



Planning Commission Regular Meeting

July 17, 2024 - 7:00 PM

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

To view Planning Commission meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

MINUTES

A. CALL TO ORDER

Chair Reddick called the meeting to order at 7:02 p.m.

1. Roll Call

Present:	Chairman Reddick Vice-Chair Nader Nathan Kinney David Hassard Jordan Spight John Neal
Absent:	Ben Kirch
Also Present:	Town Board Liaison Hallett Larry Pakowski, Alternate Scott Ballstadt, Planning Director Kim Emil, Deputy Town Attorney Sandra Mezzetti, Senior Planner Kimberly Lambrecht, Senior Planner Ben Bodiker, Visual Media Supervisor Karen Frawley, Town Clerk

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

Planning Commissioner Hassard moved to approve the agenda as presented, Planning Commissioner Neal seconded the motion. Motion Passed.

3. Public Invited to be Heard

Commissioner Reddick opened the meeting up for public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the July 3, 2024, Planning Commission Regular Meeting Minutes - L. Richardson, Assistant Town Clerk

Planning Commissioner Neal moved to approve the consent calendar as presented, Planning Commissioner Nader seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Nathan Kinney, Maxwell Nader, Jordan Spight, John Neal; Nays - None; Motion Passed.

C. BOARD ACTION

1. Request for Continuance - Public Hearing - Wireless Telecommunications Facility (Tower) Site location within the General Commercial Zone District, Municipal Code Section 16-5-40(k)(3) - Jacoby Farm Subdivision 5th Filing, Tract A, 301 17th Street - Windsor RSO LLC,

Cary St Onge, property owner, Tom Wilkerson, Tower Engineering Professionals, applicant

The applicant failed to mail the public hearing notification, as required by the Municipal Code. As such, the public hearings must be rescheduled. Continuing the public hearing to a new specific date serves as notification to those in attendance.

If the Planning Commission recommends a continuance to the Town Board for the public hearings, staff requests the following dates are included in the recommendation:

- Planning Commission public hearing on August 21, 2024
- Town Board public hearing on September 9, 2024

Chair Reddick opened the public hearing.

Town Board Member Hallett stated, "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."

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

Planning Commissioner Nader moved to close the public hearing, Planning Commissioner Spight seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Nathan Kinney, Maxwell Nader, Jordan Spight, John Neal; Nays - None; Motion Passed.

2. Request for Continuance - Recommendation to Town Board - Wireless Telecommunications Facility (Tower) Site location within the General Commercial Zone District, Municipal Code Section 16-5-40(k)(3) - Jacoby Farm Subdivision 5th Filing, Tract A, 301 17th Street - Windsor RSO LLC., Cary St Onge, property owner; Tom Wilkerson, Tower Engineering Professionals, applicant.

Planning Commissioner Nader moved to forward to Town Board a recommendation for continuance to a date certain of August 21, 2024, Planning Commissioner Kinney seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Nathan Kinney, Maxwell Nader, Jordan Spight, John Neal; Nays - None; Motion Passed.

3. Request for Continuance - Public Hearing - Request for a Conditional Use Permit (Height), Municipal Code Section 14-2-130, to allow a seventy-five (75) foot high Wireless Telecommunications Tower - Jacoby Farm Subdivision 5th Filing, Tract A, 301 17th Street - Windsor RSO LLC., Cary St Onge, property owner; Tom Wilkerson, Tower Engineering Professionals, applicant.

The applicant failed to mail the public hearing notification, as required by the Municipal Code. As such, the public hearings must be rescheduled. Continuing the public hearing to a new specific date serves as notification to those in attendance.

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Chair Reddick opened the public hearing.

Chair Reddick opened the hearing for public comment, to which there was none.

Planning Commissioner Nader moved to close the public hearing, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Nathan Kinney, Maxwell Nader, Jordan Spight, John Neal; Nays - None; Motion Passed.

4. Request for Continuance - Recommendation to Town Board - Request for a Conditional Use Permit (Height), Municipal Code Section 14-2-130, to allow a seventy-five (75) foot high Wireless Telecommunications Tower - Jacoby Farm Subdivision 5th Filing, Tract A, 301 17th Street - Windsor RSO LLC., Cary St Onge, property owner; Tom Wilkerson, Tower Engineering Professionals, applicant.

Planning Commissioner Nader moved to forward a recommendation to Town Board of continuance to a date certain of August 21, 2024, Planning Commissioner Kinney seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Nathan Kinney, Maxwell Nader, Jordan Spight, John Neal; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Per Commissioner Hassard, encourage all commissioners to review the municipal code 16-5-40 specifically subsections c, d, and e in preparation for the meeting on August 21st.

2. Communications from Town Board Liaison

Town Board Member Hallett reported that Ken Symsack was appointed to fill the District 4 vacancy on Monday night. The Police Chief selection was announced: Stephen Garrison, who will be joining the Police Department soon. The Town Board heard a presentation from staff regarding the backlots.

3. Communications from Staff

- a. Site Plan - Human Bean Coffee - Jacoby Farm Subdivision 5th Filing, Tract E (1700 Main Street) - K. Lambrecht, Senior Planner

The owner/applicant, Mr. Frank Sherman (SS Blue Sky 2.0 Properties, LLC), and the applicant's representative, Ms. Rachel Delventhal (Arete Design Group) have submitted a Major Site Plan application for a new drive-thru and walk-up coffee shop to be located on Tract E, Jacoby Farm Subdivision 5th Filing (1700 Main Street). The Major Site Plan is currently under review. The subject property is located on the northwest corner of 17th Street and Highway 392 (Main Street), directly to the east of

High Hops Brewery.

- b. Site Plan - Front Range Energy - GWIP Subdivision 2nd Filing, Lot 1 (31375 Great Western Drive) - K. Lambrecht, Senior Planner

The owner/applicant, Mr. Dan Sanders (Front Range Energy, LLC), has submitted a Major Site Plan application to amend the previously approved site plans for the existing industrial site.

- c. Site Plan - Orchard Hill Elementary School (formally "Raindance Elementary") - Raindance 23rd Filing, Block 1, Lot 1 (2015 Covered Bridge Parkway) - C. Malone, Chief Planner

The applicant and property owner, Weld RE-4 School District, has submitted a Major Site Plan for a new elementary school located on Lot 1, Block 1 of Raindance Subdivision 23rd Filing. The lot was replatted through the Town's Minor Subdivision and previously Tract AA of Raindance 3rd Filing. The subject property is centrally located in the Raindance Subdivision – east of Covered Bridge Parkway and north of Heirloom Drive, adjacent to the recreational center of the neighborhood. The site is one-quarter mile south of New Liberty Road and one-half mile from Crossroads Boulevard.

- d. Site Plan - Hollister Lake Elementary School (formally "Peakview Elementary") - Winter Farm Subdivision 8th Filing, Lot 1 - S. Mezzetti, Senior Planner

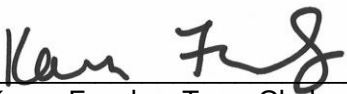
The applicant and property owner, Weld RE-4 School District, has submitted a Major Site Plan for a new elementary school, Hollister Lake Elementary (formally "Peakview Elementary"), located on Lot 1 of Winter Farm Subdivision 8th Filing. The lot was replatted through the Town's Minor Subdivision and was previously known as Tract B of Winter Farm Subdivision 2nd Filing. The subject property is located at 550 Sundance Drive, adjacent to Northern Lights Park.

Per Mr. Ballstadt, the four site plans that were included in the packet are just for informational purposes due to the administrative approval process. Commission Hassard suggested that due to some of these projects being almost complete, it would be more beneficial for these to be included prior to the start of projects. Mr. Ballstadt reported that since it is just for informational purposes and there is no recommendation needed, they are included as they are able.

E. ADJOURN

Planning Commissioner Nader moved to adjourn.

Upon a motion duly made, the meeting was adjourned at 7:26 p.m.


Karen Frawley, Town Clerk