



Planning Commission Regular Meeting

November 20, 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 7:02 p.m.

1. Roll Call

Present: Chairman Reddick
Vice-Chair Nader
Nathan Kinney
David Hassard
Ben Kirch
Jordan Spight
John Neal

Also Present: Town Board Liaison Hallett
Scott Ballstadt, Planning Director
Kim Emil, Deputy Town Attorney
Sandra Mezzetti, Senior Planner
Kyra McKinley, Visual Media Coordinator
Laura Richardson, Assistant Town Clerk

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

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

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 August 7, 2024, Planning Commission Regular Meeting Minutes - L. Richardson, Assistant Town Clerk

2. Approval of the August 21, 2024, Planning Commission Regular Meeting Minutes - L. Richardson, Assistant Town Clerk

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

Jason Hallett, 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."

C. BOARD ACTION

1. Public Hearing - An Ordinance Amending Chapters 14-17 of the Town of Windsor Municipal Code Concerning Land Use - Planning Department

Executive Summary

Chapters 14 through 17 of the Town's Municipal Code, which collectively make up the Town's Land Use Code, were updated in February 2024. Recent state house bills require the need to update several sections within the code, described herein. Additionally, there is a need to amend some areas to address corrections or clarifications to resolve ongoing issues with the current code.

The Town Board held a work session on October 21, 2024, where they received an overview of the proposed code amendments and directed staff to move forward with the public hearings for the amendments.

Town Board discussion.

The Town Board asked staff about the house bill concerning Accessory Dwelling Units and if an HOA could prohibit ADUs. Staff stated that under the current legislation, an HOA could not prohibit them as a use. An ADU would still need to meet all applicable state and local ordinances.

Sandra Mezzetti, Senior Planner, presented to the Planning Commission.

Chairman Reddick opened the meeting up for public comment. Nancy Frase, 629 Cedar Street, handed her written comments to Chairman Reddick for review by the Planning Commission.

Chairman Reddick opened the meeting for Planning Commission discussion. Commissioner Neal inquired about the primary street determination to which Sandra Mezzetti, Senior Planner, answered. Commissioner Hassard, Commissioner Kirch and Chairman Reddick asked questions about the definition of "family" to which Sandra Mezzetti and Scott Ballstadt, Director of Planning, responded. Commissioner Nader provided clarification regarding the state statute. Chairman Reddick asked questions regarding vacation of town easements and ADU types to address Nancy Fraser's written comments, to which Sandra Mezzetti answered. Commissioner Neal and Chairman Reddick inquired about the length of time and number of people residing within a home, to which Scott Ballstadt, Director of Planning, responded.

Chairman Reddick closed the public hearing.

2. Recommendation to Town Board - An Ordinance Amending Chapters 14-17 of the Town of Windsor Municipal Code Concerning Land Use - Planning Departments

Please refer to the information provided with the public hearing item.

Planning Commissioner Nader moved to forward a recommendation of approval to the Town Board for the Ordinance Amending Chapters 14–17 of the Town of Windsor Municipal Code concerning land use, Planning Commissioner Neal seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Nathan Kinney, Ben Kirch, Maxwell Nader, Jordan Spight, John Neal; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Chairman Reddick advised that he may be absent for one of the upcoming February Planning Commission Regular Meetings and Vice Chair Nader may need to provide coverage.

2. Communications from Town Board Liaison

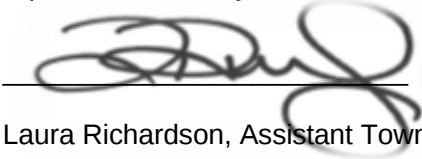
Town Board Liaison Hallette provided an update on the 2025 Budget, Sammy's Law, the King Soopers project and the Ad Hoc Charter Committee.

3. Communications from Staff

Scott Ballstadt, Director of Planning, provided an update on staff, the APA Conference, the King Soopers project, Future Legends and Firehouse Subs. Deputy Town Attorney wished everyone a Happy Thanksgiving. Sandra Mezzetti, Senior Planner, provided an update on the energy action plan.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:45 p.m.

A handwritten signature in black ink, appearing to read 'Laura Richardson', is written over a horizontal line.

Laura Richardson, Assistant Town Clerk