



TOWN BOARD WORK SESSION

**August 13, 2018 // 5:30 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. Town Board/Manager/Attorney Monthly Meeting
2. Broe – R.O. Plant Update (10 minutes)
3. Code Update: General Commercial Service and Storage Areas - Planning
4. Code Update: Multifamily Residential Parking Requirements - Planning
5. Future Meetings Agenda



MEMORANDUM

Date: August 13, 2018
To: Mayor and Town Board
From: Devin King, Planner 1
Re: General Commercial Storage and Display Areas Code
Amendments Discussion
Item #: 3

Background / Discussion

The Code does not currently address accessory outdoor storage or display areas, such as areas for trash enclosures, palette storage, merchandise inventory, outdoor display of merchandise and other similar accessory uses in the General Commercial zoning district. Should large commercial retail users choose to locate in Windsor, these types of accessory uses will need to be addressed through the site plan review process. Following the June 4 work session with Town Board and Planning Commission, staff took a second look at our proposed amendments and made modifications representative of the discussion and direction given at the work session.

Staff evaluated surrounding communities and the methods they use to address outdoor storage and display areas to formulate code language that would fit Windsor's character and goals. In addition to evaluating other communities, staff looked at existing commercial uses throughout northern Colorado and surrounding states to gauge the amount of outdoor storage and display larger retailers typically need or have. This research was applied directly to the percentages of space allowed and the research from other communities was used to create language that would satisfy future potential retailers while maintaining Windsor's character and desired aesthetics.

Therefore, staff recommends the following code language to be added to the list of permitted accessory uses in Section 16-19-10(b):

(b)(3) Accessory outdoor storage is permitted based on the size of the use as categorized in Figure ##. Outdoor storage shall be used for storage of materials or equipment used in the course of business including inventory for storage or sale, overstock or bulk items, but does not refer to the outdoor display of merchandise visible from public right-of-way. Storage areas shall be located in the rear or side of the building and shall be permanently screened from adjacent property lines and right-of-way by a wall or other screening. Screening materials, colors and design shall match or complement the architectural elements of the principal building. The following amount of outdoor storage is allowed:

Use	Maximum Outdoor Storage
Retail over 100,000 GLA	35% of lot area
Retail over 50,000 GLA	15% of GLA
Retail over 5,000 GLA	5% of GLA

(b)(4) Outdoor display of merchandise is permitted for retail businesses provided such display is incidental to the primary retail use and the merchandise on display is related to merchandise for sale within the principal building. The location and dimensions of such display shall be depicted on the approved site plan, shall be located adjacent to the building, and shall be within forty (40) feet of a customer entrance to the principal building maintaining at least four (4) feet of clear width on the sidewalk for use by pedestrian traffic. Seasonal sales are permitted to be located in the parking area on the same lot as the principal building provided the display area is temporarily fenced and is not located in required off-street parking spaces. If chain link fencing is used, it must be vinyl-clad or covered with a mesh material. Any such enclosure shall be removed upon the conclusion of the seasonal sale period.

The above revisions would also require an amendment to the seasonal sales definition in Sec. 16-2-20 since the current definition limits seasonal sales to very specific categories and would hinder existing and future businesses from taking advantage of the updated code language. Staff's proposed definition change is as follows:

Seasonal sales means temporary sales of a product or service which is seasonally related and does not last longer than sixty (60) consecutive days~~holiday specific, such as Christmas tree sales, Halloween pumpkin sales and the like~~, whether or not such product or service is offered for distribution from a temporary structure.

Recommendation

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

Attachment

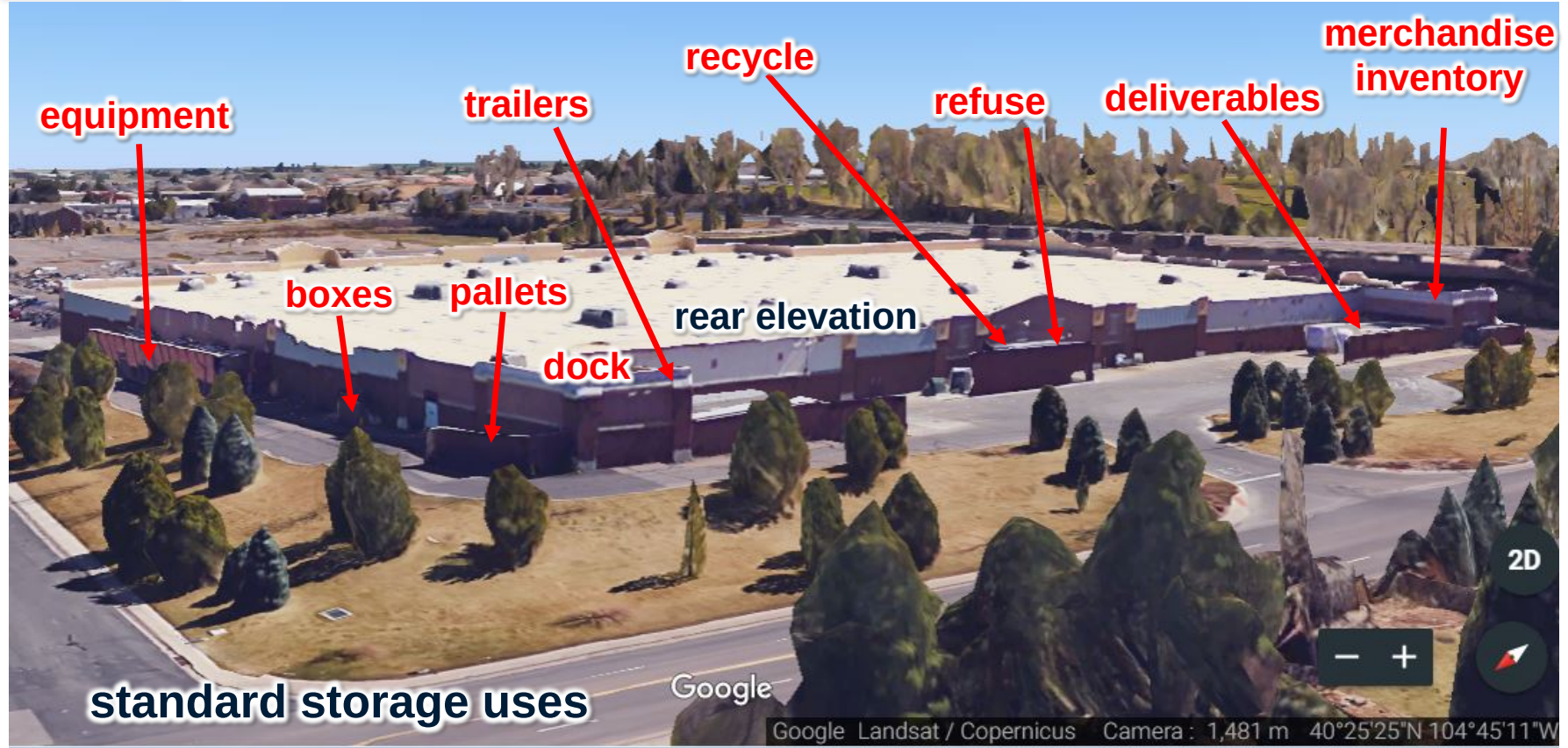
Staff PowerPoint



Windsor Municipal Code Amendment – Section 16-19-10(b) General Commercial Storage and Display

*Devin King, Planner 1
Town Board August 13, 2018*

Commercial Outdoor Storage





Municipal Code Amendment

The code does not currently address outdoor storage or display areas in General Commercial.

Proposed:

- Allow outdoor storage with proper screening based on retail size:

Use	Maximum Outdoor Storage
Retail over 100,000 GLA	35% of lot area
Retail over 50,000 GLA	15% of GLA
Retail over 5,000 GLA	5% of GLA

- Allow outdoor display and seasonal sales in designated areas



Recommendation

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



MEMORANDUM

Date: August 13, 2018
To: Mayor and Town Board
From: Paul Hornbeck, Senior Planner
Re: Discussion of Amendment to Section 16-10-30 of the Windsor Municipal Code regarding proposed Off-Street Parking Requirements for Multifamily Residential
Item #: 4

Background / Discussion

As discussed at the June 4, 2018 work session, 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. Code Section 16-10-30 requires 1.5 parking spaces per multifamily unit. This requirement does not appear to adequately account for visitor and overflow parking, particularly when on-street parking is not available. A shortage of parking 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.

At the work session on this topic, the majority of Town Board expressed concern that the current parking ratio is insufficient and that an approach which assigns a parking ratio based on the number of bedrooms in a unit is preferred. There is no uniformly accepted parking ratio for multifamily projects since every project has a different context and a different mix of residents and associated travel patterns. However, a review of other regional jurisdictions parking ratios and research of parking generation rates indicate Windsor's parking ratio to be on the low side. Of particular concern are multifamily developments without adjacent on-street parking to help absorb overflow parking. Given the lack of a uniform parking ratio that works for all scenarios, staff has attempted to draft a code amendment that takes into account unique development features, such as number of bedrooms and availability of on-street parking, while maintaining an easy to apply code.

Minimum off-street parking ratios are intended to ensure adequate parking is provided to prevent issues such as parking in fire lanes or landscaped areas and to prevent unduly burdening the community with excessive overflow parking on streets or surrounding properties. However, setting minimum parking ratios too high can negatively impact the community in other ways and some jurisdictions even have maximum parking ratios. Larger parking lots lead to larger storm water runoff which must be managed, contribute to the "heat island" effect, are inefficient uses of land, are typically less attractive features of sites, and are an additional cost for developers. Therefore, parking ratios should attempt to strike a balance between providing enough, but not excessive amount, of parking.

To measure the impact of the proposed amendment staff compared the parking requirements under the existing and proposed parking codes using two case studies of recent multifamily developments, as shown in the tables below. In both cases, the new parking ratio would have increased the minimum parking required by approximately 10%.

Project A – Pelican Bluffs			
Unit type	# of Units	Parking Ratio (Existing/ Proposed)	Required Parking Spaces (Existing/ Proposed)
1 BR	72	1.5/ 1.5	108/ 108
2 BR	124	1.5/ 1.75	186/ 217
Total =	196	1.5/ 1.66*	294/ 325 (335 provided)

Project B – Fossil Ridge			
Unit type	# of Units	Parking Ratio (Existing/ Proposed)	Required Parking Spaces (Existing/ Proposed)
1 BR	168	1.5/ 1.5	252/ 252
2 BR	215	1.5/ 1.75	323/ 376
3 BR	24	1.5/ 2.0	36/ 48
Total =	407	1.5/ 1.66*	611/ 675 (620 to be provided)

*Total proposed parking ratio varies based bedroom/unit combination

This amendment is primarily targeted at multifamily projects that do not have on-street parking available so a credit of up to 10% is given when on-street parking is available adjacent to the development. This credit is similar to a credit allowed for all uses within the downtown area and would largely mitigate any increase in parking requirements under the proposed amendment when on-street parking is available.

In order to avoid any future projects with possible parking shortages, staff is proposing to adopt multifamily parking requirements as follows:

<i>1 Bedroom or studio</i>	<i>1.5</i>
<i>2 Bedroom</i>	<i>1.75</i>
<i>3 Bedroom</i>	<i>2.0</i>
<i>4+ Bedroom</i>	<i>3.0</i>

Multifamily development shall receive a credit towards the requirements of this sub-section of one (1) parking space for every twenty-five (25) feet of the subject lot's frontage on a public street which is designed to accommodate on-street parking. Such credit shall not exceed 10% of the total required parking of any one development.

Relationship to Strategic Plan

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

Recommendation

At their July 18, 2018, meeting the Planning Commission forwarded to Town Board a recommendation of approval of the proposed amendment to Municipal Code Section 16-10-30 to modify the multifamily parking requirements as outlined.

Attachment

Draft Ordinance for Multifamily Residential Parking Requirements
Staff PowerPoint

TOWN OF WINDSOR

ORDINANCE NO. 2018 -

AN ORDINANCE AMENDING SECTION 16-10-30 OF THE *WINDSOR MUNICIPAL CODE* CONCERNING THE PARKING RATIOS FOR MULTIFAMILY RESIDENTIAL DEVELOPMENTS

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality, with all powers and authority vested under Colorado law; and

WHEREAS, the Town has in place a comprehensive system of land use regulations, intended to promote the public health, safety and welfare; and

WHEREAS, the current code language does not distinguish between the multifamily units and number of bedrooms contained within each dwelling, thereby does not account for the amount of people actually living in each unit; and

WHEREAS, this unilateral application of 1.5 parking units per dwelling, rather than by bedroom and number of residents per dwelling, does not account for existing residential, visitor, and overflow parking, particularly when on-street parking is unavailable; and

WHEREAS, the Town Board has given this proposed code amendment due consideration and concluded that its approval promotes the public health, safety and welfare while remaining consistent with achieving a safe, well planned community with spirit and pride.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

Section 1. Section 16-10-30 (a)(6) is hereby repealed, amended and replaced as follows:

(6) Determination of need. The number of parking spaces required shall be based upon the anticipated parking demand of individual uses and shall be as designated for specific uses and situations as follows:

<i>Use</i>	<i>Parking Requirements</i>
Single-family residence	2 spaces per dwelling unit
Multifamily dwelling residence*:	1 bedroom or studio - 1.5 parking spaces 2 bedroom - 1.75 parking spaces 3 bedroom - 2.0 parking spaces 4+ bedroom - 3.0 parking spaces
Public assembly facilities, provided for seated audiences (churches, theaters, auditoriums, etc.)	1 space for every three seats
Elementary schools (If the elementary school includes an auditorium, the auditorium requirement above shall govern if it is greater.)	2 spaces for every classroom
Junior and senior high schools	Auditorium requirement above or 1 space for every 5 students of maximum occupant capacity
Hospitals	1 space for every 2 beds
Clinics	5 spaces for every practitioner on the staff
Industrial uses	1 space for every 2 employees
Commercial office	1 space for every 300 square buildings feet of Gross Leasable Area (GLA)
Retail stores, customer service establishments, shopping centers and other similar uses	1 space for every 250 square feet of GLA
Eating and drinking establishments	1 space for every 200 square feet of GLA, plus 1 space for every 2 employees, computed on the maximum service capacity
Hotel or motel	1 space for every room to be rented, plus 1 space for every 2 employees, computed on the maximum service capacity

*Multifamily development shall receive a credit towards the requirements of this sub-section on one (1) parking space for every twenty-five (25) feet of the subject lot's frontage on a public street which is designed to accommodate on-street parking. Such credit shall not exceed 10% of the total required parking of any one development.

Introduced, passed on first reading, and ordered published this ____ day of ____, 2018.

TOWN OF WINDSOR, COLORADO

By _____
Kristie Melendez, Mayor

ATTEST:

Krystal Eucker
Town Clerk

[Seal]

Introduced, passed on second reading, and ordered published this ____ day of ____, 2018.

TOWN OF WINDSOR, COLORADO

By _____
Kristie Melendez, Mayor

ATTEST:

Krystal Eucker
Town Clerk

[Seal]



Windsor Municipal Code Amendment- Section 16-10-30 Multifamily Parking

*Paul Hornbeck, Senior Planner
Town Board August 13, 2018*



Municipal Code Amendment

Currently: Section 16-10-30 requires 1.5 parking spaces per multifamily unit

Proposed:

- Based on number of bedrooms
- Credit for on-street parking
- *Ratio:*
 - 1 Bedroom or studio 1.5
 - 2 Bedroom 1.75
 - 3 Bedroom 2.0
 - 4+ Bedroom 3.0



Case Studies

Project A – Pelican Bluffs			
Unit type	# of Units	Parking Ratio (Existing/ Proposed)	Required Parking Spaces (Existing/ Proposed)
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*Total proposed parking ratio varies based bedroom/unit combination



Recommendation

At their July 18, 2018, meeting the Planning Commission forwarded to Town Board a recommendation of approval of the proposed amendment to Municipal Code Section 16-10-30 to modify the multifamily parking requirements as outlined.



FUTURE TOWN BOARD MEETINGS

August 20, 2018 5:30 p.m.	Town Board Work Session Strategic Plan Follow-up – Sheryl Trent Capital Improvement Project Update
August 27, 2018 6:00 p.m.	Town Board Work Session Discuss Enforcement Options for Municipal Court- Kim Emil
August 27, 2018 7:00 p.m.	Town Board Meeting
August 29, 2018 5:30pm	Joint Board Meeting—Library, Fire Department, Town of Severance, School District Windsor-Severance Library
September 3, 2018	Town Hall Closed- Labor Day
September 10, 2018 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Landscape Code Update
September 10, 2018 7:00 p.m.	Town Board Meeting
September 17, 2018 6:00 p.m.	Town Board Work Session Broadband Follow-up
September 24, 2018 6:00 p.m.	Town Board Work Session
September 24, 2018 7:00 p.m.	Town Board Meeting
October 1, 2018 6:00 p.m.	Town Board Work Session Budget Meeting
October 8, 2018 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Budget Meeting
October 8, 2018 7:00 p.m.	Town Board Regular Meeting
October 15, 2018 6:00 p.m.	Town Board Work Session Budget Meeting
October 22, 2018 6:00 p.m.	Town Board Work Session Budget Meeting

October 22, 2018 Town Board Regular Meeting
7:00 p.m.

Additional Events

October 2, 2018 Joint Dinner with Weld County - Pelican Lakes Grillhouse
November 17, 2018 Civic Service Day @ CSU Football Game

Future Work Session Topics

- Sign Code Update meeting with Planning Commission (next code section in series) – Planning
- Residential buildout at 60,000 population
- Economic development/retail needs at 60,000 population
- Water needs at 60,000 population
- Transportation—20 year projection
- Contractor licensing