



TOWN BOARD WORK SESSION

June 4, 2018 // 6:00 p.m. // First floor conference room
301 Walnut Street, Windsor, CO 80550

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

AGENDA

1. Building Department Services and Contractor Licensing Discussion –
S. Ballstadt/Russ Weber, SAFEbuilt (6:00pm – 6:45pm)
2. Land Use Code Amendments Discussion – Planning (6:45pm – 7:45pm)
 - I. Qualified Commercial and Industrial Site Plan Presentations
 - II. Minor Administrative Variance Process
 - III. General Commercial Service and Storage Areas
 - IV. Multifamily Residential Parking Requirements
3. Revised Street Design Criteria and Construction Specifications Discussion – P.
Hornbeck (7:45pm – 8:15pm)
4. Future Meetings Agenda



MEMORANDUM

Date: June 4, 2018
To: Mayor, Town Board and Planning Commission
From: Scott Ballstadt, AICP, Director of Planning
Re: Building Department Services and Contractor Licensing
Item #: 1

Background / Discussion

The question as to whether or not Windsor has grown to the point of needing an in-house building department was raised at a recent Planning Commission meeting. The topic of contractor licensing was also raised at that meeting. The purpose of this memo and presentation is to provide some background history and information regarding these topics.

History / Comparison

Following discussions in 1992, the Town first contracted with SAFEbuilt (known as Colorado Inspection Agency at the time) in 1993 to perform building permit plan reviews and building inspections with the passage of Resolution No. 1993-5. Prior to that, Weld County performed these services for the Town.

As can be seen in the enclosed presentation slides, Windsor is currently served by the Windsor SAFEbuilt office, which operates with a staff of 15 and an annual budget of approximately \$775,000, not including office space and furnishings. If they were to open as a new office today, the approximate estimated initial start-up expenses related to vehicles and IT would push the budget over \$1M for the first year of operation, not including office space and furnishings. Leasing or building new office space to house an in-house building department and the related vehicles would obviously add substantially to this cost.

In accordance with the contract between Windsor and SAFEbuilt that was updated in December of 2016, the Town retains 20% of all building permit fees with the exception of re-inspection fees. The remaining 80% is passed through to SAFEbuilt as payment for services (it should be noted that this does not apply to any of the Town's impact fees for roads, drainage, etc. which are 100% retained by the Town). Therefore, under the current arrangement, the Town's building department costs never exceed revenues, as costs and revenues fluctuate according to levels of building activity. As can be seen in the enclosed presentation, the 80% pass through amount has historically totaled less than \$1M annually, but the total in 2016 and 2017 did exceed \$1M due to Windsor's record building permit numbers.

However, in addition to budgetary considerations, quality of customer service is a primary reason that Windsor has remained with SAFEbuilt over the years. During times of high building activity such as the present, SAFEbuilt is able to utilize staff and other resources from their offices on the Front Range and beyond to ensure that building permit review and inspection timeframes do not suffer. It is unlikely that a smaller in-house building department would be able to possess the same level of expertise across all project types, and plan review and inspection timeframes would most certainly suffer with a smaller in-house staff.

More and more jurisdictions have begun contracting out building department services, and this is demonstrated by SAFEbuilt itself, which has grown from the original office in Windsor, to a nationwide company serving jurisdictions from coast to coast. Windsor was SAFEbuilt's first client, and now they serve approximately 50 jurisdictions in Colorado, both large and small, as well as the University of Northern Colorado, Colorado State University, Aims Community College and numerous school districts. Despite the tremendous growth in the company, SAFEbuilt continues to provide the same high quality customer service that Windsor citizens and builders have come to expect.

Following the 2008 tornado, SAFEbuilt contacted their colleagues at the International Code Council and within hours building officials from across the Front Range responded to Windsor, inspecting and assessing damaged homes and businesses under the direction of Windsor and SAFEbuilt, and installing placards indicating the extent of damage on each. SAFEbuilt coordinated these efforts in the days (and evenings) following the tornado, and also began issuing building permits to homeowners "in the field" using new remote technology so that rebuilding efforts could begin as soon as possible.

SAFEbuilt is continually making process improvements through the use of new technologies including the creation of their own web-based permit software package known as Meritage, which is in the process of updating to CommunityCore. The CommunityCore system allows inspectors to update permits status in the field and gives Town staff access to real-time inspection updates. It also allows certain applications to be completed online, among other beneficial features.

Contractor Licensing Programs

The Town currently enforces the 2012 International Building Codes (IBC) and the 2009 International Energy Conservation Code. The state has adopted and mandates enforcement of the 2017 National Electrical Code. Many jurisdictions, including Windsor, will be rolling out the 2018 building codes for board consideration later this year or early in 2019.

However, the IBC is a model code that provides the minimum requirements to safeguard health, safety and general welfare of the occupants of buildings and structures. The code does not generally get into quality of workmanship, which is sometimes the subject of homeowner complaints.

Trade specific licenses such as those for electricians and plumbers are required by the State of Colorado Department of Regulatory Agencies (DORA), but the Town of Windsor does not currently require contractors to obtain a contractor license. In many ways, Windsor has been fortunate to have had many quality builders working in town over the years; however, there have been isolated cases where workmanship has been questionable.

The Meritage building permit software package that SAFEbuilt provides to the Town as part of their services includes a contractor licensing module that the Town currently does not utilize. Staff has had preliminary conversations with SAFEbuilt regarding the necessary steps to potentially implement a contractor licensing program, but has not yet prepared any materials or proposals, preferring to wait for further direction from Town Board. The priority of the concepts discussed thus far would be a program that would not be onerous for the building community nor administratively burdensome.

Attachments

Building Department Services presentation, SAFEbuilt presentation

cc: Russ Weber and Kelly Dykstra, SAFEbuilt



Building Department Services

June 4, 2018



Building Permit Services

- Windsor has one in-house building permit technician in the Customer Service Department for:
 - Application in-take and processing
 - Answer customer phone and email inquiries
 - Prepare customer fee estimates
 - Compile building permit deposits and reports
- SAFEbuilt is providing additional permit tech support during current transition in Customer Service



Building Permit Services

Building permit plan reviews and building inspections are performed by SAFEbuilt (Windsor office):

- 1 Chief Building Official
- 1 Office Manager
- 2 Permit Technicians
- 5 Building Inspectors (including 5 licensed electricians)
- 4 Combination Inspectors
- 1 Residential Plan Reviewer
- 1 Commercial Plan Reviewer



Building Permit Services

- Building Department Operational Expenses (currently covered in SAFEbuilt services):
 - Wages and Benefits (15 employees): \$704,833 annual
 - Vehicles (6 compact SUVs): \$200,000 initial / \$56,000 annual fuel, insurance, maintenance
 - IT / Software: \$27,500 initial / \$12,600 annual support and licensing
 - Office Space/Furnishings
- Total Initial Costs (less office space/furnishings): \$227,500
- Total Annual Costs (less office space/furnishings): \$773,433



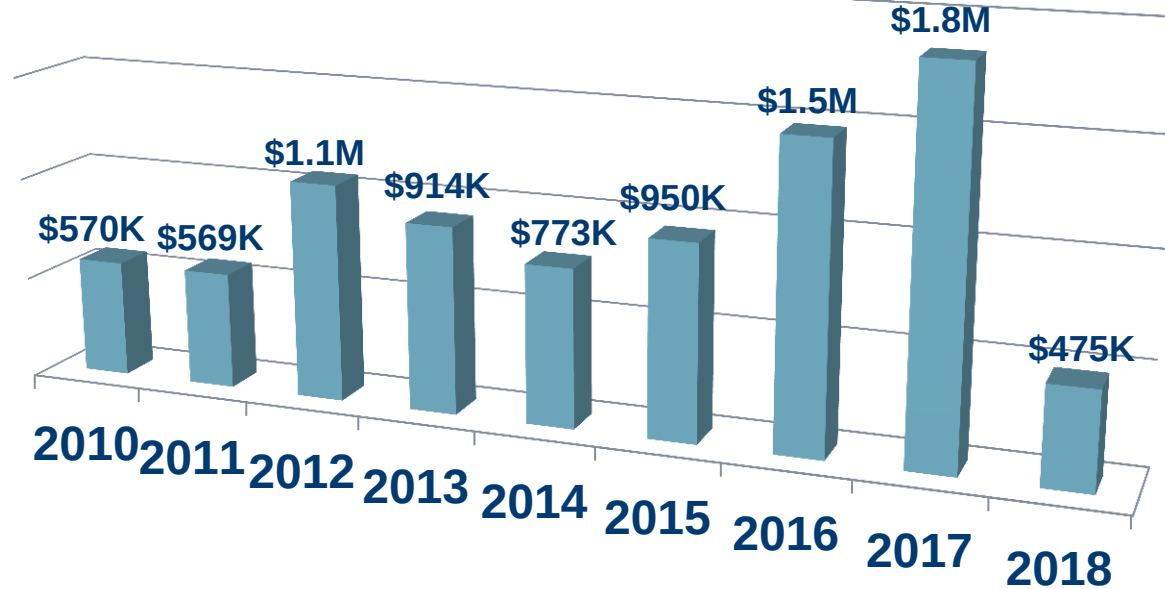
Building Permit Services

- Windsor retains 20% of building permit fees per agreement and passes through 80% to SAFEbuilt as payment for plan review and inspection services.



Building Permit Services

Fees Retained by SAFEbuilt 2010 - Current





Building Permit Services

- Benefits of the existing contract services:
 - Consistent Customer Service: Staffing levels can fluctuate to correspond with building activity levels
 - Expertise: Unique projects oftentimes require building officials with specific expertise and SAFEbuilt calls on their nationwide staff to fill those needs
 - Overhead: Cost of staff, vehicles, IT and office space are borne by SAFEbuilt



Building Permit Services

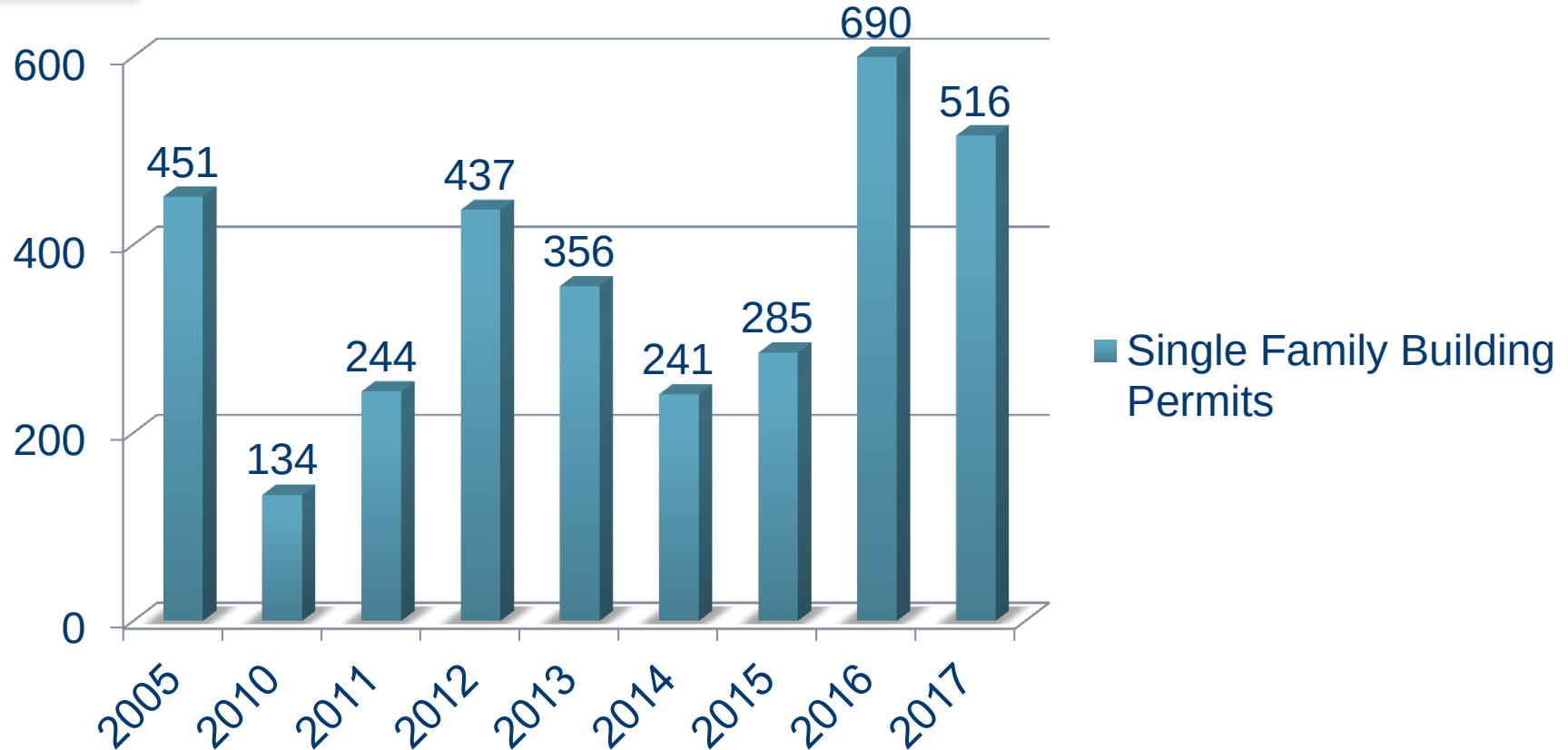
- Windsor has contracted SAFEbuilt to perform building permit plan reviews and building inspections for the Town since 1993, when SAFEbuilt was known as Colorado Inspection Agency
- Windsor was SAFEbuilt's first client, and they are now operating in 14 states and 54 municipalities in CO alone
- Building Permit Software (Community Core), online permitting, etc.
- Following the 2008 tornado, SAFEbuilt called on their ICC partners to provide an excellent disaster response team and allowed the Town to issue permits for repairs to homeowners "in the field"



Residential Building Permit Activity

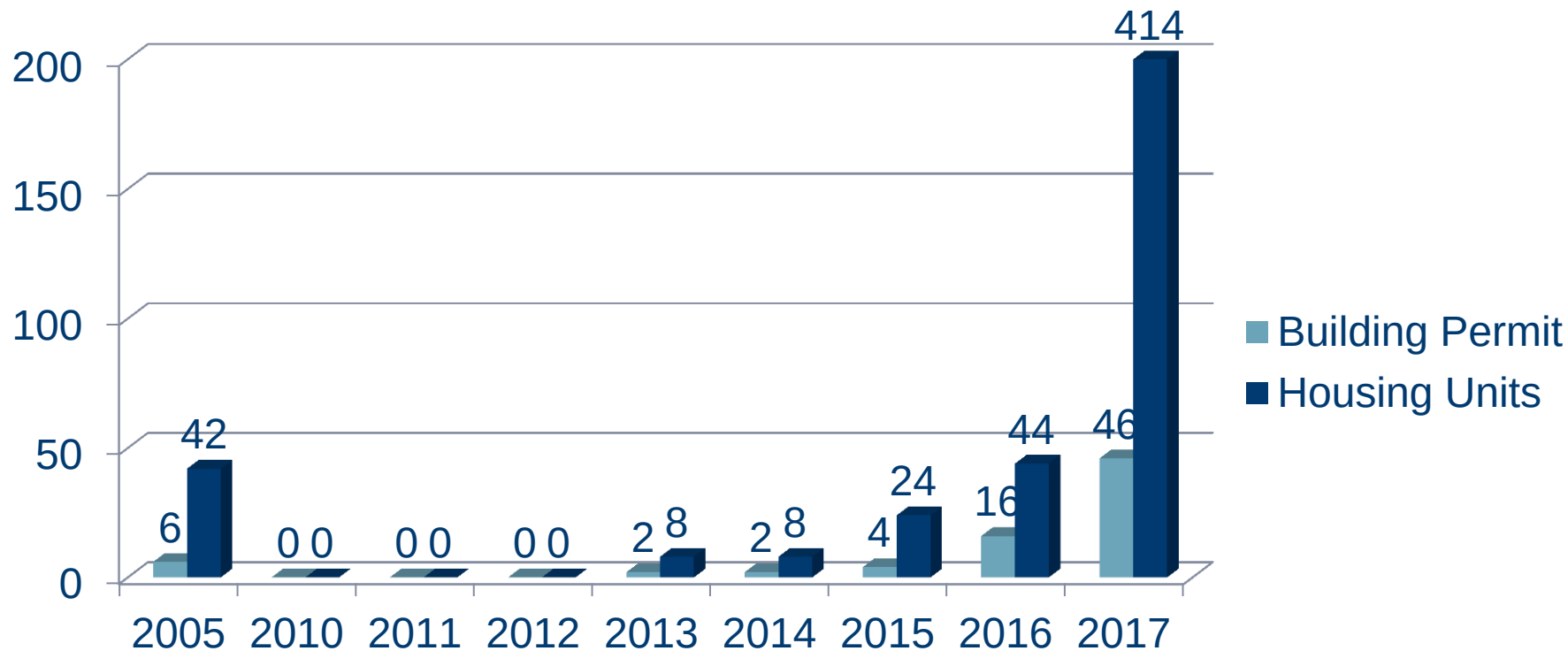
- 516 Single Family permits were issued in 2017, which is the second highest total in Windsor's history (690 permits issued in 2016)
- 2017 was a record year for multi-family residential development, with 46 permits issued for 414 dwelling units
- During this time, the building permit review timeframe has remained constant at 7-10 working days (residential) and 10-14 working days (commercial/industrial)
- Of the aforementioned timeframes, only 5 working days are spent in SAFEbuilt review

Single Family Building Permits



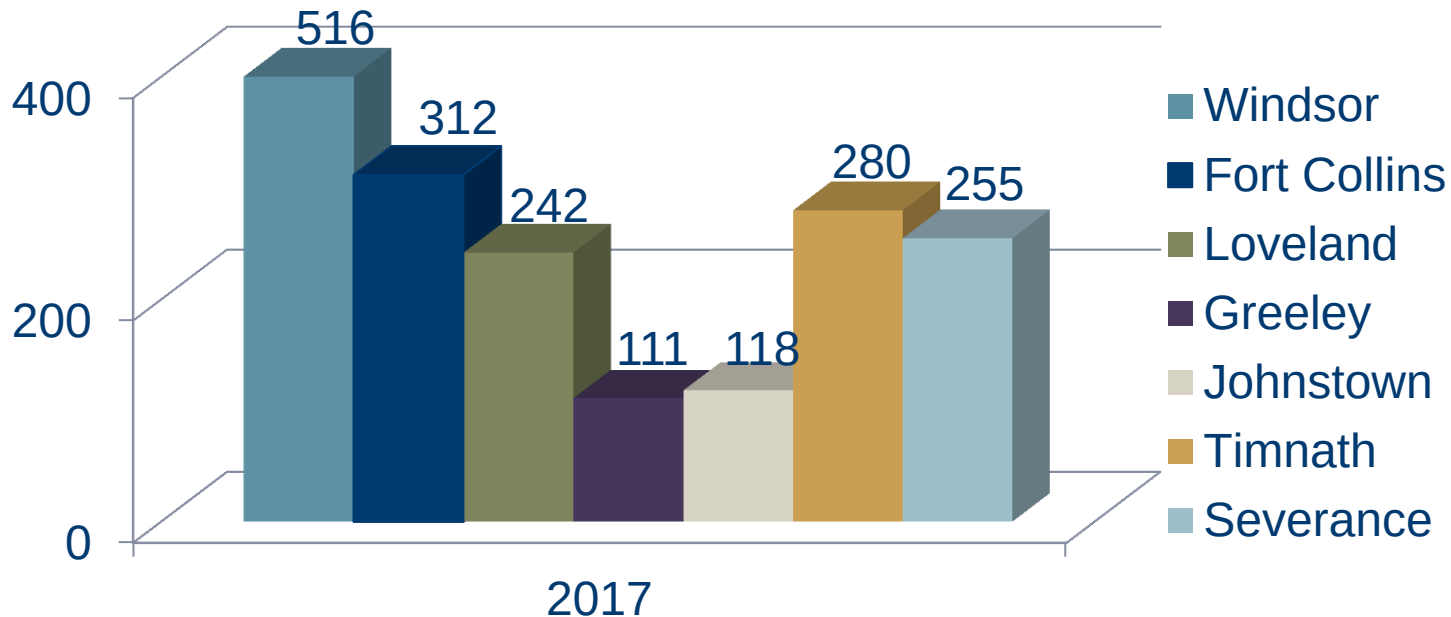


Multi-Family Building Permits/Housing Units



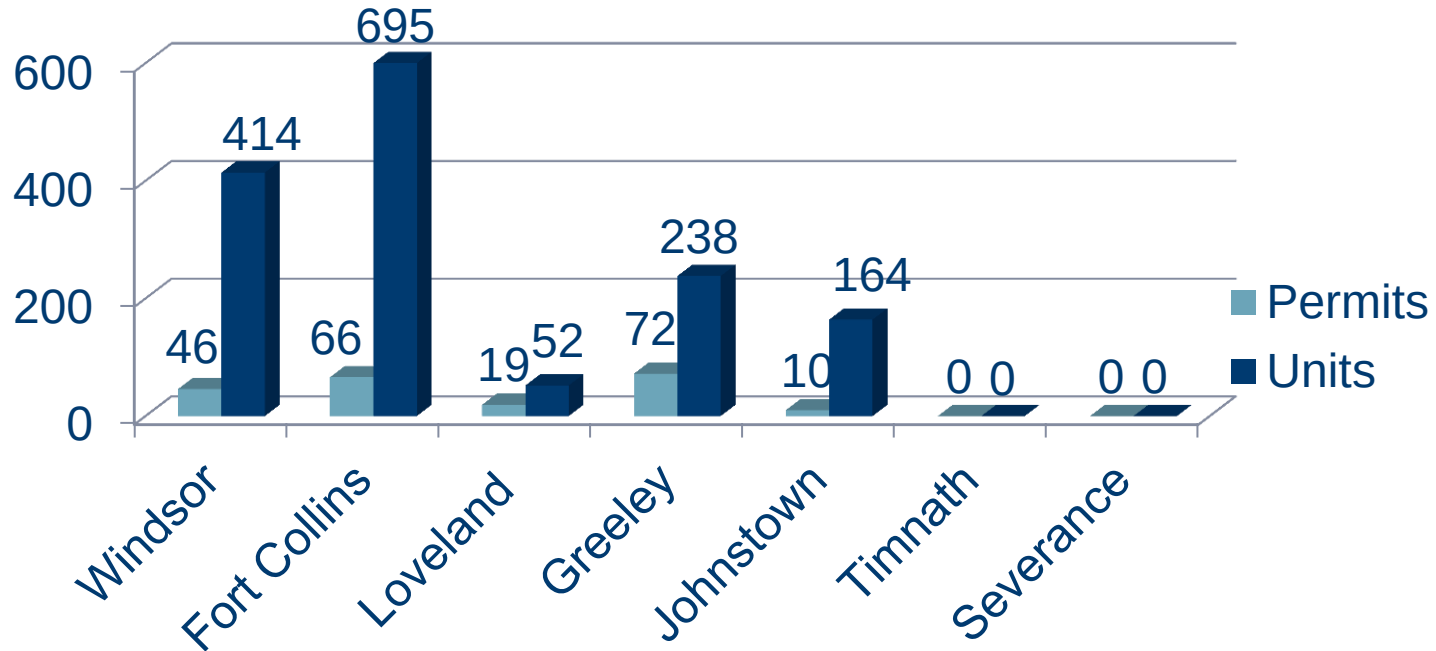


Regional Comparison of 2017 Single Family Building Permits





Regional Comparison of 2017 Multifamily Building Permits



Note: Due to differences in reporting by jurisdiction, unit counts may not be available.



SAFE**built**.[®]

Windsor, Colorado

June 4, 2018



Partnering with SAFEbuilt since 1992 has helped make good things happen in Windsor.

SAFE**built**✓

OUR SAFEbUILT “WINDSOR” TEAM

- Kelly Dykstra – Chief Building Official
- Crystal Croissant – Office Manager
- Dori Wataha – Permit Technician
- Rob Godin – Inspector
- Robert Warkentin – Inspector
- Eric Weber – Inspector in Training

Tori Tomasino - Inspector
Craig Rossi - Inspector
Derek Franklin – Inspector
Tommy Sporleder – Inspector
Richard Kramer – Inspector



- Started as Colorado Inspection Agency in 1992
- Name changed to SAFEbuilt in 2006
- Today over 1000 employees in 14 states
- Serving over 500 Communities



Involved with municipal, code, and homebuilder associations, including:



International Code Council (ICC)



National Home Builder's Association (NHBA)



National Fire Protection Association (NFPA)



Colorado Municipal League



Leaders at the Core of Better Communities

ICMA

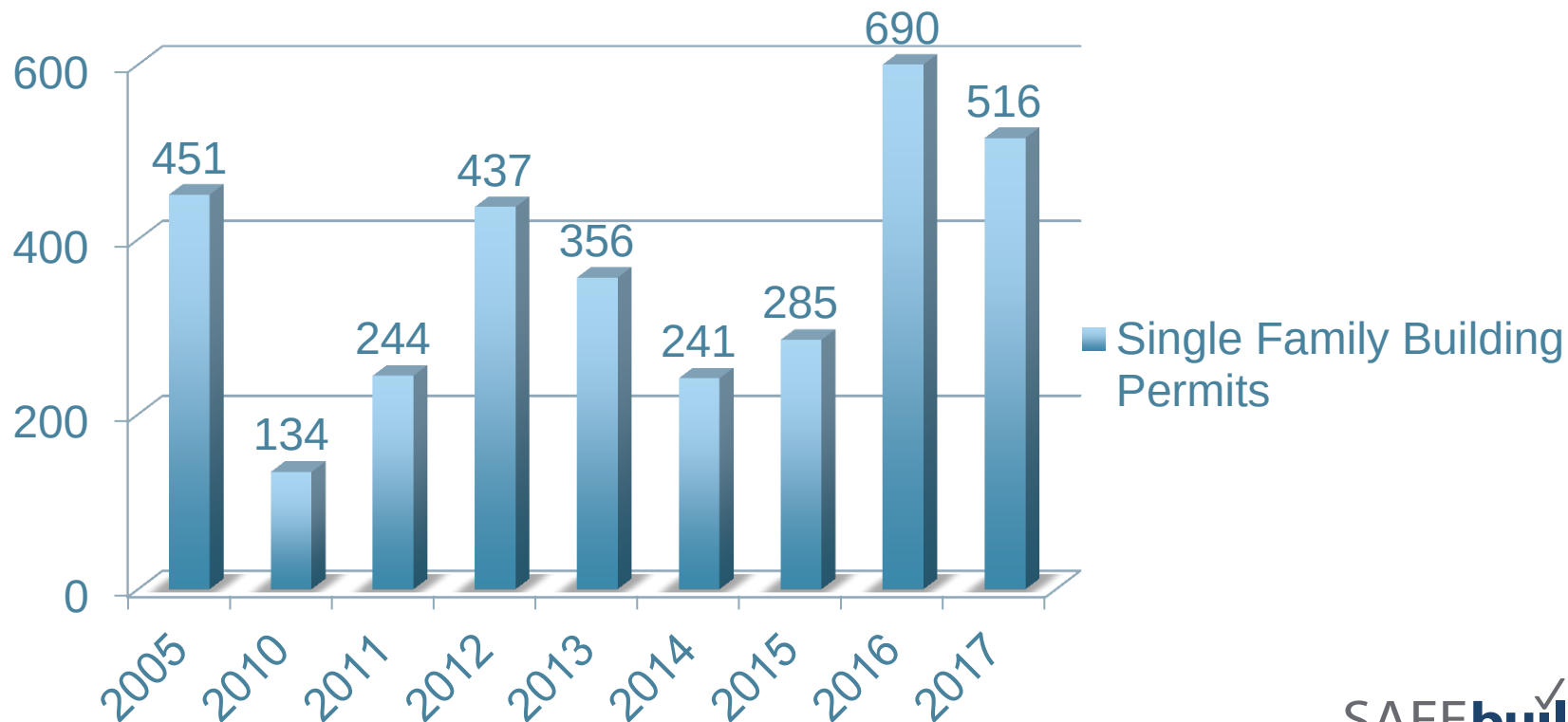
SAFE**built**®

HOW DOES WINDSOR BENEFIT BY PARTNERING WITH SAFEbUILT?

- Services are paid from permit fees, so your costs never exceed your revenue.
- The town of Windsor controls fees, service levels, code adoptions, and valuations – so you never lose ownership of the development process.
- Our depth and breadth of resources allow us to keep every project on track.
- Services levels are guaranteed, regardless of activity levels.



HANDLING FLUCTUATIONS IN ACTIVITY



ENSURING A SAFE BUILT ENVIRONMENT

- Public safety is our number-one priority.
 - Remain up-to-date on all codes and ordinances
 - Provide consistent code enforcement
 - Offer suggestions for reaching life safety and code compliance standards
 - Stay abreast of current state legislation



CREATING A FRIENDLY ENVIRONMENT FOR BUILDERS AND HOMEOWNERS

- We provide homeowners and contractors with the highest levels of service.
 - Communicate proposed changes
 - Host workshops and open houses
 - Provide handouts, guides, and materials
- We deliver efficient and innovative services.
 - Electronic submission and plan review
 - Live field resulting from iPads
 - Pre-construction meetings
 - Phone consultations
- We answer questions onsite – reducing project delays and ensuring a safe built environment.

USING TECHNOLOGY TO ENHANCE EFFICIENCY AND EFFECTIVENESS

- In-field resulting of inspection results
- Electronic plan reviews
- GPS capability
- Online services
- Software that tracks permit lifecycles, manages contractor licensing, and provides full transparency into our processes and activities



KEEPING YOU IN THE LOOP – ALWAYS



- To ensure your needs, standards, and performance expectations are met, we:
 - Provide annual reports of key metrics to staff and Town Board
 - Attend regular meetings with staff to review performance and revise objectives
 - Host quarterly check-ins between key team members and town leadership

A PARTNER, NOT A PROVIDER

- Actively involved in the communities we support
 - Sponsor events
 - Donate to student scholarship funds
 - Give time and money to charitable causes
- Offer reduced fees for community projects and no-charge permits for town-owned building projects
- Advocate for your success and help you achieve your goals



WHY SAFEbuilt

- Because we help you...
 - Solve problems
 - Ensure your built environment is safe for work, play, and life
 - Free up time and resources
 - Make your community even better



SAFEbuilt✓

Thank you



MEMORANDUM

Date: June 4, 2018
To: Mayor, Town Board and Planning Commission
From: Planning Department
Re: Land Use Code Amendments Discussion
Item #: 2

Background / Discussion

Based upon some recent projects, as well as input from the development community, staff has identified the following four sections of the Municipal Code (Code) to discuss potential amendments with the Town Board and Planning Commission: (1) Commercial and Industrial site plan presentations; (2) minor administrative variance process; (3) General Commercial service and storage areas; and (4) Multifamily Residential parking requirements.

Rather than delaying these sections any further, the following amendments are proposed to be completed in the interim while the larger land use code update is in progress.

Qualified Commercial and Industrial Site Plan Presentations

Section 17-9-20 of the Code outlines an administrative approval process for commercial and industrial site plans; however, the process also requires a formal staff presentation to both the Planning Commission and Town Board. While these presentations are beneficial information for the boards, the additional time and expense to the applicant are counter to the Town's goal of streamlining the review process and may be handled more efficiently.

As uses by right, the only time these site plans would require consideration by Planning Commission and Town Board would be those limited occasions when the review process reveals issues that cannot be resolved between the applicant and staff. Therefore, staff recommends that, instead of a formal presentation, a general overview of commercial and industrial projects and drawings are included in Planning Commission and Town Board meeting packets as communication items for the boards' information. Elimination of the formal presentation requirement will:

- Save applicants time and money, eliminating the need for the applicant and/or their consultants from having to attend Planning Commission and Town Board meetings
- Free up Planning Commission and Town Board agendas to allow for more discussion on topics which require formal board action
- Allow the site plan information to be provided to Planning Commission and Town Board earlier in the process, as opposed to waiting until the administrative review has been partially completed
- Save staff time with regard to preparation of memos, presentation slides and meeting attendance

Such administrative review is already in place in many jurisdictions and is the direction toward which more jurisdictions are moving. This is also a first step toward further administrative approvals in order for Windsor's land use review process to stay competitive with neighbors.

Administrative approval of subdivision applications is a concept that will be discussed further in conjunction with The Brands and Rocky Mountain Sports Park PUD applications.

Therefore, staff recommends that Site Plan review procedure be amended to delete Section 17-9-20(5) and (6) and add a new Section 17-9-20(5) as follows:

- (5) ~~The Planning Department shall make formal presentation of all commercial and industrial site plans qualified under this Section to the Planning Commission and Town Board at regularly scheduled meetings of those bodies. The Planning Department shall receive comments from the Planning Commission and the Town Board on such plans.~~
- (6) ~~Following its receipt of comments from the Planning Commission and Town Board, the Planning Department shall review the site plans in accordance with the procedures set forth in Section 17-8-30 of this Chapter, in addition to all requirements as set forth in this Section.~~
- (5) **The Planning Department shall include commercial and industrial site plan information and applicable drawings in Planning Commission and Town Board meeting packets as informational communications items.**

Recommendation

Staff recommends the required site plan presentation be replaced with an informational communications item in respective meeting packets as outlined above, subject to any Town Board and Planning Commission direction.

Minor Administrative Variance Process

Section 16-6-60 of the Town's Municipal Code outlines the variance approval process and criteria for unintended deviations to code requirements. Currently, all variance requests must receive Board of Adjustment (BOA) approval, which requires notification to surrounding property owners, a public hearing before the board and a formal staff presentation. The BOA has expressed concern over the review of minor unintended deviations which could otherwise be approved administratively. Implementing a minor administrative variance process would also eliminate additional time and expense to the applicant, while contributing toward the Town's goal of streamlining land use processes.

Such minor administrative review is a common practice in surrounding jurisdictions and those across the Colorado Front Range urban corridor.

Minor Administrative Review	
Jurisdiction	Minor Variance or Similar Process
Fort Collins	✓
Loveland	✓
Larimer County	✓
Longmont	✓
Greeley	✓
Louisville	✓
Lafayette	✓
Golden	✓
Colorado Springs	✓
Littleton	✓
Windsor	⊘

Section 16-6-90 of the Code currently allows for minor modifications; however, the narrow focus of the current language has rendered the language ineffective in most cases. For instance, a recent variance request pertained to a new home that encroached into an offset by four inches. The criteria for a variance is based on physical hardship for existing conditions and not designed for minor plan, field or as-built corrections or deviations that may occur from time to time.

Therefore, staff recommends that Section 16-6-90 be amended to allow for minor administrative variances in the following instances, subject to the minor variance criteria, Section 16-6-90(e):

- Setback or offset
- Maximum building height
- Distance between structures
- Lot area
- Lot Coverage
- Alterations or additions to legal nonconforming structures

Amending Section 16-6-90 as follows:

Sec. 16-6-90. - Zoning officer authorized to approve minor ~~modifications~~ **administrative variances**.

- (a) Purpose and intent. The purpose and intent of this Section is to allow the zoning officer to grant minor ~~modifications~~ **administrative variances** up to a maximum of ten percent (10%) **or as noted** from zoning district standards in cases where an **unintended** deviation therefrom exists relative to existing structures **or existing lots**. Relief under this Section shall not be available for the following:
- (1) Any application for ~~a new development or~~ proposed construction.
 - (2) A building permit application.
 - (3) A plot plan application.
 - (4) An improvement location certificate.
 - (5) Any minor ~~modification~~ **administrative variance** that would result in any of the following:
 - a. An increase in permitted maximum development density or intensity.
 - b. A change in permitted uses or mix of uses.
 - c. ~~An increase in the building height of principal structures.~~
 - d. A decrease in the amount of required open space or landscaping.
 - d. **A conflict with another requirement.**
 - e. **An additional or a subsequent minor variance request.**
 - f. **A lot line adjustment, minor subdivision or subdivision.**
- (b) Application. The applicant shall submit to the zoning officer a variance application, together with such supporting documentation as the zoning officer may require, and a ~~review variance application fee, the amount of which shall be set by the Town Board and modified by the Town Board from time to time.~~
- (c) Appeal. The zoning officer shall review the application and initially determine whether or not the application ~~qualifies the applicant~~ **is eligible** for relief under this Section. In the event the zoning officer determines that the application should be denied, appeal of the zoning officer's decision to the Board of Adjustment shall be in accordance with the provisions of this Code.

- (d) **Notice.** Notice of the minor variance request shall be provided to abutting property owners in accordance with Article XXXI - Notification Requirements for Land Use Decisions. If an objection is received by the Town from a notified property owner, the applicant shall address the objection. In the event the objection cannot be resolved, the minor administrative variance request shall be forwarded to the Board of Adjustment for final determination.
- (de) **Approval criteria.** Upon complete submission of the application as aforesaid and approval thereof by the zoning officer, the zoning officer shall grant the modification unless it is in conflict with either the goals of the Comprehensive Plan or the purposes of the zoning code. **Minor administrative variances shall be limited as follows:**
- (1) **Setback or offset:** A reduction in distance of 10% or one (1) foot, whichever is less.
 - (2) **Maximum building height:** An increase in height of 10% or one (1) foot, whichever is less.
 - (3) **Distance between structures:** 10% or one (1) foot reduction, whichever is less, subject to requirements of the International Building Code.
 - (4) **Lot area:** 2% reduction in the minimum lot area required.
 - (5) **Lot Coverage:** 2% increase in the maximum lot coverage.
 - (6) **Alterations or additions to legal nonconforming structures.**
- (ef) **Effect of approval.** The zoning officer shall state on the zoning certificate, and on all affected plans or plats, the nature of any minor modification and reason for approval thereof. The zoning officer shall also sign, date and, if applicable, record all such documentation.

Recommendation

Staff recommends replacing the existing minor modification policy with the minor administrative variance policy above, subject to any Town Board and Planning Commission direction.

General Commercial Service and Storage Areas

The Code does not currently address accessory outdoor storage and service areas, such as areas for trash compaction, trash enclosures, palette storage and other similar accessory uses in the General Commercial zoning district. As more commercial users choose to locate in Windsor, these types of accessory uses will need to be addressed through the site plan review process. Therefore, staff recommends the following code language to be added to the list of permitted accessory uses in Section 16-19-10(b):

(3) Accessory outdoor storage that is auxiliary to the principal commercial use of the property. The total square footage of accessory outdoor storage shall be located to the rear of the building and shall be limited to no more than 5% of the square footage of the principal building. Any such storage shall be fully screened using material that matches the dominant material and colors of the principal building. Chain-link fencing shall not be considered adequate for screening purposes.

Recommendation

Staff recommends the addition of accessory outdoor storage standards for the General Commercial (GC) zoning district with the standards outlined above, subject to any Town Board and Planning Commission direction.

Multifamily Residential Parking Requirements

The Comprehensive Plan supports and promotes a variety of housing densities to serve a wide range of housing needs for Windsor residents. In response to this goal, the Town has experienced multifamily residential development in record numbers over the past few years, and this has brought to light the need to re-examine the parking ratio required for multifamily residential uses.

A recently approved multifamily residential project included over 400 units, which more than doubled the 196 units which previously represented the Town’s largest multifamily projects. Additionally, the location of the project is unique in that there will be little to no off-street parking available in the vicinity to serve as overflow parking. This raised a concern that the current code requirement may not adequately account for visitor and overflow parking, which may result in issues regarding vehicles parked in fire lanes, landscaped areas or designated bike lanes. Although these would be private parking issues, such issues result in increased calls to the Police Department and Code Enforcement and ultimately leave the residents of the complex with little recourse.

The Municipal Code requires 1.5 parking spaces per multifamily unit and does not require any visitor parking. The attached overview of other regional jurisdiction requirements indicates that Windsor’s 1.5 ratio is on the low end, while most of those jurisdictions base multifamily parking on the number of bedrooms per unit rather than just the number of units.

Therefore, given the recent influx of multifamily development in Windsor and the fact that the Comprehensive Plan promotes such diversity in housing, in order to avoid any future projects with possible parking shortages, staff is proposing to adopt multifamily parking requirements as follows:

	1.5 per dwelling unit, generally
Row House, Apartments, etc.	2.5 per dwelling unit if 3 bedrooms or more; PLUS
	1 space per 8 dwelling units guest parking

Recommendation

Staff recommends replacing the existing multifamily parking ratio with the standard outlined above, subject to any Town Board and Planning Commission direction.

Multi-family Parking Comparison

Municipality or Development	Units	# of Bedrooms	Required Parking *	Actual Existing
Fort Collins				
<i>two-family & multi-family</i>	1	1	1.50	
	1	2	1.75	
	1	3	2.00	
	1	4+	3.00	
Loveland				
<i>1-family, 2-family or multi-family</i>	1		2.00	
Boulder				
<i>DU or duplex</i>	1	1	1.00	
	1	2	1.50	
	1	3	2.00	
	1	4+	3.00	
Longmont				
<i>3, 4, or multi-family</i>	1	1	1.75	
	1	2	2.00	
	1	3	2.25	
	1	4+	3.00	
Windsor				
<i>multifamily</i>	1		1.50	
<i>Stonegate Apartments</i>	1			2.00
<i>Governors Farm Apartments</i>	1			1.50
<i>Chestnut Apartments</i>	1			1.71
<i>Aspen Leaf Condos</i>	1			1.26
<i>South Hill 6th</i>	1			1.50
<i>South Hill 4th & 5th</i>	1			1.71
<i>Windsor Meadows</i>	1			1.90

Note: Base parking ratios shown. Some jurisdictions allow reduced parking based on zoning, proximity to transit, provision of affordable units, etc.

Windsor's parking ratio of 1.5 spaces per multifamily unit is low compared to neighboring jurisdictions and based on the Parking Generation Manual published by the Institute of Transportation Engineers. The Manual identifies low/midrise suburban apartments with a peak parking ratio of 1.94 for the 85th percentile, meaning 85% of sites will have peak parking at or below that rate. Anecdotal observation also indicates Windsor's multifamily parking ratio is insufficient for on-site parking at Governors Farm Apartments (between 6th and 7th Streets south of Chestnut Street), which was developed at the current ratio of 1.5 spaces/unit.



2018 Code Amendments

Town Board & Planning Commission
Work Session – June 4, 2018



Proposed Amendments

- Commercial and industrial site plan presentations
- Minor administrative variances
- General Commercial accessory service and storage areas
- Multifamily residential parking requirements



Commercial & Industrial Site Plans

Current Process	Proposed Change
Staff present formal presentation to PC & TB as item on meeting agenda	Staff create general overview for PC & TB packets

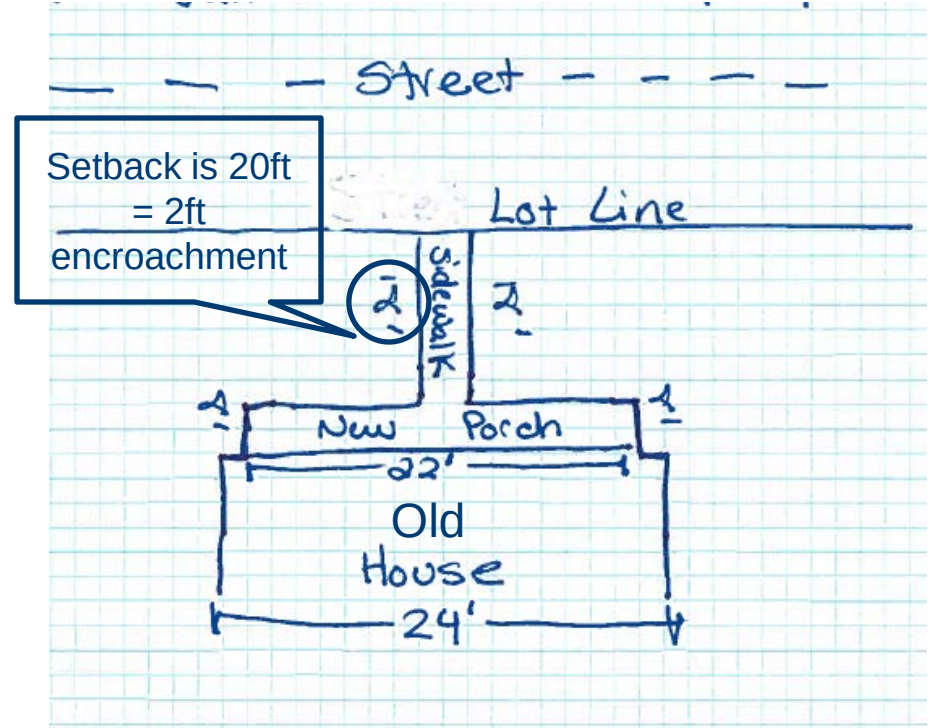
Benefits

- Saves applicants time and money
- Streamlines review process
- Frees up space on agendas

5. **Site Plan Presentation** – East Point Subdivision, Lot 5, Jenae Nequette, Human Bean of Northern Colorado, applicant/ Patricia Kroetch, North Star Design, Inc., applicant's representative
 - Staff presentation: Paul Hornbeck, Senior Planner
6. **Site Plan Presentation** – Eagle Crossing Subdivision 5th Filing Lot 2 – Fuzzy's Restaurant – Martin Lind, owner; Marc Rogers, applicant; Patricia Kroetch, North Star Design, Inc., applicant's representative
 - Staff presentation : **Millissa Berry**, Senior Planner
7. **Site Plan Presentation** – Falcon Point Subdivision 2nd Filing, Lot 1 – East Windsor Storage – Brandon Grebe, owner; Katy Thompson, Ripley Design, Inc., applicant/owner's representative; Tony Ollila, authorized representative
 - Staff presentation : **Millissa Berry**, Senior Planner
8. **Site Plan Presentation** – Westwood Village Subdivision 8th Filing – Independent Living and Nursing Facility - 14th Street Real Estate LLC / Columbine Health Systems, owner/applicant; Cathy Mathis, TBGroup, applicant's representative
 - Staff presentation : **Millissa Berry**, Senior Planner
9. Resolution No. 2017-111 – A Resolution Approving a Final Site Plan for Grasslands Park Subdivision 2nd Filing, Lot 1; Joseph Shrader, owner/applicant; Patricia Kroetch, North Star Design, Inc., applicant's representative
 - Quasi-judicial
 - Staff presentation: Carlin Malone, Chief Planner

Minor Administrative Variance

- BOA expressed concern regarding minor variances that could be administrative
- The following minor variances would be handled administratively within certain thresholds:
 - Setbacks
 - Structure height
 - Distance between structures
 - Lot area
 - Lot coverage
 - Correct a legally established condition





Minor Administrative Variance

- Would not result in:
 - An increase in permitted maximum development density or intensity
 - A change in permitted uses or mix of uses
 - A decrease in the amount of required open space or landscaping
 - A conflict with another requirement
 - An additional or a subsequent minor variance request
 - A lot line adjustment, minor subdivision or subdivision

Minor Administrative Review	
Jurisdiction	Minor Variance or Similar Process
Fort Collins	✓
Loveland	✓
Larimer County	✓
Longmont	✓
Greeley	✓
Louisville	✓
Lafayette	✓
Golden	✓
Colorado Springs	✓
Littleton	✓
Windsor	✗

General Commercial Storage

- The code does not currently address accessory storage screening in General Commercial
- Staff recommends addressing this

Bad Example



Good Examples



Multifamily Residential Parking

Multi-family Parking Comparison

Municipality or Development	Units	# of Bedrooms	Required Parking *	Existing
Fort Collins				
two-family & multi-family	1	1	1.50	
	1	2	1.75	
	1	3	2.00	
	1	4+	3.00	
Loveland				
1-family, 2-family or multi-family	1		2.00	
Boulder				
DU or duplex	1	1	1.00	
	1	2	1.50	
	1	3	2.00	
	1	4+	3.00	
Longmont				
3, 4, or multi-family	1	1	1.75	
	1	2	2.00	
	1	3	2.25	
	1	4+	3.00	
Windsor				
multifamily	1		1.50	
Stonegate Apartments	1			2.00
Governors Farm Apartments	1			1.50
Chestnut Apartments	1			1.71
Aspen Leaf Condos	1			1.26
South Hill 6th	1			1.50
South Hill 4th & 5th	1			1.71
Windsor Meadows	1			1.90



- To reduce multifamily parking shortage, staff recommends:

Row House,
Apartments, etc.

1.5 per dwelling unit, generally
2.5 per dwelling unit if 3 bedrooms or more; PLUS
1 space per 8 dwelling units guest parking



2018 Code Amendments Q & A



MEMORANDUM

Date: June 4, 2018
To: Mayor, Town Board, & Planning Commission
From: Paul Hornbeck, Senior Planner
Re: Revised Street Design Criteria and Construction Specifications
Item #: 3

Background / Discussion

Town Engineering and Planning staff have been working together to revise the Town's street standards with the intent of implementing the "Complete Streets Guide" adopted by Town Board (Resolution No. 2017-33), bringing the standards into closer alignment with some recent proposals, enhancing community image on gateway corridors, and achieving greater consistency with neighboring jurisdictions. Complete Streets is a concept that streets should be designed for safe, convenient travel by all modes of transportation (passenger and freight vehicles, bicycles, pedestrians, public transportation, etc.). The Complete Streets concept is a high level direction and does not mandate specific design standards, which are instead contained in the Town's Design Criteria and Construction Specifications document.

In June of 2017 staff provided an overview of changes to the street standards proposed at a Town Board work session and also met with stakeholders, such as developers and engineering consultants, to gather any feedback. The draft changes have since been refined and staff is requesting any additional input from Town Board and Planning Commission prior to soliciting final input from stakeholders. The high level changes proposed are summarized as follows:

1. Sidewalks mandatory on all street types
2. Increased sidewalk width (from 4'-5' to 5'-6')
3. Developers have the option to use a detached sidewalk instead of attached sidewalk on local residential streets
4. Detached sidewalk required on minor collectors
5. Bike lanes required on minor collectors
6. Inclusion of a landscaped median on gateway corridors
7. Curb extensions in high pedestrian areas (trail crossings, schools, parks, etc.)
8. A range of speed limits for each street type to allow greater flexibility for unique contexts

Recommendation

The Design Criteria and Construction Specifications document which was adopted by Resolution 2009-074 stipulates that minor amendments and modification may be made by the Director of Engineering but that any major amendments or modifications shall not take effect unless first approved by Town Board resolution. Given the extent of modifications proposed, a resolution approving and adopting the revised standards will be required at a later date. Following outreach to stakeholders for further input, staff will be recommending revisions to the street standards as presented, subject to any Town Board and Planning Commission direction.

Attachments

Existing Design Criteria and Construction Specifications Table 1.04.1.A

Proposed Design Criteria and Construction Specifications Tables 1.04.1.A & 1.04.1.B

Illustrative street cross-sections of proposed street standards

Landscape median policy

PowerPoint Presentation

copy: Dennis Wagner, Director of Engineering
Doug Roth, Civil Engineer

Existing

**Table 1.04.1
General Parameters**

Street Classification	URBAN SECTION						RURAL SECTION			
	Major Arterial	Minor Arterial	Major Collector	Minor Collector	Local Ind/Comm.	Local Residential	Major Arterial	Minor Arterial	Collector Residential	Local Residential
Number of Lanes	7	5	3	2	2	2	5	3	3	2
Right-of-Way Width	135 ft	110 ft	80 ft	60 ft	50 ft	50 ft	150 ft	130 ft	120 ft	90 ft
Roadway Width ⁽¹⁾	104 ft	80 ft	52 ft	40 ft	36 ft	36 ft	76 ft	48 ft	36 ft	34 ft
Width at Intersections ⁽¹⁾	N/A	N/A	N/A	N/A	N/A	N/A	100 ft	72 ft	48 ft	N/A
Number of Travel Lanes	4	4	2	2	2	2	4	2	2	2
Travel Lane Width	12 ft	12 ft	12 ft	12 ft	11 ft	11 ft	12 ft	12 ft	12 ft	11 ft
Designated Bike Lanes	Yes	Yes	Yes	No	No	No	No	No	No	No
Bike Lane Width	6 ft	6 ft	6 ft	10 ft ⁽²⁾	10 ft ⁽²⁾	10 ft ⁽²⁾	N/A	N/A	10 ft ⁽²⁾	N/A
Parking Lane Width	None	None	None	8 ft	7 ft	7 ft	None	None	None	None
Sidewalk Width	5 ft	5 ft	5 ft	4 ft	4 ft	4 ft	N/A	N/A	N/A	N/A
Vertical or Driveover Curb and Gutter	V	V	V	D ⁽³⁾	V	D	N/A	N/A	N/A	N/A
Traffic Volume (ADT)	>25,000	>10,000	>2,500	>1,000	<1,000	<1,000	>12,000	>5,000	>1,500	<1,500
Design Speed (MPH)	65	55	50-45	40	35	35	60	55	50	35
Posted Speed (MPH)	55	45	45-35	35	30	30	55	45	45	30
Turn Lanes ⁽⁴⁾	Required	Required	Required	Varies ⁽⁵⁾	NO	NO	Required	Required	Varies ⁽⁵⁾	NO

⁽¹⁾ Flow Line to Flow Line (Urban Section) or shoulder to shoulder (Rural Section).

⁽²⁾ Detached Bikeway in lieu of on-street Bike Lane (where required).

⁽³⁾ Vertical curb required for industrial/commercial development.

⁽⁴⁾ Left-turn lanes are always required, right-turn lanes are required if TIS indicates need.

⁽⁵⁾ Where Minor Collectors intersect with streets of high traffic volume or high speeds, left turn lanes required.

See standard details for performance options.

Sep't, 2009

Draft Table 1.04.1.A - Urban Roadways General Parameters									
	Urban Arterial Streets			Urban Collector Streets		Urban Local Streets			
	Principal	Major	Minor	Major	Minor	Commercial	Industrial	Residential	Residential Parkway ¹
Through Lanes	6	4	2	2	2	2	2	2	2
Build-out Traffic Projection ² (ADT)	Over 30,000	15,000 to 30,000	11,001 to 15,000	2,501 to 11,000	1,000 to 2,500	Less than 2,500	Less than 2,500	Less than 1,000	Less than 1,000
Right-of-Way Width ³	168 ft	114 -118 ft	90-94 ft	82 ft	82 ft	78 ft	52 ft	50 ft	62 ft
Flow line to flow line	104-108 ft	80-84 ft	56-60 ft	52 ft	50 ft	50 ft	36 ft	34 ft	34 ft
Travel Lane Width	12 ft	12 ft	12 ft	12 ft	11 ft	11 ft	11 ft	10 ft	10 ft
Median	16-20 ft ⁴	16-20 ft ⁴	16-20 ft ⁴	12 ft	None	None	None	None	None
Bike Lane	6 ft	6 ft	6 ft	6 ft	6 ft	6 ft	None	None	None
Parking Lane ^{5,6}	None	None	None	None	8 ft	8 ft	7 ft	7 ft	7 ft
Parkway width	9.5 ft	9.5 ft	9.5 ft	8.5 ft	8 ft	6 ft	None	None	6 ft
Sidewalk Width	6 ft	6 ft	6 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Vertical or Rollover Curb	V	V	V	V	R	R	R	R	R
Design Speed (MPH)	50	50	50	40	40	30	30	30	30
Posted Speed ⁷ (MPH)	30-45	30-45	30-45	30-35	30-35	30	30	30	30
Left Turn Lanes	Required	Required	Required	Required	Varies	No	No	No	No
Right Turn Lanes ⁸	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies

¹ Use of the residential parkway street section is optional and may be used in place of the standard residential street section

² Build-out traffic projection means full development of the area serving the subject road

³ Additional ROW may be required to accommodate turn lanes or trails identified on the Trails Master Plan

⁴ 16 ft continuous two way left turn is the minimum standard. A 4 ft median may be required to control access. A 20 ft landscaped median may be required on designated gateway corridors

⁵ Parking lane shall be replaced with curb extensions at intersections identified as key pedestrian routes (e.g. school routes, trail crossings, near parks or commercial centers, etc.)

⁶ Parking lane requirement may be waived when no current or future parking generation is anticipated on adjacent properties (e.g. drainage or open space tracts)

⁷ When a range is shown for posted speed limit, the Town Engineer shall determine appropriate speed based on context of roadway.

⁸ Right turn lanes required if TIS or Town Engineer determines need

Draft Table 1.04.1.B – Rural Roadways General Parameters				
	Rural Arterial Streets		Rural Collector	Rural Local
	Major Arterial	Minor Arterial	Residential	Residential
Through Lanes	4	2	2	2
Build-out Traffic Projection ⁹ (ADT)	15,0001 to 30,000	8,0001 to 15,000	1,000 to 8,000	Less than 1,000
Right-of-Way Width ¹⁰	150 ft	130 ft	120 ft	90 ft
Roadway width	76-80 ft	52-56 ft	48 ft	34 ft
Travel Lane Width	12 ft	12 ft	12 ft	11 ft
Median	16-20 ft ¹¹	16-20 ft ¹¹	12 ft	None
Shoulder	6 ft	6 ft	6 ft	6 ft
Parking Lane	None	None	None	None
Drainage width	29-31 ft	31-33 ft	20 ft	30 ft
Sidewalk Width ¹²	5 ft	5 ft	5 ft	5 ft
Design Speed (MPH) ¹³	50-60	45-60	35-50	30
Posted Speed (MPH) ¹⁴	45-55	40-55	30-45	30
Left Turn Lanes	Required	Required	Varies ¹⁵	No
Right Turn Lanes ¹⁶	Varies	Varies	Varies	Varies

⁹ Build-out traffic projection means full development of the area serving the subject road

¹⁰ Additional ROW may be required to accommodate turn lanes or trails identified on the Town Trails Master Plan

¹¹ 16 ft continuous two way left turn is the minimum standard. A 4 ft median may be required to control access. A 20 ft landscaped median may be required on designated gateway corridors

¹² Placement of sidewalks will be determined at time of roadway design

¹³ When a range is shown for posted speed limit, the Town Engineer shall determine appropriate speed based on context of roadway.

¹⁴ When a range is shown for design speed, the Town Engineer shall determine appropriate speed based on context of roadway.

¹⁵ Where Collectors intersect with streets with of high traffic volume or high speeds, left turn lanes and additional ROW required.

¹⁶ Right turn lanes required if TIS or Town Engineer determines need

Standard Street Cross Sections

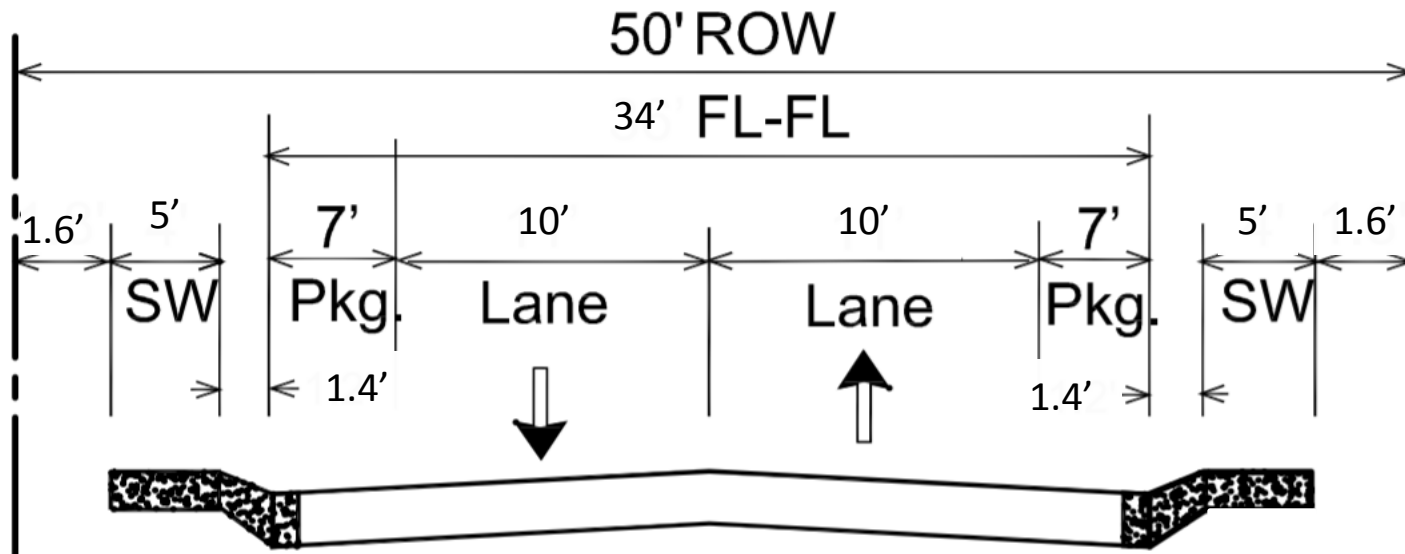


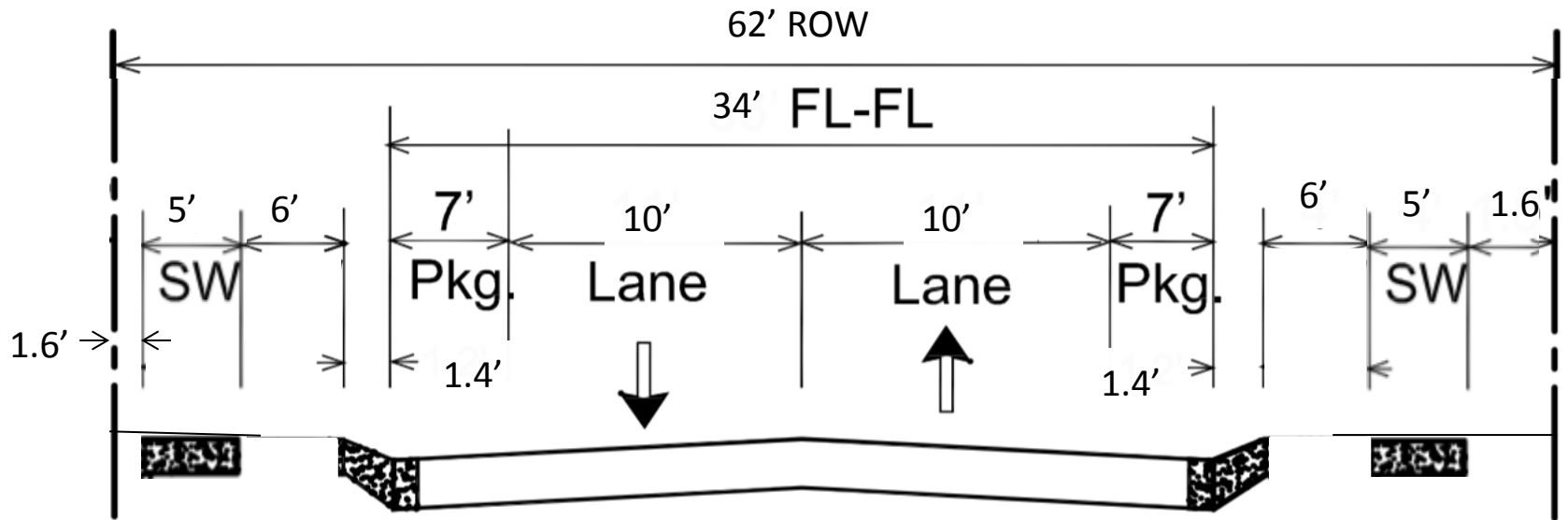
Review Draft

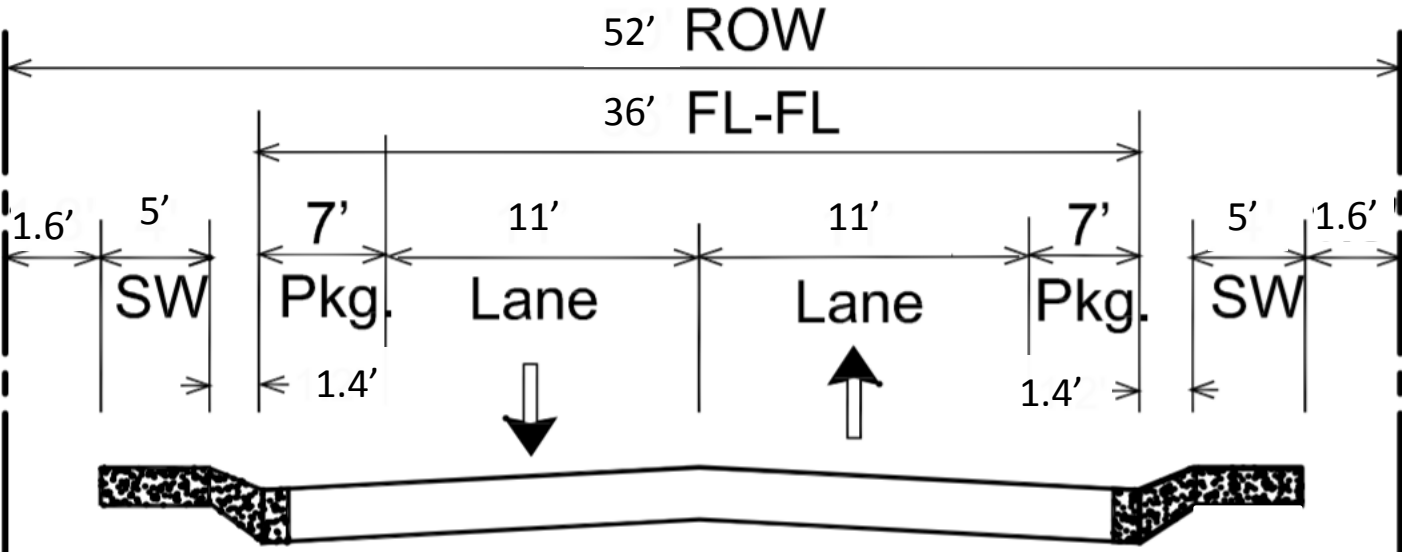
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Engineering Department

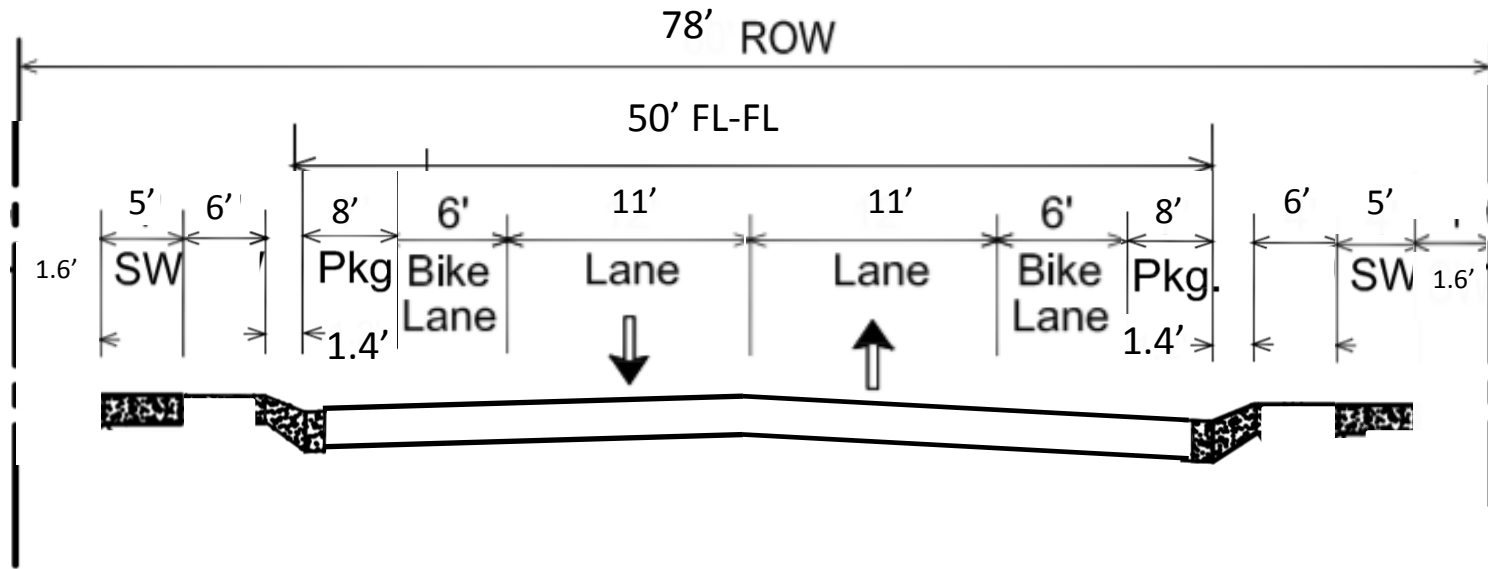
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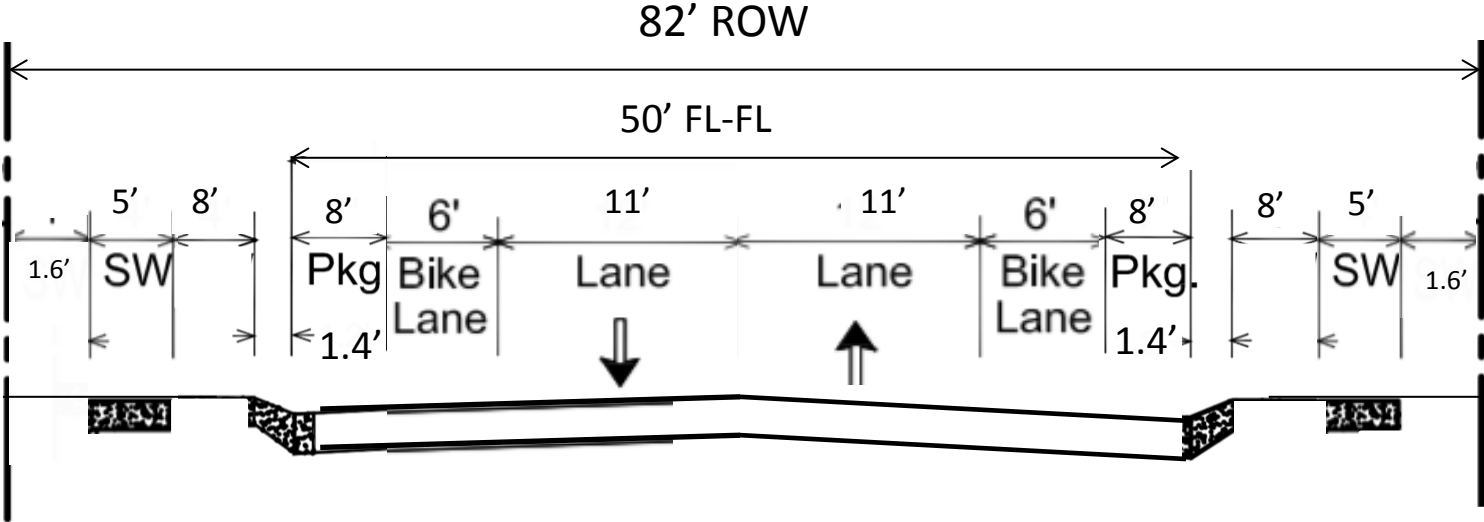




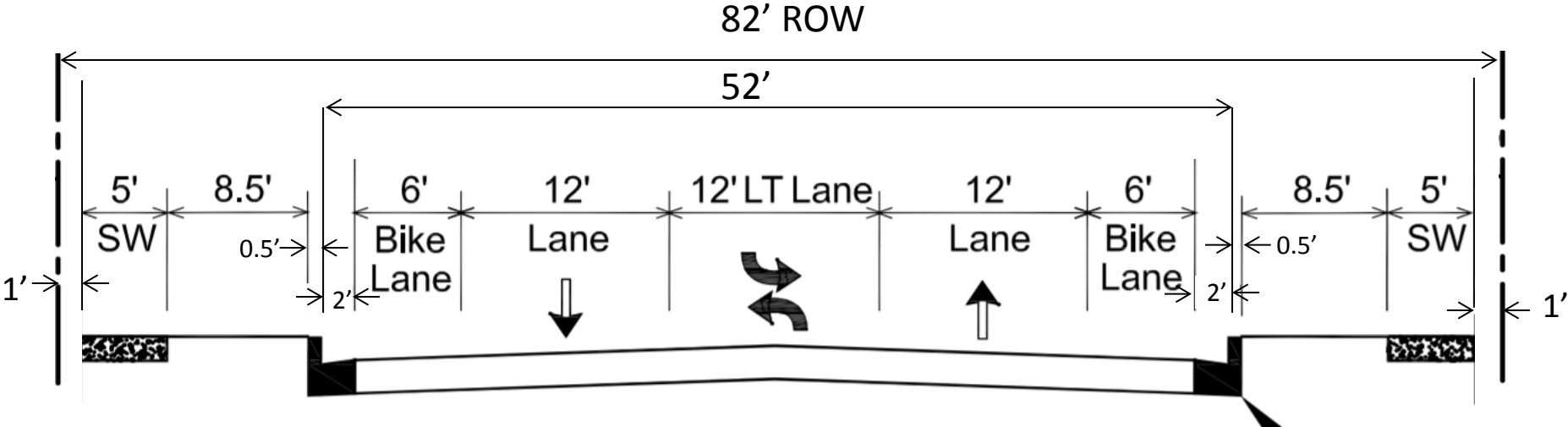


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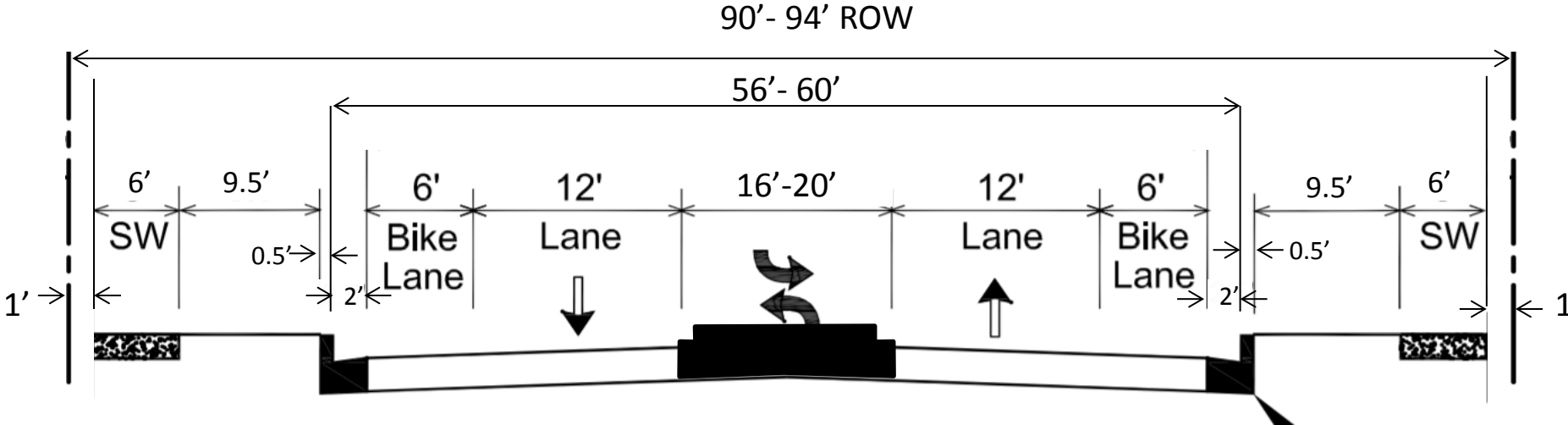




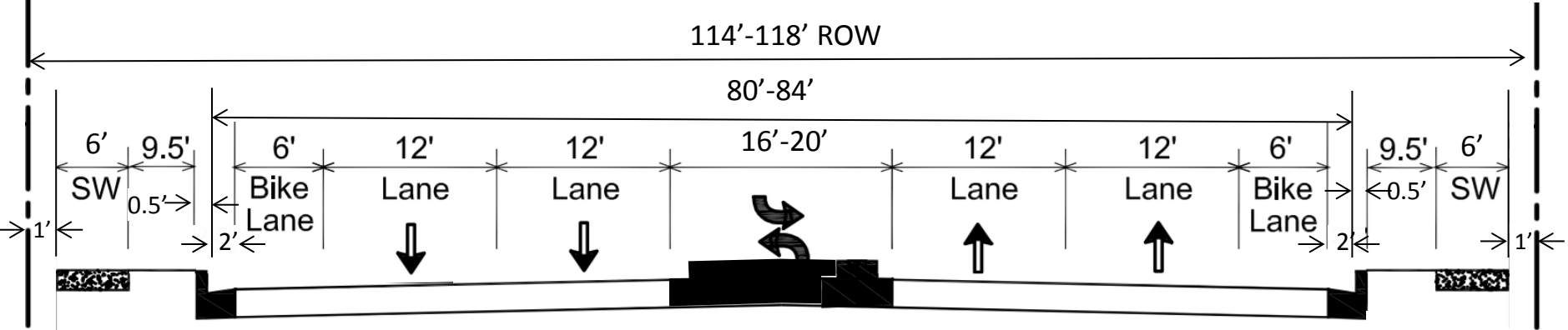
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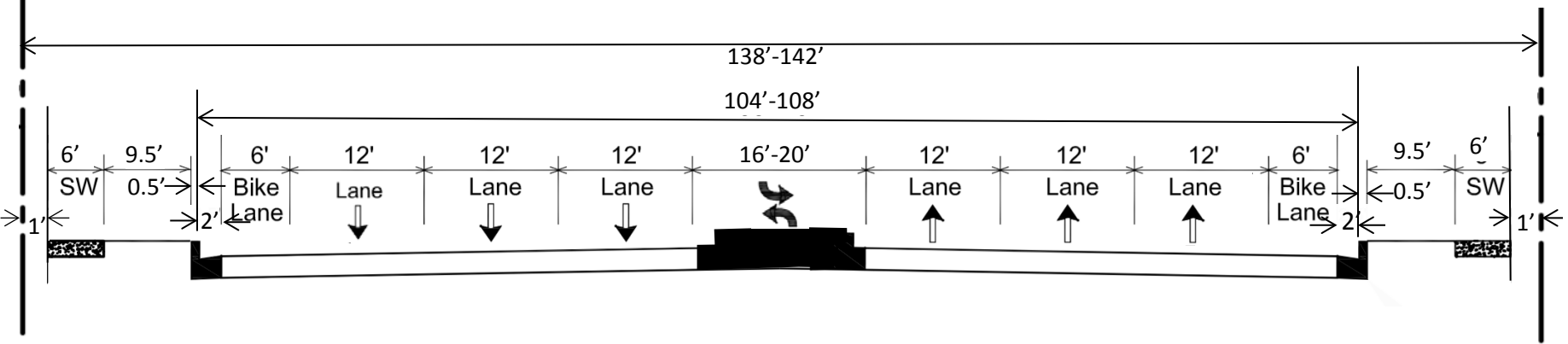


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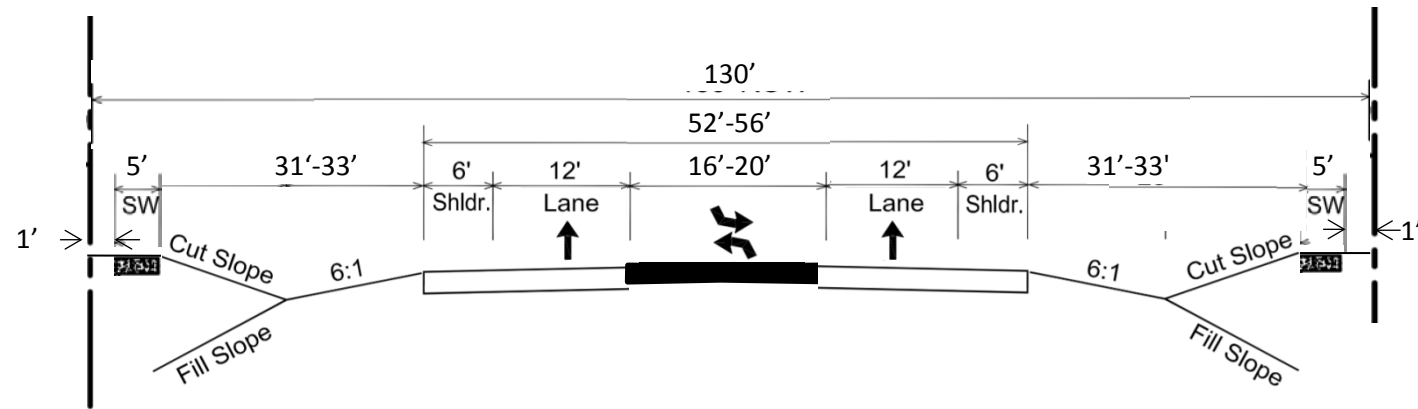


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URBAN PRINCIPAL ARTERIAL



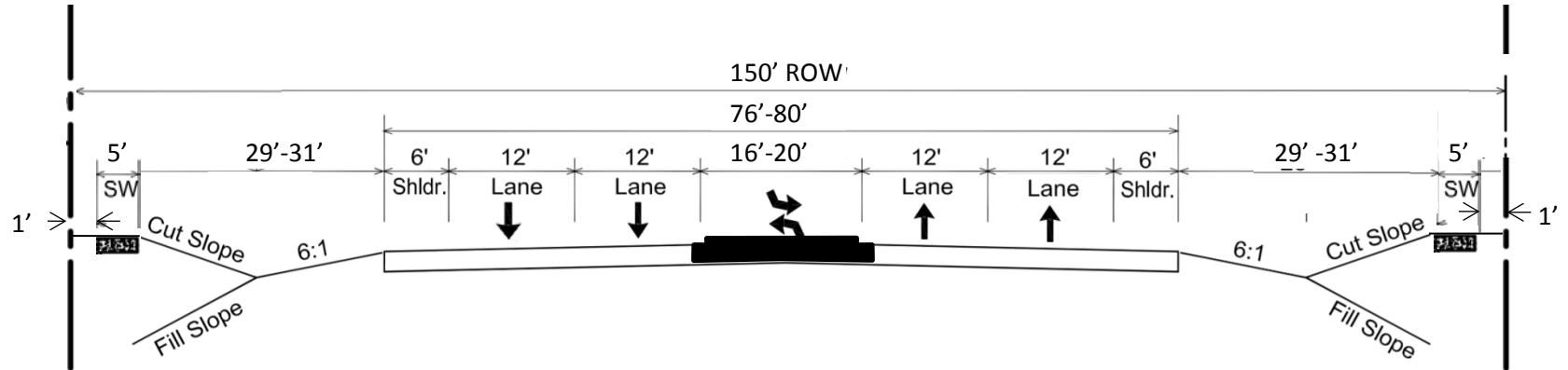
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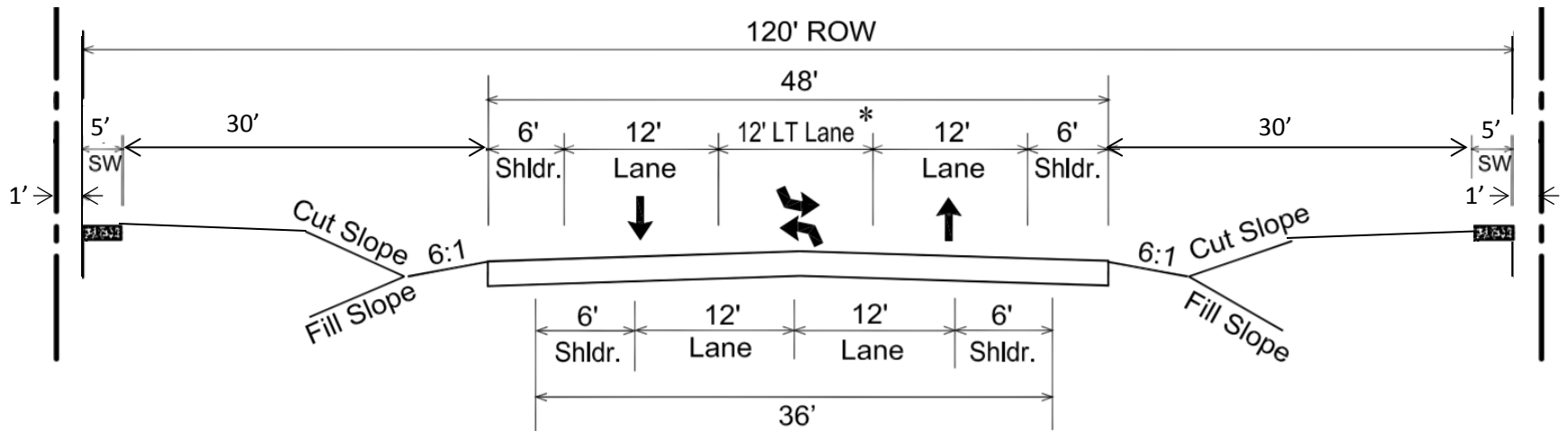
Note: Actual sidewalk placement
determined during roadway design

RURAL MAJOR ARTERIAL



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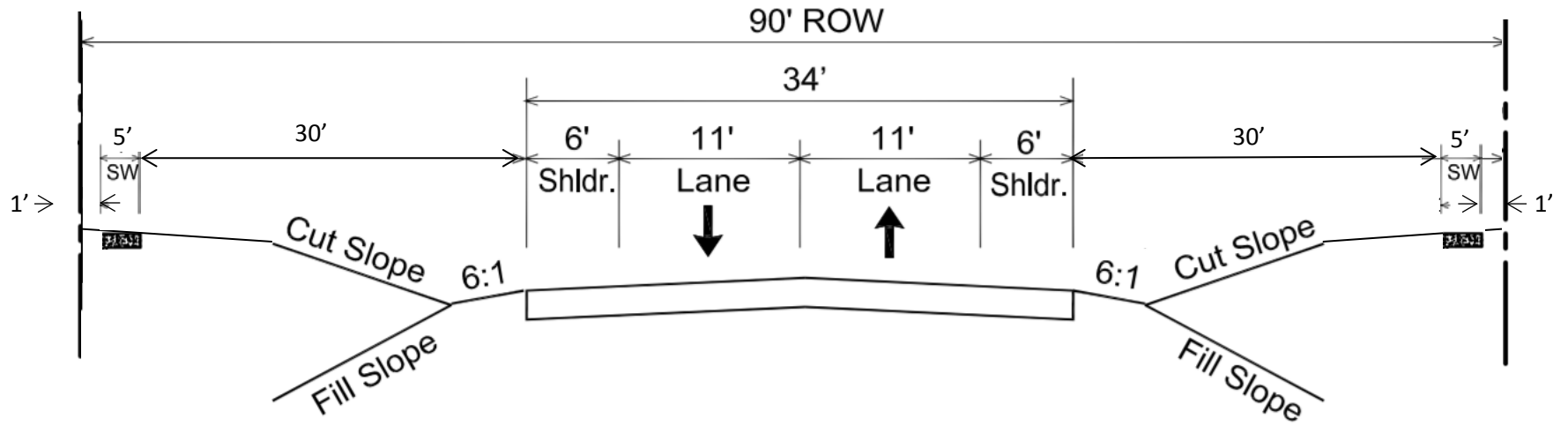
Note: Actual sidewalk placement
determined during roadway design



* At Intersections

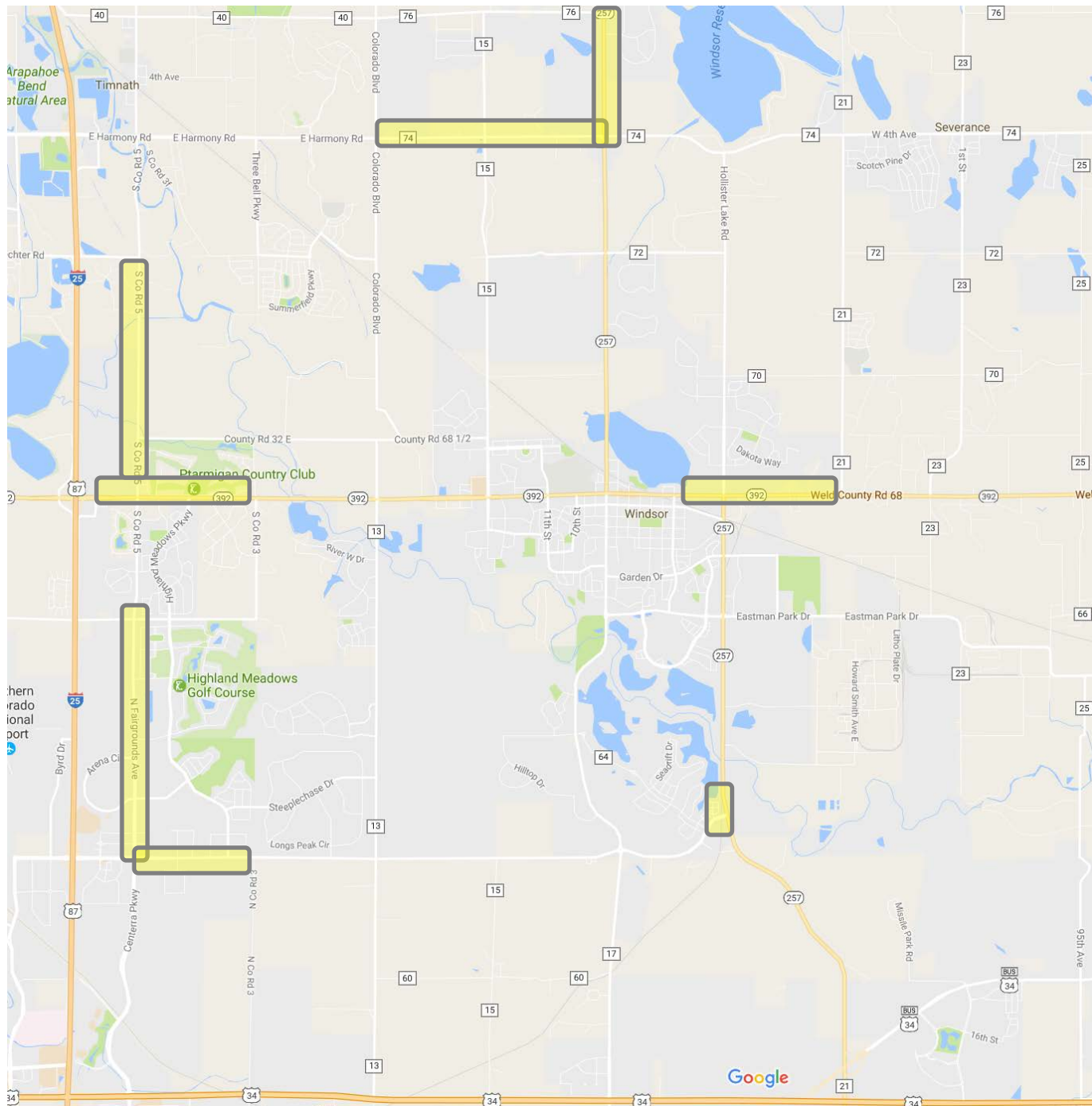
N.T.S.

Note: Actual sidewalk placement
determined during roadway design



N.T.S.

Note: Actual sidewalk placement
determined during roadway design



Landscape Median Policy - Draft

When feasible, landscaped medians should be included as a part of roadway improvement projects on gateway corridors into Town, particularly those identified on the map. More detailed analysis will need to occur to determine feasibility of improvements on each roadway as projects are proposed.

Landscaped medians should also be considered at major intersections, including the intersections of two arterial roads when road installation, widening, or improvements take place.

In some cases medians may not be feasible or may be limited in scope due to constraints of existing infrastructure.



Revised Street Design Criteria and Construction Specifications

Paul Hornbeck, Senior Planner

Town Board Work Session June 4, 2018



Mandatory Sidewalks

CR 13 – Example of a rural roadway built without sidewalks



Photo: google maps

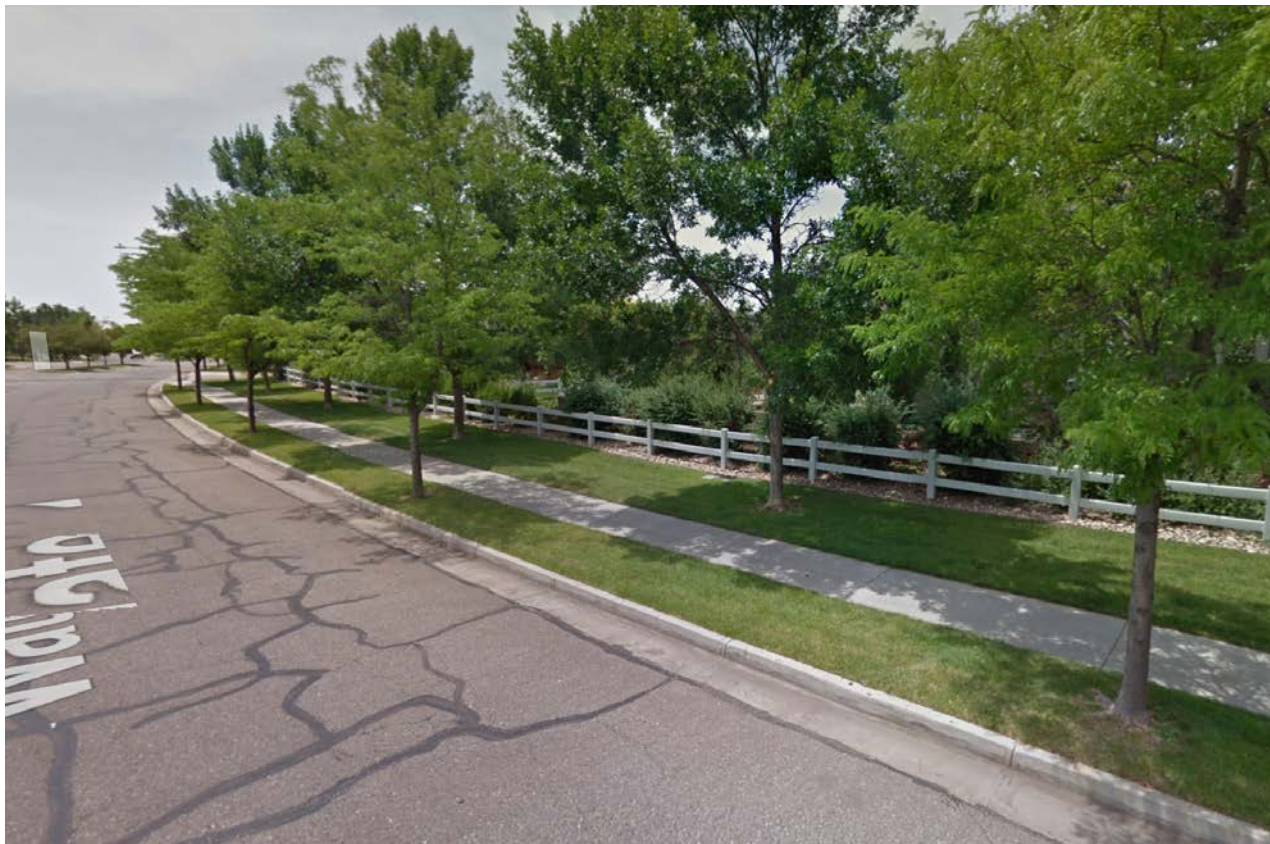
Wider Sidewalks

Wider sidewalks (5' – 6')
for increased safety and
pedestrian comfort



Detached Sidewalks on Minor Collectors

Water Valley
Parkway –
Example of
detached
sidewalk on a
minor collector



Optional Detached Sidewalks on Local Streets

Mallard Ct—
Example of
detached
sidewalk on a
local street





Minor Collector Bike Lanes

Garden Drive –
Current
example of
minor
collector
with bike
lanes



Photo: google maps



Curb Extensions

Example of
curb
extension in
Severance



Photo: google maps



Landscaped Medians on Gateway Corridors

SH 392 @ I-25
- Example of a
landscaped
median



Photo: google maps



FUTURE TOWN BOARD MEETINGS

June 11, 2018 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Uniform Sales Tax Definitions
June 11, 2018 7:00 p.m.	Town Board Meeting
June 18, 2018 6:00 p.m.	Town Board Work Session
June 25, 2018 4:15 p.m. – 5 p.m.	CDOT Update Johnny Olson
June 25, 2018 5:30 p.m.	Town Board Grove Dedication - Outgoing Board Members
June 25, 2018 6:00 p.m.	Town Board Work Session Broadband Update
June 25, 2018 7:00 p.m.	Town Board Meeting
July 2, 2018 6:00 p.m.	Town Board Work Session Sam Light Presentation
July 9, 2018 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
July 9, 2018 7:00 p.m.	Town Board Meeting Kern Board

Additional Events

June 7, 2018	MPO Dinner – Windsor Public Works Service Facility
June 7, 2018	All Town BBQ
June 19-22, 2018	CML Annual Conference – Vail
August 7, 2018	National Night Out

Future Work Session Topics

- Code Update meeting with Planning Commission (next code section in series) - Planning
- Car Dealerships in CAC (Mr. Downing)