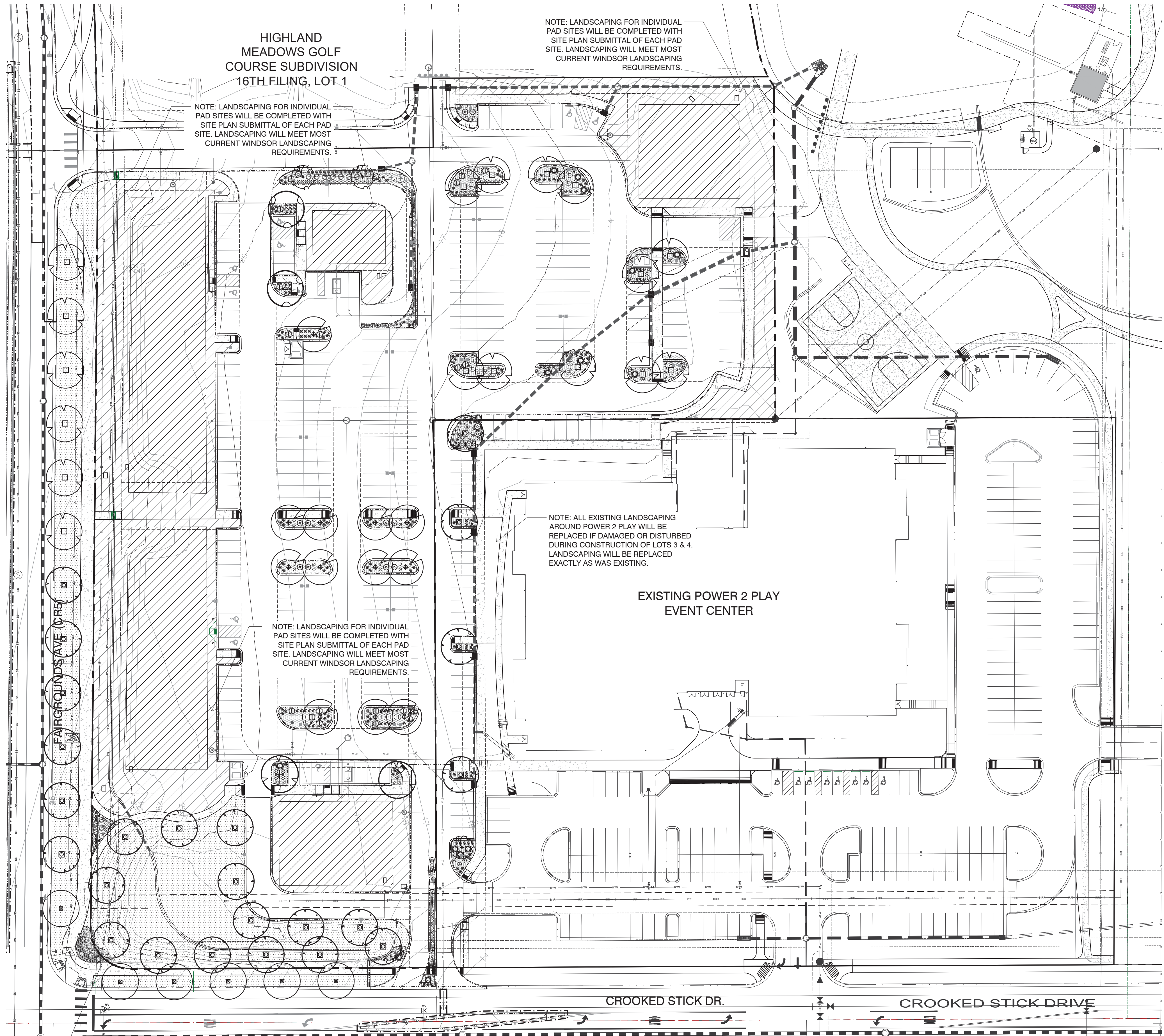
City Comments 04.23.19

September 19, 2018

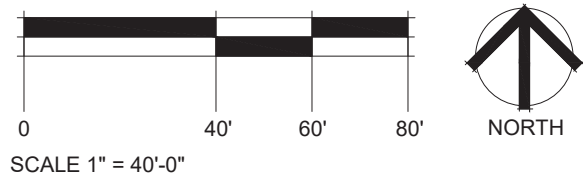
LS1 - Site Plan

Sheet Number: 2

Of: 39



Landscape Plan - Tree and Ground Cover



Plant List*

KEY	QTY	RATIO	SCIENTIFIC/Common Name	HEIGHT	WIDTH	SIZE	NOTES
63 SHADE/CANOPY TREES -							
12	XX%		Gymnocladus dioica 'Espresso' COFFEETREE, KENTUCKY (SEEDLESS)	50'	50'	2.0" cal. BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
24	XX%		Ulmus x accolade ELM, ACCOLADE	60'	50'	2.0" cal. BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
2	XX%		Gleditsia triacanthos inermis Imperial HONEYLOCUST, IMPERIAL	45'	35'	2.0" cal. BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
17	XX%		Tilia americana 'Redmond' LINDEN, REDMOND	35'	25'	2.0" cal. BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
0	XX%		Acer platanoides 'Royal Red' MAPLE, ROYAL RED	35'	35'	2.0" cal. BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
6	XX%		Quercus macrocarpa OAK, BUR	50'	40'	2.0" cal. BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
2	XX%		Quercus rubra OAK, RED	50'	50'	2.0" cal. BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
XXX EVERGREEN TREES -							
XXX	XX%		Pinus nigra 'Arnold Sentinel' PINE, AUSTRIAN COLUMNAR	20'	7"	6" BB	FULL SPECIMEN, EVENLY AND WELL BRANCHED W/ STRAIGHT TRUNK & TOP LEADER
XXX	XX%		Pinus flexilis 'Vanderwolf's Pyramid' PINE, VANDERWOLF PYRAMID	35'	20'	6" BB	FULL SPECIMEN, EVENLY AND WELL BRANCHED W/ STRAIGHT TRUNK & TOP LEADER
XXX	XX%		Picea pungens 'Bakeri' SPRUCE, BAKERI	35'	20'	6" BB	FULL SPECIMEN, EVENLY AND WELL BRANCHED W/ STRAIGHT TRUNK & TOP LEADER
XXX	XX%		Picea abies 'Cupressina' SPRUCE, FASTIGIATE NORWAY	20'	5'	6" BB	FULL SPECIMEN, EVENLY AND WELL BRANCHED W/ STRAIGHT TRUNK & TOP LEADER
3 ORNAMENTAL TREES -							
3	XX%		Malus 'Spring Snow' CRABAPPLE, SPRING SNOW	20'	20'	1.5" cal. BB	BALANCED, WELL-BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
XXX	XX%		Malus 'Royal Raindrops' CRABAPPLE, ROYAL RAINDROPS	20'	20'	1.5" cal. BB	BALANCED, WELL-BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
XXX	XX%		Syringa reticulata LILAC TREE, JAPANESE	20'	20'	1.5" cal. BB	BALANCED, WELL-BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
XXX	XX%		Pyrus calleryana 'Chanticleer' PEAR, CHANTICLEER	35'	20'	1.5" cal. BB	BALANCED, WELL-BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
42 EVERGREEN SHRUBS -							
17	---		Juniperus horizontalis 'Blue Chip' JUNIPER, BLUE CHIP	1'	6"	5 Gallon	6" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
8	---		Juniperus sabina 'Calgary Carpet' JUNIPER, CALGARY CARPET	2.5'	5'	5 Gallon	12" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
17	---		Juniperus communis 'Alpine Carpet' JUNIPER, ALPINE CARPET	18"	5'	5 Gallon	6" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
75 DECIDUOUS SHRUBS -							
10	---		Cornus stolonifera 'Isanti' DOGWOOD, ISANTI	5'	6"	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
XXX	---		Hydrangea paniculata 'Grandiflora' HYDRANGEA, PEE GEE	6'	6"	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
10	---		Syringa meyeri 'Palibin' LILAC, DWARF KOREAN	4'	4'	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
18	---		Physocarpus opulifolius 'Summerwine' NINEBARK, SUMMERWINE	5'	5'	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
XXX	---		Prunus x cistena PLUM, PURPLE LEAF	10'	8"	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
2	---		Potentilla fruticosa 'McKay's White' POTENTILLA, MCKAY'S WHITE	2'	3'	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
18	---		Rosa 'Knockout RadTKO' ROSE, DOUBLE KNOCKOUT	4'	4'	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
XXX	---		Prunus besseyi CHERRY, WESTERN SAND	5'	5'	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
XXX	---		Amelanchier alnifolia SERVICEBERRY	8'	8'	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
17	---		Spirea japonica 'Anthony Waterer' SPIREA, ANTHONY WATERER	2'	3'	5 Gallon	24" (h) FULL SPECIMEN, EVENLY AND WELL BRANCHED
504 PERENNIALS/GRASSES -							
146	---		Hemerocallis spp 'Autumn Red' DAYLILY, AUTUMN RED	3'	3'	1 Gallon	WELL ROOTED AND ESTABLISHED
126	---		Calamagrostis acutiflora 'Karl Foerster' GRASS, FEATHER REED	5'	2'	1 Gallon	WELL ROOTED AND ESTABLISHED
80	---		Panicum virgatum 'Heavy Metal' GRASS, HEAVY METAL BLUE SWITCH	4'	18"	1 Gallon	WELL ROOTED AND ESTABLISHED
11	---		Panicum virgatum 'Shenandoah' GRASS, SHENANDOAH RED SWITCH	4'	18"	1 Gallon	WELL ROOTED AND ESTABLISHED
104	---		Pennisetum alopecuroides 'Hameln' GRASS, DWARF FOUNTAIN	2'	1.5'	1 Gallon	WELL ROOTED AND ESTABLISHED
37	---		Rudbeckia fulgida 'Goldsturm' BLACK-EYED SUSAN	2'	2'	1 Gallon	WELL ROOTED AND ESTABLISHED

*Note: This is the complete plant list. Plants and ratios displaying 'X's will have updated quantities upon final landscaping of individual pad sites. A total of 180 trees, plus buffer trees and shrubs, will be required for the site. Please refer to the most current Town of Windsor landscape code for specifics.

Materials Legend

28,499 S.F.	IRRIGATED TURF DURA-TURF FESCUE BLEND - SEED MIX
9,325 S.F.	WASHED RIVER ROCK - GRAY MINIMUM 4" DEPTH OF 4" - 6" WASHED RIVER COBBLE OVER WEED BARRIER FABRIC
37,130 S.F.	FUTURE LANDSCAPING TO BE PLANTED/DESIGNED AFTER PAD SITE FINALIZATIONS

SEAL

PROJECT TITLE

HIGHLAND
MEADOWS GOLF
COURSE SUBDIVISION
16TH FILING
LOTS 3 & 4

Site Plan

Windsor, Colorado

PREPARED FOR

**COLORADO 80
HOLDINGS LLC**

8020 S. County Road 5
Suite 200
Windsor, CO 80528
970.204.9393

REVISIONS DATE

City Comments	02.15.19
City Comments	04.23.19

DATE

September 19, 2018

SHEET TITLE

LS2 - Landscape Plan

SHEET INFORMATION

Sheet Number: 3

Of: 39