



TOWN BOARD WORK SESSION

August 27, 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. Code Update: General Commercial Service and Storage Areas – Planning (5:30 p.m.)
2. Code Update: Multifamily Residential Parking Requirements – Planning (5:50p.m.)
3. US 34 PEL Presentation (6:30 p.m.)
4. Future Meetings Agenda



MEMORANDUM

Date: August 27, 2018
To: Mayor and Town Board
From: Devin King, Planner 1
Re: General Commercial Storage and Display Areas Code
Amendments Discussion
Item #: 1

Background / Discussion

Windsor Town Boards and Planning Commissions have protected the town's General Commercial zones and gateways over the past 30 years with corridor plans and development standards which have played a large role in the town's appearance and "small town charm" enjoyed today. The proposed language is in response to the need from commercial users for limited outdoor storage and the effort to accommodate that need while maintaining the "small town charm."

Staff has attempted to incorporate Town Board and Planning Commission direction from the previous two work sessions by removing the percentages and size thresholds and instead focusing on screening and placement of storage. When combined with the parking and landscaping standards already in place, the draft language will keep outdoor storage and display areas to an appropriate and aesthetically pleasing level.

Staff's intent with the proposed language is not to make legal existing properties that may not be in compliance with the Municipal Code or the respective site plan for the property; rather, the intent is to allow for appropriate accessory outdoor storage that would apply to new site plans for commercial uses.

Three categories of accessory uses are proposed to distinguish the difference in storage versus display versus seasonal sales. Storage is pertaining only to the materials or equipment used in the course of business, such as palettes, loading equipment and inventory of goods. Display is pertaining to the incidental display of merchandise, an example of which would be grills or lawnmowers outside along the wall of the principal building. Lastly, seasonal sales is in relation to the seasonal sales specifically related to a season such as plant or pumpkin sales.

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

(b) Accessory outdoor storage, outdoor display and seasonal sales shall be permitted in the General Commercial zone district provided such uses are depicted on an approved site plan and adhere to the following criteria:

(3) Outdoor storage:

- a. 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.
- b. Shall be located in the rear or side of the building and shall not abut arterial or major collector streets.
- c. Shall not displace any off-street parking spaces as depicted on the approved site plan.

- d. Shall be permanently and fully screened from residential uses, rights-of-way and private drives by screening that is incorporated into the overall design theme and is continuous with the architectural design of the principal building.
- e. If site constraints preclude storage from being fully screened, a proposed screening plan shall be reviewed through the Conditional Use Grant process for approval by Planning Commission and Town Board.

(4) Outdoor display:

- a. Such display shall be incidental to the primary retail use and the merchandise on display shall be related to merchandise for sale within the principal building.
- b. The location shall be 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.
- c. Shall not displace any off-street parking spaces as depicted on the approved site plan.

(5) Seasonal sales:

- a. Shall be located in the parking area on the same lot as the principal building provided the display area does not displace more than 5% of required off-street parking spaces.
- b. All seasonal sales improvements shall be removed upon the conclusion of the seasonal sale period and the parking surface shall be restored to original condition.

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 per calendar year~~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 27, 2018*



Windsor Commercial Storage History

Windsor Town Boards and Planning Commissions over the last 30+ years have protected the town's General Commercial zones and gateways with corridor plans and development standards which have played a large role in the town's appearance and "small town charm" we enjoy today.



Windsor Commercial Storage History

The intent staff has incorporated into the currently proposed language is to acknowledge the need for limited outdoor storage that is accessory to the principal General Commercial use and to require appropriate locational and screening standards to protect the aesthetics of the community.



Windsor Commercial Storage History

Staff's intent with the proposed language is not to make legal existing properties that may not be in compliance with the Municipal Code or the respective site plan for the property; rather, the intent is to allow for appropriate accessory outdoor storage that would apply to new site plans for commercial uses.



Existing Nonconforming Storage Examples





Existing Nonconforming Storage Examples

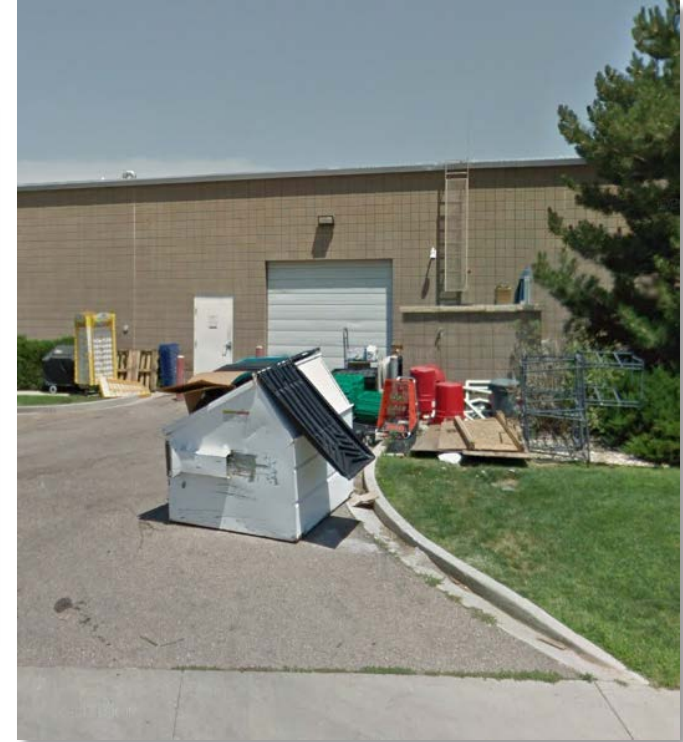


Existing Nonconforming Storage Examples





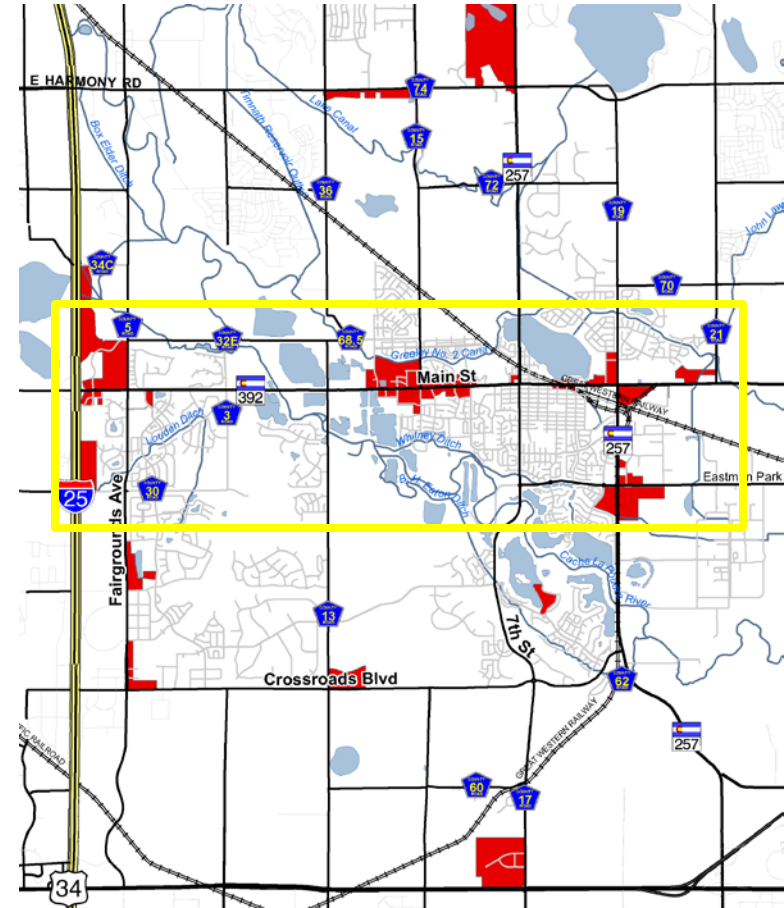
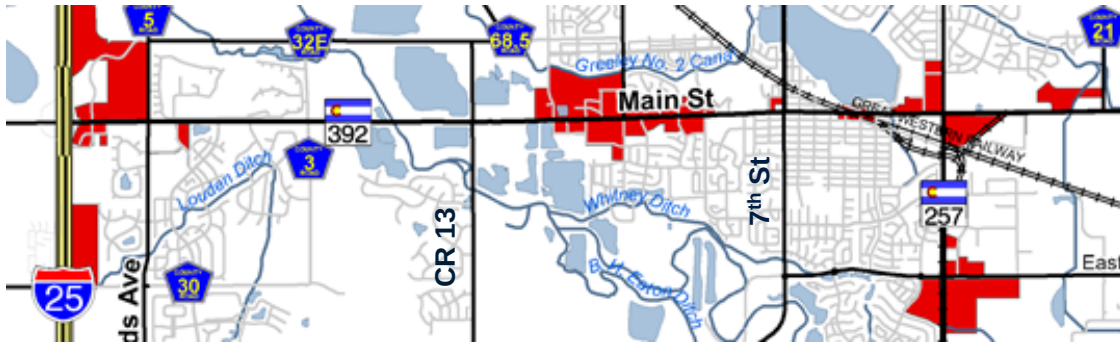
Existing Nonconforming Storage Examples adjacent to residential use





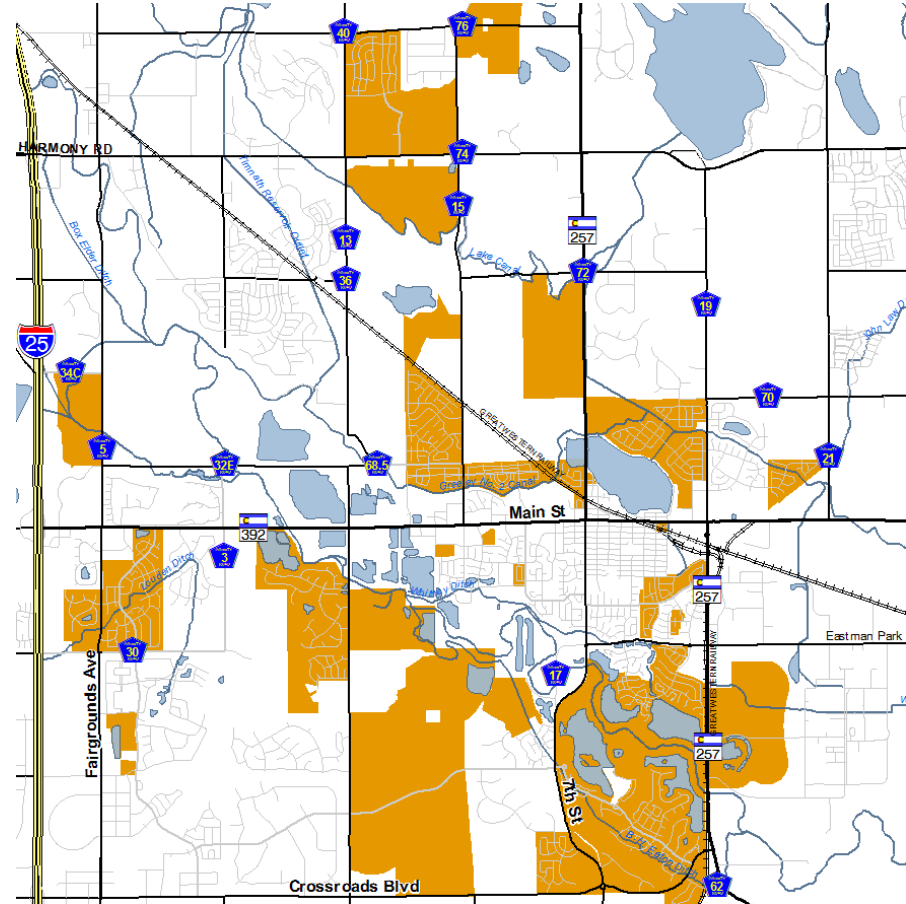
General Commercial Zone Districts

Main St/Hwy 392 Commercial Corridor



Residential Mixed Use (RMU)

- RMU allows for up to 25% General Commercial uses such as retail





Proposed General Commercial Accessory Uses

- **Accessory Outdoor Storage**
- **Accessory Outdoor Display**
- **Accessory Seasonal Sales**



Proposed General Commercial Accessory Uses

Accessory Outdoor Storage:

1. Locations must be depicted on approved site plan
2. Must not utilize areas designated for parking
3. Must be completely screened from streets, drives and residential uses
4. Screening must match building design
5. If site constraints preclude complete screening, CUG approval of a screening plan by Planning Commission and/or Town Board required



Proposed General Commercial Accessory Uses

Accessory Outdoor Display:

1. Locations must be depicted on approved site plan
2. Must not utilize areas designated for parking
3. Must be within 40-feet of customer entrances
4. Must maintain 4-foot clear path for pedestrian use



Proposed General Commercial Accessory Uses

Accessory Seasonal Sales:

1. Locations must be depicted on approved site plan
2. Limited to not more than 5% of areas designated for parking
3. Limited to sixty (60) calendar days per calendar year



Outdoor Storage vs Display

- **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.”
- **Display:** “Such display shall be incidental to the primary retail use and the merchandise on display shall be related to merchandise for sale within the principal building.”



Comparable Standards in Neighboring Communities

Commercial Retail Outdoor Storage & Display

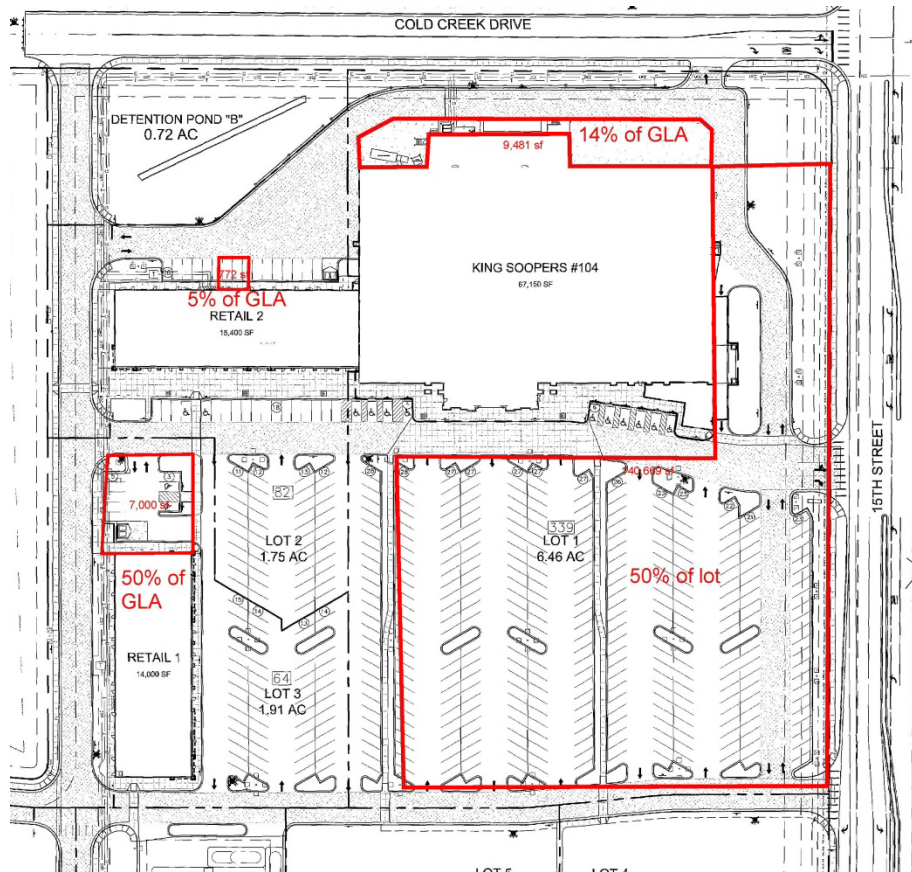
Jurisdiction	Outdoor Storage Permitted as a Principal Use (50% or more of site)	Accessory Outdoor Storage Permitted	Accessory with CUG or Equivalent (public hearing)	Accessory Outdoor Storage by Site Plan (admin)	Key Restrictions	Outdoor Display Permitted with Design Criteria
Fort Collins	X	X	HIO	X	setbacks & screening	✓
Loveland*	X	X	✓	X	setbacks & screening	✓
Longmont	X	X	X	✓	max 10% GFA	✓
Greeley*	X	X	HIO	X	max 25% of site	✓
Erie*	X	HIO	✓	HIO	300' setback to incompatible uses	✓
Frederick*	X	X	HIO	X	25% site landscaped; 50' landscape buffer to street; 250' from residential	✓
Firestone	X	X	X	X	More intense zoning necessary	✓
Colorado Springs	X	X	X	X	More intense zoning necessary	✓
Windsor*	X	X	X	X	Industrial zoning needed	✓

Key:

HIO	Home Improvement/Supply Yard Only
X	Not Permitted
✓	Permitted

*Outdoor Storage definition does not include accessory uses such as storage of inventory, display, trash, mechanical equipment, loading areas; accessory uses such as these must be fully enclosed and screened and designed with the overall design of the building.

Example Storage Percentages



Outdoor Storage Industrial Example



7245 Greendale

- Limited Industrial
- 56% of lot area storage

Outdoor Storage Commercial Example

Lowes in Greeley

- Retail commercial
- 11% of lot area storage





MEMORANDUM

Date: August 27, 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 #: 2

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.

Staff has reviewed parking ratios for regional jurisdictions and looked at national studies by the Institute of Transportation Engineers in determining the proposed parking ratios, listed in the table below alongside regional jurisdictions.

Multi-Family Parking Code Requirements									
Number of bedrooms	Boulder	Erie	Firestone	Fort Collins	Frederick	Greeley	Longmont	Loveland	Windsor (Proposed)
1 br	1.00	1.50	1 or 2.25 per unit based on zoning	1.50	1.50 +1 per 4 units	1.5	1.75	2.00	1.50
2 br	1.50	2.00 +1 per 3 units	1 or 2.25 per unit based on zoning	1.75	1.75 +1 per 4 units	1.75	2.00	2.00	1.75
3 br	2.00	2.00 +1 per 3 units	1 or 2.25 per unit based on zoning	2.00	2.00 +1 per 4 units	2.00	2.25	2.00	2.00
4 br	3.00	2.00 +1 per 3 units	1 or 2.25 per unit based on zoning	3.00		3.00	3.00	2.00	3.00
Note: Base parking ratios shown. Some jurisdictions have reduced parking ratios for affordable housing, proximity to transit, and in certain zone districts.									

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 (South Hill 4 th & 5 th Filings)			
Number of bedrooms	Number 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 Apartments (Eagle Crossing 4 th Filing)			
Number of bedrooms	Number 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)

This amendment is primarily targeted at multifamily projects that do not have on-street parking available so a credit is given when on-street parking is available adjacent to the development. The credit proposed is one parking space for every 25' of linear frontage on a street with on-street parking, up to 10% of the required parking. 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.

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 27, 2018*



Multi-Family Parking Code Requirements									
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Case Studies

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Recommendation

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