



TOWN BOARD WORK SESSION

July 18, 2022 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

1. Strategic Plan Update - S. Hale, Town Manager; S. Miller, Economic Development Director; J. Humphries, Administrative Services Director; B. Rowe, Acting Deputy Director of Public Works
2. Road Impact Fee Study Update - E. Bracke, Transportation Planner
3. Future Meetings Agenda

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.



MEMORANDUM

Date: July 18, 2022
To: Mayor and Town Board
From: Shane Hale, Town Manager
Jessica Humphries, Admin Services Director
Stacy Miller, Economic Development Director
Brian Rowe, Public Works Superintendent
Re: Strategic Plan Update - S. Hale, Town Manager; S. Miller, Economic Development Director; J. Humphries, Administrative Services Director; B. Rowe, Acting Deputy Director of Public Works
Item #: 1.

Background / Discussion:

The Windsor Town Board held it's bi-annual Strategic Planning Retreat on May 19th and May 20th.

Following this high-level planning session, approximately 35-Town Staff met to align work of the organization over the next two years around the Board's strategic vision. That work has been further refined by the leadership team, and is being presented tonight to ensure that our implementation plan is in alignment with your strategic vision.

Of note, Staff is suggesting that two of the three focus areas be slightly renamed. Focus area Strategic Growth renamed to Smart Growth, and Focus Area Sustainable Infrastructure be renamed Vital Infrastructure, which will be discussed in more detail this evening. We have three different Staff that will present each focus area--Jess Humphries (Smart Growth), Brian Rowe (Vital Infrastructure), and Stacy Miller (Vibrant and Healthy Economy). Following tonight's discussion and any additional refinement by the Board, the community engagement process will proceed as follows:

July 25-August 21 Project Connect will be open for digital comments

August 5 Coffee with the Mayor--opportunity to focus on the Strategic Plan

August 6 Windsor's Farmers Market--will have a table

August 9 Open House at the Recreation Center

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Strategiv Plan.July18.TB.WK



Strategic Plan Update 2022-2024

July 18, 2022

Add photo as background:

1. Right Click in the space below.
2. Click "Format Background".
3. Under "Fill," select "Picture or texture fill".
4. Under "Insert Picture From" select "File..."
5. Choose your photo and click "Open".
6. Delete this text box



Focus Areas—Strategic Growth

- ORIGINAL

- Strategic Growth

- Windsor is committed to well-planned and strategically designed growth of our community through a connected transportation system, community buffers, services and amenities that reflect the needs of our Town, and sustainable natural resources such as water.

- UPDATED

- Smart Growth

- Windsor is committed to responsible and purposeful growth of our community through a connected transportation system, land use policies, open space preservation, services and amenities that reflect the needs of our Town, and sustainable resources.



Strategic Growth

GOAL 1

- NEW: Update Comprehensive Plan.

GOAL 2

- ORIGINAL: Establish community separators and preserve open space that ensure Windsor maintains its identity and quality of life.
- *NEW: Acquire additional open space to ensure Windsor.*

GOAL 3

- Facilitate discussions around growth impacts with special districts and other government agencies, governing boards and elected officials.

GOAL 4

- Address long term capital facility needs.

GOAL 5

- ORIGINAL: Assesses organizational readiness to ensure a proactive emergency response.
- *NEW: Establish plans for a proactive emergency response.*



Focus Area—Vital Infrastructure

- ORIGINAL

Sustainable Infrastructure

- Windsor places considerable value on its delivery of energy resources, quality modes of transportation, accurate communication systems, efficient water and waste management, along with our Public Works facilities that maintain these services supporting and enabling the high quality of activities enjoyed by our community.

- UPDATED

Vital Infrastructure

- Windsor places significant value on building and maintaining a safe multi-modal public transportation network, consistent communication systems, efficient wastewater and stormwater management, reliable water delivery and storage systems, and accessible and equitable public facilities that provide a high quality of life for our community.



Focus Area—Vital Infrastructure

GOAL 2.1

- ORIGINAL: Design and implement a well-connect, efficient, multi-modal transportation network.
- *NEW: Partner with regional/state/federal agencies to design and implement a well-connected, efficient, safe multi-modal public transportation network.*
 - Action Step – Widen and improve Harmony Road (CR74) from WCR 15 to SH257.
 - Action Step – Work with CDOT to ensure the SH 257 pavement resurfacing project is completed *in 2023*.
 - Action Step – Prioritize projects through annual CIP process for review and allocation of budget. *COMPLETED - ONGOING*
 - Action Step – Hwy 392 widening west of Colorado Blvd (WCR 13) to Highland Meadows Pkwy.
 - Action Step – ORIGINAL: Consider conducting a traffic analysis study on the SH257/SH392 bottleneck. *MOVED FROM GOAL 2.2*
NEW: Improve traffic flow at the intersection of SH392/SH257 and Hollister Lake Rd.

GOAL 2.2

- ORIGINAL: Establish alternate routes to diminish truck traffic on Main Street.
- *NEW: Establish alternate routes to Main Street.*
 - Action Step – Work with developers to secure future WCR 70 alignment and ROW between SH 257 and Latham Pkwy (WCR 13).
 - Action Step – Acquire WCR 70 ROW between SH 257 and west of WCR 19 (Breneman Property).



Focus Area—Vital Infrastructure

GOAL 2.3

- ORIGINAL: Establish pedestrian and bicycle connectivity throughout Windsor.
- NEW: *Continue* pedestrian and bicycle connectivity throughout Windsor.
 - Action Step – Connect trail systems regionally to ensure safe connectivity throughout Windsor and to our surrounding communities.
 - Action Step – Adopt funding mechanisms to support trails. 75% COMPLETED
 - Action Step – Harmony Ridge Connectivity to Trails.
 - Action Step – Westwood Village Connectivity to Trails.
 - Action Step – Implement a pedestrian safety improvements program. MOVED FROM GOAL 2.1

GOAL 2.4

- ORIGINAL: Increase public transportation opportunities for Windsor residents.
- NEW: Increase public *transit* opportunities for Windsor residents.
 - Action Step – Fully develop existing Poudre Express bus stops.
 - Action Step – ORIGINAL: Consider additional bus stops along the Poudre Express bus route.
NEW: *Construct* additional bus stops along the Poudre Express bus route.
 - Action Step – Evaluate the senior ride program.



Focus Area—Vital Infrastructure

GOAL 2.5

- ORIGINAL: Provide a safe and reliable water supply for the current and future community.
- *NEW: Provide a safe and reliable water supply for the community.*
 - *Action Step – Perform an annual review of the Potable Water Master Plan, Non-Potable Water Master Plan, and Water Efficiency Plan*
 - *Action Step – Secure water treatment for 3,300-acre-feet of Northern Integrated Supply Project (NISP) water for future demand.*
 - *Action Step – Negotiate capacity with existing water providers.*
 - *Action Step – Pursue regional water opportunities and partnerships to increase overall water system redundancy and efficiencies.*
 - *Action Step – Partner with Fort Collins-Loveland Water District (FCLWD), Eaton, and Severance to construct a regional water treatment plant.*
 - *Action Step – Identify needed improvements within our water distribution system.*
 - *Action Step – Enhance water system pressure within Gold Hill Elevated Tank Zone.*

Focus Area—Vital Infrastructure

GOAL 2.6

- ORIGINAL: Adequately maintain and ensure existing infrastructure (streets, trails, water & sewer) keeps up with growth.
- NEW: *Maintain public infrastructure.*
 - *Action Step – Adopt maintenance and operations policies.*
 - *Action Step – Establish a transportation calming & safety program.*
 - *Action Step – Complete DDA backlots utility relocation work.*
 - *Action Step – Research and Establish Electrification transportation.*
 - *Action Step – Study Northwest sewer basin.*
 - *Action Step – Maintain pavement condition index (PCI) at 75.*



Focus Area—Vital Infrastructure

GOAL 2.7

- Ensure equitable parks/trails/open space/cultural infrastructure in all neighborhoods and areas throughout Windsor.
 - *Action Step – Annually review gaps and consider funding through Capital Investment Project (CIP) process.*

GOAL 2.8

- Invest in the improvement of public space and facilities outside the downtown area creating additional cultural destination amenities.
 - Action Step – Complete construction of destination projects currently underway.
 - Action Step – Develop funding policy/philosophy for cultural destination amenities.
 - Action Step – Improve connectivity between downtown and other cultural destination amenities that lie outside the downtown area.



Focus Area—Vital Infrastructure

GOAL 2.9

- Support efforts to make the Windsor downtown area a cultural center for public art, event, and activities.
 - *Action Step – Create an entertainment district within downtown that activates additional events and activities.*
 - *Action Step – Ensure development of the back lots complement and enhance the culture of downtown.*
 - *Action Step – ORIGINAL: Intergovernmental Agreements (IGA) with downtown partners – Downtown Development Authority (DDA), Windsor Chamber of Commerce, and Clearview Library District.*

NEW: Develop strategic partnerships that enhance the Town's ability to grow and maintain sustainable infrastructure.

- *Action Step – Increase events at the Art & Heritage Center.*
- *Action Step – Finalize wayfinding program with Windsor Downtown Development Authority (DDA).*
- *Action Step – Install public art within downtown.*
- *Action Step – Complete design and construction of Boardwalk Park (Windsor History Museum) landscape master plans.*
- *Action Step – Complete design and construction of Eaton House Landscape Master plan.*



Focus Area—Vibrant & Health Economy

- No Change to Focus Area Description

Windsor is business-friendly. We maintain a viable, stable, diverse, and strategic economic base which supports the needs and enhances the lifestyles of those living and working in our community.



Focus Area—Sustainable Infrastructure

Goal 3.1:

- Original: Enhance and expand community and downtown vitality
- Proposed: Enhance and expand downtown vitality

Goal 3.3 & 3.4: Combine

- Original 3.3 Promote business diversification in the community
- Original 3.4 Attract balanced commercial development that will sustain the future of Windsor
- Proposed: Promote business diversification to attract balanced commercial development that will sustain the future of Windsor

Public Engagement Plan

- Digital Engagement via Project Connect
 - July 25-August 21
- Coffee with the Mayor
 - August 5th
- Farmer's Market
 - August 6th
- Open House
 - August 9th CRC 4pm-7pm





MEMORANDUM

Date: July 18, 2022
To: Mayor and Town Board
From: Eric Bracke, Transportation Planner
Re: Road Impact Fee Study Update - E. Bracke, Transportation Planner
Item #: 2.

Background / Discussion:

The purpose of the July 18th Town Board Work Session is to inform the Board on the process staff is following to update the current Road Impact Fee (RIF). During the 2022 budget cycle, the Town Board requested that this task be included in 2022 to make sure the Town was collecting the necessary road impact fees from development to keep up with the transportation needs of the community. Considering the inflationary environment we currently find ourselves in, this task becomes even more important to the Town in an effort to provide the transportation infrastructure required of a growing community.

The presentation will review the history of the program since 2001, review the basics of the RIF model and the assumptions that go into it, as well as how we are trying to incorporate the Transportation Master Plan.

Key questions that need to be addressed are, whether and how we should include the replacement of bridges, new traffic signals, and roundabouts in the RIF calculations. These are expensive improvements that are currently not covered in the program.

Staff is looking forward to hearing your input on the 18th.

Financial Impact:

None at this time. Modification of developer fees will be discussed in another work session

Relationship to Strategic Plan:

Sustainable Infrastructure:

- Design and implement a well-connected, efficient, multi-modal transportation network

Recommendation:

none at this time

CC:

Attachments:



MEMORANDUM

Date: July 18, 2022
To: Mayor and Town Board
From:
Re: Future Meetings Agenda
Item #: 3.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2022 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

July 25, 2022 5:30 p.m.	Town Board Work Session Meet the Board Emergency Management Update Motorcycles and Canines
July 25, 2022 7:00 p.m.	Town Board Regular Meeting
August 1, 2022 5:30 p.m.	Town Board Work Session Playcore Grant – Tentative Wastewater Treatment Plant Marijuana Tax Update
August 8, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Meet the Board Introduction of the Poudre River Trail Executive Director Weld RE-4 School Land Dedication/Cash in lieu of Land Update
August 8, 2022 7:00 p.m.	Town Board Regular Meeting
August 15, 2022 5:30 p.m.	Town Board Work Session Budget: Revenue Projections
August 22, 2022 5:30 p.m.	Town Board Work Session Land Use Code Update Energy Plan Update
August 22, 2022 7:00 p.m.	Town Board Regular Meeting
August 29, 2022	Canceled – Fifth Monday
September 5, 2022	Canceled – Labor Day Holiday
September 12, 2022 5:30 p.m.	Town Board Work Session
September 12, 2022 7:00 p.m.	Town Board Regular Meeting
September 19, 2022 5:30 p.m.	Town Board Work Session Budget – Capital Improvement Plan

September 26, 2022 5:30 p.m.	Town Board Work Session Compensation Study Review
September 26, 2022 7:00 p.m.	Town Board Regular Meeting
October 3, 2022 5:30 p.m.	Town Board Work Session Budget – Utility Rates and Fees
October 10, 2022 5:30 p.m.	Town Board Work Session
October 10, 2022 7:00 p.m.	Town Board Regular Meeting
October 15, 2022 (Saturday)	Town Board Work Session Operating Budget
October 17, 2022 5:30 p.m.	Town Board Work Session
October 24, 2022 5:30 p.m.	Town Board Work Session Budget – Follow-up Questions
October 24, 2022 7:00 p.m.	Town Board Regular Meeting
October 31, 2022	Canceled – Fifth Monday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site Update
- Land Use Code Update
- Discuss Wells Used For Geologic Sequestration of Carbon Dioxide draft ordinance