



TOWN BOARD WORK SESSION

May 19, 2025 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

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

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. Sustainable Windsor Update - E. Lucas, Deputy Town Manager
2. Prop 123, HB24-1152, and Short-Term Rental Program - Housing Updates - S. Mezzetti, Senior Planner
3. Proposed SAFEbuilt Stormwater Inspection Services Fee Increases - B. Rowe, Public Works Director
4. Future Meetings Agenda

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: May 19, 2025
To: Mayor and Town Board
From: Eric Lucas, Deputy Town Manager
Re: Sustainable Windsor Update - E. Lucas, Deputy Town Manager
Item #: 1.

Background / Discussion:

Representatives from Sustainable Windsor will be presenting their accomplishments to date and efforts for 2025 and beyond

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Provide feedback to Sustainable Windsor

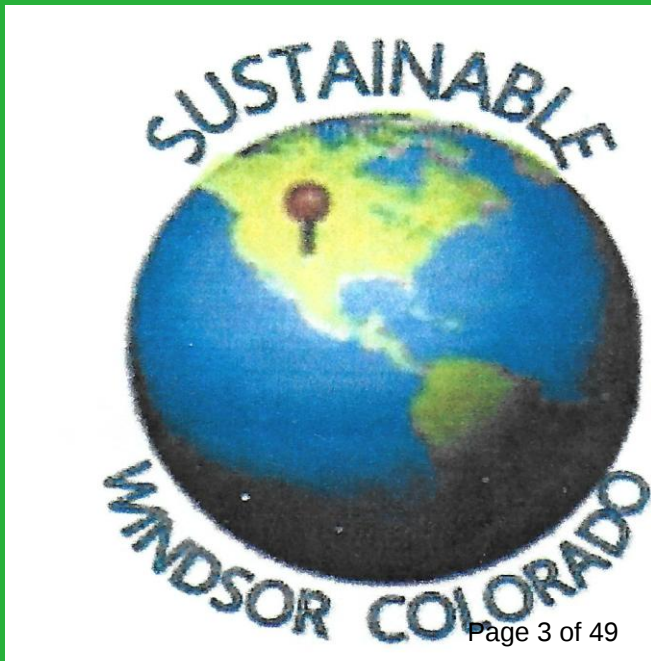
CC:

Attachments:

1. _Sustainable Windsor Power Point Presentation_5.13.25_Town Board

Sustainable Windsor Colorado (SWC)

Grassroots action
for a
Resilient, Sustainable
Community



Purpose of Today's Presentation:

- ~ Who we are as an organization
- ~ What we have accomplished
- ~ Our vision for the future
- ~ What we can do together



Our Origin Story:

- **Started with an Interfaith study group on Climate Change Inspired by:**
 - David Attenborough's "Our Planet"**
 - Pope Francis's Encyclical**
 - Al Gore's Climate Reality**
- **Motivated to action by the**
2020 Cameron Peak Fires —>
- **Applied and Accepted as**
a 501(c)(3) nonprofit organization



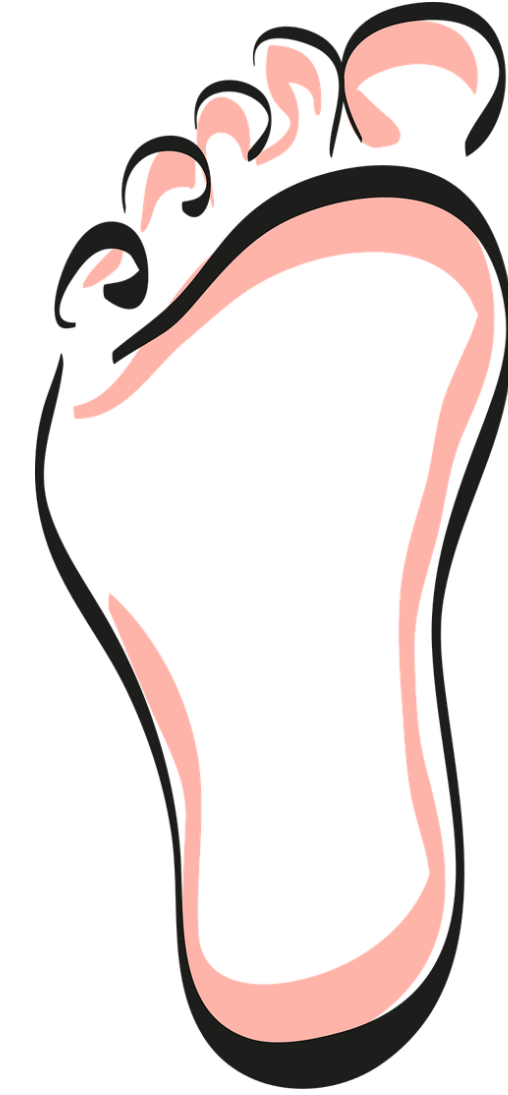
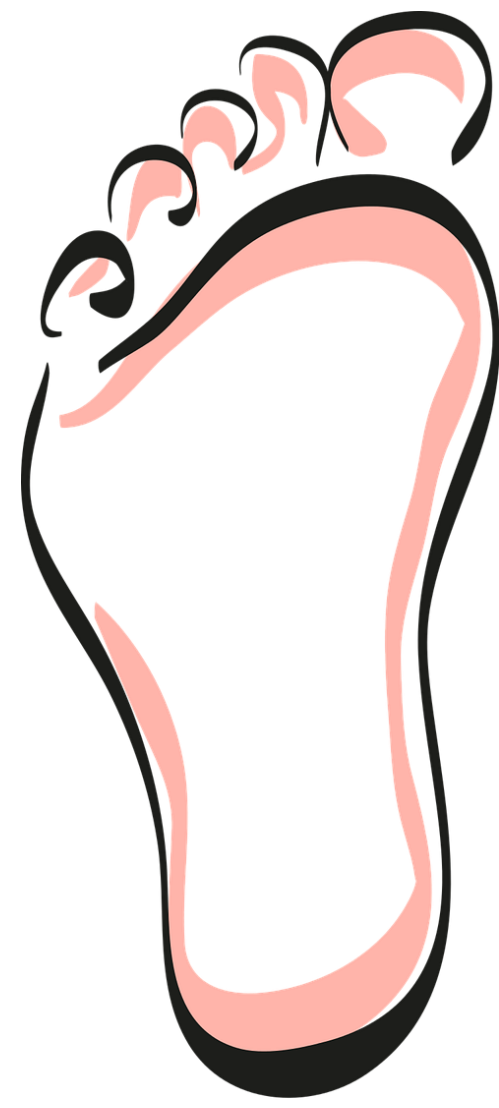
Our Mission —>

We are dedicated to cultivating:

- Sustainable and Resilient Community Development
- Responsible economic growth
- Social equity



Our First Steps:



- **Developed an educational flyer**
 - **Highway 257 Cleanup (Miles 6-8)**
 - **Xcel Energy Action Plan**
 - **Planting new trees in the burn scar area**

Highway 257 Cleanup Impact:



- *501 large bags of trash collected (as of October 2024)**
- *Miles 6-8 (Highway 34 to Crossroads Blvd)**
- *100 Community Volunteers**
- *Twice-yearly cleanups-Total of six- May 31, 2025, is next**

Energy Action Plan Timeline

**2021: Engagement with Windsor staff
and Town Board**

September 2022: Phase 1 planning begins

June 2023: Plan adopted

Residential outreach starts

January 2024: Phase 2 implementation

(commercial/industrial/municipal)

December 2024: Formal implementation concluded

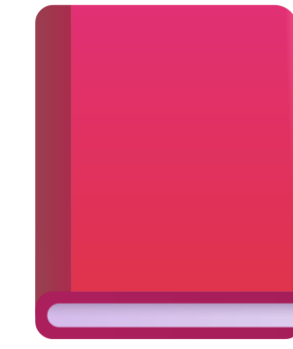


Windsor Energy Action Plan Results:

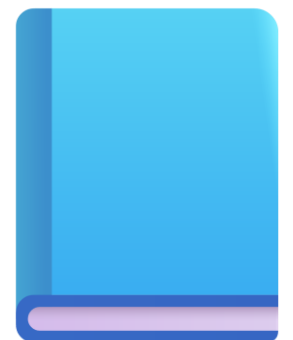
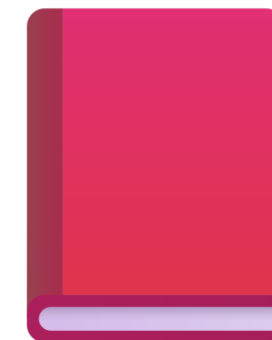


- > Increased participation in the Xcel Energy savings program
 - > \$263,000 saved in home energy costs      
 - > Distributed hundreds of LED light kits (each worth over \$100)
 - > Facilitated numerous energy audits:
 - * Residential
 - * Commercial
 - * Municipal
- 
- 

Energy Education Initiatives:



- > Distributed energy Xcel Energy audit coupons
- > Established DIY Energy Audit Kit at Clearview Library
- > Supported business energy audits with the Windsor Downtown Association
- > Helped secure energy audits for 3 municipal buildings

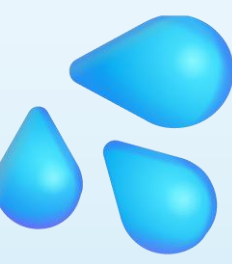
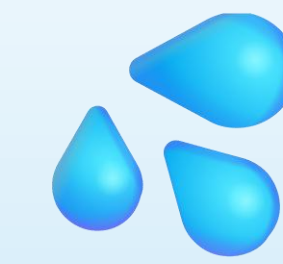




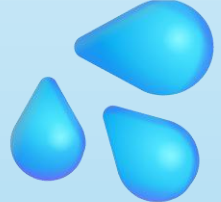
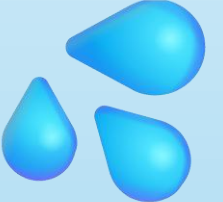
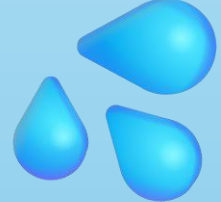
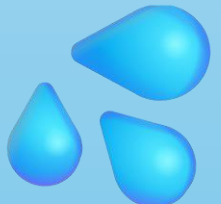
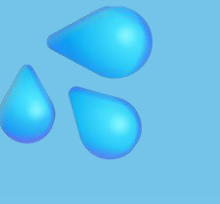
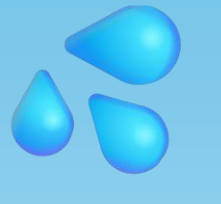
Water



Conservation



Efforts↓

- Promotes free indoor and outdoor  Water 
Audits
- SWC participation on the Windsor  Water 
and Sewer Board Ad Hoc committee
- Attended the “*Water Rights in Windsor*” 
presentation  

Waste Management Initiatives:

Developing education materials for the —> "Recycling Simplified" program



<— Explaining the 5 R's



Supporting composting initiatives —>



<—Facilitating art and Upcycling classes

Collaborating on trash hauler licensing and single-hauler exploration————>



Community Engagement

Participating in Windsor's:

- **2024 Comprehensive Plan development**
- **Downtown Development Association Master Plan**
- **Educational Outreach at community events:**
 - Farmers Markets
 - Music Festivals
 - Seasonal celebrations
 - Faith organizations
 - HOAs

Environmental Education

- **Developing a digital presence with sustainability tips**
- **Participating in educational webinars and seminars**
- **Supporting the Climate Reality Project Initiative**
- **Helping with Arbor Day activities by bagging 1,600 Blue Spruce seedlings**
- **Facilitating the STEM educational fair**



Future Initiatives

- **Sustain ongoing projects**
- **Explore the second Xcel Energy Action Plan with the pilot implementation project**
- **Expand the Community solar program (10-30% bill reduction)**
- **Support building code updates and Comprehensive Plan implementation**
- **Advance recycling, composting, and waste diversion**
- **Develop a White Paper on the benefits of a Sustainable Plan**

Benefits and Impacts of SWC

- **Cleaner public spaces**
- **More effective recycling**
- **Less strain on the sewage through composting**
- **Lower energy bills**
- **Increased environmental awareness**
- **Greater community involvement**

**"Sometimes the smallest groups
plant the seeds for the biggest changes."**

Call to Action

- **Join our initiatives**
 - **Help spread the word**
 - **Participate in educational programs**

Conclusion

Together, we can create a sustainable and resilient Windsor that serves as a model for neighboring communities.

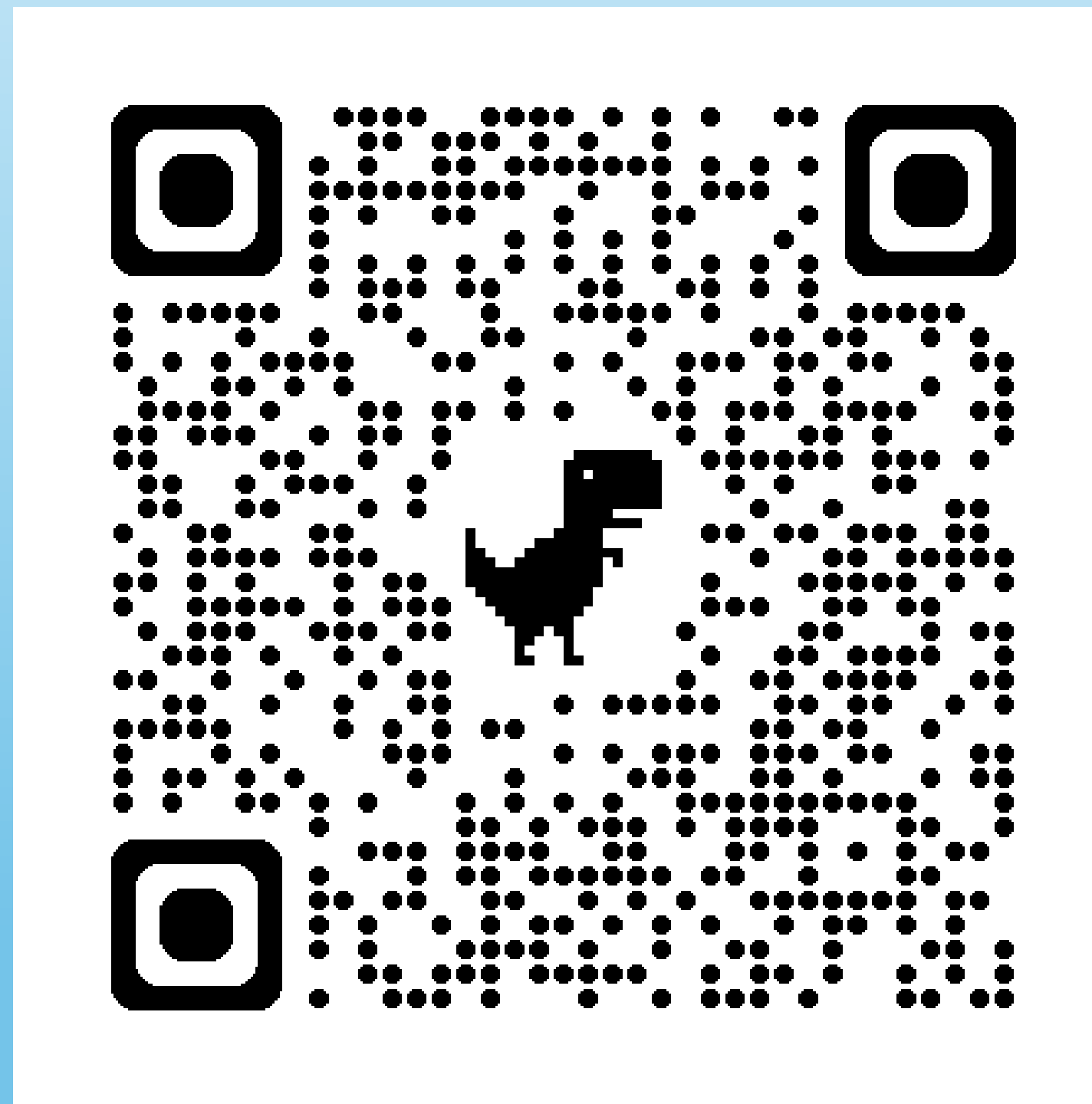
Contact Information:

Email: SustainableWindsorCO@gmail.com

Website: Sustainable Windsor Colorado

QR CODE

Check Us Out!



Questions?



MEMORANDUM

Date: May 19, 2025
To: Mayor and Town Board
From: Sandra Mezzetti, Senior Planner
Re: Prop 123, HB24-1152, and Short-Term Rental Program - Housing Updates - S. Mezzetti, Senior Planner
Item #: 2.

Background / Discussion:

Executive Summary

This work session item contains three housing topics for discussion. The first proposes implementation of an expedited review process to adhere to State Proposition 123, the second proposes a Town Municipal Code update to adhere to House Bill 24-1152, and the third provides an update of the Town's short-term rental (STR) program.

The purpose of this work session is to receive feedback on the above topics and request direction to proceed with public hearings for the land use code update, and move forward with an expedited review resolution. Provided the proposed code update is acceptable, staff will proceed with advertising the public hearings for the Planning Commission meeting of June 4, 2025, and the Town Board meeting of June 9, 2025. Provided the proposed expedited review process is acceptable, the draft resolution will be scheduled for an upcoming Town Board meeting agenda.

Topic 1 – Expedited Review for Affordable Housing

Windsor is a community that opted into the State's Proposition 123 affordable housing funding program. As part of this program, a municipality must adopt an expedited review process for affordable housing proposals that provide 50% of the housing units within a development at the rate of 60% AMI (Area Median Income) or below for rental units and 100% AMI or below for home ownership and a defined timeframe. Staff has prepared an expedited review process document, which illustrates compliance with the state requirements for this program and a draft of the Town Board resolution adopting this program (attached).

Topic 2– Land Use Code

Chapters 14 through 17 of the Town's Municipal Code, which collectively make up the Town's Land Use Code, were last updated in December 2024, to respond to recent State housing legislation, HB24-1152. The objective of this bill was to allow accessory dwelling units (ADUs) on the same lots as single-family residential homes as a strategy to promote affordable and attainable housing. Since its passage, the State has provided additional clarification regarding requirements for ADUs.

The Town of Windsor has been designated as an Accessory Dwelling Unit (ADU) Subject Jurisdiction under State law. To be recognized as an ADU Supportive Jurisdiction, Windsor is required to file an Accessory Dwelling Unit Compliance Report and demonstrate compliance with specific legal requirements. This includes implementing at least one of ten State-identified supportive strategies that promote the construction, conversion, or use of ADUs. To meet this obligation, Town staff have selected a supportive strategy that limits the use of ADUs as short-term rentals (STRs). This strategy is intended to encourage the long-term residential use of ADUs and align with State housing goals. The attached draft land use code update aligns with the State-mandated definition of ADU (Chapter 14, Article 5) and incorporates required terms for the use of ADUs as short-term rentals (STRs) (Chapter 16, Article III).

Overview - Land Use Code Update

The attached sections and their entirety, illustrating proposed deleted and added language, have been attached in a draft ordinance. Below are explanations for the proposed changes, by chapter and section number:

Chapter 14, Article V, Definitions

Definition of Accessory Dwelling Unit.

There is no current definition of an accessory dwelling unit in the definitions section. The language provided in the draft code is the exact language required by the State for the definition of an accessory dwelling unit, per CRS 29-35-402.

Dwelling, accessory dwelling unit means an internal, attached, or detached dwelling unit that:

- a) Provides complete independent living facilities for one or more individuals;
- b) Is located on the same lot as a proposed or existing primary residence; and
- c) Include facilities for living, sleeping, eating, cooking, and sanitation.

Chapter 14, Article 3 – Accessory Dwelling Units

16-3-40 – The clarification and criterion modification to the ADU portion of the short-term rental (STR) section establishes that only one unit per property with an ADU may be used as a short-term rental at any given time. This means that either the principal home or the ADU may operate as a STR, but not both simultaneously. This adjustment ensures compliance with State regulations, where the objective is to preserve long-term housing availability while maintaining neighborhood stability. The limitation aims at preventing the overuse of ADUs for STRs, while continuing to offer a more affordable housing option. At the same time, this regulation still allows homeowners to benefit from a rental income opportunity, which may assist them in affording to stay in their current home and community, supporting overall housing stability. The modifications are as follows:

(f) Accessory Dwelling Unit Short-term Rentals. Properties containing an ADU may be granted one short-term rental license. The license can apply to either the accessory dwelling unit or the single-family dwelling, but not both. Accessory dwelling units being used for the purpose of a short-term rental shall comply with the requirements outlined in Section 16-3-60.

Chapter 14, Article 3 – Short-Term Rentals

16-3-60 – Clarification and criteria modification to the definition of a short-term rental, as follows:

(c) accessory dwelling units. **Short-term rental ADUs are subject to the following conditions in addition to the general provisions and requirements in Sec. 16-3-60(d) & (e):**

1. One Short-Term Rental permit. No more than one Short-Term Rental permit may be issued and active during the same duration. Such permit may be granted for either the principal dwelling or the ADU.
2. The property owner's primary residence shall be either the principal dwelling or the ADU for any period in which a Short-Term Rental permit is active.

Topic 3 – Short-Term Rental Program

Windsor adopted a short-term rental program in 2024, including an ordinance amending the Town's land use code (attached). Staff will provide an overview of the program's status.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Staff Powerpoint Wk Session 5-19-25
2. Draft Resolution Approving Expedited Review Policies
3. Expedited Review Workflow
4. Draft Ordinance Amending Land Use Code - ADU & STR Sections
5. Ordinance No. 2024-1697 - Code Amendment for Short-Term Rentals



Housing Legislation Updates: Short-Term Rental Update

Town Board Work Session ~ May 19, 2025

Sandra Mezzetti, Senior Planner

Mark Price, Planner II

Planning / Community Development

Windsor
Town Hall





Proposition 123 – Expedited Review

❖ Adding a new Affordable Housing Expedited Review Process to align with The Colorado Affordable Housing Fund: Proposition 123 Requirement



The Colorado State Affordable Housing Fund: Proposition 123

Voters approved Proposition 123 in 2022 which created the State Affordable Housing Fund. The Fund allocates 40% of its funds to the Department of Local Affairs (DOLA) and 60% of its funds are overseen by the Office of Economic Development and International Trade (OEDIT) and managed by the Colorado Housing and Finance Authority (CHFA) on OEDIT's behalf.

Photo Credit: Colorado Department of Local Affairs

Development Review Guide Affordable Housing – Expedited Review Applications



1	Preliminary Research Does your housing project contain at least fifty percent (50%) of affordable housing units? See the affordable housing definition below. Contact Planning staff to answer questions about processes, zoning, land use and design requirements.	No – Not Eligible for Expedited Review Yes - Submit a Concept Review Application (not counted as part of the expedited review timeline – see next page) (Optional, but highly recommended) Meet with DRC staff to review your proposal.
2	Submit New Application - A Complete Application – 90-day review timeline begins. (Submissions are required by the end of day on Tuesdays.) - Application Fees - All Required Plans and Documents *Plans are reviewed by Town staff and outside referral agencies.	Staff Review - Project distributed to staff - Review deadline is set - no longer than 3 weeks. - Comments typically returned on Fridays
3	Attend DRC Meeting (as necessary) Following the first round of review, staff meets with the applicant to discuss staff comments and questions the applicant may have.	Make Revisions - Revise your project to address staff comments. - Submit revisions within 3 weeks of receiving comments. Part 2 of Step 2 and Part 2 of Step 3 repeat until no further comments.
4	Planning Commission and Town Board (communication item – no formal action) Staff prepares a summary of the project for Planning Commission and Town Board meeting packet materials for informational purposes; no formal action is taken. *Planning Commission meets every 1 st and 3 rd Wednesday of the month; the Town Board meets every 2 nd and 4 th Monday of the month.	
5	Draft Development Agreement (DA) Applicant submits any required exhibits (i.e., public improvement and GESCP [Grading Erosion Sediment Control Plan] cost exhibits). Staff prepares draft agreement for review by applicant.	Sign Development Agreement Town Attorney sends the applicant a final development agreement.
6	Pre-Construction Meeting Schedule a pre-construction meeting with staff. If your project includes one acre or more of earth disturbance, you will need a GESCP permit, to post GESCP security, and a pre-construction inspection from Stormwater, Public Works, prior to any earth work. * Note: Building permits will not be accepted until GESCP security has been posted.	
7	Building Permits Per staff's direction, you may submit your building permit application for review. <i>Note: Permits will not be accepted until school fees have been paid.</i> <i>Note: Permits will not be issued until all development documents are executed, public improvement security has been issued to the Town, and construction acceptance has been granted by the Town.</i>	
8	Submit Final Plans and Record Final DA Applicant submits final plans with completed signatures. Planning staff routes for internal staff signatures and the mayor's signature. The final DA is recorded with the County Clerk and Recorder by the Planning Department.	Congratulations! <i>Your project has completed Development Review.</i> *Note: Timing of building permits, issuance of certificate of occupancy, and construction processes are outlined in the executed development agreement, contact Planning.
Affordable Housing Definition. The Colorado Department of Local Affairs ("DOLA") defines affordable housing as: - Rental housing that can be obtained by a household with an annual income at or below sixty (60) percent of the area median income (AMI) and costs the household less than thirty (30) percent of its monthly income. - Affordable housing is also defined as housing that could be purchased by a household with an annual income of at or below one hundred (100) percent of the AMI, for which the mortgage payment costs the household less than thirty (30) percent of its monthly income.		
ACRONYMS: DRC – Development Review Committee (staff from Planning, Engineering, Parks, Fire, Building and Economic Development)		

Planning Department
301 Walnut Street | Windsor, Colorado | 80550 | phone 970-674-2439 | fax 970-674-2456 | www.windsorgov.com



Overview – Land Use Code Amendments

❖ Chapter 14, Article V - Definition

Adding language defining Accessory Dwelling Units to align with Colorado Revised Statute §29-35-402

Proposed Language:

Dwelling, accessory dwelling unit means, in accordance with C.R.S. 29-35-402 as amended periodically, an internal, attached, or detached dwelling unit that:

- a) Provides complete independent living facilities for one or more individuals;
- b) Is located on the same lot as a proposed or existing primary residence;
and
- c) Includes facilities for living, sleeping, eating, cooking, and sanitation.



Overview – Land Use Code Amendments

Chapter 16, Article III – Residential Use Standards

§16-3-40 – Accessory Dwelling Units

❖ Adding clarifying language.

§16-3-40(f) - Accessory Dwelling Unit Short-term Rentals. Properties containing an ADU may be granted one short-term rental license. The license can apply to either the accessory dwelling unit or the single-family dwelling, but not both. Accessory dwelling units being used for the purpose of a short-term rental shall comply with the requirements outlined in Section 16-3-60.



Overview – Land Use Code Amendments

Chapter 16, Article III – Residential Use Standards

❖ Adding clarifying language. §16-3-60(c).

- (1) Short term rentals, that are owned in fee-simple by an individual property owner or corporate entity, shall be allowed in the following dwelling types (as defined by the Land Use Code), and are subject to fire and building code compliance:
 - (a) single-family detached and attached residences;
 - (b) multi-family condominiums; and
 - (c) accessory dwelling units. **Short-term rental ADUs are subject to the following conditions in addition to the general provisions and requirements in Sec. 16-3-60(d) & (e):**
 - a) **One Short-Term Rental permit. No more than one Short-Term Rental permit may be issued per property. Such permit may be granted for either the principal dwelling or the ADU.**
 - b) **The property owner's primary residence shall be either the principal dwelling or the ADU for any period in which a Short-Term Rental permit is active.**



Short-Term Rentals

❖ Short-Term Rental Background:

- Town Board passed on second reading STR Ordinance (Sec. 16-3-60. -Short-Term Rentals) March 25th of 2024, with an ordinance effective date of January 1, 2025.
- June 2024: Planning and Finance staff signed a contract with GovOS (Muni-revs).
- The STR software package included internet scraping for advertised STRs and a 24/7 complaint hotline/dashboard.
- Windsor's dashboard was slated to be completed in November of 2024.
- Due to some scheduling conflicts and GovOS setbacks, the implementation and "go-live" for the STR permitting process was delayed until March of 2025.
- Planning and Finance are working with GovOS to complete the implementation process.

Short-Term Rentals

❖ Short-Term Rental Status Update:

- Three (3) STR Permits have been issued with several more coming soon.
- Formal letters (Permit Required Notices)
- Permitting existing (legacy) STRs.
- SAFEbuilt and Windsor Severance Fire Rescue Inspections...
- Planning has added a new webpage for Short-Term Rental information.
 - <https://windsorgov.com/1427/Short-Term-Rentals>





Questions?

Thank you

TOWN OF WINDSOR

RESOLUTION NO. 2025-

A RESOLUTION APPROVING AND ADOPTING EXPEDITED REVIEW POLICIES FOR AFFORDABLE HOUSING RELATING TO PROPOSITION 123

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

WHEREAS, the Town recognizes the need for affordable housing for its workforce and residents; and

WHEREAS, in 2022, Colorado voters passed Proposition 123, which established a State Affordable Housing Fund to make funds available to local governments as defined by C.R.S. Sec. 29-32-101 through C.R.S. Sec. 29-32-106; and

WHEREAS, C.R.S. Sec. 29-32-101(2) defines affordable housing as rental housing affordable to a household with an annual income of at or below sixty (60%) percent of the area median income, and that costs the household less than thirty (30%) percent of its monthly income; and

WHEREAS, C.R.S. Sec. 29-32-101(2) also defines affordable housing as housing that could be purchased by a household with an annual income of at or below one hundred (100) percent of the area median income, for which the mortgage payment cost the household less than thirty (30) percent of its monthly income; and

WHEREAS, on October 2, 2023, the Town passed Resolution 2023-51 expressing the Town’s intent to commit to the local jurisdictional requirements under Proposition 123; and

WHEREAS, under Proposition 123, DOLA provides financial assistance for the construction of affordable housing if certain criteria are met; and

WHEREAS, two criteria needed for DOLA funding, set forth in C.R.S. Sec. 29-32-105 are increasing affordable housing by three percent (3%) each year over three consecutive years, as well as the implementation of an expedited review/fast track for affordable housing development; and

WHEREAS, the Town re-establishes its intent to seek the required affordable housing increase required by Proposition 123; and

WHEREAS, the Town’s Planning Department has created an expedited review/fast track process for affordable housing development for review and approval by the Town Board; and

WHEREAS, the Board finds these actions are in the best interest of the Town and its residents.

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

Section 1. The above recitals are hereby incorporated by reference.

Section 2. The Town Board hereby re-establishes the Town's commitment to meet the requirements of Proposition 123 and seeks to increase affordable housing by three percent (3%) annually or nine percent (9%) increase in affordable housing over a three-year period.

Section 3. The Town Board hereby approves the creation and implementation of an expedited review/fast track process for developing affordable housing as required by Proposition 123.

Section 4. This Resolution shall take effect upon adoption.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this ____ day _____, 2025.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]

Development Review Guide

Affordable Housing – Expedited Review Applications



1

Preliminary Research

Does your housing project contain at least fifty percent (50%) of affordable housing units? See the affordable housing definition below.

- Contact Planning staff to answer questions about processes, zoning, land use and design requirements.

No – Not Eligible for Expedited Review

Yes - Submit a Concept Review Application (not counted as part of the expedited review timeline – see next page) (Optional, but highly recommended) Meet with DRC staff to review your proposal.

2

Submit New Application

- A Complete Application – 90-day review timeline begins. (Submissions are required by the end of day on Tuesdays.)
 - Application Fees
 - All Required Plans and Documents
- *Plans are reviewed by Town staff and outside referral agencies.*

Staff Review

- Project distributed to staff
- Review deadline is set - no longer than 3 weeks.
- Comments typically returned on Fridays

3

Attend DRC Meeting (as necessary)

- Following the first round of review, staff meets with the applicant to discuss staff comments and questions the applicant may have.

Make Revisions

- Revise your project to address staff comments.
- Submit revisions within 3 weeks of receiving comments. Part 2 of Step 2 and Part 2 of Step 3 repeat until no further comments.

4

Planning Commission and Town Board (communication item – no formal action)

- Staff prepares a summary of the project for Planning Commission and Town Board meeting packet materials for informational purposes; no formal action is taken.

**Planning Commission meets every 1st and 3rd Wednesday of the month; the Town Board meets every 2nd and 4th Monday of the month.*

5

Draft Development Agreement (DA)

Applicant submits any required exhibits (i.e., public improvement and GESCP [Grading Erosion Sediment Control Plan] cost exhibits). Staff prepares draft agreement for review by applicant.

Sign Development Agreement

Town Attorney sends the applicant a final development agreement.

6

Pre-Construction Meeting

Schedule a pre-construction meeting with staff. If your project includes one acre or more of earth disturbance, you will need a GESCP permit, to post GESCP security, and a pre-construction inspection from Stormwater, Public Works, prior to any earth work.

** Note: Building permits will not be accepted until GESCP security has been posted.*

7

Building Permits

- Per staff's direction, you may submit your building permit application for review.

Note: Permits will not be accepted until school fees have been paid.

Note: Permits will not be issued until all development documents are executed, public improvement security has been issued to the Town, and construction acceptance has been granted by the Town.

8

Submit Final Plans and Record Final DA

Applicant submits final plans with completed signatures. Planning staff routes for internal staff signatures and the mayor's signature. The final DA is recorded with the County Clerk and Recorder by the Planning Department.

Congratulations!

Your project has completed Development Review.

**Note: Timing of building permits, issuance of certificate of occupancy, and construction processes are outlined in the executed development agreement; contact Planning.*

Affordable Housing Definition. The Colorado Department of Local Affairs ("DOLA") defines affordable housing as:

- Rental housing that can be obtained by a household with an annual income at or below sixty (60) percent of the area median income (AMI) and costs the household less than thirty (30) percent of its monthly income.
- Affordable housing is also defined as housing that could be purchased by a household with an annual income of at or below one hundred (100) percent of the AMI, for which the mortgage payment costs the household less than thirty (30) percent of its monthly income.

ACRONYMS:

DRC – Development Review Committee (staff from Planning, Engineering, Parks, Fire, Building and Economic Development)

Development Review Guide

Affordable Housing – Expedited Review Process



Does your housing project contain at least fifty percent (50%) of affordable housing units?

- No – The project is not eligible for this expedited review process.
 - If your project contains at least ten percent (10%) affordable housing units, you may be eligible for expedited review through the Town's Work Force Housing Policy.
- Yes – The project may be eligible for this expedited review process.
 - Types of eligible applications:
 - Site Plan (includes civil/construction drawings) – Administrative process (no public hearing required)
 - Building Permit (separate application, new expedited review application, new 90-day timeline)
 - Types of possible eligible applications:
 - PUD/PUD Amendment
 - Types of **ineligible** applications:
 - Annexations
 - Comprehensive Plan/Amendments
 - Rezoning
 - Subdivision
 - Appeals

Review Timeline:

- 90-day review timeline — The time begins with the submission of a complete application (all items on the application checklist must be submitted to be considered complete) and ends with a final decision.
- The 90-day calendar clock runs continuously for each application; no pauses or resets.
- The expedited review process may include a one-time extension request from the developer for up to 90 calendar days. The extension is added to the original 90-day review (180 days total). This request allows time for the developer to address comments from staff or a referral agency or to comply with any state law or court orders.
- The Town can implement one or more 30-calendar-day extensions to work with the developer on addressing comments on the application based on the following:
 - The Town notifies the developer of the intent to extend the process.
 - The developer is encouraged to respond within 5 business days acknowledging the extension. If no response is received within 10 days, the Town assumes developer acknowledgment; the extension is implemented and includes the full 30 calendar days, plus the time to communicate with the developer.
- The Town requires resubmittals to be submitted within three weeks of receiving staff comments.

TOWN OF WINDSOR
ORDINANCE NO. 2025-

AN ORDINANCE AMENDING THE WINDSOR MUNICIPAL CODE BY UPDATING
CHAPTER 14 ARTICLE V AND CHAPTER 16 ARTICLE III, CONCERNING ACCESSORY
DWELLING UNITS AND SHORT-TERM RENTALS

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, Chapter 16 of the Code is the Town’s Zoning Code; and

WHEREAS, House Bill 24-1152 (“Bill”) amended sections of the Colorado Revised Statutes to mandate subject jurisdictions to implement processes for building Accessory Dwelling Units (“ADU”) and increase the availability of the ADU’s by requiring these jurisdictions to allow for one ADU on the same property as a single-family detached dwelling subject to administrative approval processes; and

WHEREAS, the Bill requires all subject jurisdictions to implement this into their code by June 30, 2025; and

WHEREAS, the Town wishes to comply with the State requirements and implement the provisions of the Bill to adjust its existing ADU regulations in response to current housing affordability issues; and

WHEREAS, these amendments serves to promote the public health, safety and welfare of the Town by allowing for more affordable housing options within its jurisdiction and comply with all of the statewide legislation.

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

Section 1. Chapter 14 of the Code is hereby amended by adding an additional definition for Accessory Dwelling Units, which shall read as follows:

Article V – Definitions

...

Dwelling, accessory dwelling unit means an internal, attached, or detached dwelling unit that:

a) Provides complete independent living facilities for one or more individuals;

b) Is located on the same lot as a proposed or existing primary residence; and

c) Include facilities for living, sleeping, eating, cooking, and sanitation.

Section 2. Chapter 16 of the Code is hereby amended by adding additional provisions to Sections 16-3-40 and 16-3-60, which shall read as follows:

Sec. 16-3-40 - Accessory Dwelling Units

....

(f) Accessory Dwelling Unit Short-term Rentals. Properties containing an ADU may be granted one short-term rental license. The license can apply to either the accessory dwelling unit or the single-family dwelling, but not both. Accessory dwelling units being used for the purpose of a short-term rental shall comply with the requirements outlined in Section 16-3-60.

(g) Recorded declaration of restrictions required. As a condition of accessory dwelling unit approval and condition of any building permit issued for or within an accessory dwelling unit, the property owner shall record a declaration of restrictions with the clerk and recorder of the county in which the property is located. Such declaration of restrictions shall be in the form approved and maintained by the Zoning Official, and shall state that:

(1) The declarant shall reside on the property and such property shall be the primary and permanent dwelling place of the declarant, excluding temporary absences and temporary stays elsewhere, and said property shall be the declarant's place of legal residence at the time an application is submitted.

(2) Ownership of the accessory dwelling unit shall not be transferred separately from the principal dwelling unit, nor shall the lot or parcel upon which the accessory dwelling unit is situated be subdivided.

(3) The accessory dwelling unit shall be restricted to the approved size, and shall not be expanded. Any modification of the approved accessory dwelling unit site plan shall first be approved by the Town.

(4) The certificate of occupancy for the accessory dwelling unit shall be in effect only so long as a principal dwelling remains on the property.

(5) If the accessory dwelling unit is approved as Type III, the accessory dwelling unit shall not be locked off from the principal dwelling unit unless, prior to such action, the property owner has applied for and received approval for a change of designation to a Type II accessory dwelling unit.

(6) The above restrictions are binding upon any successor in ownership of the property.

(7) Noncompliance with the declaration of restrictions may subject both the owner of the property and any accessory dwelling unit occupants to criminal prosecution and civil remedies, including, but not limited to, injunctive relief. The owner of the property shall be liable for all Town expenses

associated with civil remedies sought by the Town in association with the declaration of restrictions. The failure of the Town to pursue civil or criminal remedies shall not be deemed a waiver of any violations or noncompliance.

(8) The declaration of restrictions shall lapse upon removal of the accessory dwelling unit. To affect this intent, and upon verification of such removal, the Town shall execute documentation confirming release of the deed restriction. The property owner shall record the Town-executed documentation releasing the declaration of restrictions. The property owner shall pay all required recording fees, and shall provide satisfactory written evidence that such recording was successfully completed.

(9) The declaration of restrictions shall be perpetual and constitute covenants running with the land. The declaration of restrictions shall be binding upon the property owner, and the heirs, successors and assigns of the property owner and all persons claiming under them.

(10) Neither the declaration of restrictions, nor any of the specifics set forth or incorporated therein, shall be amended, terminated or modified in any way without the written consent of the Town, filed with the clerk and recorder of the county in which the property is located.

(h) Procedure for accessory dwelling unit approval. The approval of each accessory dwelling unit shall be governed by the following procedures: The property owner shall file an application for approval with the Planning Department upon such forms as may be approved by the Zoning Official. Upon completion of Planning Department review, the Zoning Official shall either approve the application as presented, deny the application as presented or approve the application with conditions. The Zoning Official shall base the determination and any conditions upon the express requirements and limitations of this Article.

Sec. 16-3-60.- Short-term rentals

...

(c) Definition. "Short-term rental" means a dwelling unit, within a residentially zoned property, that is rented for a period of twenty-nine (29) consecutive days or less.

(1) Short-term rentals, that are owned in fee-simple by an individual property owner or corporate entity, shall be allowed in the following dwelling types (as defined by the Land Use Code), and are subject to fire and building code compliance:

(a) single-family detached and attached residences;

(b) multi-family condominiums; and

(c) accessory dwelling units. **Short-term rental ADUs are subject to the following conditions in addition to the general provisions and requirements in Sec. 16-3-60(d) & (e):**

1. One Short-Term Rental permit. No more than one Short-Term Rental permit may be issued and active during the same duration. Such permit may be granted for either the principal dwelling or the ADU.

2. The property owner's primary residence shall be either the principal dwelling or the ADU for any period in which a Short-Term Rental permit is active.

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 3. 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 ____ 2025.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]

Introduced, passed on second reading, and ordered published this ____ day of ____ 2025.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]

TOWN OF WINDSOR
ORDINANCE NO. 2024-1697

AN ORDINANCE AMENDING CHAPTER 16 OF THE WINDSOR MUNICIPAL CODE TO
ALLOW SHORT-TERM RENTALS AS A RESIDENTIAL USE

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

WHEREAS, the Town created and adopted the Windsor Municipal Code ("Code") Chapters 14, 15, 16 and 17, known as the Windsor Land Use Code ("Land Use Code"); and

WHEREAS, Short-Term Rental ("STR") properties are utilized by homeowners throughout the Town; and

WHEREAS, the Town has not yet adopted code requirements for the licensure and regulation of Short-Term Rentals; and

WHEREAS, for the purposes of health and safety of the inhabitants of Short-Term Rentals, the protection of surrounding neighboring properties and the protection of community character, the Town seeks to regulate this residential use; and

WHEREAS, the Town finds that the adoption of this Ordinance is necessary for the health, safety, and welfare of the residents.

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

Section 1. Chapter 16 of the Land Use Code is hereby amended to add regulations regarding Short-Term Rentals in Town limits. The new section shall read as follows:

Sec. 16-3-60.-Short-Term Rentals.

- (a) Intent. The intent of this article is to provide procedural requirements, regulations and fee schedule for a Short-Term Rental property. This article ensures that Short-Term Rentals, also known as STRs, are operated in a manner that is compliant with all applicable rules, laws, and regulations, as well as to ensure it is compatible with the surrounding neighborhood and protects the overall community character.
- (b) The provisions set forth in this article shall only apply to Short-Term Rental properties, as defined within the Land Use Code. This article shall not apply to the furnishing of lodging services in hotels, motels, resort lodge cottages, bed and breakfast establishments, timeshares/fractional ownership units within a building or to properties with leases that exceed thirty (30) days or more.
- (c) Definition. Short-Term Rental means a dwelling unit, within a residentially zoned property, that is rented for a period of twenty-nine (29) consecutive days or less.

- (1) Short-Term Rentals, that are owned in fee-simple by an individual property owner or corporate entity, shall be allowed in the following dwelling types (as defined by the Land Use Code), and are subject to fire and building code compliance: (a) single-family detached and attached residences; (b) multi-family condominiums; and (c) accessory dwelling units.

(d) General Provisions. Short-Term Rentals are only allowed in zone districts that allow residential uses in accordance with the requirements of the underlying residential zone and subject to the following conditions:

- (1) Business License and Short-Term Rental Permit Required. It shall be unlawful to offer, provide, or operate a Short-Term Rental in the Town of Windsor without obtaining a business license and a Short-Term Rental Permit from the Town, through the department(s) tasked with oversight and enforcement. A Short-Term Rental Permit shall only be issued to a natural person, whose name appears on the property deed or a corporate entity.
- (2) Application. Before any permit under this article is issued, an application for Business License and Short-Term Rental Permit shall be submitted to the Finance Department and Community Development Department – Planning. All applications shall be made upon forms provided by the Community Development Department. The Community Development Department may require additional documentation associated with the application as necessary to enforce the requirements of this article.
- (3) Short-Term Rental Permit Application Fee. Before any permit under this article is issued, an applicant for a Short-Term Rental Permit must pay a Short-Term Rental application fee which has been determined necessary by the Town to offset costs associated with Short-Term Rental regulation. This fee may be reasonably adjusted by the Director of Finance or their designee.
- (4) Compliance with Restrictive Covenants. If the parcel upon which a Short-Term Rental is proposed falls within the jurisdiction of a homeowners' association or similar covenant-based property owners' association, the requirements of this Section shall be considered minimum requirements. Any such association shall have the right to lawfully adopt more stringent standards for Short-Term Rentals, including the outright prohibition of Short-Term Rentals, for any parcel within the regulatory authority of such association.
- (5) Compliance with State and Federal Laws. All Short-Term Rentals must comply with applicable state and federal laws.
- (6) Insurance Required. It shall be unlawful to operate a Short-Term Rental without fire, hazard and liability insurance coverages, which limits are set by the Town. Proof of insurance will be required prior to issuance of the permit. The Town shall not be held liable.

- (7) Owner or Property Management Information for Emergency Contact. The owner or property manager shall have access and authority to assume management of the Short-Term Rental, take remedial measures, and to accept service on behalf of the owner. The owner or property manager shall be available twenty-four (24) hours per day, seven (7) days per week to respond to complaints, issues of concern, and violations related to this article. The owner or property manager must be able to affirmatively respond to complaints within an hour of notification of such complaint. Failure by the owner or property manager to affirmatively respond to a complaint shall be considered a violation of this article.

(e) Requirements.

- (1) Development Standards. All Short-Term Rentals must meet the applicable Town development standards, building, residential and fire codes adopted by the Town. These requirements include, but are not limited to, properly installed and functioning smoke detector(s), carbon monoxide detector(s) and fire extinguisher(s) on the properties.
- (2) The maximum occupancy of a Short-Term Rental unit shall be limited to four people more than twice the number of bedrooms listed in county records. A loft with an egress window or door may be treated as a bedroom. Example: two bedrooms equals two times two plus four, or eight people.
 - (a) A bedroom is any enclosed habitable space within a dwelling unit, which complies with the minimum room dimension requirements of the International Residential Code, as adopted, and amended from time to time. Living rooms, family rooms and other similar areas that are so situated and designed as so to clearly indicate these intended uses, shall not be interpreted as bedroom rooms.
- (3) Site plan depicting off-street parking stalls and trash facility locations.
 - (a) Parking. The Short-Term Rental shall provide at least one (1) off-street parking space.
 - (b) Trash Removal. Trash shall be contained in an appropriate manner to prevent litter dispersion to adjacent neighbors.
- (4) Application.
 - (a) Proof of property and liability insurance must be provided upon acceptance of application.
 - (b) Street side emergency address numbers are displayed in accordance with 911 regulations.
 - (c) Smoke alarms and carbon monoxide detectors are in correct working order and that the correct number of devices are installed per the International Residential Code. (Include date of device).

- (d) Working fire extinguishers are located at each cooking area and are in close proximity to each open flame source.
- (e) Trash containers are of sufficient size to accommodate the maximum occupancy allowed and that a collection plan is in place.
- (f) Notification to tenants of noise and parking regulations in accordance with the applicable Code.
- (g) Number bedrooms in the rental unit.
- (h) Number of full bathrooms in the rental unit.
- (i) Number of off-street parking spaces available.
- (j) Property complies with the Code.

- (5) The owner or property manager shall be responsible to provide their contact information to all neighbors adjacent to the Short-Term Rental, including those neighbors on the opposite side of the street. Proof of such shall be provided to the Town within ten (10) days of Community Development approval and/or following any change in information.
- (6) Existing Short-Term Rentals. Existing Short-Term Rentals will be required to submit a formal Short-Term Rental application in conjunction with each new business license application or, if submitting with a business license renewal application, a Short-Term Rental application will be required every two (2) years accompanying the renewal.
- (7) Renewal Application. Renewal application and fee payment is required biannually upon notification by the Town. Failure to complete and resubmit the renewal application form to the Town shall be cause for consideration or revocation of approval.
- (8) Change in Ownership. Any change in ownership shall require a new application, license, and permit. Business licenses and Short-Term Rental Permits are not transferable.
- (9) Inspection and Reinspection. Short-Term Rentals shall be inspected for initial licensure by the Town Building Official and the Windsor Severance Fire Rescue. Subsequent renewal applications shall be inspected by Windsor-Severance Fire Rescue every two (2) years accompanying the renewal every other year to ensure continued compliance with the applicable building and fire codes.
- (10) Advertising. Any advertising shall contain the Town permit number. (Ex.: STR24-001)

(f) Neighborhood Complaints.

- (l) Complaints concerning a Short-Term Rental shall first be directed to the owner or

property manager. The owner or property manager shall respond to the complaint, including visiting the site, if necessary, within one (1) hour of notification. Failure to affirmatively respond to a complaint and attempt to resolve such complaint shall be considered a violation of this article.

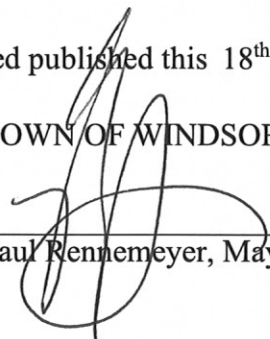
- (2) The Town may investigate any complaint received, to determine if it is a substantiated complaint that represents a documented violation of any provision(s) of this article.
 - (3) Violations of this article shall be subject to the enforcement provisions set forth herein. If violation(s) are not corrected or if there are repeat offenses, the Town may pursue action as provided for herein.
 - (4) If upon review at any time, the Town determines the owner has failed to comply with any of the requirements, performance standards, conditions or restrictions imposed by this article, the Town may take such action as is deemed necessary to remedy the non-compliance, including but not limited to, suspension or revocation of the approval as set forth in section (g) below.
- (g) Any person who violates a provision of this Article may be guilty of a misdemeanor and, upon conviction thereof, shall be punished in accordance with the applicable provisions of this Code. Each day of operation of a Short-Term Rental in violation of this Article shall constitute a separate offense. In addition to the foregoing, the Town shall be entitled to seek all other available relief at law or in equity with regard to any violation of the provisions of this Article, including but not limited to injunctive relief.
- (h) This Ordinance will take effect January 1, 2025, to allow owners of Short-Term Rentals to come into compliance with the provisions of this Ordinance.

Section 2. 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 3. 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.

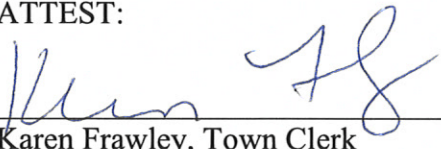
Introduced, passed on first reading and ordered published this 18th day of March, 2024.

TOWN OF WINDSOR, COLORADO



Paul Rennemeyer, Mayor

ATTEST:

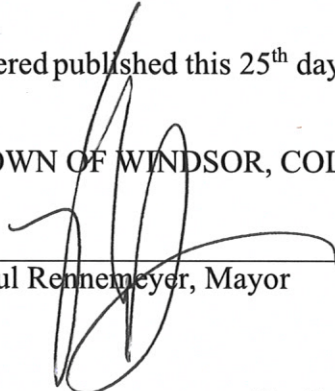


Karen Frawley, Town Clerk



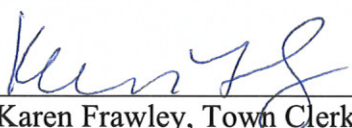
Introduced, passed on second reading, and ordered published this 25th day of March, 2024.

TOWN OF WINDSOR, COLORADO



Paul Rennemeyer, Mayor

ATTEST:



Karen Frawley, Town Clerk





MEMORANDUM

Date: May 19, 2025
To: Mayor and Town Board
From: Brian Rowe, Deputy Director of Public Works
Re: Proposed SAFEbuilt Stormwater Inspection Services Fee Increases - B. Rowe, Public Works Director
Item #: 3.

Background / Discussion:

On October 10, 2022, the Stormwater staff attended a Town Board work session to provide an overview of the MS4 Permit Program. During this session, they discussed the benefits of utilizing a third-party inspection service. Since 2020, the Town has had a professional agreement with SAFEbuilt to conduct Stormwater inspections for single lots. Due to the program's success and the strong working relationship with SAFEbuilt, the contract was amended to expand the scope of services, allowing SAFEbuilt to perform Stormwater inspections for commercial and multi-family construction projects.

Stormwater staff and SAFEbuilt representatives will present an overview of the Town's MS4 Permit Program and SAFEbuilt's proposed fee increases.

Financial Impact:

As proposed, this contract amendment does not financially impact the Town. Currently, the Town collects building permit fees that include the services provided by SAFEbuilt. These new fees outlined below are collected by the Town and provided to SAFEbuilt for additional services rendered.

Cost Comparison:

Cost to Developers for SAFEbuilt Stormwater Inspection Services.

- 2022: \$105,764
- 2023: \$82,586
- 2024: \$204,329

Cost to Town for SAFEbuilt Stormwater Inspection Services \$0.

2025 Proposed Fee Increases

General Administration Fee: New - \$50 (one-time fee per unit)

Single Family/Townhomes: Current - \$223.60, Proposed - \$432.00, *Increase of 93%*

Condominiums/Commercial: Current - \$2,235.60, Proposed - \$2,350.00, *Increase of 5.1%*

2026 Proposed Fee Increases

General Administration Fee: 2025 - \$50, 2026 - \$53.75 (one-time fee per unit), *Increase of 7.5%*

Single Family/Townhomes: 2025 - \$432.00, Proposed - \$464.40, *Increase of 7.5%*

Condominiums/Commercial: 2025 - \$2,350.00, Proposed - \$2,526.25, *Increase of 7.5%*

Relationship to Strategic Plan:

Recommendation:

Staff recommends continuing storm water inspection services with SAFEbuilt. Staff is seeking feedback and direction from the Board regarding the proposed fee increases.

CC:

Rob Godin, SAFEbuilt Deputy Building Official
Brian Stone, SAFEbuilt Stormwater Manager

Attachments:



FUTURE TOWN BOARD MEETINGS

May 26, 2025	Canceled – Memorial Holiday
June 2, 2025	Canceled – 1 st Monday
June 9, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Windsor Housing Authority Update Audit Presentation
June 9, 2025 7:00 p.m.	Town Board Regular Meeting
June 16, 2025 5:30 p.m.	Town Board Work Session Sex Offender Ordinance Discussion Barking Dogs Ordinance Discussion Traffic Offenses Fees Ordinance Discussion
June 23, 2025 5:30 p.m.	Town Board Work Session Windsor High School Student Presentation Charter Review Recommendations Building and Energy Codes Discussion
June 23, 2025 7:00 p.m.	Town Board Regular Meeting
June 30, 2025	Canceled – 5 th Monday
July 7, 2025	Canceled – 1 st Monday
July 14, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Metro District Discussion for Service Plans and Finance
July 14, 2025 6:45 p.m.	Kern Board Meeting
July 14, 2025 7:00 p.m.	Town Board Regular Meeting
July 21, 2025 5:30 p.m.	Town Board Work Session Guns in Public Spaces Discussion
July 28, 2025 5:30 p.m.	Town Board Work Session Legacy Signage Discussion
July 28, 2025	Town Board Regular Meeting

7:00 p.m.

August 4, 2025

Canceled – 1st Monday

August 11, 2025
5:30 p.m.

Town Board Work Session
Board/Manager/Attorney Monthly Meeting

August 11, 2025
7:00 p.m.

Town Board Regular Meeting

August 18, 2025
5:30 p.m.

Town Board Work Session

August 25, 2025
5:30 p.m.

Town Board Work Session

August 25, 2025
7:00 p.m.

Town Board Regular Meeting

Future Work Session Topics

- Wildland Resiliency Code presentation - sometime in July