



PLANNING COMMISSION REGULAR MEETING

**June 20, 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 June 6, 2018

C. BOARD ACTION

1. Request for Commercial Corridor Height and Façade Color Waiver – Town of Windsor L2-16 B 11 & Burlington Subdivision L20 - The Mill –, Steve Schroyer, Old Windsor Mil, LLC, applicant; Katy Thompson, Ripley Design Inc., applicant
 - Quasi-judicial Action
 - Staff presentation: Millissa Berry, Senior Planner
2. Site Plan Presentation – Water Valley South 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living – Greg Amble, The Evangelical Lutheran Good Samaritan Society, owner; Heather Scott, Boulder Associates Architects, authorized representative; Jon Sweet, TST, authorized representative
 - Staff presentation: Millissa Berry, Senior Planner

3. Public Hearing – Conditional Use Grant to allow a storage container in the Single Family Residential (SF-1) zone district – Mountain View School 1st Subdivision, Lot 2 – Clearview Library – Ann Kling, Clearview Library District, applicant
 - Quasi-judicial Action
 - Staff presentation: Devin King, Planning Technician
4. Conditional Use Grant to allow a storage container in the Single Family Residential (SF-1) zone district – Mountain View School 1st Subdivision, Lot 2 – Clearview Library – Ann Kling, Clearview Library District, applicant
 - Quasi-judicial Action
 - Staff presentation: Devin King, Planning Technician

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, 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**
<u>Wednesday, August 1, 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

June 6, 2018 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

AGENDA

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:

(Absent) Gale Schick
Doug Dennison
Charles Schinner
Travis Yingst
Jerry Bushelman
Victor Tallon
Dan Foreman
Tim Annable

Town Board Liaison

David Sislowski

Also Present:

Planning Director
Chief Planner
Deputy Town Clerk

Scott Ballstadt
Carlin Malone
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. Annable moved to approve the agenda 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.**

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 May 16, 2018

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

The Town of Windsor will make reasonable accommodations for access to town services, programs, and activities, and will make special communication arrangements for persons with disabilities.

Please call 970-674-2400 by noon on the Thursday prior to the meeting to make arrangements.

C. BOARD ACTION

1. Public Hearing – Major Subdivision – Jacoby Farm 7th Filing - Russell Baker, owner / applicant, Cathy Mathis, applicant's representative

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

Mr. Sislowksi stated for the record, "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."

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The owner/applicant, Mr. Russell Baker, Townhomes at Jacoby Farms, LLC, represented by Ms. Cathy Mathis of TBGroup, has submitted a final major subdivision plat, known as Jacoby Farm Subdivision 7th Filing. The subdivision encompasses approximately 5 acres over two properties (Tract A = ~2.7 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 2.7 acres (~55% of site)
 - Landscaped areas
 - Open yard areas
 - Parking and access drives
 - Utility / access / drainage easements
- Common space will be owned and maintained by a Homeowners' Association.
- School dedications have been met; dedications were made with the processing of the Jacoby Farm Subdivision 2nd Filing.
- Credit for park dedication from Jacoby Farm Subdivision 2nd Filing will be applied.

During the preliminary major subdivision review, 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.

Staff recommends that the Planning Commission forward a recommendation to the Town Board to approve the final major subdivision as presented subject to the following conditions:

1. All outstanding staff comments on the subdivision plat shall be addressed prior to recording of the subdivision plat.
2. The applicant shall enter into a development agreement with the Town prior to recording of the subdivision plat.

The recommendation will be presented to the Town Board at its June 11, 2018 regular meeting.

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

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

Mr. Tallon moved to close the public hearing; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Dennison, Yingst, Tallon , Bushelman, Foreman, Annable

Nays – None

Motion carried.

2. Recommendation to Town Board – Major Subdivision – Jacoby Farm 7th Filing - Russell Baker, owner / applicant, Cathy Mathis, applicant's representative

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

Mr. Schick asked if Ms. Berry had anything further she wished to add.
Per Ms. Berry; Nothing further Mr. Chairman.

Mr. Schick asked if the applicant had any additional information they wished to present.

The applicant had no further information.

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

Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Major Subdivision – Jacoby Farm 7th Filing subject to all remaining Planning Commission and staff comments being addressed; 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. Recommendation to Town Board – Final Site Plan – Jacoby Farm 7th Filing – Jacoby Farm Townhomes – Russell Baker, owner/applicant; Cathy Mathis, applicants representative

- Quasi-judicial Action
- Staff presentation – Millissa Berry, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The owner/applicant, Mr. Russell Baker, Jacoby Farm Townhomes LLC, represented by Ms. Cathy Mathis of TBGroup, has submitted a final site plan, known as Jacoby Farm Subdivision 7th Filing - Jacoby Farm Townhomes. The project occurs on two separate but adjacent tracts. The sites are located northeast and southeast of the intersection of 17th Street and Grand Avenue at the west end of the Jacoby Farm Subdivision.

The site plan consists of 61 townhomes on the two parcels, 31 townhomes on the northern site (identified as Tract A on the site plan) and 30 townhomes on the southern site (identified as Tract B on the site plan). The northern site encompasses approximately 2.7 acres and the southern site encompasses approximately 2.3 acres; both are zoned Residential Mixed Use (RMU). The overall density for each site is 11.9 du/acre. A mix of five-, six-, and seven-unit buildings are proposed. The Jacoby Farm 2nd Filing established the multifamily use of the tracts as well as an allowed density of 15 units per acre (~ 76 units total).

Other overall development characteristics include:

- Northern site / Tract A - number of buildings = 5; number of units = 31; overall density = 11.6 du/acre
- Southern site/ Tract B - number of buildings = 5; number of units = 30 ; overall density = 12.9 du/acre
- 30' building heights
- pitched roof and articulated facades
- multiple façade colors
- asphalt shingles, painted lap siding, synthetic stone wainscot, covered entries
- 2-car garage per unit
- 164 parking spaces - 2 garage stalls per unit plus 44 (22 per site) surface stalls – parking ratio of 2.7 spaces per unit
- access off of Grand Avenue and Stoll Drive , both public streets
- approximately 34% landscaped area
- common areas
- individual trash pick-up; cluster mailbox units

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

1. All remaining Planning Commission and staff comments shall be addressed.
2. The applicant will enter into a development agreement with the Town.

Staff requests 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 were none.

Mr. Tallon moved forward a recommendation of approval to the Town Board for the Final Site Plan – Jacoby Farm 7th Filing subject to all remaining Planning Commission and staff comments being addressed; 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.

4. Public Hearing – Conditional Use Grant – Merlin Oil & Gas Pad – Chris Freeman, Extraction Oil and Gas, applicant / Martin Lind, Raindance Aquatic Investments LLC, property owner
 - Quasi-judicial Action
 - Staff presentation: Carlin Malone, Chief Planner

Mr. Sislowski stated for the record, “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.”

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Extraction Oil and Gas, is requesting a Conditional Use Grant (CUG) to allow oil and gas facilities in the Residential Mixed Use (RMU) zoning district for what is known as the Merlin Pad, located in the northeast portion of Water Valley West Subdivision Lot 5. Oil and gas facilities are allowed as a conditional use in all zoning districts, per Section 16-7-60 of the Town’s Municipal Code, Oil and Gas Facilities.

The subject lot is located approximately ½ mile west of 7th Street and ½ mile north of New Liberty Road. The Town Board will consider the Planning Commission’s recommendations on the CUG application on June 11, 2018.

Lot 5 of Water Valley West Subdivision includes 362 acres. The oil and gas site area (pad) includes seven acres and the proposal includes six wells with associated equipment. The property is currently undeveloped golf course with Poudre River Trail and Whiting Reservoir to the north, undeveloped land (future golf course) to the west, a residence to east, and residential (Hilltop Estates Subdivision [Pelican Hills] and Poudre Heights Subdivision) further east and south of the property boundary.

Oil and gas production will utilize pipelines, which will reduce the amount of truck traffic; however, there will be hauling associated with the operation. The hauling route is proposed from the site to the property's access point on New Liberty Road/WCR 64, west on WCR 64 to WCR 13, south to Crossroads Boulevard/WCR 62, and west to I-25. Truck traffic would primarily occur during daylight hours and the applicant has stated that truck hauling periods will avoid the peak times of school and commuter traffic.

A neighborhood meeting was held by the applicant on May 3, 2018, 6:00-8:00 p.m., at the Windsor-Severance Fire and Rescue Station No. 1 conference room, 100 7th Street. Notifications for this meeting were as follows:

- April 17, 2018 – affidavit of mailing to property owners within 300 feet
- April 20, 2018 – display ad published in the newspapers

There were two neighbors in attendance who had general questions about the proposal (please see the enclosed neighborhood meeting summary notes).

Notifications for this public hearing were as follows:

- May 24, 2018 – affidavit of mailing to property owners within 500 feet, Hilltop and Poudre Heights homeowner associations
- May 24, 2018 – sign posted on property
- May 25, 2018 – published in the newspapers
- June 1, 2018 – posted to Town website

Section 16-7-60(c) of the Municipal Code lists the following standards and requirements for conditional use grants, with staff analysis below:

(c) Based upon specific site characteristics, which include but shall not be limited to: nature and proximity of adjacent development; prevailing weather patterns, including wind direction; vegetative cover on or adjacent to the site; and topography of the site, the Town Board may, as a condition of approval of any conditional use grant, require any or all of the following methods to mitigate adverse impacts on surrounding properties:

(1) Visual requirements. To the maximum extent practical, abatement of negative visual impacts of oil and gas facilities shall be addressed through one (1) or more of the following methods:

a. Use structures of minimal size to satisfy present and future functional requirements.

The proposed conditions of approval require that the applicant utilize equipment and tanks that are low profile.

b. The facilities shall be kept clean and otherwise properly maintained.

The proposed conditions of approval require that the facilities are kept clean and maintained. Maintenance of the facilities includes, but is not limited to, the tracking pads, associated oil and gas equipment, painting of tanks, landscaping, fencing, and disposal of trash. The applicant shall keep public roadways free from mud and debris.

c. Construction of buildings or other enclosures may be required where facilities create visual impacts that cannot be mitigated because of proximity, density and/or intensity of adjacent residential land use.

The sites are located on an undeveloped 362-acre property with no existing structures. The proposed wells would be situated on the north half of the property. The closest occupied building is 290 feet from the drilling pad and the property/building owner has provided a setback waiver to Extraction Oil and Gas. The residential subdivisions of Hilltop and Poudre Heights are located south and east of the proposed drilling site, with the closest home in Hilltop located approximately 1,500 feet and the closest home in Poudre Heights located approximately 2,150 feet from the property boundary of the site. The Poudre Trail is north of the drilling pad. Due to the proximity of the Poudre Trail, staff recommends that sound walls are setback a minimum of 30 feet from the existing temporary trail and permanent trail. The recommended trail setback is included in the CUG conditions of approval. Landscape berms will mitigate visual impacts from the trail and surrounding properties both in the interim and in the long-term.

(2) Landscape requirements. Groundcover, shrubs and trees shall be established and maintained in order to adequately buffer the facility.

Due to the proximity of the site to the trail and nearest residences, landscape berms, with evergreen trees, would provide the most efficient buffering of the facility. The drilling will occur in one phase (2018), planned for drilling six wells, and screen/sound walls be provided. Landscaping must be completed in a timely manner after the initial drilling phase. As such, staff has included a condition of approval that the landscaping is installed no later than 60 days after the initial drilling phase is completed. The applicant has noted that the landscaping is proposed to be installed with the completion of the golf course, but that timeframe is currently unknown.

(3) Floodplain requirements. The oil and gas facilities shall comply with all applicable federal, state and local laws and regulations when located in a regulatory floodway or a special flood hazard area. All equipment at oil and gas facilities located within a special flood hazard area shall be anchored as necessary to prevent flotation, lateral movement or collapse. Any activity or equipment at any oil and gas facility within a special flood hazard area shall comply with the Code of Federal Regulations (C.F.R.) for the National Flood Insurance Program (NFIP), 44 C.F.R. Parts 59, 60, 65 and 70, and shall not endanger the eligibility of residents of the Town to obtain federal flood insurance.

The pad sites are located outside of the floodplain.

Standard Conditions:

The Town's standard conditions of CUG approval for oil and gas facilities are included in staff's recommendation. Not all of the Town's standard conditions represent the most current industry standards, rules and regulations, and/or best

management practices. As such, recommended deviations or additions for five (5) of the standard conditions are as follows:

h. Oil and gas equipment.

1. The applicant shall utilize electric motors in order to mitigate the noise impacts to the neighboring properties.

Addition: *The applicant shall utilize noise dampening methods consistent with the best management practices (BMPs) utilized in the basin. Such methods include, but are not limited to, sound walls, blankets, and other noise mitigation installed at the source of any equipment creating such noise. Noise mitigation methods known as "Quiet Fleet Technology," utilized by Liberty Oilfield Services, shall be used as examples of BMPs to be replicated.*

Staff comment: Noise has historically been one of the largest generator of complaints from Windsor residents, particularly noise generated by the applicant's H-Y pad located approximately $\frac{3}{4}$ mile to the east of the subject pad. In order to minimize such complaints and issues, the applicant shall utilize noise dampening methods consistent with the best management practices (BMPs) utilized in the basin. An example of such method is known as "Quiet Fleet Technology" used by Liberty Oilfield Services, in which noise from a continuously running truck engine is mitigated through use of an engine cover.

e. Temporary screening. The applicant shall install a buffer to screen the initial drilling activities and installation of site improvements from surrounding neighborhoods and streets. ~~The temporary buffer shall include hay bales to enclose the drilling operations to provide noise mitigation.~~

Deviation: *The temporary buffer/sound walls shall enclose the drilling operations to provide screening and noise mitigation barriers in the direction of nearby homes, as appropriate.*

Staff comment: The use of hay bales is no longer a standard practice for sound or visual mitigation. Utilization of sound walls is the standard practice for temporary buffering during the initial drilling activities. The applicant has noted that the east and north sides of the pad will feature 32' high sound walls during drilling and completions. Additionally, the south and west sides of the pad will be set below grade, under about 25 to 30 feet of cut, and will not be visible or audible from land uses to the south and west.

i. Air quality.

- (3) The applicant shall submit to the Town copies of all air emissions reporting **the Colorado Regulation 7 XII annual report**, as required by the COGCC and/or the CDPHE's Air Pollution Control Division.

j. Water quality.

- (1) The applicant shall ensure that any hydrocarbon discharges from the site comply with all state and federal water quality requirements.

Addition: Any hydrocarbon discharges shall be properly reported to COGCC, and remediated according to COGCC requirements in all cases. Reportable hydrocarbon discharges shall also be reported to the Windsor Local Government Designee (LGD).

Staff comment: No hydrocarbon discharges are allowed from any oil and gas site in Colorado. If any discharge occurs, the above condition describes the action that will be taken.

Addition: All trucks and equipment that are used by primary contractors of Extraction Oil and Gas Company (e.g. drilling, completions, roustabout services) exclusively on the location during drilling and completion activities will be equipped with white noise backup alarms. As per OSHA regulations, in cases where rear view cameras and/or spotters are used 100% of the time, the truck or equipment will not have a backup alarm.

In addition to the Town's standard conditions, staff has included six (6) site-specific conditions of approval.

1. All Planning Commission and staff comments are addressed.
2. The truck hauling route shall remain in accordance with Exhibit A seen in packet material, unless otherwise approved by the Town.
3. Truck hauling periods for oversize loads shall avoid before and after school traffic (7:30 a.m. – 8:15 a.m. and 2:45 p.m. – 3:30 p.m.), and avoid peak times of commuter traffic (7:00 a.m. – 8:30 a.m. and 4:30 p.m. – 6:00 p.m.).
4. All landscape screening shown on plan shall be completed no later than 60 days after the initial drilling phase and perimeter berms are constructed, weather permitting, and shall not be postponed until development of the golf course. Irrigation shall be included to ensure establishment of all plant materials.
5. Sound walls shall be setback a minimum of 30 feet from the Poudre Trail temporary and permanent trails.
6. ~~The property owner shall pave the permanent Poudre Trail, per the Poudre Trail Authority specifications.~~ Water Valley will eliminate the temporary trail and re-establish the permanent trail by Labor Day September 3, 2018, with the reservation that portions of the trail may be closed in the future during the construction of the golf course. During future trail closures due to construction of the golf course, a temporary trail will be provided to accommodate traffic.
7. The Town's standard conditions of approval for oil and gas facilities, as amended.

The applicant requested the following amendment:

- ~~3. All trucks and equipment that are used by primary contractors of Extraction Oil and Gas Company (e.g. drilling, completions, roustabout services) exclusively on the location during drilling and completion activities will be equipped with white noise backup alarms. As per OSHA regulations, in cases where rear view cameras and/or spotters are used 100% of the time, the truck or equipment will not have a backup alarm.~~

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the conditional use grant, subject to all site-specific conditions and the Town's standard conditions of approval for oil and gas facilities, as amended.

Staff requests that the following be entered into the record:

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

Mr. Schick asked if anyone from the audience wished to speak on this matter.
There were 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, Tallon , Bushelman, Foreman, Annable
Nays – None
Motion carried.**

5. Recommendation to Town Board – Conditional Use Grant – Merlin Oil & Gas Pad – Chris Freeman, Extraction Oil and Gas, applicant / Martin Lind, Raindance Aquatic Investments LLC, property owner
 - Quasi-judicial Action
 - Staff presentation: Carlin Malone, Chief Planner

Troy Owens, Extraction Oil and Gas, gave a detailed presentation to the Commission regarding the drilling process. Mr. Owens touched upon the management practices, time frame for drilling, traffic routes and landscaping/sound walls to help with visibility and noise reduction.

Mr. Schick inquired about the elimination of the white noise back up alarm and if Extraction Oil and Gas will have spotters or cameras and if this would be acceptable per OSHA regulations.

Mr. Owens responded stating that they do not believe that the white noise back up alarm works as efficiently as the beeping alarms. Mr. Owens stated that safety is a high priority and believes that the sound walls will provide sufficient noise mitigation. Spotters and cameras will be used per Mr. Owens during the drilling and completion stages of the project.

Mr. Annable inquired about truck traffic and oversized loads.

Mr. Owens stated that traffic would be minimal compared to other pad sites and that they would be in compliance with the traffic regulations.

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

There were none.

Mr. Bushelman moved to forward a recommendation of approval to the Town Board for a Conditional Use Grant – Merlin Oil & Gas Pad subject to

**all Planning Commission and staff recommendations; 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.**

Mr. Schick requested a 5 minutes recess due to technical difficulties. The Planning Commission meeting went into recess at 7:32 p.m..

The Planning Commission meeting reconvened at 7:36 p.m.

6. Site Plan Presentation – Highlands Industrial Park Subdivision 1st Filing Lot 6 Block 1 - Logos Imaging - Shawn and Melanie Munn, owners; BJ DeForge, applicant

- Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Mr. BJ DeForge, representing the property owners Mr. Shawn Munn and Ms. Melanie Munn, is proposing a new development on Lots 6, Block 1 of the Highlands Industrial Park Subdivision 1st Filing. The site of the proposed building is addressed as 7292 Highland Meadows Parkway. The site is zoned Limited Industrial (I-L) and are located adjacent to other I-L-zoned properties except to the northeast where it abuts the Estate Residential E-2 District.

Overall development characteristics include:

- Total combined lot area of 2.38 acres
- 32,752 square foot (sf) building total (~24% lot coverage)
 - two stories - 25,396 sf footprint; 7,356 second floor
 - phased building
 - phase 1- south half at 18,776 sf for Logos Imaging's manufacturing area, office and warehouse space
 - Future addition – 13,976 sf
- Logos Imaging: 15 to 20 employees
- phase 1 (Logos Imaging) use mix – 14,672 office, 5,160 sf fabrication, 12,920 storage
- 55 parking spaces (parked at 1 per 300 sf)
- ~ 34% landscaped area (15% required)
 - Includes trees to buffer / screen building from northeast
- access from Highland Meadows Parkway and Greenridge Road
- loading area on west side of building

Building characteristics include:

- pre-engineered steel building with stucco embossed and masonry panel wall finishes on south and east facades and metal panels on rear and north elevations (until second phase is added to north end); cultured stone wainscot
- earth tone colors – light beige stucco, beige masonry panels, brown trim, dark brown wainscot, dark bronze canopies
- covered entry

- pitched metal roof
- building height: 30'
- addition will be have complementary / similar design, materials, and colors as phase 1

Ms. Berry indicated that 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.

7. Site Plan Presentation – Falcon Point Subdivision Lot 5 - Falcon Point Flex – Falcon Point Flex, LLC, owner, Mark Morrison, applicant

- Staff presentation: Paul Hornbeck, Senior Planner
Ms. Malone gave the presentation of behalf of Mr. Hornbeck.

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant Mr. Mark Morrison is proposing a new site development in the Falcon Point Subdivision at 583 Gyrfalcon Court, south of SH 392/ Main Street. The site is zoned Limited Industrial (IL) and is located adjacent to other properties with IL zoning.

Overall development characteristics include:

- total lot area of 5.88 acres
- an office/ warehouse building of 18,375 square feet
- approximately 15.7% landscaped area
- 27 parking stalls
- 25' maximum building height
- metal building with synthetic stone wainscot

Ms. Malone indicated that 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

Ms. Malone wished to thank the Planning Commission for attending the joint Work Session with the Town Board which was held on June 4th.

Mr. Ballstadt reminded the Planning Commission to RSVP for the upcoming State Planning Conference.

- E. ADJOURN
Upon a motion duly made, the meeting was adjourned at 7:49 p.m.

Deputy Town Clerk, Amanda Mehlenbacher

DRAFT



MEMORANDUM

Date: June 20, 2017
To: Planning Commission
From: Millissa Berry, AICP, Senior Planner
Re: Request for Commercial Corridor Height Waiver – Town of Windsor L2-16 & Burlington Subdivision L 20 – The Mill; Steve Schroyer, Old Windsor Mill, LLC, owner; Katy Thompson, Ripley Design, Inc., applicant
Item #: C.1

Background / Discussion

The applicant, Katy Thompson of Ripley Design, Inc., is requesting a waiver from the Commercial Corridor Plan (CCP) height requirements and façade color requirements.

Section IV.A.1 of the CCP states:

Building Height. In order to allow for taller mixed use buildings with office and residential uses on upper floors, the maximum height in the Downtown Subarea shall be forty-five feet (45').

Section III.B.6 states:

Façade colors shall be earth tone colors...other colors may be used provided that they are sensitively integrated into the overall color palette.

The project is the rehabilitation of the existing building known as the Windsor Mill. The site is located at the southwest corner of 3rd and Main Streets and addressed as 301 Main Street. The property lies within the boundaries of the CCP area and is included in the CCP's Downtown Subarea. It is also in the Old Town Windsor Subarea of the Downtown Corridor Design Guidelines. The property is zoned General Commercial (GC), and is located adjacent to other GC zoned properties to the east, the Central Business district to the north and west and the Single Family Residential (SF-1) zone to the south.

The project aims to restore as much of the remaining historic Windsor Mill structure as possible with the rebuilt addition incorporating new modern elements. Overall development characteristics:

- 22,850 sf building
- Two story-building that steps down to one-story on the west, south and east ends of the building
- Reconstructed in Windsor Mill footprint (received variance in December of 2017 to do so)
- Restoration of the existing building's brick facade
- Proposed additions include architecturally diverse façades that complement the historic portion of the building
- Landscaping and patio area
- 15 parking spaces
- Variety of tenants: restaurant, bar, offices, storage, outdoor gathering space

Additional information and elevations are contained in the associated staff presentation.

The proposed architecture mimics the size and shape of The Mill at a two-story scale rather than the former 4-story structure. The majority of the building would be 45 feet (44'11") tall or less. The area above the main doors of the building is designed as a taller architectural feature (grain tower) that reflects the architecture

found in that area in the former Mill structure (see image in the presentation). This portion of the building is approximately 20 feet wide and spans the depth of the building in a similar manner as seen in the original building.

The site is immediately adjacent to the Central Business district and is considered to be in the Downtown. Without the CCP height requirement, both the GC and CB zones would allow a structure of this height (55' in the GC and 75' in the CB).

Waiver from the 45-foot Height Limit per the Commercial Corridor Plan

Section II.B.2 of the CCP states that requests for design criteria waivers are subject to review and determination by the Planning Commission. The Planning Commission may grant, conditionally grant or deny the waiver request. In order to receive a waiver, the applicant has the burden of establishing justification for waiver approval under the following criteria:

- (1) Strict application of the applicable standards will result in either extraordinary practical difficulties or undue hardship.*
- (2) The proposed waiver or variance, if approved, will protect the public interest equally or better than the standard for which the waiver is requested.*
- (3) Approval of the waiver request will not be detrimental to the public interest.*

(1) Strict application of the applicable standards will result in either extraordinary practical difficulties or undue hardship

In this case, strict application of the standards would result in a structure that does not reflect the original architectural elements of The Mill as it could. The overall mass of the building has been reduced compared to the original structure but the inclusion of the grain tower portion above the main entry doors along Main Street is an identifying feature of the original Mill building. To gain the same changes in roof line within the 45 foot height limit, the building would have to be scaled down further which potentially would reduce the ability to have the same amount of second floor space. The alternate would be to remove the tower area which may be contrary to the public interest (see next section). If it were not for the occurrence of the 2017 fire, the owners of The Mill would be allowed to restore the structure at the former height (approximately 65 feet with the 70 foot tall grain tower).

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

The 2016 Comprehensive Plan identifies the Mill as an iconic Windsor structure that anchors the eastern end of the Downtown. The site is seen as a potential catalyst for more Downtown reinvestment and the creation of a destination in Windsor. Through the Comprehensive Plan and other Town initiatives, the Town has targeted the Mill as prime investment opportunity for the community. The desire to retain the building's historic character has been expressed in past Town initiatives to support the restoration of The Mill. The Town's Strategic Plan includes the initiative to "partner with developer to renovate and establish a commercially viable entity at The Mill". Both the Comprehensive Plan and the Strategic Plan were developed prior to the 2017 fire that destroyed the taller elements of the building but the overall support of the restoration of the iconic Windsor structure remains with recent incentive packages to assist in the effort to see the building restored in a manner resembling its prior appearance.

The public interest is also expressed in the Downtown Corridor Design Guidelines and other areas of the CCP. Section IV.C.1.c.4 of the guidelines states:

"Maintain original building heights. Keep renovated buildings approximately the same height."

The guidelines do include the statement "building height shall be no taller than two stories or 30' whichever less is." However, unlike the majority of the buildings in the Downtown, the Mill originally was taller than 30' at approximately 70 feet to its tallest point and approximately 65 feet for the bulk of the

building. Section III.B.4.e of the CCP encourages architectural elements that add interest to roofs such as dormers, cupolas, clock towers, and other similar elements are encouraged.

These plans, planning efforts, and other Town initiatives show a public interest in the restoration. Allowing the height waiver appears to protect the public interest of restoring the character of The Mill equally or better than the standard for which the waiver is requested.

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

It is not foreseen that granting the waiver request would be detrimental to the public interest. Taller buildings are expected and are appropriate in the Downtown and the proposed heights are shorter than the original Mill structure. The restoration includes the application of high quality materials. After the restoration, the project will allow for additional commercial and gathering spaces in the Downtown and is seen to be a catalyst for investment/re-investment in the Downtown.

Waiver for Façade Colors per the Commercial Corridor Plan

Section III.B.6 of the CCP calls for façade colors to be earth tone colors. Other colors may be used for accent or to emphasize focal areas provided that they are sensitively integrated into the overall color palette. For The Mill restoration, the colors chosen are representative of those found on the original Mill structure: red brick, gray and red siding, and gray metal roof. The red siding proposed is not typically considered an earth tone color.

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

The red siding is an identifying feature of the original Mill building. If it were not for the 2017 fire, the owners of the Mill would have been able to restore the building with the red siding as proposed.

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

As expressed in the previous section, restoration of The Mill to reflect its original appearance and character is an identified public interest. The use of original colors is encouraged by the Downtown Corridor Design Guidelines:

Section IV.C.1.c.7 – Use new materials that have texture and color similar to those used in the original construction.

It also states:

Section IV.C.1.c.10 – Develop a color scheme for the entire building front that coordinates all the façade elements.

The color chosen appears to be “sensitively integrated into the overall color palette” as directed by the CCP because it does reflect a previous color used in this particular area of the structure and it is part of a color scheme that coordinates all if the façade elements.

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

The use of the red siding is not seen to be detrimental to the public interest. A portion of the former building had similar red siding and a variety of building colors can be found in the immediate area particularly in the residential neighborhood to the south.

Conformance with Comprehensive Plan

The application is consistent with the following goals and objectives of the 2016 Comprehensive Plan:

Chapter 5d - Commercial & Industrial Areas Framework Plan

Goal:

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

Objective:

1. *Prioritize new growth in areas currently served by town infrastructure and services.*
2. *Incentivize infill development to complete neighborhoods and leverage existing resources.*

The 2016 Comprehensive Plan identifies the Mill as an iconic Windsor structure that anchors the eastern end of the Downtown. The site is seen as a potential catalyst for more Downtown reinvestment and the creation of a destination in Windsor. Through the Comprehensive Plan and other Town initiatives, the Town has targeted the Mill as prime investment opportunity for the community.

Relationship to Strategic Plan

The application is consistent with the Strategic Plan, particularly the goal of a Prosperous Local Economy. The Strategic Planning Framework 2016-18 includes the initiative: "Partner with developer to renovate and establish a commercially viable entity at The Mill".

Recommendations

Based on the justification provided by the applicant and staff review of the request, staff believes that the proposed height waiver request and waiver for façade colors is consistent with the intent of the Commercial Corridor Plan and therefore recommends approval of the waivers for height and façade color.

Attachments

Application materials
Staff PowerPoint

cc: Katy Thompson
Steve Schroyer



land planning ■ landscape architecture ■ urban design ■ entitlement

WINDSOR MILL

ADMINISTRATIVE SITE PLAN REVIEW SUBMITTAL
MAY 9, 2018

NARRATIVE:

This application proposes the redevelopment of the site located at 301 Main Street in Windsor, CO, as well as the rehabilitation of the existing building known as the Windsor Mill. The project aims to restore as much of the remaining historic structure as possible, with the re-built addition incorporating new modern elements into the project. All improvements are to be constructed in one phase.

The approximate floor area of the main building upon completion will be 22,850 square feet. The building is anticipated to host a variety of tenants which may include uses such as bar and restaurants, brewery, office, storage, and outdoor gathering spaces.

The rehabilitation portion of the project will involve extensive brick repair and restoration of the existing portion of the building remaining after the fire of 2017, which is located in the northwest corner of the site. The proposed additions along Main St. are anticipated to provide an architecturally diverse façade and will work to highlight the historic portion of the building by adding in modern elements such as tin exterior, signage, and an updated wood siding.

The overall site will be redeveloped with new sidewalks along Third and Main Streets, landscaping, patio seating and entertaining areas, parking, irrigation, lighting, and a trash enclosure. The existing silo structure will be retrofitted into a stage area that fronts onto a patio and seating area. Along Third Street, the building, patio, and silo will extend up to the property line per a zero lot line setback variance that was granted through the Windsor Board of Adjustments on October 26, 2017. A parking lot of 15 spaces that also contains the trash enclosure is proposed with access off of the south, adjacent alley.

Thinking outside of the box for over two decades.

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



CCP Waiver Requests- Height and Façade Color –

Town of Windsor Original
Plat L2-16 & Burlington
Subdivision L20 - The Mill

Millissa Berry, Senior Planner

Planning Commission June 6, 2018



Waiver Requests

- Height waiver from 45 foot requirement in Commercial Corridor Plan (CCP) to allow for a 50 foot building along Main Street (General Commercial Zone maximum height is 55 feet)

CCP Section IV.A.1: Building Height. In order to allow for taller mixed use buildings with office and residential uses on upper floors, the maximum height in the Downtown Subarea shall be forty-five feet (45').

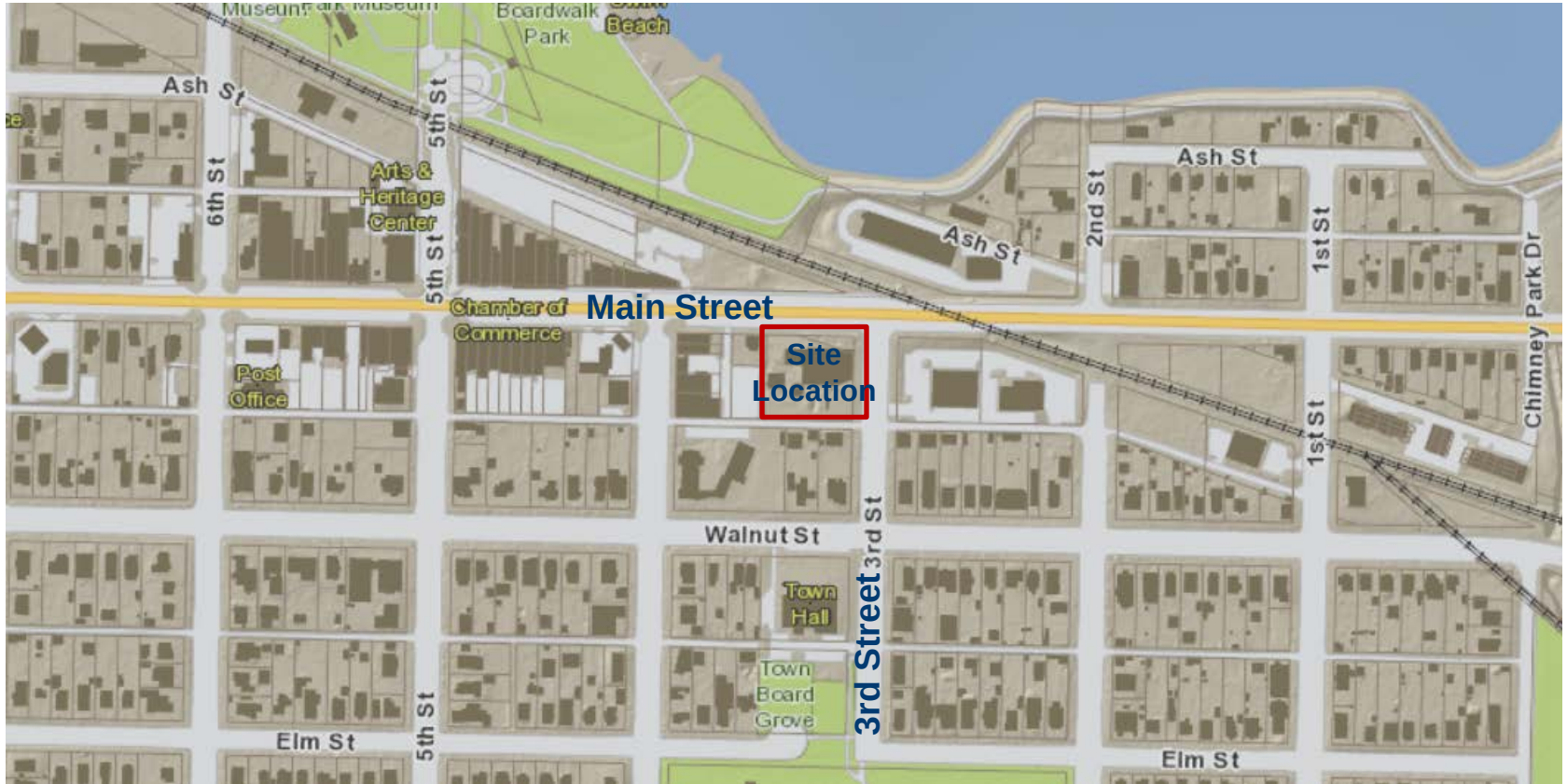
"Building Height. Unless otherwise specified in Section IV. of the subarea design criteria for a particular corridor, the following maximum building heights shall apply:

- a. The predominant portion of any building shall not exceed thirty feet (30') in height.*
- b. Ornamental architectural elements or appurtenances such as clock towers or cupolas shall not exceed forty feet (40') in height."*

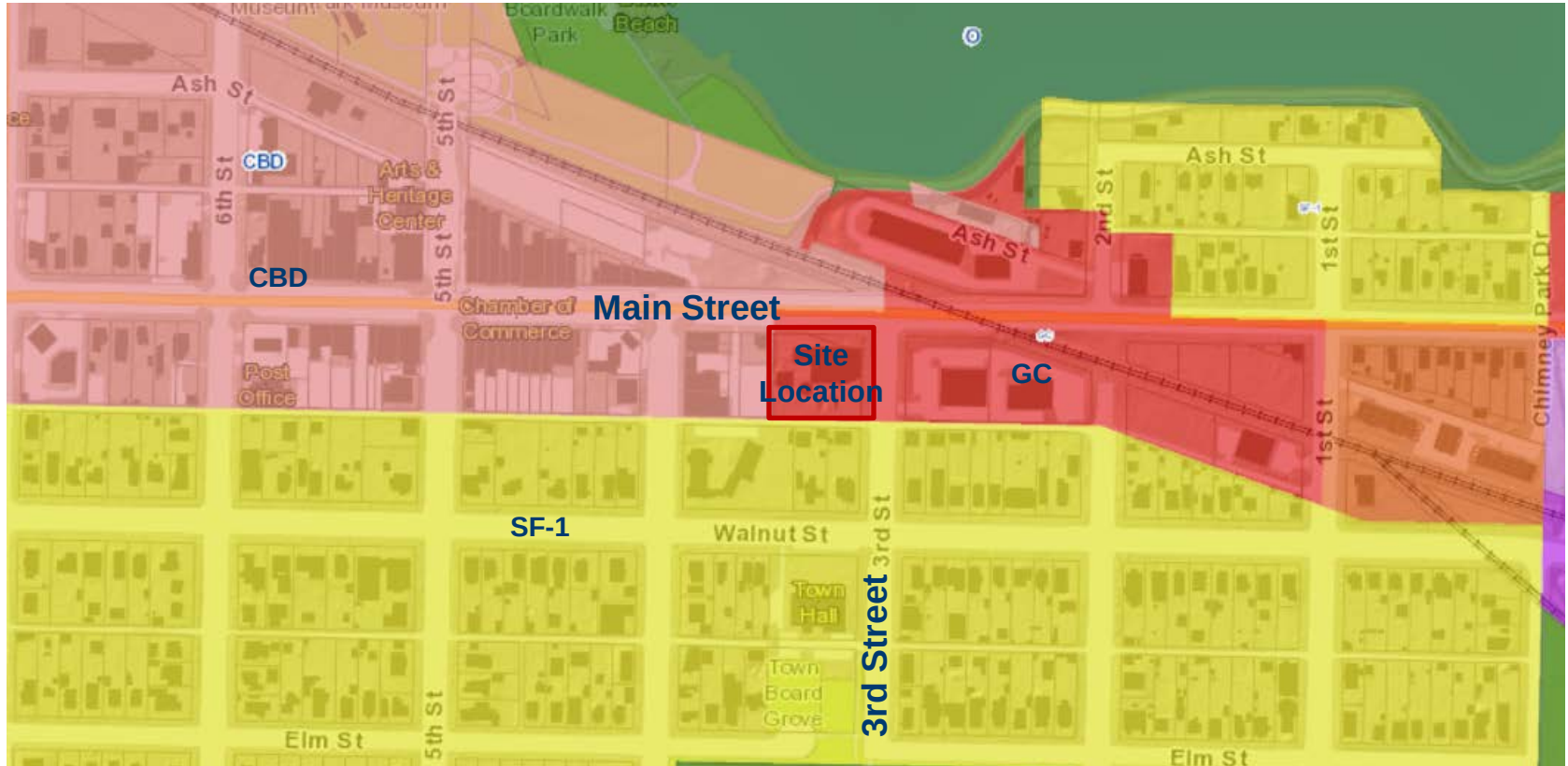
- Façade color to allow for red siding

CCP Section III.B.6: Façade colors shall be earth tone colors...other colors may be used provided that they are sensitively integrated into the overall color palette.

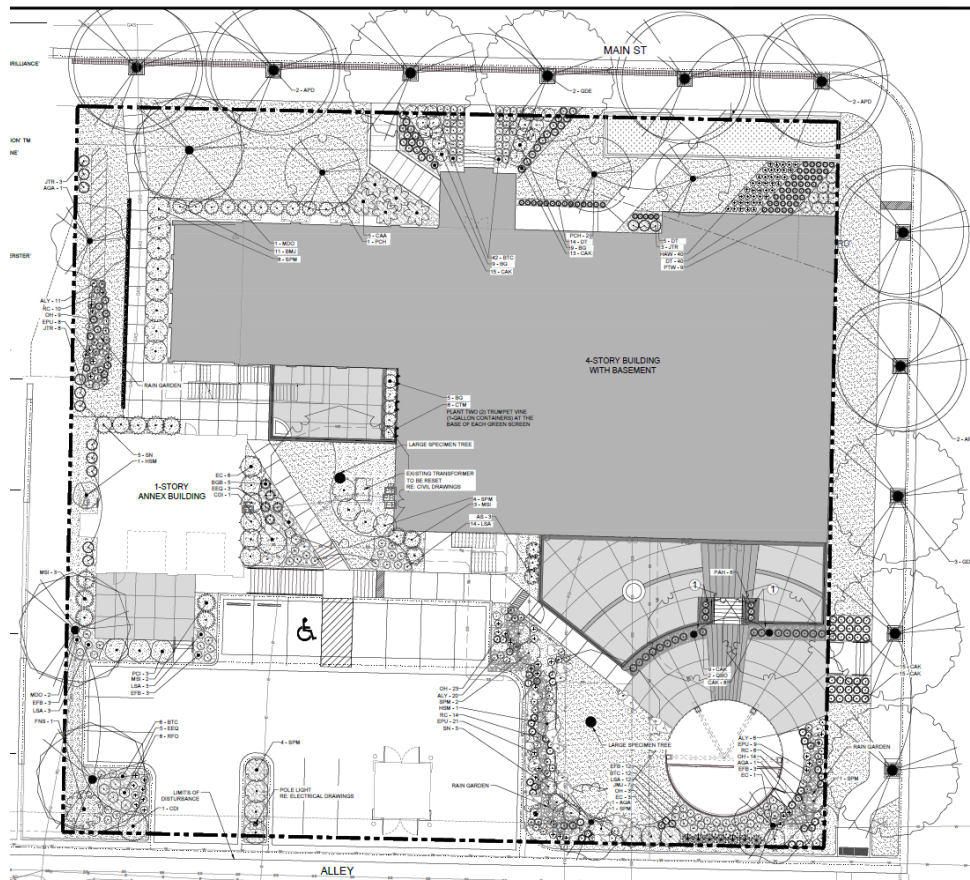
Site Vicinity Map



Site Zoning Map



Site & Landscape Plan



Building Perspective

Building heights:

- 49' 10" – area over main door
- 45' or less for majority of the roofline

Addition – red siding



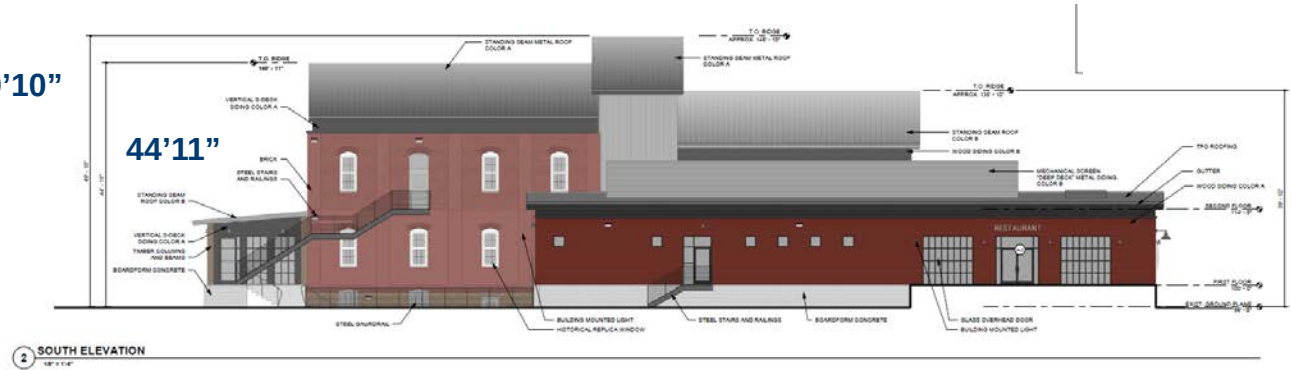
Building Elevations

49'10"

Building heights:

- 49' 10" – area over main door
- 45' or less for majority of the roofline

Addition – red siding



49'10"

44'11"



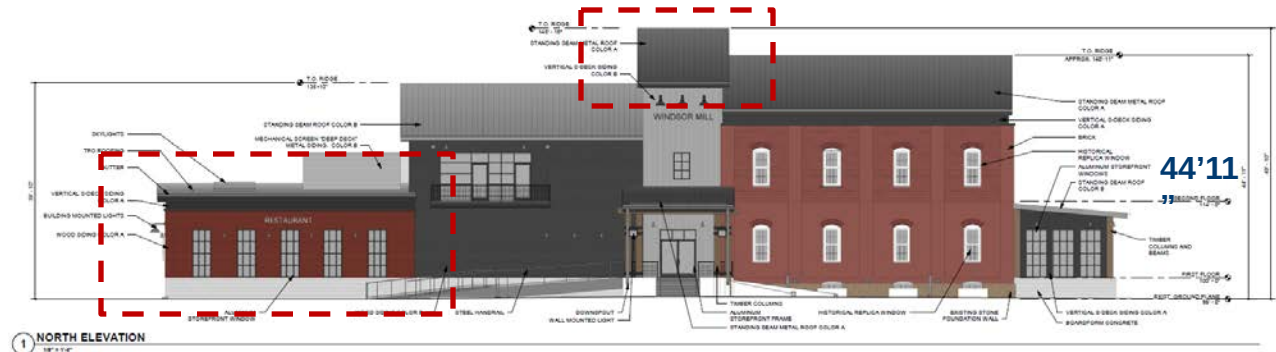
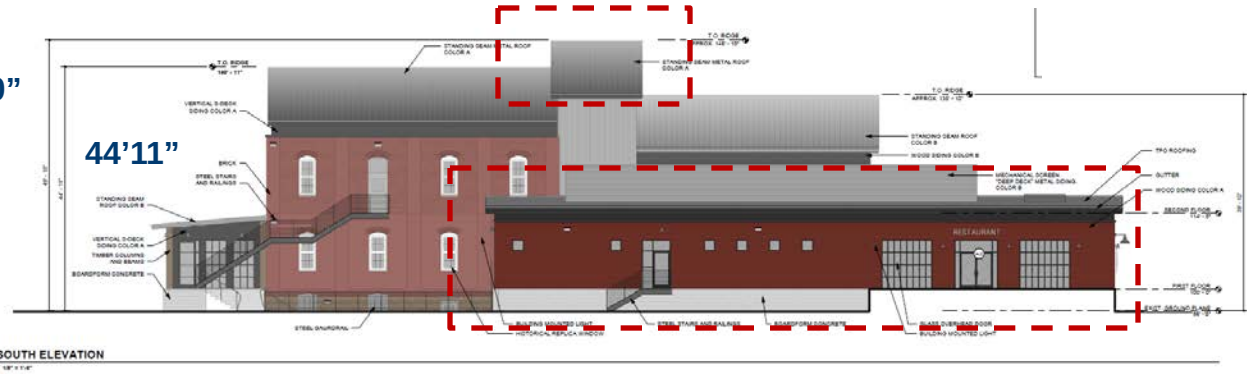
Building Elevations

49'10"

Building heights:

- 49' 10" – area over main door
- 45' or less for majority of the roofline

Addition – red siding



49'10"

44'11"

Previous Rendering



Original North Elevation





Commercial Corridor Plan – Waiver Criteria

The Commercial Corridor Plan:

A waiver of the architectural standards of the Commercial Corridor Plan criteria must meet the following criteria:

- Strict application of the applicable standards will result in either extraordinary practical difficulties or undue hardship.
- The proposed waiver or variance, if approved, will protect the public interest equally or better than the standard for which the waiver is requested; and
- Approval of the waiver request will not be detrimental to the public interest.



Commercial Corridor Plan – Waiver Criteria - Height

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

- Attempt to mimic height and mass of the former Mill building
- Grain tower is an identifying feature of original Mill building
- To mimic the original roof line within the 45 foot height limit would likely result in less second floor space
- Removing the grain tower element may be in conflict with public interest
- If it were not for the 2017 fire, the owners of The Mill would have been able to restore the structure at the original height.



Commercial Corridor Plan – Waiver Criteria - Height

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

- Public interest to revive character of the Mill shown in the 2016 Comprehensive Plan and the Town's Strategic Plan 2016-18
- Architecture is compatible to former Mill building; varied roof line reflects original character of The Mill
- Commercial Corridor Plan (Section III B4e) encourages architectural elements that add interest to roofs such as dormers, cupolas, clock towers, and other similar elements are encouraged
- Downtown Corridor Design Guidelines (Section IV C4) requests that original building heights be maintained and renovated buildings approximately the same height



Commercial Corridor Plan – Waiver Criteria - Height

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

- It is not foreseen that the request will be detrimental to the public interest
- Appropriate height for the Downtown
- Height is shorter than original Mill structure
- High quality materials
- Additional Downtown commercial and gathering space; catalyst for reinvestment in the Downtown



Commercial Corridor Plan – Waiver Criteria – Façade Color

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

- Red siding is an identifying feature of original Mill building
- If it were not for the 2017 fire, the owners of The Mill would have been able to restore the structure with red siding as proposed.

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

- Public interest to revive character of the Mill shown in the 2016 Comprehensive Plan and the Town's Strategic Plan 2016-18
- Color proposed reflects original character of The Mill
- Supported by the Downtown Corridor Design Guidelines:
 - Section IV.C.1.c.7 – Use new materials that have texture and color similar to those used in the original construction.
 - Section IV.C.1.c.10 – Develop a color scheme for the entire building front that coordinates all the façade elements
- Appears to be “sensitively integrated into the overall color palette”



Commercial Corridor Plan – Waiver Criteria – Façade Color

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

- It is not foreseen that the request will be detrimental to the public interest
- Reflects color used on original Mill
- Variety of colors in vicinity



Recommendation

In accordance with Section II.B.2 of the Commercial Corridor Plan (CCP), staff recommends approval of the waiver from Section IV.A.1 - the height design criteria – and Section III.B.6 – façade color - of the Commercial Corridor Plan to allow for a portion (grain tower feature) of the building height to be 50 feet as proposed in the submitted materials and to allow for the use of the red façade as proposed based on the findings in this report.



MEMORANDUM

Date: June 20, 2018
To: Planning Commission
From: Millissa Berry, AICP, Senior Planner
Re: Site Plan Presentation – Water Valley South Subdivision 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living – Greg Amble, The Evangelical Lutheran Good Samaritan Society, owner; Heather Scott, Boulder Associates Architects, authorized representative; Jon Sweet, TST, authorized representative
Item #: C.2

Background / Discussion

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

The original site plan was reviewed at the March 21, 2018 Planning Commission meeting. Since that meeting, there have been revisions made to the building and site grading that warrant a second view of the project.

- Originally, the air conditioner system was to be internal to the building. Due to costs, the applicant is now proposing exterior ground-mounted condensing units.
 - o 55 units
 - o The units are 2wx2dx2t
 - o Units are grouped to specific areas to avoid a continuous row of units along the building
 - o Staff is working with the applicant to use evergreen shrubs in addition to the previously proposed landscaping to screen the units from the street
- The retaining wall with railing that was originally proposed along the east side of the building is being removed and replaced with a slope.

Overall development characteristics include:

- Total lot area of 2.93 acres
- 55,000 square foot (sf) building total; 36,313 sf footprint (~31% of the site)
 - o One-story 16-bed licensed Memory Care Assisted Living at the southern portion of the building
 - o Two-story 40-bed licensed Assisted Living Facility at the northern portion of the building.
 - o Enclosed trash and utility area
- 33 parking spaces (1 stall per 2 beds required – 28 stall minimum; plus shared parking with independent living facility for employees and visitors)
 - o Applicant received a parking determination in March 2018 to allow the amount proposed
- Approximately 23% landscaped area (20% required)

Building characteristics include:

- Building materials are a mix of fiber cement board and batten siding, fiber cement lap siding, and asphalt shingles
- Building height:
 - o One-story at 28 feet (24 feet with 4 foot roof feature)
 - o Two-story at ~ 42 feet (~38 feet plus 4 foot roof feature)

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

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

Additionally, the applicant is hereby advised via this memorandum that another similar site plan presentation by the applicant is scheduled on June 25, for the Windsor Town Board.

Relationship to Comprehensive Plan

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

Chapter 5c - Residential Areas Framework Plan

Goal:

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

Objectives:

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

Chapter 5d - Commercial & Industrial Areas Framework Plan

Goal:

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

Objective:

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

Chapter 7 – Community Facilities & Infrastructure

Goal:

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

Objectives:

6. *Support the growth of local healthcare facilities to improve access to medical care and to serve as key partners in community and economic development.*
14. *Ensure the Town provides the services and amenities that allow seniors to age in place.*

Relationship to Strategic Plan

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

Recommendation

No recommendation, as this item is for presentation purposes.

Attachments

Application Materials
PowerPoint presentation

cc: Greg Amble
Heather Scott
Jon Sweet

January 8, 2018

Town of Windsor Planning and Zoning Division
301 Walnut St.
Windsor, Colorado 80550



RE: Minor Subdivision for the GSS Water Valley ALF MCAL II Project

The Evangelical Lutheran Good Samaritan Society Assisted Living and Memory Care Assisted Living Facility is located at the Northwest corner of 7th Street and New Liberty Road intersection ("Project"). The project will consist of a single one and two-story, +/-55,000 sf building on a 2.93 acre tract know as Tract A. Construction type is anticipated to be Type VA, fully sprinklered. Staffing for the facility is anticipated to be 10 employees per day at peak demand during day shift.

The Facility is an addition to the existing Good Samaritan Water Valley Master Planned Senior Living Resort consisting of an existing Independent Living community located at 805 Compassion Drive and twin homes currently under construction at 1867 Grace Court.

The Project consists of the following programs:

1. One-Story 16-bed licensed Memory Care Assisted Living (MCAL) at the southern portion of the building.
2. Two-Story 40-bed licensed Assisted Living facility (AL) at the northern portion of the building.
3. Partial walk-out basement level totaling approximately 725 sf housing utility connections to the building.

The Memory Care Assisted Living (MCAL) facility uses a 'household' model that includes eighteen (16) single resident rooms around a shared community room/dining room, enclosed resident courtyard, and staff support spaces.

The Assisted Living (AL) facility consists of two resident neighborhoods with common areas for assisted living residents located on all floors of the building to provide support services. The common areas include a chapel/multi-purpose activity rooms, dining room, fitness area, salon, resident seating areas, and staff support areas throughout the building.

Site improvements include repairs to access drive and parking areas, installation of two additional accessible parking stalls, cut and cap existing utility lines previously stubbed in to building parcels for previous site development plan, a new secured courtyard area with access from the first floor for memory care residents, new courtyard for assisted living residents. New retaining walls will be provided at the east sides of the building and along southwest edge of site at the memory care courtyard. Construction of retaining wall will consist of cast-in-place concrete with board formed concrete finish. New landscaping and irrigation will be provided around the building and property perimeter. A new monument sign will be located at the corner of New Liberty Road and Compassion Drive to provide wayfinding for visitors approaching the site.

The existing 31 parking stalls located on the west side of Compassion Drive meet the parking ratio of 1 stall per 2 beds previously discussed with Staff. Two additional accessible parking stalls are proposed adjacent to the building entry on the east side of Compassion Drive.

Boulder Associates, Inc.

1426 Pearl Street | Suite 300 | Boulder, Colorado 80302 | 303.499.7795 | www.boulderassociates.com

BOULDER ■ SACRAMENTO ■ ORANGE COUNTY ■ SAN FRANCISCO ■ DALLAS

Water and sanitary mains are already installed in Compassion Drive and service is proposed from this location. Stormwater is expected to sheet flow to existing storm drains. No onsite detention is planned. Electrical and Fiber connections are proposed at basement level on the east side of the building adjacent to New Liberty Road.

If there are any question or there is any additional information that would be helpful in your review, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Scott", with a stylized flourish at the end.

Boulder Associates, Inc.

Heather Scott

March 8, 2018

Town of Windsor Planning and Zoning Division
301 Walnut St.
Windsor, Colorado 80550



RE: Minor Subdivision for the GSS Water Valley ALF MCAL II Project

The Evangelical Lutheran Good Samaritan Society Assisted Living and Memory Care Assisted Living Facility is located at the Northwest corner of 7th Street and New Liberty Road intersection ("Project"). The project will consist of a single one and two-story, +/-55,000 sf building on a 2.93 acre tract know as Tract A. Construction type is anticipated to be Type VA, fully sprinklered. Staffing for the facility is anticipated to be 10 employees per day at peak demand during day shift.

The Facility is an addition to the existing Good Samaritan Water Valley Master Planned Senior Living Resort consisting of an existing Independent Living community located at 805 Compassion Drive and twin homes currently under construction at 1867 Grace Court.

The Project consists of the following programs:

1. One-Story 16-bed licensed Memory Care Assisted Living (MCAL) at the southern portion of the building.
2. Two-Story 40-bed licensed Assisted Living facility (AL) at the northern portion of the building.
3. Partial walk-out basement level totaling approximately 725 sf housing utility connections to the building.

The Memory Care Assisted Living (MCAL) facility uses a 'household' model that includes eighteen (16) single resident rooms around a shared community room/dining room, enclosed resident courtyard, and staff support spaces.

The Assisted Living (AL) facility consists of two resident neighborhoods with common areas for assisted living residents located on all floors of the building to provide support services. The common areas include a chapel/multi-purpose activity rooms, dining room, fitness area, salon, resident seating areas, and staff support areas throughout the building.

Site improvements include repairs to access drive and parking areas, installation of two additional accessible parking stalls, cut and cap existing utility lines previously stubbed in to building parcels for previous site development plan, a new secured courtyard area with access from the first floor for memory care residents, new courtyard for assisted living residents. New retaining walls will be provided at the east sides of the building and along southwest edge of site at the memory care courtyard. Construction of retaining wall will consist of cast-in-place concrete with board formed concrete finish. New landscaping and irrigation will be provided around the building and property perimeter.

There are 31 existing parking stalls on the site that will remain. In addition, two accessible parking stalls are proposed adjacent to the building entries on Compassion Drive for a proposed total parking count of 33 stalls.

Per discussions with staff we have calculated the parking requirements at 1 stall per 2 beds (28 stalls). This calculation includes resident, staff and guest parking.

We would like to note that of the 56 residents proposed, the 16 memory-care residents will not have vehicles. Of the remaining 40 resident rooms we would anticipate that not more than 10-20% of those residents will keep

Boulder Associates, Inc.

1426 Pearl Street | Suite 300 | Boulder, Colorado 80302 | 303.499.7795 | www.boulderassociates.com

BOULDER ■ SACRAMENTO ■ ORANGE COUNTY ■ SAN FRANCISCO ■ DALLAS

vehicles at the facility for a maximum anticipated resident parking count of 8 stalls. It has been the experience of GSS that the actual percentage of residents who will own cars will be even lower. Peak staffing is anticipated to be not more than 15 people at shift change. It is also worth noting that there will be staff traveling between the existing Independent Living Facility and the proposed AL/MCAL facility who would likely be parked at the existing lot. See Table below:

Required parking: 28 stalls (1 stall per 2 beds)
Total Existing parking: 31
Additional Proposed: 2
Total Proposed: 33 stalls
Anticipated peak resident parking: 8 stalls (20% of AL residents)
Anticipated peak staff parking: 15 stalls
Remaining guest parking: 10 stalls

In our experience this parking count will comfortably accommodate the parking needs for the proposed facility.

Water and sanitary mains are already installed in Compassion Drive and service is proposed from this location. Stormwater is expected to sheet flow to existing storm drains. No onsite detention is planned. Electrical and Fiber connections are proposed at basement level on the east side of the building adjacent to New Liberty Road.

If there are any question or there is any additional information that would be helpful in your review, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Scott", with a horizontal line extending to the right.

Boulder Associates, Inc.

Heather Scott



Site Plan Presentation

Water Valley South 25th Filing
– Good Samaritan Society
Assisted Living Facility and
Memory Care Assisted Living

Millissa Berry, Senior Planner

Planning Commission – June 20, 2018



Qualified Commercial Site Plan

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

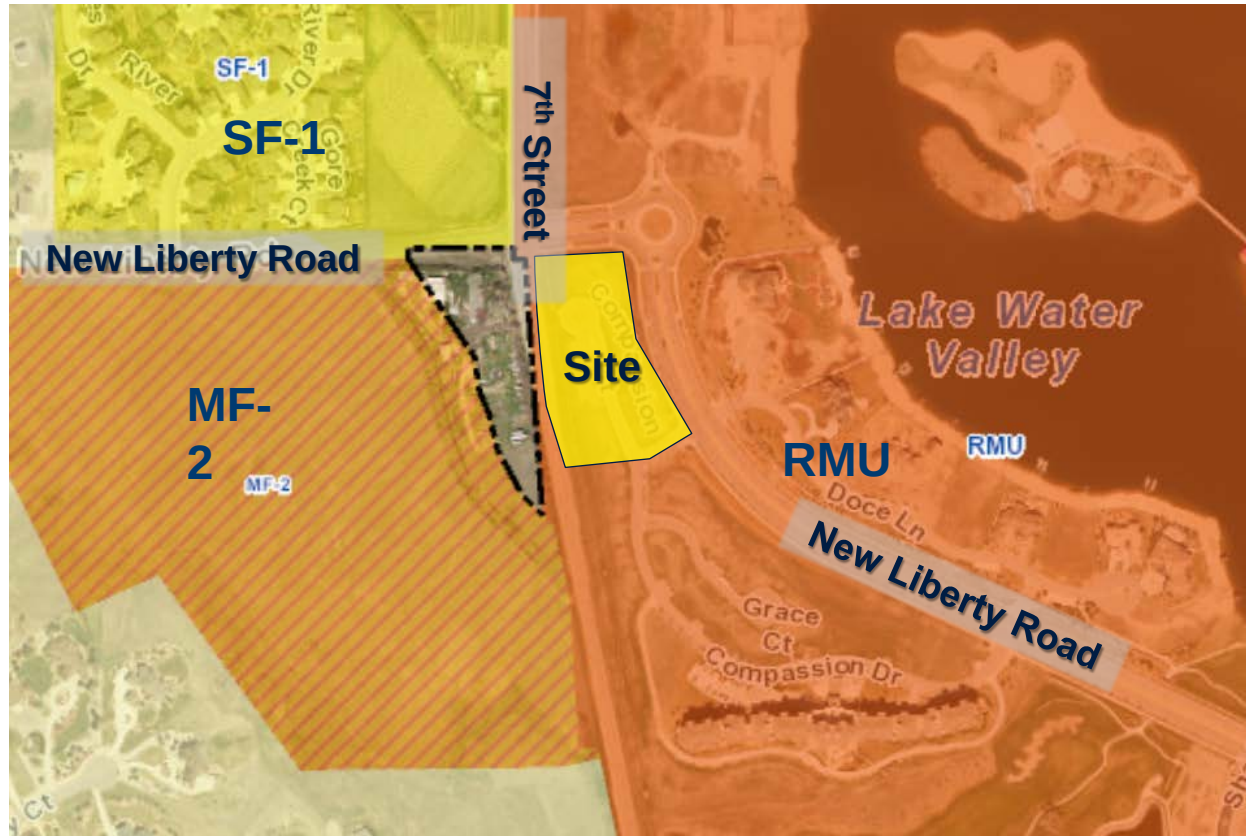
Sec. 17-9-10. Purpose.

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

Site Vicinity Map



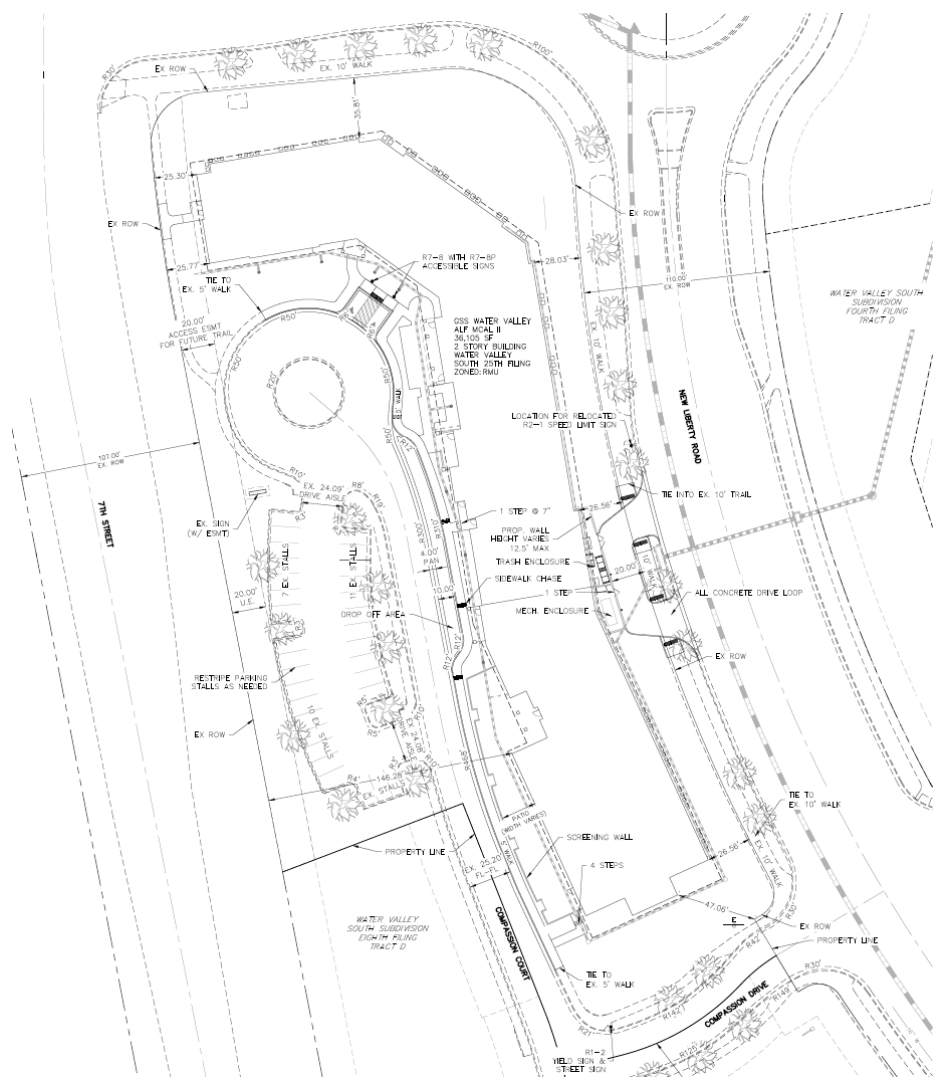
Site Zoning Map



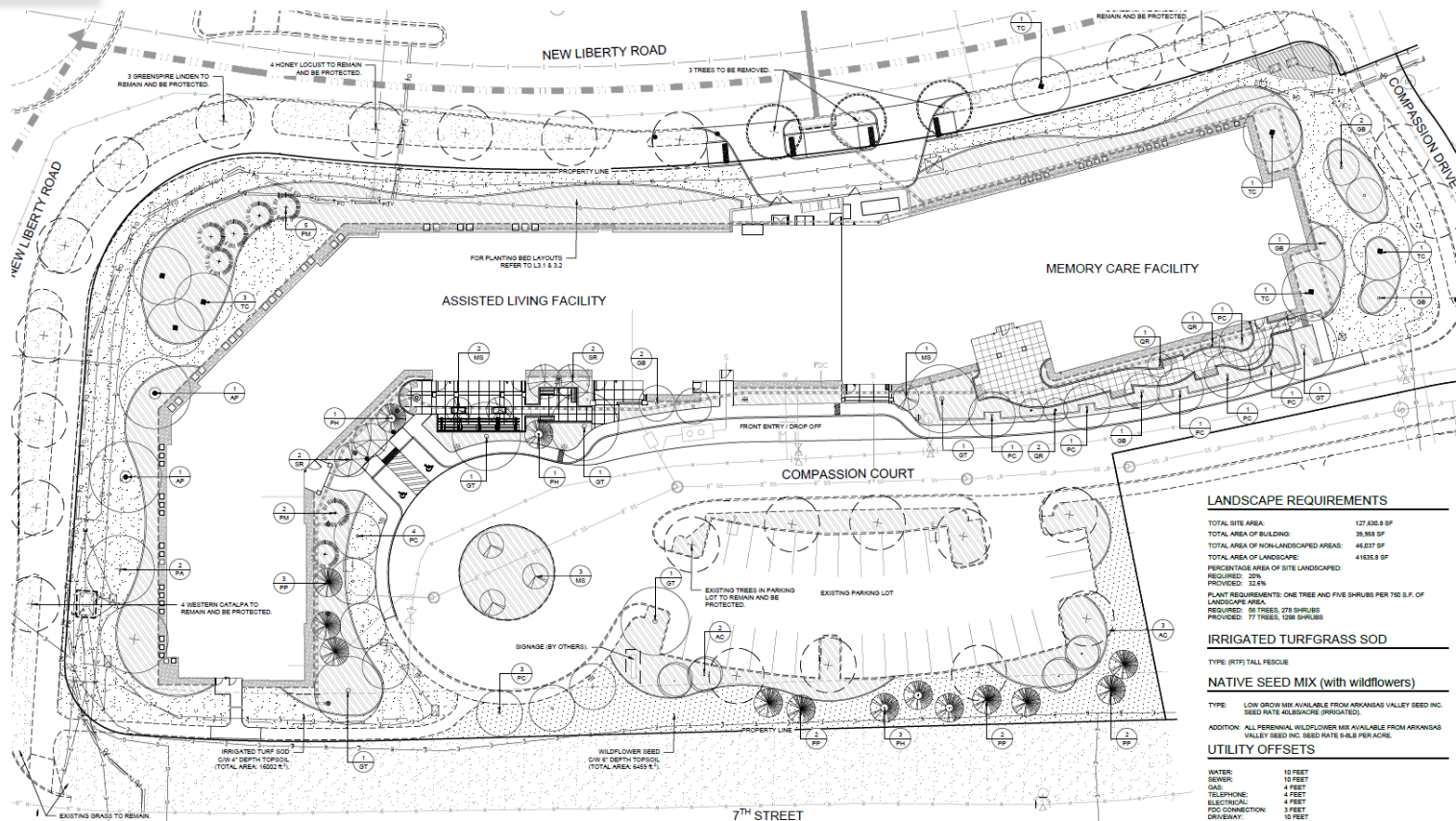


Site Plan

- ~ 2.93 acres
- ~ 55,000 sf building
 - 1-story 16-bed memory care
 - 2-story 40-bed assisted living
- 33 parking stalls + available parking at independent living facility
- 23% landscaped area
- Retaining wall along New Liberty Road



Landscape Plan (tree planting plan)



LANDSCAPE REQUIREMENTS

TOTAL SITE AREA: 127,832.8 SF
 TOTAL AREA OF BUILDING: 39,968 SF
 TOTAL AREA OF NON-LANDSCAPED AREA: 46,237 SF
 TOTAL AREA OF LANDSCAPE: 41,638 SF
 PERCENTAGE AREA OF SITE LANDSCAPED:
 REQUIRED: 32%
 PROVIDED: 32.6%
 PLANT REQUIREMENTS: ONE TREE AND FIVE SHRUBS PER 750 S.F. OF LANDSCAPE AREA.
 REQUIRED: 66 TREES, 276 SHRUBS
 PROVIDED: 77 TREES, 306 SHRUBS

IRRIGATED TURFGRASS SOD

TYPE: (RT) TALL FESCUE

NATIVE SEED MIX (with wildflowers)

TYPE: LOW GROW MIX AVAILABLE FROM ARKANSAS VALLEY SEED INC. (SEED RATE: 4.5-6.0 LBS/1000 S.F.)
 ADDITION: ALL PERENNIAL WILDFLOWER MIX AVAILABLE FROM ARKANSAS VALLEY SEED INC. (SEED RATE: 6-8 LBS PER ACRE)

UTILITY OFFSETS

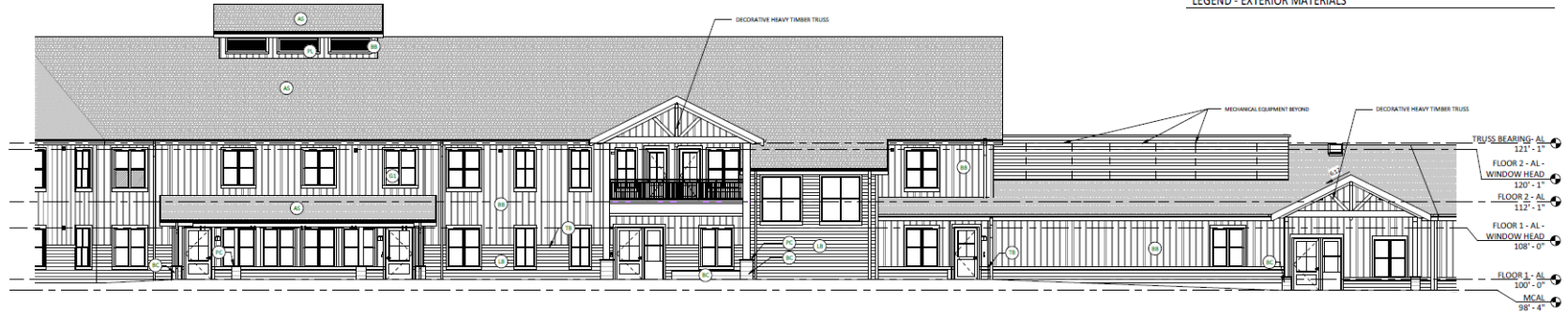
WATER: 10 FEET
 SEWER: 10 FEET
 GAS: 4 FEET
 TELEPHONE: 4 FEET
 ELECTRICAL: 4 FEET
 FOG CONNECTION: 3 FEET
 DRIVEWAY: 10 FEET

Landscape Plan (shrubs, other planting plan)





Building Elevations



LEGEND - EXTERIOR MATERIALS

1 EXTERIOR ELEVATION - AL MAIN ENTRANCE
AL.20 | AB.42 1/8" = 1'-0"

West Elevation



1 EXTERIOR ELEVATION - AL WEST
AB.42 | AB.43 1/8" = 1'-0"

West Elevation



2 EXTERIOR ELEVATION - AL SOUTH
AL.21 | AB.44 1/8" = 1'-0"

South Elevation

Building Elevations



North Elevation

2 EXTERIOR ELEVATION - AL NORTH
18.42 | A8.43 1/8" = 1'-0"



Northeast Elevation

1 EXTERIOR ELEVATION - AL NORTH EAST
18.42 | A8.44 1/8" = 1'-0"

Building Elevations



1 EXTERIOR ELEVATION - AL NORTH EAST
A6.42 | A6.44 1/8" = 1'-0"

Northeast Elevation (repeated)



2 EXTERIOR ELEVATION - AL EAST
A6.47 | A6.48 1/8" = 1'-0"

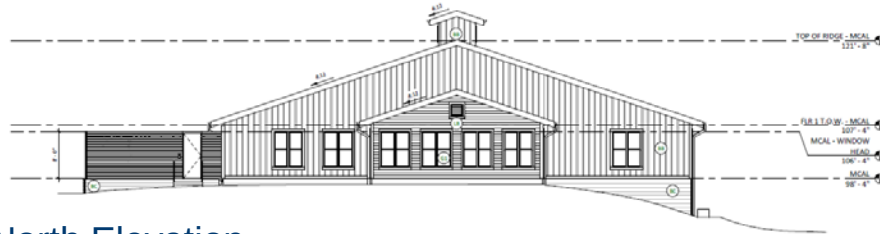
East Elevation

Building Elevations



1 EXTERIOR ELEVATION - MCAL EAST
A6.42 | A6.45 1/8" = 1'-0"

East Elevation



2 EXTERIOR ELEVATION - MCAL SOUTH
A6.42 | A6.45 1/8" = 1'-0"

North Elevation



3 EXTERIOR ELEVATION - MCAL WEST
A6.42 | A6.45 1/8" = 1'-0"

West Elevation

Building Elevations



ASSISTED LIVING OVERALL VIEW

West Elevation – Assisted Living

Building characteristics:

- building materials: fiber cement board & batten siding, fiber cement lap siding, asphalt shingles
- building height: 1-story at 28 feet (24' with 4' roof feature; 2-story at ~ 42' (~38' plus 4' roof feature); walk-out area – varies - up to 12' (highest areas under 1-story portion)
- pitched roof



Building Elevations



ASSISTED LIVING VIEW FROM NW

North and West Elevations –
View from New Liberty just south
of intersection with 7th Street



ASSISTED LIVING FROM ROUND-ABOUT

North and East Elevations –
View from New Liberty just east of
intersection with 7th Street



Building Elevations



VIEW FROM ENTRY

South Elevation –
View from Compassion Court



MEMORY CARE VIEW FROM SE

South / East Elevation –
View from New Liberty and
Compassion Drive



MEMORANDUM

Date: June 20, 2018
To: Planning Commission
Via: Scott Ballstadt, AICP, Director of Planning
From: Devin King, Planning Technician
Re: Public Hearing and Recommendation to Town Board –
Conditional Use Grant (CUG) for a Temporary Storage
Container in the Single Family Residential (SF-1) Zone District
– Lot 2, Mountain View School – Ann Kling, Clearview Library
District, Applicant
Location: 720 3rd St (Clearview Library)
Item #: C.3-C.4

Background

The applicant, Clearview Library District is requesting a Conditional Use Grant (CUG) to allow one temporary storage container in the SF-1 zone district until the library relocates to a new location. A conditional use grant is required because the proposed use is not specifically included as an accessory use or a use-by-right in the SF-1 zone district per Section 16-12-20(2) of the Town of Windsor Municipal Code.

The applicant is requesting allowance of the storage container for storage of miscellaneous items such as special event and craft supplies that are currently stored offsite at employee's homes due to insufficient storage space at the library. The container is proposed to be located on the west side of the parking lot in the last two parking stalls leaving 46 off-street parking spaces available. In 2008 when the administrative site plan was approved, the Planning Commission determined 48 off-street parking spaces met the off-street requirement, but at the time, 9 on-street spaces were going to be provided by diagonal striping on 3rd St. These 9 diagonal on-street spaces were reduced to parallel parking with the removal of striping years ago. If parking becomes an issue at the library, the Planning and Engineering Departments will re-evaluate whether or not these 9 spaces should be restriped to add parking spaces and help alleviate any parking problems.

Since library parking is not enumerated in the Code, Section 16-10-30(a)(7) states: "*Uses not enumerated. In any case where there is a question as to the parking requirements for a use or where such requirements are not specifically enumerated, the Planning Commission shall 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.*" Therefore, the Planning Commission will need to make a determination on whether 46 parking spaces meets the library district's off-street parking requirement with their recommendation. Preliminary conversations with the applicant indicate that parking is only an intermittent issue during peak periods, and parking is not an issue the majority of the time.

Conformance with Comprehensive Plan

The 2016 Comprehensive Plan does not address temporary storage containers.

Recommendation

Staff recommends that the Planning Commission determine that 46 parking stalls are adequate and, further, forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented with either of the two conditional timelines below:

- The conditional use of the storage container is permitted until the library moves to a new location; or
- The conditional use of the storage container is permitted for three (3) years, which upon the arrival of, the applicant will be required to renew via the conditional use grant process to retain the storage container on the premises for an additional allotment of time.

Notification

The following Planning Commission and Town Board public hearing notifications were completed in accordance with the Municipal Code:

- June 8, 2018 – affidavit of letter mailed to property owners within one hundred (100) feet
- June 6, 2018 – property posted with a notification sign
- June 8, 2018 – legal ad published in the newspaper

Attachments

- Application materials
- Staff PowerPoint

cc: Ann Kling, Director, Clearview Library District



APPLICATION FOR CONDITIONAL USE

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

TOWN OF WINDSOR
301 Walnut Street
Windsor, CO 80550

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

www.windsorgov.com

TO BE COMPLETED BY APPLICANT

(Type or print in black ink)

Street Address*: 720 3rd St Windsor, CO 80550 Lot: 2 Block: _____

Subdivision: Mountain View School 1st, Lot 2

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

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

Please see attached - paragraph A

[Windsor Municipal Code](#) Section 16-7 and Section 16-31.

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

*Present use of land: two parking spaces Size: 20' x 8' x 8'6"

*Present use of structure: _____ Size: _____

*Proposed use of land: place storage unit in parking spaces Size: 20' x 8' x 8'6"

*Proposed use of structure: _____ Size: _____

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

Submitted this 17 day of April, 20 18

Ann Kling
Applicant (please print)

Ann Kling
Applicant's Signature

970-686-5603 970-686-
Phone (daytime) Fax

director@clearviewlibrary.org
Email

Clearview Library District
Property Owner* (please print)

Ann Kling for CLD
Property Owner's Signature*

Phone* (daytime) Fax*

Email*

Applicant's Representative (if any) Name _____

Phone _____ Fax _____ Email _____

Project Description:

Please see attached, paragraph B

A.) This application for conditional use is a request to place a storage container in the parking lot of the Clearview Library District. Some examples of items that would be stored in the unit include: tables, tents and signage used for large special events, totes of special event supplies and totes of craft supplies. The container would take up two parking spaces in the existing parking lot.

B.) Project Description:

This application for conditional use is a request to place a storage container in the parking lot of the Clearview Library District. Some examples of items that would be stored in the container include: tables, tents and signage used for large special events, totes of special event supplies and totes of craft supplies. Currently these items are stored in office and garage walkways, in the crowded basement and in the homes and garages of staff members. The storage container will be 20' Long x 8' Wide x 8'6" High. The container would take up two parking spaces in the existing parking lot. The parking spaces are 19' Long x 8'9" Wide. Staff at Clearview Library District currently park along 3rd Street, so as to make more room for patrons in our parking lot. There is ample space along 3rd St. to park in the absence of the parking spot.

A storage lock will be placed on the container. The container will be kept in the proposed location for as long as the Clearview Library District is in the current building at 720 3rd Street in Windsor.

The storage container will be rented from a company that will also deliver it and pick it up. The rental container has been sandblasted and painted inside and out and it is sealed.

The library plans to add the rental company as additional insured and loss payee in regard to the equipment while leasing the container.



Clearview Library Conditional Use Grant (temporary storage container)

*Devin King, Planning Technician
June 20, 2018 – Planning Commission*



Conditional Use Grant

Article VII of Chapter 16 of the Municipal Code outlines the intent of conditional use grants:

Sec. 16-7-10. - Intent of conditional use grants.

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

Request

- Applicant, Clearview Library, is requesting a conditional use grant to allow the use of a storage container similar to the image shown below in the Single Family Residential (SF-1) zone district.

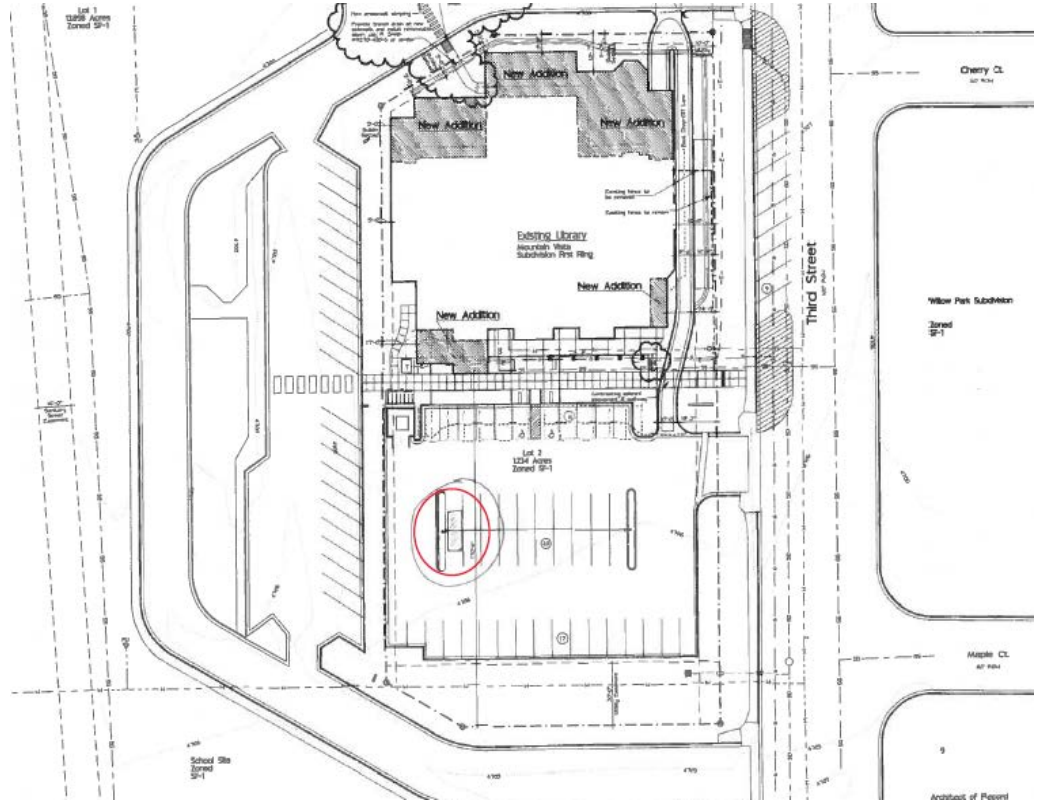


Site Location



Site Plan

- The storage container is 20ft by 8ft and will take up two parking spaces on the west end leaving 46 off-street spaces available.





Recommendation

Staff recommends that the Planning Commission determine that 46 parking stalls are adequate and, further, forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented with either of the two conditional timelines below:

- The conditional use of the storage container is permitted until the library moves to a new location;

Or

- The conditional use of the storage container is permitted for three (3) years, which upon the arrival of, the applicant will be required to renew via the conditional use grant process to retain the storage container on the premises for an additional allotment of time.



Conditional Use Grant

Staff requests that the following be entered into the record:

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

Thank you

