



Planning Commission Regular Meeting

April 17, 2024 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

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

1. Roll Call

Present:

Chairman Reddick
David Hassard
Ben Kirch
Jose Valdes
Cindy Beemer
Maxwell Nader

Absent:

Nathan Kinney

Also Present:

Scott Ballstadt, Planning Director
Kim Emil, Deputy 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
Omar Herrera, Deputy Director of Engineering
Commissioner Jordan Spight

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

3. Public Invited to be Heard

Chairman Reddick 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 20, 2024, Planning Commission Regular Meeting Minutes - L. Richardson, Assistant Town Clerk

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

C. BOARD ACTION

1. Election of Officer - Election of Planning Commission Vice Chair

Scott Ballstadt, Director of Planning, presented to the Planning Commission.

Planning Commissioner Kirch moved to continue the election of officers to the May 1, 2024 meeting, Planning Commissioner Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Ben Kirch, Maxwell Nader; Nays - None; Motion Passed.

2. Public Hearing - A recommendation to Town Board acknowledging the Windsor Downtown Development Authority dba Windsor Downtown Alliance's master plan.

See staff memo.

Chairman Reddick opened the public hearing for the recommendation to Town Board acknowledging the Windsor Downtown Development Authority dba Windsor Downtown Alliance's master plan.

David Eisenbraun, Long Range Planner, presented to the Planning Commission.
Michelle Vance, Executive Director - Windsor Downtown Alliance, presented to the Planning Commission.

Commissioner Valdes gave compliments to the cover letter and asked questions of Michelle Vance regarding value of properties and parking, to which Michelle Vance responded.
Chairman Reddick gave compliments to Michelle Vance on her presentation.

Chairman Reddick opened the meeting up for public comment, to which there were none.

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

3. A recommendation to Town Board acknowledging the Windsor Downtown Development Authority dba Windsor Downtown Alliance's master plan.

See public hearing item.

Planning Commissioner Kirch moved to forward a recommendation of approval to the Town Board acknowledging the approval of the Windsor Downtown Development Authority's Master Plan, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Ben Kirch, Maxwell Nader; Nays - None; Motion Passed.

4. Public Hearing - Conditional Use Permit to allow two temporary modular classrooms and a recycled asphalt parking area in the Residential Mixed Use-One (RMU-1) Zone District - Water Valley South Subdivision 6th Filing, Lot 1 (330 Crossroads Boulevard) - WV Crossing Development, LLC, Jerry Hegeson, property owner/owner representative, Josh Savage, Timberline Church, Applicant

The applicant, Timberline Church, represented by Mr. Josh Savage, is requesting a Conditional Use Permit (CUP) to allow two temporary modular classrooms and a recycled asphalt parking area within the RMU-1 zone district for a period of three (3) years.

A conditional use permit is required because the proposed temporary use is not specifically included as a use-by-right in any zoning district per Section 14-2-130(a) of the Town's Municipal Code, Conditional Use Permit Applicability. The applicant is requesting allowance for two mobile classrooms with a recycled asphalt parking area for Timberline Church while the church prepares to relocate to another site.

A previous Conditional Use Grant (CUG), now known as a Conditional Use Permit (CUP), was approved on March 23, 2020, for a period of three (3) years. The previous CUG expired on March 23, 2023; therefore, the applicant is requesting a new CUP. The applicant has stated there have been no site or building changes since the approval of the previous CUG and none are proposed with this new CUP application.

Staff is recommending the Planning Commission forward to the Town Board a recommendation of approval of the CUP, as reflected in the staff recommendation section of the memorandum.

Chairman Reddick opened the public hearing for the Conditional Use Permit to allow two temporary modular classrooms and a recycled asphalt parking area in the Residential Mixed Use-One (RMU-1) Zone District - Water Valley South Subdivision 6th Filing, Lot 1 (330 Crossroads Boulevard).

Sandra Mezzetti, Senior Planner, presented to the Planning Commission and stated that there is to be a correction to the applicants name as it was misspelled.

Chairman Reddick opened the hearing up to public comment, to which there was none.

Commissioner Valdes asked questions of the applicant regarding future extension requests and timeline of project, to which the applicant, Josh Savage, answered.

Commissioners Hassard, Valdes, Nader and Chairman Reddick asked questions of staff, to which Sandra Mezzetti, Senior Planner, and Scott Ballstadt, Director of Planning, answered.

Chairman Reddick asked questions regarding the temporary modular use, to which the applicant, Josh Savage, and Kim Emil, Deputy Town Attorney, answered.

Planning Commissioner Beemer moved to close the public hearing, Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Ben Kirch, Maxwell Nader; Nays - None; Motion Passed.

5. Recommendation to Town Board - Conditional Use Permit to allow two temporary modular classrooms and a recycled asphalt parking area in the Residential Mixed Use-One (RMU-1) Zone District - Water Valley South Subdivision 6th Filing, Lot 1 (330 Crossroads Boulevard) - WV Crossing Development, LLC, Jerry Hegeson, property owner/owner representative, Josh Savage, Timberline Church, Applicant

Please refer to the public hearing information.

Planning Commissioner Beemer moved to forward a recommendation of approval to Town Board for the Conditional Use Permit to allow two temporary modular classrooms and a recycled asphalt parking area in the Residential Mixed Use-One (RMU-1) Zone District - Water Valley South Subdivision 6th Filing, Lot 1 (330 Crossroads Boulevard) with a modification to the information presented by the Town to align this with the other conditional use permit on the lot, setting an expiration date of September 11, 2026. Planning Commission Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Ben Kirch, Maxwell Nader; Nays - None; Motion Passed.

6. Public Hearing - Preliminary/Final Major Subdivision for the Beethe Subdivision 2nd Filing; 138 acres in the Residential Mixed Use-One (RMU-1) and Recreational Open Lands (ROL) zone districts - Town of Windsor; applicant; Tim Kemp, PE, Wilson & Company, Inc., applicant's civil engineering consultant

Tim Kemp, PE, Wilson & Company, Inc., the Town's civil engineering/surveying consultant, has submitted a combined Preliminary/Final Major Subdivision application for the Beethe Subdivision 2nd Filing, on behalf of the property owner, the Town of Windsor. The subdivision plat is within the Tacincala Master Plan 3rd Amendment, 138 acres located adjacent to and west of North 15th Street (also known as Weld County Road 15), north of the Town of Windsor Public Services campus (922 N. 15th Street). The subdivision proposes three lots and three tracts for the Windsor Police Facilities and Training Center site, Weld RE-4 middle school site, a Town of Windsor future community park site, and tracts for right-of-way/easement dedication.

Staff is recommending that the Planning Commission forward to the Town Board a recommendation of approval of the preliminary/final major subdivision, subject to any outstanding Planning Commission and staff comments being addressed.

The Town Board will consider the recommendation of the Planning Commission at their regular meeting and scheduled hearing for the preliminary/final major subdivision on April 22, 2024.

The Town of Windsor acquired a 138-acre parcel north of and adjacent to the Windsor Public Services campus, west of North 15th Street, in December 2021. This property had a master plan (Tacincala Master Plan) for single-family residential. The master plan amendment included a neighborhood meeting and two public hearings. Additionally, the master plan and project have been on the Town's Project Connect site since the advertisement for the neighborhood meeting which was held on June 6, 2023. On July 10, 2023, the Town Board approved an amendment to the master plan for the Windsor Police Facility, known as the Tacincala Master Plan 3rd Amendment (Windsor North Campus).

Chairman Reddick opened the public hearing for the Preliminary/Final Major Subdivision for the Beethe Subdivision 2nd Filing; 138 acres in the Residential Mixed Use-One (RMU-1) and Recreational Open Lands (ROL) zone districts.

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

Chairman Reddick opened the hearing up for public comment. John Neal at 1072 Grand Avenue Windsor, CO addressed the Commission regarding water issues, to which Omar Herrera, Deputy Director of Engineering, answered. Terese Beethe at 34429 CR 15 Windsor, CO addressed the Commission regarding construction of roundabouts and traffic flow, to which Omar Herrera, Director of Engineering, answered.

Commissioner Hassard asked for clarification regarding access to buildings and the timeline of project completion, to which Omar Herrera, Director of Engineering, answered. Terese Beethe came back up to the podium and addressed the Planning Commission with additional questions, to which Scott Ballstadt, Director of Planning, answered. Commissioner Nader and Chairman Reddick requested clarification on access to the Beethe's property, to which Carlin Malone, Chief Planner, responded.

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

7. Recommendation to Town Board - Preliminary/Final Major Subdivision for the Beethe Subdivision 2nd Filing; 138 acres in the Residential Mixed Use-One (RMU-1) and Recreational Open Lands (ROL) zone districts - Town of Windsor; applicant; Tim Kemp, PE, Wilson & Company, Inc., applicant's civil engineering/surveying consultant

Please refer to public hearing item.

Planning Commissioner Kirch moved to forward a recommendation of approval to the Town Board for the Preliminary/Final Major Subdivision for the Beethe Subdivision 2nd Filing, Planning Commissioner Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Jose Valdes, Cindy Beemer, David Hassard, Ben Kirch, Maxwell Nader; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission
2. Communications from Town Board Liaison
3. Communications from Staff

Scott Ballstadt, Director of Planning, noted that Chairman Reddick has promoted Commissioner Nader from an alternate to a regular sitting member of the Planning Commission and a new appointee will fill the alternate role.

Scott Ballstadt, also asked if the Planning Commission had any questions regarding the site plans listed, to which there were none. Kim Emil, Deputy Town Attorney, and Scott Ballstadt, shared appreciation for Commissioner Valdes and Beemer's work on the Planning Commission.

a. Major Site Plan Review - Beethe Subdivision 2nd Filing Lot 3 (Weld RE-4 Middle School) - Carlin Malone, Chief Planner

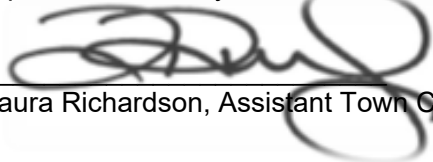
The applicant and property owner, Weld RE-4 School District, has submitted a Major Site Plan for a new middle school located at 1100 North 15th Street, on Lot 3 of Beethe Subdivision 2nd Filing. The preliminary/final site plan is currently under review. The subject property is located west of North 15th Street, north of Windsor Lake Road, the Windsor Police Headquarters (under construction), and the existing Public Services campus (922 N. 15th St).

b. Major Site Plan Review - Beethe Subdivision 2nd Filing Lot 1 (Windsor Police Headquarters and Training Facility) - Carlin Malone, Chief Planner

The Town of Windsor submitted a Major Site Plan for a new Windsor Police Headquarters and Training Facility, 950 North 15th Street. The property is located on Lot 1 of Beethe Subdivision 2nd Filing. The preliminary/final site plan is currently under review. The subject property is located west of North 15th Street and north of the existing Public Services campus (922 N. 15th St).

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:33 p.m.



Laura Richardson, Assistant Town Clerk