



TOWN BOARD SPECIAL MEETING

June 17, 2024 - 5:30 PM

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

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

B. BOARD ACTION

1. Resolution No. 2024-40 - A Resolution Approving the Waiver of Certain Development-Related Fees for the Windsor Housing Authority with Respect to the Jacoby Meadows Senior Housing Project within the Town of Windsor, Colorado
 - Quasi-Judicial action
 - Staff presentation: Scott Ballstadt, Planning Director
2. Administration of Oath of Office to Newly Appointed Mayor
 - Karen Frawley, Town Clerk
3. Resolution No. 2024-41 - A Resolution Declaring a Vacancy in District 4 for the Town of Windsor
 - Legislative action
 - Staff presentation: Karen Frawley, Town Clerk
4. Consideration and Appointment of Mayor Pro Tem
Presentation: Julie Cline, Mayor
5. Consideration of the Town Board District 2 Vacancy
Presentation: Julie Cline, Mayor
6. Selection of and Administration of Oath of Office to the Newly Appointed Town Board Member for District 2
 - Presentation: Julie Cline, Mayor; Karen Frawley, Town Clerk
7. Discussion and Selection of Mayor's Appointments for Vacant Board and Commission Liaison Positions for Members of the Windsor Town Board
 - Legislative action
 - Presentation: Julie Cline, Mayor
8. A Mayoral Proclamation for the Confirmation of Appointments of the Board and Commission Liaison Positions for Members of the Windsor Town Board
 - Legislative action
 - Presentation: Julie Cline, Mayor

C. BOARD DISCUSSION

1. Wastewater Treatment Plant Expansion - D. Markham, Wastewater Treatment Superintendent with Jacobs and Hensel Phelps
2. Land Use Code Amendments Regarding Minor Variance and Vehicular Access Requirements - S. Ballstadt, Planning Director
3. Future Meetings Agenda

D. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From: Scott Ballstadt, Planning Director
Re: Resolution No. 2024-40 - A Resolution Approving the Waiver of Certain Development-Related Fees for the Windsor Housing Authority with Respect to the Jacoby Meadows Senior Housing Project within the Town of Windsor, Colorado
Item #: B.1.

Background / Discussion:

The Town Board previously approved a fee waiver request for the Windsor Housing Authority with Resolution No. 2022-84 in the amount \$1,138,548.00 on December 12, 2022, for construction of the Jacoby Meadows Senior Apartments (Phase One) located in the Windshire Park Subdivision 6th Filing.

The project has secured funding from the Colorado Housing and Finance Authority (CHFA) and is currently pursuing a low-interest loan for a financial gap of nearly \$1,000,000 for construction. Raw water costs originally factored into construction estimates in 2022 while working to secure funding for construction have since increased from \$63,700 per acre foot to \$103,000 per acre foot. Raw water was originally estimated in 2022 to be \$592,400. However, the cost of raw water for development is now \$957,900. The difference of \$365,490 created a budget shortfall that was not anticipated. The attached letter requests that the Town provide an additional \$182,295 fee waiver for half the unanticipated difference and the remaining \$182,295 be repaid by the Housing Authority over a period of 17 years. The logistical details of such a repayment plan would need to be determined in consultation with the Finance Department.

As discussed at the June 10, 2024, Town Board work session, in addition to raw water, other fees such as road impact and parks and trails have also increased since the original fee estimate, while clarification regarding planned tap fees result in a reduction from the original fee estimate, resulting in a total difference of \$367,413.06. Therefore, the Loveland Housing Authority, on behalf of the Windsor Housing Authority, is requesting Town Board consideration of additional fee waivers to keep the Jacoby Meadows project on track.

Attached are materials from Loveland Housing Authority in support of the request, as well as a fee waiver comparison table and draft resolution.

Financial Impact:

The additional fee waivers in the amount of \$367,413.06 will require backfill from the general fund to repay road and parks funds.

Relationship to Strategic Plan:

Supporting the Windsor Housing Authority's Jacoby Meadows Senior Housing project is something that began with past Town Boards and contributes to the attainable housing goals that are being discussed in the context of the current Town Board Strategic Plan effort.

Recommendation:

Staff recommends approval of the attached resolution.

CC:

Attachments:

1. 6.5.24 WHA Fee Request Letter
2. 6.17.24 WHA Fee Request Materials
3. Jacoby Meadows Fee Waivers 6.17.24
4. Res 2024-40 WHA Fee Waivers 6.17.24



June 5, 2024

Sandra Mezzetti, AICP
Senior Planner
Town of Windsor, Colorado
301 Walnut St., Windsor, CO 80550
Office: 970-674-2410
smezzetti@windsorgov.com

**RE: Jacoby Meadows Senior Affordable Apartments
Raw Water Cost Assistance**

Dear Ms. Mezzetti:

Please accept this request to place a discussion concerning the raw water cost for Jacoby Meadows on the agenda at the Town Board's Work Session on June 10, 2024.

The Town's in-lieu fees for raw water have substantially increased in recent years, resulting in a project budget shortfall of approximately \$365,000. To address this gap, Windsor Housing Authority (WHA) and Loveland Housing Authority (LHA) would like to respectfully request that the Town Board consider providing an additional grant in the amount of \$182,500; with the remaining \$182,500 being provided in the form of a cash-flow note with the proposed terms:

- 3% interest rate
- Interest only payments through year 17
- Note paid off at year 17

As the project developer and on behalf of WHA, LHA hereby submits the aforementioned request. If you have questions or if I can provide additional information, please contact me at any time.

Sincerely,

Eric E. Hull, AICP
Director of Real Estate Development, Loveland Housing Authority

Cc: Jeff Feneis, Executive Director, Loveland Housing Authority
Frankie Cole, Chairperson of the Board of Directors, Windsor Housing Authority Session

Jacoby Meadows

62 age-restricted (55+) units, serving 30% - 80% AMI households

50 1BR Units
12 2BR Units



JACOBY MEADOWS



Jacoby Meadows

Project Proforma – Sources and Uses

Sources of Financing	
RMCRC Permanent Loan	4,800,000
IDF AHIF Loan	1,945,400
IDF CMF Loan (no pmts for 10 yrs)	500,000
WHA Loan - CDOH	3,750,000
WHA Land Note	500,000
Town of Windsor (25pct match)	636,706
Town Fee Waivers	1,226,719
Windsor Loan	175,000
	-
	-
	-
	-
Deferred Developer Fee	1,109,480
Other Owner Equity	-
Federal Tax Credit Equity	12,903,710
State Tax Credit Equity	-
Total Sources	27,547,015

Uses of Financing	
Land and Buildings	1,000,000
Site Work	1,976,331
Construction (permits, contingency)	16,348,947
Professional Fees	730,000
Construction Interim Costs	3,926,975
Permanent Financing	144,681
Soft Costs	333,850
Syndication Costs	105,000
Developer and Consultant Fees	2,586,231
Project Reserves	395,000
Total Uses	27,547,015

Windsor Housing Authority Jacoby Meadows 2022-2024 Fee Waiver Comparison
1516 Windshire Dr - Permit Number 24WIN-00474

Fee	2024 Estimated Fees	2024 Fees to be waived	Fees Waived Res. 2022-84	Notes
Drainage	\$18,736.00	\$18,736.00	\$17,921.00	
Road Impact Fee	\$331,390.00	\$331,390.00	\$175,460.00	
				\$957,000 (2024 est) - \$592,410 (2022 fee est) = \$364,590 difference
Raw Water	\$957,900.00	\$182,295.00	\$0.00	\$364,590 / 2 = \$182,295 waived and \$182,295 balance paid in loan
Water Tap 2"	\$78,332.00	\$78,332.00	\$134,193.00	Project plans changed from 3" to 2" tap resulting in decrease
Sewer Tap 2"	\$29,202.00	\$29,202.00	\$60,984.00	Project plans changed from 3" to 2" tap resulting in decrease
Water Meter 2"	\$3,213.00	\$3,213.00	\$0.00	Project plans changed from 3" to 2" tap resulting in decrease
Parks & Trails	\$523,776.00	\$523,776.00	\$411,990.00	
Admin Fees	\$19,067.06	\$19,067.06	\$18,050.00	
Windsor Use Tax	\$0.00	\$0.00	\$319,950.00	N/A - Tax Exempt (inadvertently included in 2022 waiver total)
Building/plan/electric	\$125,805.24	\$0.00	\$0.00	pass through to SAFEbuilt
Fire Impact	\$16,864.00	\$0.00	\$0.00	pass through to WSFR
Fire Building/Plan	\$107,328.38	\$0.00	\$0.00	pass through to WSFR
Stormwater Inspection	\$2,235.60	\$0.00	\$0.00	pass through to SAFEbuilt
TOTAL	\$2,213,849.28	\$1,186,011.06	\$1,138,548.00	

TOWN OF WINDSOR

RESOLUTION NO. 2024-40

A RESOLUTION APPROVING THE WAIVER OF CERTAIN DEVELOPMENT-RELATED FEES FOR THE WINDSOR HOUSING AUTHORITY WITH RESPECT TO THE JACOBY MEADOWS SENIOR HOUSING PROJECT WITHIN THE TOWN OF WINDSOR, COLORADO

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

WHEREAS, the Windsor Housing Authority (“WHA”) is a Local Housing Authority as defined in Title 29, Article 4, Part 2 of the Colorado Revised Statutes; and

WHEREAS, the WHA has undertaken extensive study and effort for the purpose of bringing to Windsor a high-quality senior housing development of at least 62 units planned to be built and located at the corner of Weld County Road 15 and Guardian Drive (“Jacoby Meadows Senior Apartments”); and

WHEREAS, the WHA has represented that the proposed budget for the first two phases of the Jacoby Meadows Senior Apartments is approximately \$26,206,149.00; and

WHEREAS, Resolution 2022-84 supported a development fee waiver request for the WHA in the amount of \$1,138,548.00; and

WHEREAS, due to inflation, changes to utility service plans to the project and increases in Town fees, a budget shortfall has been created, thereby the WHA has requested that the Town consider additional waivers to help alleviate the unintended consequences of such rising costs and fees; and

WHEREAS, the Town Board has expressed its support for the development of housing options for all economic and demographic strata within the community, including housing options for elderly persons who wish to reside in Windsor; and

WHEREAS, the Town Board, by Resolution No. 2019-82, previously expressed its support for development fee waivers in support of a previous application to Colorado Housing Finance Authority (“CHFA”); and

WHEREAS, the WHA has received partial funding from CHFA to finance construction of the Jacoby Meadows Senior Apartments; and

WHEREAS, the WHA is currently pursuing a low-interest loan to cover a nearly \$1,000,000.00 financial gap for construction; and

WHEREAS, since the original fee waiver resolution, the cost of raw water has increased from \$63,700 per acre foot to \$103,000 per acre foot, resulting in a shortfall of \$365,490; and

WHEREAS, the Town Board wishes to express its support and conditional commitment of additional development fee waivers to assist the WHA with its continued efforts to provide a quality senior housing project to Windsor.

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

Section 1. The Town Manager is authorized to approve the following additional development fee and use tax waivers, such waivers to be fixed, and not subject to periodic increases, for a period of three (3) years:

Fee	2024 Fees to be waived
Drainage	\$18,736.00
Road Impact Fee	\$331,390.00
Raw Water	\$182,295.00
Water Tap 2"	\$78,332.00
Sewer Tap 2"	\$29,202.00
Water Meter 2"	\$3,213.00
Parks & Trails	\$523,776.00
Admin Fees	\$19,067.06
Windsor Use Tax	\$0.00
Building/plan/electric	\$0.00
Fire Impact	\$0.00
Fire Building/Plan	\$0.00
Stormwater Inspection	\$0.00
TOTAL	\$1,186,011.06

Section 2. Nothing herein shall be deemed a multiple fiscal year obligation, and all future years' fee waivers shall be subject to annual appropriation for any funds needed to account for any impact fee waivers as described above.

Section 3. Nothing herein shall be construed to bind any future Town Board's legislative and fiscal powers.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 17th day of June, 2024.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From:
Re: Administration of Oath of Office to Newly Appointed Mayor
Item #: B.2.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From: Karen Frawley, Town Clerk
Re: Resolution No. 2024-41 - A Resolution Declaring a Vacancy in District 4 for the Town of Windsor
Item #: B.3.

Background / Discussion:

With the appointment of Julie Cline to the office of Mayor, this resolution openly declares a vacancy in District 4. The Town of Windsor Home Rule Charter Section 3.7 addresses vacancies and 3.7(d) provides the procedure for filling the vacancy. 3.7(d) provides: "should the position of a Board Member be vacated for any reason, the Board shall fill the vacancy by one of the following options:

The position may remain vacant if it is less than one year until the next regular municipal election; or
The next regular municipal election will be held on April 7, 2026. This option is eliminated due to there being more than one year until the next regular municipal election.

The Town Board may select a person to fill the position until the next regular municipal election; or
The process for the Town Board to select a candidate to fill the vacated term could be conducted quickly and with minimal expense. The following timeline could provide for a candidate to be sworn in no later than July 22, 2024:

- June 18 - Begin publicizing the vacancy and request qualified electors from District 4 to complete and submit a letter of interest and application to the Town Clerk.
- July 5 - Last day to submit a letter of interest and application to the Town Clerk.
- Week of July 8 - interview applicants
- July 22 - appointment made at the Town Board meeting.

The Town Board may call for a special election to fill the vacated seat.

Colorado Revised Statute 31-10-108 sets the requirements for calling a special election; the election must be held on a Tuesday and cannot be called 32 days before or after a primary, general, or congressional vacancy election, or 90 following a regular municipal election. Based on those requirements, a special election could be held for the District 4 vacancy at an estimated cost of 25,000.00.

Colorado Revised Statutes 31-4-205(2) sets the requirement for filling a vacancy by either appointment or by calling an election within sixty days after the vacancy occurs.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Resolution No. 2024- 41 District 4 vacancy

TOWN OF WINDSOR

RESOLUTION NO. 2024-41

A RESOLUTION DECLARING A TOWN BOARD VACANCY IN DISTRICT 4 FOR THE TOWN OF WINDSOR

WHEREAS, the Town of Windsor is a Colorado home rule municipality with all powers and authority provided by Colorado law; and

WHEREAS, on June 10, 2024, District 4 Board Member, Julie Cline, was appointed Mayor following the Windsor Charter provision set forth regarding mayoral vacancies; and

WHEREAS, this appointment and the subsequent swearing-in have left a Board Member vacancy in District 4; and

WHEREAS, Section 3.7(D) of the Charter addresses the procedures that may be followed when there is a vacancy on the Board; and

WHEREAS, the Town Board hereby declares a Board Member vacancy in District 4, and that vacancy will be filled according to the Charter provisions.

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

Section 1. The Town Board declares a Board Member vacancy in District 4.

Section 2. The Town Board shall follow the Windsor Home Rule Charter 3.7 procedures for filling the vacancy.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 17th day of June, 2024.

TOWN OF WINDSOR, COLORADO

By: _____
Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From:
Re: Consideration and Appointment of Mayor Pro Tem
Item #: B.4.

Background / Discussion:

On June 10, 2024, Mayor Pro Tem, Julie Cline, was appointed the Town of Windsor Mayor following the procedures set forth in the Windsor Town Charter. This appointment creates a vacancy at the position of Mayor Pro Tem and necessitates that a new Mayor Pro Tem be appointed by the Board.

Under Charter Sec. 3.7(C), "Should the position of Mayor Pro Tem be vacated for any reason, the Town Board shall select, by a two-thirds (2/3) vote of all members of the Town Board in office at the time, from its members a Mayor Pro Tem to serve out the term."

Financial Impact:

N/A

Relationship to Strategic Plan:

Promote Effective Governance

Recommendation:

The Town Board select a Mayor Pro Tem

CC:

Attachments:



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From:
Re: Consideration of the Town Board District 2 Vacancy
Item #: B.5.

Background / Discussion:

The Town Board District 2 seat became vacant on April 22, 2024. Following this vacancy, the Town followed the Town Charter provisions in Sec. 3.7 pertaining to vacancies and interviewed applicants for District 2 on June 10, 2024. The Town Board, in accordance with the Charter, may select a person to fill the vacancy until the next regular municipal election.

Financial Impact:

N/A

Relationship to Strategic Plan:

Promote Effective Governance

Recommendation:

CC:

Attachments:

1. Bob Jonckowski Application - District 2_Redacted
2. Brian Jones Application - District 2_Redacted
3. Gregg Meisinger Application - District 2_Redacted
4. Karen Jacobsen Application - District 2_Redacted

Dear Windsor Town Board Selection Committee,

I am writing to express my sincere interest in serving on the Windsor Town Board. As a dedicated member of our community, I bring a varied background that I believe will be valuable assets to the board.

Throughout my professional journey, I have held diverse roles including employee, branch manager, small business owner, and business-to-business sales representative. Additionally, I have served on three different boards, culminating in a four-year tenure as President of a 212-home District 2 HOA. During this time, I collaborated closely with various Town of Windsor agencies and negotiated important agreements such as oil & gas leases and the development of bike and walking paths within our extensive open space.

What I bring to the table is not just a wealth of experience, but also a deep-rooted desire to contribute to positive change and the future development of Windsor, a town my family and I have proudly called home for the past 20 years. Each of my three adult children is actively engaged in giving back to the community, reflecting the values we hold dear.

I am particularly excited about the opportunity to collaborate with fellow board members, stakeholders, and community members to make well-informed decisions that will benefit our town and its residents.

I am confident that my dedication, skills, and enthusiasm make me a strong candidate for this position. I welcome the chance to further discuss how I can contribute to the Windsor Town Board.

Thank you for considering my application. I eagerly anticipate the possibility of serving our community in this capacity.

Respectfully,
Bob Jonckowski



Application for Town Board – District 2

Please complete this application and a letter of interest and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550 or email to kfrawley@windsorgov.com. The application deadline is May 3, 2024 at 5 p.m.

Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
- No person who has been convicted of a felony shall be eligible. A background check is required for municipal candidates.

Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Robert (Bob) Jonckowski

Address: [REDACTED]

Day Phone: [REDACTED]

Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 22 yrs Current Occupation: Retired

Why do you want to represent District 2 as a Town Board Member? Because I'm passionate about contributing my skills and expertise to drive positive change and help make meaningful decisions that benefit my community.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

- 1) Infrastructure Maintenance: aging infrastructure can pose significant challenges, including deteriorating roads, bridges and utilities. Addressing these require a proactive approach including regular assessments and priorities. Possibly seeking grants, partnerships with other entities & budget allocations
- 2) Community Development: stimulating economic growth, promote affordable housing & maintaining a high quality of life for residents. May include incentivize local businesses, streamline zoning, enhancing livability, regs that encourage responsible growth and investing in amenities.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: [Signature]

Date: 04/29/2024

301 Walnut Street · Windsor, Colorado · 80550 · phone 970-674-2400 · fax 970-674-2456
www.windsorgov.com



BRIAN JONES



To Whom it May Concern:

My name is Brian Jones, and I am seeking appointment to the Windsor Town Board for the vacant District 2 seat. My family and I moved to Windsor in 2020 and have loved living in this special town. With the opening on the town board, I felt this was a chance to give back and serve the community we enjoy so much.

Here is a little background on myself: I was born and lived most of my adolescent years in the small town of Artesia, New Mexico, before moving to the Dallas/Fort Worth area of Texas. During my tenure in Texas, I learned the ins and outs of the restaurant business and in 2011 took the leap and moved to Colorado and opened Fuzzy's Taco Shop in Fort Collins with my business partner and close friend Marc Rogers. Through hard work as well as a little bit of luck, we were able to open multiple Fuzzy's locations including Windsor in 2018. Through working in Windsor, my family and I fell in love with the community and decided to move from Fort Collins to Windsor in 2020. Windsor has the same charm and appeal of my hometown, so it felt like a no-brainer to raise our daughter here. In late March of 2024, our company purchased MashLab Brewery and that move has only deepened my roots within and appreciation for Windsor and its' residents.



[REDACTED]



[REDACTED]

[REDACTED] WINDSOR CO

I started my restaurant career at the ripe age of 14 and have spent the last 26 years working in various roles within the industry. The ownership group I am a part of owns 19 restaurants and employs well over 500 Coloradoans throughout our multiple brands. In my years developing and mentoring employees, I have developed strong communication skills, critical thinking, and the ability to plan and execute goals for individuals and for the masses.

I have been married to my wife, Damie, for 16 years. We have one daughter, Elizabeth, who is 10 years old and about to start the 5th grade. In my free time, I enjoy golfing, watching the Dallas Cowboys (even though they are not usually winning), and spending time with my family.

I appreciate your consideration to become a member of the Windsor Town Board and I look forward to serving this community.





Application for Town Board – District 2

Please complete this application and a letter of interest and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550 or email to kfrawley@windsorgov.com. The application deadline is June 7, 2024, at 5:00 p.m.

Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
- No person who has been convicted of a felony shall be eligible. A background check is required for municipal candidates.

Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Brian Jones

Address: [REDACTED] Windsor, CO 80550

Day Phone: [REDACTED] Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 4.5 years Current Occupation: Restaurant Owner

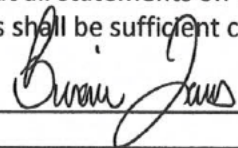
Why do you want to represent District 2 as a Town Board Member? I want to serve my community and contribute to the growth of Windsor.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

1) I feel like the biggest challenge to Windsor is the rapid growth. I think the Town of Windsor needs to invest in infrastructure and road development/maintenance in order to keep up with the influx of new residents and continue to attract new businesses to the area.

2) With the rapid growth that Windsor has experienced, comes a concern for public safety. Windsor has always been known as one of the safer communities in the US, and in order to stay that way the city should continue to support police and fire department growth and training.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: 

Date: 6/3/2024

June 4, 2024

Town Clerk
Town of Windsor
301 Walnut Street
Windsor, CO 80550

Application for Town Board-District 2

Please consider this my Letter of Interest in being appointed to the City's District 2 Town Board opening.

I meet all of the minimum requirements and have been a resident of Windsor for almost 19 years. I feel that some of the other attributes that I would bring to this position are:

- I am owner and president of Coe Construction Inc. A general contracting company based in Loveland, but works throughout Northern Colorado. As a local employer I am very interested in the on-going growth and economic development in the area as well as the quality of life issues such as transportation, affordability and cross-jurisdictional issues.
- I currently sit on the City of Loveland's Construction Advisory Board for a total of 12 years and was Chairman for 4. This board acts as the appeals board for the building department, interacts with other city departments as it relates to construction and reported to City Council our recommendations.
- I participated and graduated from the Leadership Loveland program in 2012. While this was obviously focused on Loveland, it did give me a better understanding of how municipalities work and are governed.
- I was also on Larimer Counties' Workforce Investment Board for a 3 year term, completed in 2013.

Some of the other interests that my wife and I share include motorcycle riding, walking our dogs, exercise and enjoying the arts.

It would be an honor to serve the residents of Windsor as a member of the Town Board and I would always do my best to look out for their and the town's best interests.

Sincerely,



Gregg A. Meisinger

[REDACTED]
Windsor, CO 80550
[REDACTED]



Application for Town Board – District 2

Please complete this application and a letter of interest and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550 or email to kfrawley@windsorgov.com. The application deadline is June 7, 2024, at 5:00 p.m.

Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
- No person who has been convicted of a felony shall be eligible. A background check is required for municipal candidates.

Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Gregg A. Meisinger

Address: [REDACTED] Windsor CO 80550

Day Phone: [REDACTED] Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 19 Current Occupation: Construction Executive

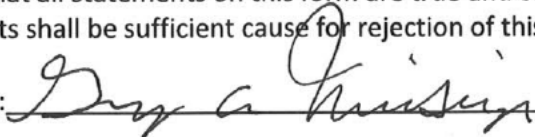
Why do you want to represent District 2 as a Town Board Member? I will try my best to balance the needs of the people in district 2 with the overall betterment of the town.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

1) Balancing the growth in the area with the needs for infrastructure improvements and coordination with the surrounding areas.

2) Maintaining the towns quality of life while at the same time the budgeting for towns is becoming more and more complicated.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: 

Date: 6-4-24

Karen Jacobsen

Windsor, CO 80550

Town of Windsor
301 Walnut Street
Windsor, CO 80550
May 3, 2024

RE: Karen Jacobsen – District #2 Letter of Interest

To Whom it May Concern,

Please allow this letter to express my interest in serving the Town of Windsor in the capacity of the District #2 representative.

I have deep ties to Windsor, having lived here during my high school and college years and returning here two years ago to be near family – and to leave Denver where the city that held a small-town character for many years is struggling to hold on to it.

I hold advanced degrees in business and international management, I've worked in both construction and technology. My board service spans industry and charitable organizations. I cherish Colorado's charm and Windsor's small-town feel. I feel this unique background would strongly benefit our Town.

As the Town continues to grow, we face a choice: copy larger communities with all their amenities and challenges, or drive our own course.

I look forward to helping shape our strategic planning that blends with Windsor's unique identity and look forward to the possibility to represent District #2 on the Town Board.

Thank you for the consideration.

Karen Jacobsen



Application for Town Board – District 2

Please complete this application and a letter of interest and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550 or email to kfrawley@windsorgov.com. The application deadline is May 3, 2024 at 5 p.m.

Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
- No person who has been convicted of a felony shall be eligible. A background check is required for municipal candidates.

Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Karen Jacobsen
Address: [REDACTED] Windsor, CO
Day Phone: [REDACTED] Night Phone: [REDACTED]
E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 2 yrs recently + about 14 yrs total Current Occupation: marketing operations
Why do you want to represent District 2 as a Town Board Member? Please see attached.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

- 1) Please see attached
- 2)

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: [Signature] Date: May 1, 2024

Karen Jacobsen
District #2

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed:

1. Ensure Vital Services:

The Town Board's foremost responsibility is ensuring that essential services are *accessible* to residents and businesses. These services, which may evolve over time, include food, water, shelter, safety, transportation, and communication infrastructure. These services need to be available during all economic times as well as during times of emergencies.

Currently affordable housing is of concern. Our housing inventory across economic levels should be monitored and addressed. Specifically, in regards to affordable housing, we should consider:

- **Develop or Designate Units:** We should actively create new affordable housing units or designate existing ones.
- **Rental Assistance Programs:** Implementing rental assistance programs can alleviate housing cost burdens.
- **Barriers to Homeownership:** Removing obstacles encourages homeownership.
- **Collaborate with Housing Organizations:** Partnering with specialized organizations enhances our efforts.

2. Maintain Financial Vigilance:

The non-residential sectors contribute more than half of our financial resources. Monitoring this revenue stream and assessing any risks is of importance. We must maintain a diverse revenue base in order to fund vital services and services that support our thriving community (e.g., parks, recreation, outdoor spaces).

About Me: I have deep ties to Windsor, having lived here during my high school and college years and returning here two years ago to be near family – and to leave Denver where the city that held a small-town character for many years is struggling to hold on to it.

I hold advanced degrees in business and international management, I've worked in both construction and technology. My board service spans industry and charitable organizations. I cherish Colorado's charm and Windsor's small-town feel. I feel this unique background would strongly benefit our Town.

Our Path Forward: As the Town continues to grow, we face a choice: copy larger communities with all their amenities and challenges, or drive our own course. Consider Sedona, Arizona—a community balancing amenities with environmental consciousness where ridge lines remain largely natural, houses are painted to limit reflectivity, so they blend in with the landscape, and the night sky is free of light pollution. Yet, the city has numerous commercial enterprises to support the needs of its citizens.

I look forward to helping shape our strategic planning that blends with Windsor's unique identity and look forward to the possibility to represent District #2 on the Town Board.

Thank you for your consideration.



May 1, 2024



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From:
Re: Selection of and Administration of Oath of Office to the Newly Appointed Town Board Member for District 2
Item #: B.6.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From: Julie Cline, Town Board Member
Re: Discussion and Selection of Mayor's Appointments for Vacant Board and Commission Liaison Positions for Members of the Windsor Town Board
Item #: B.7.

Background / Discussion:

Due to the vacancy that has occurred in the Mayor's office, there is a need to fill the now vacant liaison positions on the I-25 Coalition, North Front Range Metropolitan Planning Organization, and the US34 Coalition & NoCo34 Transportation Management Office (TMO). This discussion will be to determine which board members would like to fill those openings.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From: Julie Cline, Town Board Member
Re: A Mayoral Proclamation for the Confirmation of Appointments of the Board and Commission Liaison Positions for Members of the Windsor Town Board
Item #: B.8.

Background / Discussion:

This proclamation will reaffirm the selection of the board and commission liaison positions for members of the Windsor Town Board from May 13, 2024.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Board Liaison Proclamation

TOWN OF WINDSOR

A MAYORAL PROCLAMATION FOR THE CONFIRMATION OF
APPOINTMENTS OF THE BOARD AND COMMISSION LIAISON POSITIONS FOR
MEMBERS OF THE WINDSOR TOWN BOARD

WHEREAS, the Windsor Town Board is privileged to share its members with various boards, commissions and authorities, all of which serve the interests of the Town and its citizens; and

WHEREAS, following the certification of elected Town Board members in conjunction with the 2024 Regular Municipal Election, the Town Board has discussed the assignment of its membership for service as board and commission liaisons; and

WHEREAS, the power to make appointments of Town Board members to board and commission positions is vested in the Mayor.

NOW, THEREFORE, I, JULIE CLINE, MAYOR OF THE TOWN OF WINDSOR, COLORADO, having conferred with my fellow Town Board members and being fully advised, hereby proclaim the following board and commission appointments:

1. **Chamber of Commerce representative:** Rick Klimek
2. **Clearview Library Board liaison:** Lainie Peltz
3. **Great Western Trail Authority appointee:** Lainie Peltz
4. **I-25 Coalition:** Vacant
5. **Historic Preservation Commission liaison:** Ron Steinbach
6. **Larimer County Behavioral Health Policy Council:** Ron Steinbach
7. **North Front Range Metropolitan Planning Organization representative:**
Vacant
8. **Parks, Recreation and Culture Advisory Board liaison:** Julie Cline
9. **Planning Commission liaison:** Jason Hallett
10. **Poudre River Trail Corridor Authority representative:** Julie Cline
11. **Tree Board liaison:** Jason Hallett
12. **RE-4 School District liaison:** Jason Hallett
13. **US34 Coalition & NoCo34 Transportation Management Office (TMO):** Vacant
14. **Water and Sewer Board liaison:** Rick Klimek
15. **Windsor Arts Commission:** Lainie Peltz

16. **Windsor Downtown Development Authority liaison:** Rick Klimek

17. **Windsor Housing Authority liaison:** Ron Steinbach

Dated this 17th day of June, 2024.

Julie Cline, Mayor



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From: Brian Rowe, Deputy Director of Public Works
Re: Wastewater Treatment Plant Expansion - D. Markham, Wastewater Treatment Superintendent with Jacobs and Hensel Phelps
Item #: C.1.

Background / Discussion:

Staff from the Wastewater Treatment Facility, in conjunction with Jacobs and Hensel Phelps, will present a short PowerPoint on the new Wastewater Treatment Facility. As part of that presentation, we will update the board on preliminary costs and the timeline for the project.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Provide feedback and consider suggestions related to the new Wastewater Treatment Facility that staff proposes.

CC:

Attachments:



MEMORANDUM

Date: June 17, 2024
To: Mayor and Town Board
From: Scott Ballstadt, Planning Director
Re: Land Use Code Amendments Regarding Minor Variance and Vehicular Access Requirements
- S. Ballstadt, Planning Director
Item #: C.2.

Background / Discussion:

Code Sec. 14-2-140 provides that the Director may administratively grant minor variances where an unintended deviation from zoning district standards exists relative to existing structures or existing lots in certain circumstances up to 10% of the requirement. Portions of this language restrict it to 1' and not for new construction which has proved to be overly restrictive and not meeting the intent.

Code Sec. 15-5-10 addresses vehicular access requirements and how to navigate the parking of a vehicle on their property. In particular, there is an overly burdensome requirement where it states that only one row of parking shall exist between the building and any public right-of-way. This amendment includes language clarifying that no more than a single row of parking may be located between the principal building and right-of-way along arterials and commercial corridors only, as this has proved to be impractical on smaller local streets and should only apply to our primary commercial corridors and arterials.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 6.6.24 Draft Ordinance amending Minor Variance and Vehicular access requirements
2. Staff Presentation - Code Amendment_Minor Variance_Vehicle Access

TOWN OF WINDSOR
ORDINANCE NO. 2024-XX

AN ORDINANCE AMENDING SECTIONS 14-2-140 AND 15-5-10 OF THE WINDSOR MUNICIPAL CODE CONCERNING MINOR VARIANCES AND VEHICULAR ACCESS REQUIREMENTS

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

WHEREAS, Chapters 14 through 17 of the Windsor Municipal Code (“Code”) collectively make up the Town’s Land Use Code; and

WHEREAS, Code Sec. 14-2-140 provides that the Director may administratively grant minor variances where an unintended deviation from zoning district standards exists relative to existing structures or existing lots in certain circumstances; and

WHEREAS, Code Sec. 14-2-140(a)(1) allows for a reduction in distance of ten percent (10%) or one (1’) foot in setbacks or offsets, whichever is less, and in Code Sec. 14-2-140(a)(2) allows for an increase in height of ten percent (10%) or one (1’) foot in maximum building height, whichever is less; and

WHEREAS, Code Sec. 14-2-140(b) currently does not allow relief to be available for any application for a variety of matters, including, but not limited to: prohibited uses, applications for proposed construction, building permits, plot plans, improvement location certificates, or if it would result in an increase in density or intensity, change in permitted uses, decrease in amount of required open space or landscaping, conflict or another requirement, additional or subsequent minor variance request, or a lot line adjustment; and

WHEREAS, the below Code amendment removes the one (1’) foot whichever is less limiting language, as the Town is observing larger setbacks or other planning related distances that do not meet the intent nor be of sufficient practical use rendering the minor variance process useless, in certain circumstances that is required in Sec. 14-2-140 (a); and

WHEREAS, additionally, the Code amendment removes the language from Sec. 14-2-140 (b), specifying that relief shall not be available for any application for proposed construction, which is impractical, since most cases filing for relief are for proposed construction; and

WHEREAS, Code Sec. 15-5-10 addresses vehicular access requirements and how to navigate the parking of a vehicle on their property; and

WHEREAS, this amendment includes language clarifying that no more than a single row of parking may be located between the principal building and right-of-way along arterials and commercial corridors only, as this has proved to be impractical on smaller local streets and should only apply to our primary commercial corridors and arterials as described in Sec. 15-5-10 (a); and

WHEREAS, these Code amendments serve to promote the public health, safety, and welfare of the Town.

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

Section 1. Sec. 14-2-140 of the Code is hereby amended and shall read as follows:

Sec. 14-2-140. - Minor variance.

(a) Applicability. The Director may administratively grant minor variances up to a maximum of ten percent (10%) or as noted from zoning district standards in cases where an unintended deviation therefrom exists relative to existing structures or existing lots in the following situations:

(1) Setback or offset: A reduction in distance of ten percent (10%). ~~or one (1) foot, whichever is less.~~

(2) Maximum building height: An increase in height of ten percent (10%). ~~or one (1) foot, whichever is less.~~

(3) Distance between structures: ten percent (10%) or one (1) foot reduction, whichever is less, subject to requirements of the International Building Code.

(4) Lot area: two percent (2%) reduction in the minimum lot area required.

(5) Lot Coverage: two percent (2%) increase in the maximum lot coverage.

(6) A variance is necessary to correct a legally established condition.

(b) Prohibitions. Relief under this Section shall not be available for the following:

(1) A variance to allow a use not permitted, or a use expressly or by implication prohibited under the terms of this development code for the applicable zoning district.

~~(2) Any application for proposed construction.~~

~~(3)~~(2) A building permit application.

~~(4)~~(3) A plot plan application.

~~(5)~~(4) An improvement location certificate.

~~(6)~~(5) Any minor variance that would result in any of the following:

a. An increase in permitted maximum development density or intensity.

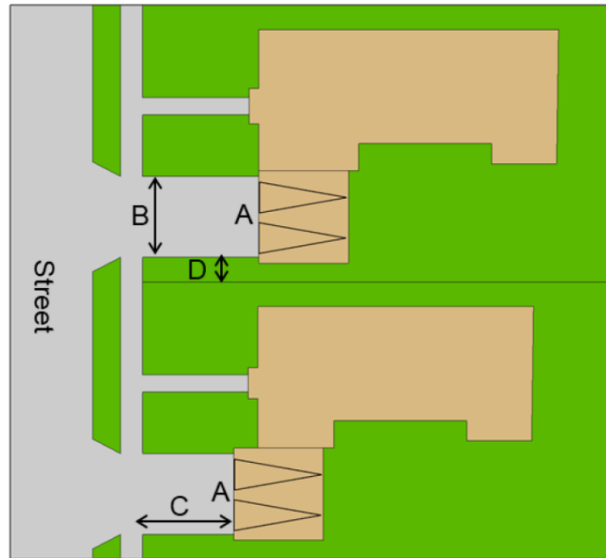
- b. A change in permitted uses or mix of uses.
- c. A decrease in the amount of required open space or landscaping.
- d. A conflict with another requirement.
- e. An additional or subsequent minor variance request.
- f. A lot line adjustment, minor subdivision or subdivision.

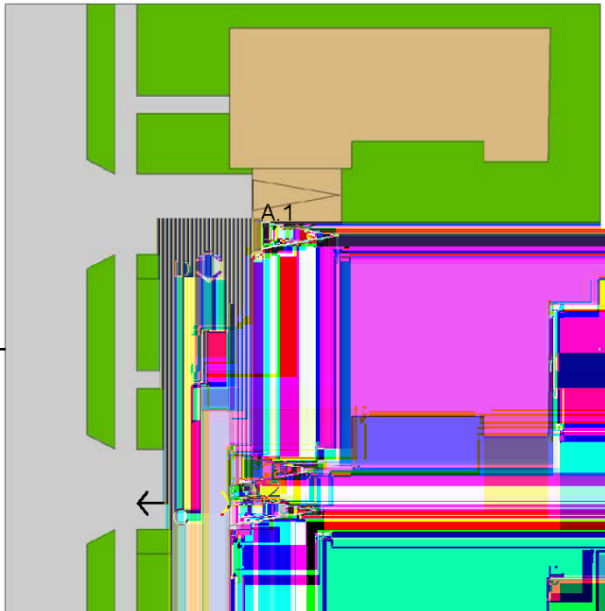
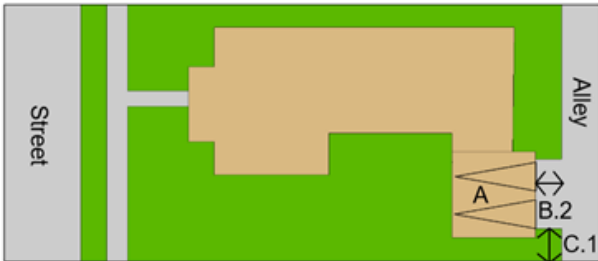
Section 2. Sec. 15-5-10 of the Code is hereby amended by amending a portion of Table 15-5-10(a), A.3, concerning Dispersed Parking Lot, and shall read as follows:

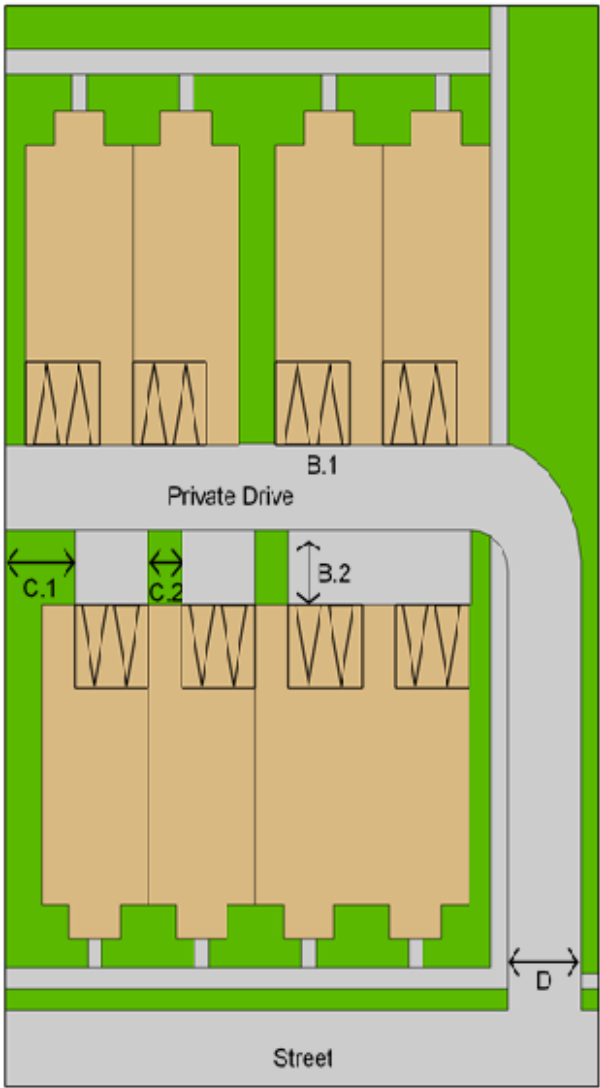
Sec. 15-5-10– Vehicular access requirements

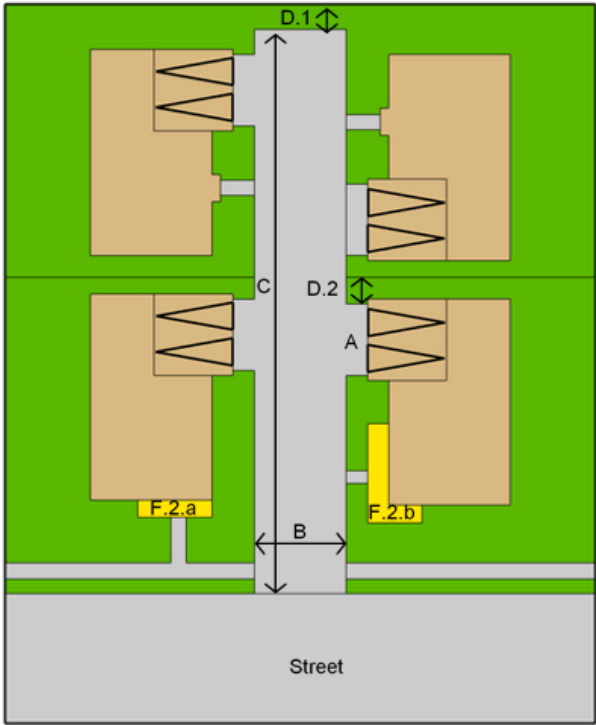
(a) Vehicular Access types required for specified zones and building types in this Code shall be provided in accordance with Table 15-5-10(a), which are supplemental to the Design Criteria and Construction Specifications and Fire District standards.

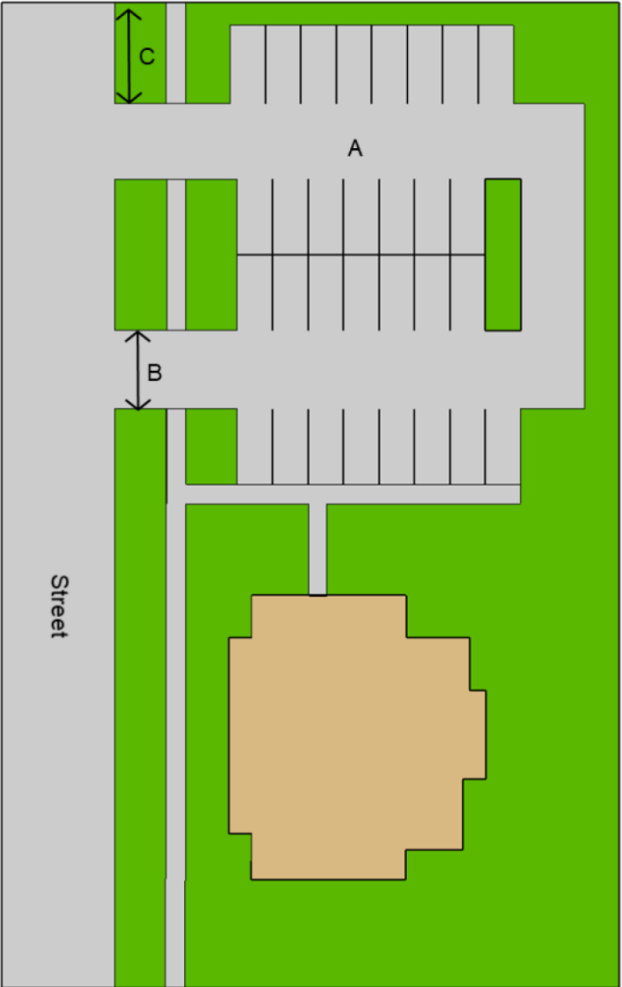
Table-15-5-10(a): Vehicle Access Standards	
Standard Access	
	Parking Location and Orientation:
A	Garage faces and is accessed from adjacent street.
B	Maximum driveway width (within front setback): 50% of lot frontage except for lots on cul-de-sacs.
C	Driveway Length: 20' minimum between garage and sidewalk.
D	Vehicle Use Area Setback 5' minimum setback between driveway and side property line within the front setback of the lot.



	Lots fronting cul-de-sacs are exempt from this requirement.	
Limited Access		
	Parking Location and Orientation:	
A.1	Garages shall either be: Setback at least 5' from the front of the house;	
A.2	Setback at least 5' from the front of a front porch. The front porch shall have no dimension less than 5' and total square footage of at least 50 square feet;	
A.3	Generally perpendicular to the street.	
B	Maximum driveway width (within front setback): 18'	
C	Driveway Length: 20' minimum between garage and sidewalk.	
D	Vehicle Use Area Setback: 5' minimum setback between driveway and side property line within the front setback of the lot.	
Rear Access		
	Parking Location and Orientation:	
A	Garage facing and accessed from adjacent rear alley or private drive.	
	Driveway Length:	

B.1	0' permitted for dwellings accessed from a private drive with a minimum width of 24' (additional width for Fire District access may be required).	
B.2	In all other instances, driveways shall either be between 5' and 8' in length or a minimum of 20' in length.	
	Vehicle Use Area Setback	
C.1	5' minimum setback between driveway and side property line abutting perimeter of overall development.	
C.2	0' minimum between driveways for attached units/buildings.	
D	Maximum private drive width (within front setback): 28' (additional width may be allowed to accommodate turn lanes or emergency apparatus)	
E	Other Requirements 1. All dwelling units shall front onto either a street or common green space. 2. Rear Access shall only be used when adjacent to on-street parking or when visitor parking is otherwise provided. 3. Sidewalks are not required along Rear Access private drives but sidewalks are required to all units.	
Auto Court		
	Parking Location and Orientation:	
A	Garages and/or surface parking are accessed from private Auto Court	

	and oriented to minimize their visibility from the street.	
B	Auto Court Width: 20' min (additional width may be required by Fire District) 28' maximum within front setback	
C	Auto Court Length 150' Maximum	
	Vehicle Use Area Setback	
D.1	5' from adjacent properties not accessed from same Auto Court	
D.2	No setback required between other properties accessed from same Auto Court	
F	Other Requirements 1. Dwelling units adjacent to the street shall have either: a. A Front Entry Feature facing the street; b. A Front Entry Feature facing the Auto Court or common green space/Green Court (need definition) which wraps around the street-side for a length of at least 8'; or c. A Front Entry Feature facing the Auto Court or Green Court and at least two first floor windows facing the street 2. Snow storage area shall be provided and designated on plat 3. Auto Court shall be maintained by owner's association or metropolitan district. 4. Auto Court shall be located in a tract held in common and shall not be counted toward minimum lot size. 5. Side setback shall apply to lot line(s) abutting Auto Court. 6. Rear lot line may be designated as the lot line opposite the Auto Court rather than opposite the front entry. 7. Auto Court shall only be used when adjacent to on-street parking or when visitor parking is otherwise provided 8. Sidewalks are not required along Auto Court 9. Parking shall not be allowed on Auto Courts unless additional width is provided and approval granted by Town and Fire District	
General Parking Lot		

A	Parking Location and Orientation: Shall include buffering from street by landscaping and/or fencing in accordance with the landscape requirements of this Code.	
B	Maximum Drive Width (within front setback): 28' generally 36' allowed for high volume driveways	
C	Minimum driveway side setback (within front setback): 5' minimum setback between driveway and side property line	

Dispersed Parking Lot		
	Parking Location and Orientation:	
A.1	Parking areas and drive aisles shall be setback a minimum of 40' from public right-of-way.	
A.2	To the greatest extent practicable, parking shall be located behind the principal building(s) or, in the case of multifamily uses, behind garages designed in accordance with this Code.	

A.3	In situations where it is not practicable to locate all parking behind the principal building(s), parking may be allowed to the side or front of the principal building subject to the following: 1. Along arterials and commercial corridors, no more than a single row of parking may be located between the principal building and right-of-way; and 2. A wall averaging 36" in height which compliments the building architecture and meeting sight distance requirements is provided for at least 50% of the length of the parking lot between the lot and the right-of-way.	
A.4	In areas where the wall is not used, higher density landscaping shall be provided. As an alternative to providing a wall, a Type C Bufferyard may be provided. On lots with multiple street frontages, the principal building(s) shall be oriented towards street intersections, when feasible, and between the street frontage and the parking area on at least one street frontage. Parking is permissible on all other street frontages, subject to requirements of section A.3 above.	
B	Maximum Private Drive Width (within front setback): 28' generally 36' allowed for high volume driveways	
C	Vehicle Use Area Setback In addition to requirements A.1 -	

	A.4, a 5' minimum setback from adjacent property is required, unless cross access is provided.	
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Section 3. Severability. The provisions of this Ordinance are hereby declared to be severable. If any section, paragraph, clause, or provision of this Ordinance shall, for any reason, be held to be invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 4. Repealer. All orders, resolutions, or ordinances in conflict with this Ordinance are hereby repealed, only to the extent of such conflict. This repealer shall not be construed as reviving any resolution, ordinance, or part thereof, heretofore repealed.

Introduced, passed on first reading, and ordered published this ____ day of ____ 2024.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]

Introduced, passed on second reading, and ordered published this ____ day of ____ 2024.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]



Amendment to the Municipal Code

Sec. 14-2-140– Minor Variances

Sec. 15-5-10 – Vehicle Access

David Eisenbraun, Long Range Planner

Scott Ballstadt, Planning Director

Planning Commission, June 17, 2024



Summary

Chapters 14 through 17 of the Town of Windsor Municipal Code collectively make up the Town's ***Land Use Code***.

Section 14-2-140 – Minor Variance, The Director may administratively grant minor variances up to a maximum of ten percent (10%).

The code section vacillates between 10% or 1', which is inconsistent with the stated intent above. Additionally, recent code updates have created large planning setbacks where the 10% is more practical vs the 1' maximum restriction. This request is to strike out the 1' max and leave it at 10%. It also strikes out the prohibition language of not being applicable for new construction.



Summary

Chapters 14 through 17 of the Town of Windsor Municipal Code collectively make up the Town's ***Land Use Code***.

Section 14-2-140 – Minor Variance, The Director may administratively grant minor variances up to a maximum of ten percent (10%).

The code section vacillates between 10% or 1', which is inconsistent with the stated intent above. Additionally, recent code updates have created large planning setbacks where the 10% is more practical vs the 1' maximum restriction. This request is to strike out the 1' max and leave it at 10%. It also strikes out the prohibition language of not being applicable for new construction.



Summary

Chapters 14 through 17 of the Town of Windsor Municipal Code collectively make up the Town's ***Land Use Code***.

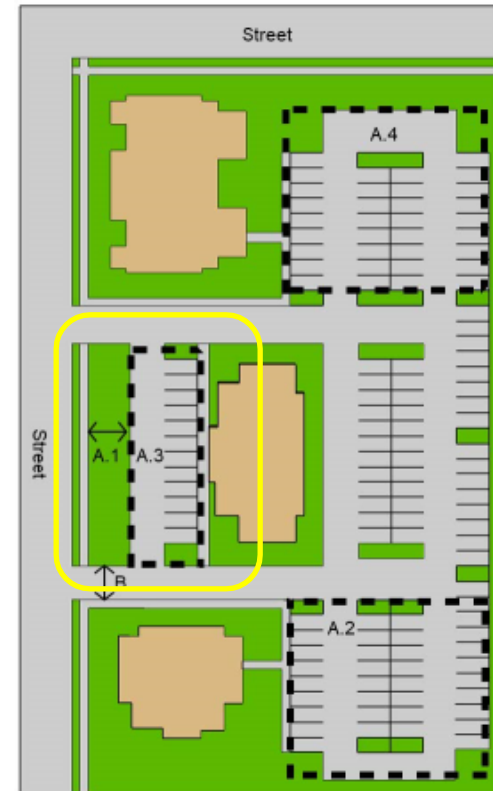
Section 15-5-10 – Vehicle Access Requirements, was a part of the new code updates created in 2019 and 2020.

Recent developments have found sections of this challenging, with other code amendments being processed already. This additional modification is to clarify where the Town wants to enforce a single row of parking between the building and right-of-way to commercial corridors and arterials.

Clarity Added

Section 15-5-10 – Vehicle Access Requirements

- The amendment includes clarity for where one row of parking applies: ***Commercial corridors and arterials*** only.
- The amendment will remove the one row requirement between buildings and rights-of-way on ***private, local or collector streets***.





Summary

The Town Attorney's Office, in coordination with Community Development, have prepared a draft land use code amendment establishing a more uniform 10% discretion for the Director as intended for new and existing projects and clarity around where parking aisles are allowed related to street classifications.

Chapter 14 and 15 modifications do require public hearings.



Thank You



FUTURE TOWN BOARD MEETINGS

June 24, 2024 5:30 p.m.	Town Board Work Session Meet the Board – New Employees Downtown Parking Management Plan Presentation Kyger Discussion 2023 Audit Presentation
June 24, 2024 7:00 p.m.	Town Board Regular Meeting
July 1, 2024	Canceled for the 1 st Monday
July 8, 2024 5:30 p.m.	Town Board Work session Chief of Police Finalist Meet and Greet with Town Board
July 8, 2024 7:00 p.m.	Town Board Regular Meeting
July 15, 2024 5:30 p.m.	Town Board Work Session CLWTA Funding request Update Review of the 2023 Safety Report Reorganization overview Energy Action Plan Update Backlot Paving Discussion
July 22, 2024 5:30 p.m.	Town Board Work Session Street Light Acquisition
July 22, 2024 7:00 p.m.	Town Board Regular Meeting
July 29, 2024	Canceled for the 5 th Monday
August 5, 2024	Canceled for the 1 st Monday
August 12, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Metro/Special District 101 Discussion
August 12, 2024 7:00 p.m.	Town Board Regular Meeting
August 19, 2024 5:30 p.m.	Town Board Work Session Budget: Revenue Estimates
August 26, 2024 5:30 p.m.	Town Board Work Session

August 26, 2024 7:00 p.m.	Town Board Regular Meeting
September 2, 2024	Canceled for Labor Day Holiday
September 9, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget: Staffing Needs
September 9, 2024 7:00 p.m.	Town Board Regular Meeting
September 16, 2024 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Projects
September 23, 2024 5:30 p.m.	Town Board Work Session
September 23, 2024 7:00 p.m.	Town Board Regular Meeting
September 30, 2024	Canceled for the 5 th Monday

Future Work Session Topics

- Budget: October 5th (Saturday) – Operating Requests
- Budget: October 21st – Utility Rates for 2025
- Budget: Work Session – Budget Wrap-Up/Revisions