



Planning Commission Regular Meeting

January 17, 2024 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

Chairman Schick called the meeting to order at 7:00 p.m.

1. Roll Call

Present: Chairman Schick
Vice-Chair Reddick
Nathan Kinney
Ben Kirch
Jose Valdes
Cindy Beemer

Absent: David Hassard

Also Present: Town Board Liaison Tallon
Scott Ballstadt, Planning Director
Kim Emil, Deputy Town Attorney
Carlin Malone, Chief Planner
David Eisenbraun, Senior Planner
Rece Lampe, Digital Media Coordinator
Kaitlyn Cinnamon, Deputy Town Clerk

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Planning Commissioner Reddick moved to approve the agenda as written, Planning Commissioner Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

3. Public Invited to be Heard

Chairman Schick opened the meeting up for public comment on any non-agenda item, to which there were none.

B. CONSENT CALENDAR

1. Approval of the November 1, 2023 Planning Commission Regular Meeting Minutes- K. Cinnamon, Deputy Town Clerk

Planning Commissioner Reddick moved to approve the consent calendar as presented, Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

C. BOARD ACTION

1. Public Hearing - Master Plan Amendment - South Hill Annexation Master Plan, Martin Lind and Eagle Crossing Development, Inc. Owner/Applicant

Eagle Crossing Development, Inc. (owner) is requesting approval of the proposed South Hill Annexation Master Plan Amendment. The proposal is an effort by the developer to convert vacant land originally designated for general office space along 7th Street to be multifamily residential and general mixed uses in conformance with the existing Residential Mixed Use One (RMU-1) Zone District.

The amendment request is focused on the Parcel G area, approximately 9.19 acres, as illustrated on the approved South Hill Annexation Master Plan; therefore, the format for this application includes a legal description to define the pertinent associated area. All other areas outside of this amendment area will remain subject to the existing South Hill Master Plan.

This amendment is for a land use adjustment of Parcel G, including:

Changing the designated land use from 'Office' to 'Mixed Use',
Updating the newly proposed configuration of Parcel G,
Modifying the buffer area to be incorporated into Parcel G and to work with the site planning considerations known in today's market, and;
Updating the information in the Master Plan to incorporate the changes related to Parcel G.

All information related to the adjustments related to Parcel G has been updated and modified to meet the intended land use change.

Town Board Liaison, Victor Tallon, gave a statement to the Commission.

"Mr. Chair, for the record, I would like to disclose that I am a sitting member of the Town Board and that I am here in my capacity as a nonvoting liaison to the Planning Commission. Although I will be present during all public hearings tonight, I will not be giving my opinion or participating in any of the discussions. I will not let tonight's proceedings influence or affect my review of these matters when they come before the Town Board. I will make my decision at the Town Board level based only on the evidence presented during the Town Board public hearings."

Chairman Schick opened the public hearing for Master Plan Amendment - South Hill Annexation Master Plan.

David Eisenbraun, Senior Planner, presented to the Planning Commission.

Garrett Scallon, applicants representative, spoke to the Planning Commission.

Chair Schick opened the meeting up for public comment and multiple residents spoke to the Commission regarding parking, overflow, building units, traffic and open space.

Mr. Scallon and David Eisenbraun addressed the comments made by residents.

Commissioner Valdes and Chair Schick asked questions of staff pertaining to the site plan and if a traffic study had been conducted. Senior Planner, David Eisenbraun, addressed the commissioners' questions.

Planning Commissioner Reddick moved to close the public hearing, Planning

Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

2. Recommendation to Town Board - Master Plan Amendment - South Hill Annexation Master Plan, Martin Lind and Eagle Crossing Development, Inc, Owner/Applicant

See public hearing item.

Planning Commissioner Reddick moved to forward a recommendation of approval to Town Board for the Master Plan Amendment - South Hill Annexation Master Plan, including all information presented by staff, Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Cindy Beemer, Nathan Kinney, Ben Kirch; Nays - Jose Valdes; Motion Passed.

3. Public Hearing - An Ordinance Amending Chapters 14, 15, and 16 of the Town of Windsor Municipal Code concerning land use - Planning Department

Chapters 14 through 17 of the Town's Municipal Code, which collectively make up the Town's Land Use Code, were updated in February 2021. Implementation of the code in the time since adoption has revealed some areas that were inadvertently omitted and other areas in need of minor revision. The following updates for Chapters 14-16 consist primarily of necessary corrections or clarifications, with some proposed amendments where action is needed to resolve ongoing issues with the current code. The Planning Commission and Town Board held a work session on November 6, 2023, and received an overview of the proposed code amendments and directed staff to move forward with the public hearings for amendments, subject to striking the proposed conditional use permit criteria concerning a half-mile radius limitation between an existing carwash and a proposed carwash. Additionally, proposed changes to the temporary sign section were eliminated from this update, as a more comprehensive update of the sign code is proposed for a later date.

Below is an overview of the sections proposed for amendments:

Section 1 §14-2-40. – Master Plan. Reinstating criteria.

Sections 2-4 §15-5-10. – Vehicular access requirements. Pavement setbacks for commercial and industrial lots.

Section 5-6 §16-1-20. – Application of individual lot regulations. Clarifications.

Chapter 16 Pertaining to Zone Districts

Section 7 §16-1-80. – Residential Mixed Use-Two (RMU-2) district. Forty (40)-acre requirement allowances.

Section 8 §16-1-100. – Neighborhood Commercial (NC) district. Residential use clarification.

Section 9 §16-1-110. – Central Business (CB) district. Residential use clarification.

Sections 10-11 §16-1-120. – General Commercial (GC) district. Residential use clarification; Carwash as a conditional use and adding review criteria.

Chairman Schick opened the public hearing for an Ordinance Amending Chapters 14, 15 and 16 of the Town of Windsor Municipal Code concerning land use.

Carlin Malone, Chief Planner, presented to the Planning Commission.

Chair Schick opened the meeting up for public comment, to which there were none.

Commissioners Beemer, Valdes and Reddick asked questions of staff regarding car washes

and noise complaints. Commissioner Valdes referred to Section 15-5-10 and sought clarification from staff.

Kim Emil, Deputy Town Attorney, spoke to the Commission regarding noise ordinances.

Planning Commissioner Beemer moved to close the public hearing, Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

4. Recommendation to Town Board - An Ordinance Amending Chapters 14, 15, and 16 of the Town of Windsor Municipal Code concerning land use - Planning Department

Please refer to public hearing materials, Item C.3.

Planning Commissioner Reddick moved to forward a recommendation of approval to Town Board for an Ordinance Amending Chapter 14, 15 and 16 of the Town of Windsor Municipal Code concerning land use, including all information presented by staff, Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Reddick will be absent for the February 21, 2024, Planning Commission meeting.

Commissioner Kirch will be absent for the February 7, 2024, Planning Commission meeting.

2. Communications from Town Board Liaison

Victor Tallon, Town Board Liaison, spoke to the Planning Commission regarding Chief Rick Klimek's retirement from the Town of Windsor Police Department after thirty-eight years.

3. Communications from Staff

David Eisenbraun, Senior Planner, and Scott Ballstadt, Planning Director, addressed upcoming meetings with the Planning Commission.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:28 p.m.



Kaitlyn Cinnamon, Deputy Town Clerk