



Planning Commission Regular Meeting

March 20, 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 (arrived at 7:02 pm)
David Hassard
Ben Kirch
Jose Valdes
Cindy Beemer

Absent:

Maxwell Nader, Alternate

Also Present:

Town Board Liaison Tallon
Scott Ballstadt, Planning Director
Kim Emil, Assistant Town Attorney
Carlin Malone, Chief Planner
Ben Bodiker, Visual Media Coordinator
Kaitlyn Cinnamon, Deputy Town Clerk
Laura Richardson, Assistant Town Clerk
Sandra Mezzetti, Senior Planner
David Eisenbraun, Long Range Planner
Daniel Money, Town Attorney
Kimberly Lambrecht, Senior Planner

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

Planning Commissioner Beemer moved to approve the agenda as presented, Planning Commissioner Reddick seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, 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 March 6, 2024, Planning Commission Regular Meeting Minutes- K. Cinnamon, Deputy Town Clerk

Victor Tallon, Town Board Liaison, 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."

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, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

C. BOARD ACTION

1. Public Hearing - Resolution 2024-15 - Approving and adopting the Town of Windsor Comprehensive Plan

Overview:

This adoption hearing is intended to ask for Planning Commission's approval of the Windsor Comprehensive Plan, and to recommend Town Board's approval by resolution of the same plan.

Background:

The Comprehensive Plan is the Town of Windsor's guiding policy document and vision for long-range planning of the Town's physical development. This update holistically guides the Town forward—it strategically plans for growth in a manner that reflects the desires of the community and coordinates future growth and a full range of services, while maintaining the cherished small-town character.

The Comprehensive Plan is a guidance document including a long-range vision for how the community has envisioned growth, and a policy framework for achieving the vision.

The process was developed through a high-level of community input throughout the 18-month process. Outreach highlights included a Speaker Panel Event, community interviews, a week-long public design workshop was held to discuss and visualize options for future community growth, and draft plan open houses to review and provide feedback on the draft prior to adoption. Each phase of outreach included a partner online component through online questionnaires.

The Plan itself includes six chapters and five appendices, including:

- Introduction which describes the purpose of the Plan, how to use the Plan, and includes an overview of the planning and engagement process to update the Plan.
- The Planning Context chapter provides a brief description of the jurisdictional, geographic, and regulatory context to frame how and why the Plan was developed and will be used.
- Vision and Guiding Principles articulates the important vision and value statements that provide the framework for the goals and policies in the following chapters.
- The Future Land Use Plan describes the physical framework for development in the

- Town through designation and definition of land uses and land use patterns.
- Goals and Policies include a consolidated set of goals and policies, organized by plan element topic.
- Implementation: This chapter describes the applicability and implementation of the Comprehensive Plan.
- The Plan is supported with four appendices, including a Glossary of Terms, Implementation Action Matrix, Engagement Summary, Existing Conditions Report, and Conceptual Designs For Five Focus Areas.
 - The Implementation Action Matrix was developed to complement the Plan document and identifies future actions the Town and non-municipal partners may undertake to carry out Plan concepts. Because of the frequency of updates to the action plan based on budgets, workplan priorities, staff capacity, and external variables, that document is maintained outside of this Plan.

Chairman Schick opened the public hearing for Resolution 2024-15 - Approving and adopting the Town of Windsor Comprehensive Plan.

David Eisenbraun, Long Range Planner, and Megan Moore of Logan Simpson, presented to the Planning Commission.

Chairman Schick opened the meeting up for public comment. Greg Flebbe at 426 Crystal Beach Windsor, CO addressed the Commission regarding the historical growth of Windsor and noted the guiding principles in the comprehensive plan. Mr. Flebbe also made suggestions regarding the comprehensive plan and offered his congratulations to staff and the Commission for their work on the comprehensive plan.

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, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

2. Resolution No. 2024-15 - A Resolution of the Town of Windsor Planning Commission approving and adopting the Town of Windsor Comprehensive Plan

Please see public hearing item.

Planning Commissioner Beemer moved to approve Resolution No. 2024-15 - A Resolution of the Town of Windsor Planning Commission approving and adopting the Town of Windsor Comprehensive Plan. Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

3. Recommendation to Town Board - Affirming an addition to the Town of Windsor's Comprehensive Plan appendices titled "Economics of Community Development"

Urban3 was added as a consultant in an effort for the Town to gain a better understanding of the financial health of a community via the underlying tax structure. Most communities rely on a mixture of revenues, primarily from taxes, users fees, and state and federal governments. Taxes tend to comprise a large share of local revenue. Communities use these funds to run their government, pay for public services, and build and maintain infrastructure. When available, spatial data allows Urban3 to map and visualize both tax revenue and infrastructure costs, an approach they call "geoaccounting."

They use geoaccounting to uncover the relationship between land use decisions and public revenue production. In Colorado, different types of property are assessed at different rates. Commercial, industrial, and mixed-use properties are assessed at about 29% of its market value, while residential property is assessed at about 7.15% of its market value. The assessed value is then multiplied by the tax rate to determine the tax bill.

Total taxable value is one way to analyze the overall value of a city, but when it comes to understanding economic productivity, it is not always the most useful. Urban3's analysis focuses on the "per acre" metric as a unit of productivity. After all, cities and counties are, at their simplest, finite areas of land. How that land is used has a direct effect on municipal budgets. The per acre metric normalizes total revenues and tax values, creating direct "apples-to-apples" comparisons utilizing land consumed as a unit of productivity.

Using VPA to compare properties is like using miles per gallon (MPG) to compare cars. When comparing cars, the miles a car can go per tank isn't typically referenced because it only reflects the size of the tank, not how efficient the engine is. We apply the same principle to measure the financial productivity of various development types across a community.

As the Town moves forward with future development, Urban3's analysis helps ensure there can be a better understanding of the impact that different development types will likely have on Windsor's financial health. More compact, mixed use development patterns tend to generate more revenue and lower costs. Making space for lower density residential development may be important for certain portions of the community, but there must be a balance of land uses and an understanding of the costs associated with different land use choices. Approaching these decisions with eyes wide open will help Windsor remain both a desirable place to live and a fiscally healthy community.

David Eisenbraun, Long Range Planner, presented to the Planning Commission.

Chairman Schick opened the meeting up for Planning Commission comments.

Commissioner Valdes asked questions of staff regarding financial challenges for Windsor going forward and inquiries about areas of possible conflict, to which David Eisenbraun answered. Additionally, he asked questions of staff regarding xeriscaping within the Town of Windsor Municipal Code, to which Scott Ballstadt answered.

Commissioner Reddick asked questions of staff regarding land use beyond the five areas presented and for clarification regarding the recommendation of the appendices, to which David Eisenbraun answered.

Planning Commissioner Reddick moved to forward a recommendation of approval to Town Board Affirming an addition to the Town of Windsor's Comprehensive Plan appendices titled "Economics of Community Development", Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Valdes shared his appreciation for Chairman Schick's service.

Commissioner Hassard and Commissioner Kinney shared their appreciation of staff for their work on the comprehensive plan.

2. Communications from Town Board Liaison

Town Board Liaison Tallon spoke to the Commission regarding updates on the short term rental resolution and shared his appreciation for Chairman Schick's service.

3. Communications from Staff

Dan Money, Town Attorney, and Scott Ballstadt, Director of Planning, shared their appreciation for staff and the commissioner's work on the comprehensive plan.

Scott Ballstadt presented plaques to Town Board Liaison Tallon and Chairman Schick for their years of service on the Planning Commission.

Chairman Schick noted the history of the Planning Commission and his appreciation for staff.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:01 p.m.



Laura Richardson, Assistant Town Clerk