



Planning Commission Regular Meeting

April 16, 2025 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

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

1. Roll Call

Present:

Chair Timothy Reddick
Vice-Chair Maxwell Nader
Secretary Nathan Kinney
David Hassard
Ben Kirch
John Neal
Alternate Nancy Frase

Absent:

Jordan Spight
Alternate Larry Pakowski

Also Present:

Town Board Liaison Hallett - via Zoom
Kim Mihm, Deputy Town Attorney - via Zoom
Omar Herrera, Engineering Deputy Director - via Zoom
Scott Pearson, Transportation Engineer - via Zoom
Doug Roth, Civil Engineer - via Zoom
Scott Ballstadt, Planning Director
Carlin Malone, Chief Planner
Mark Price, Planner II
Kim Lambrecht, Long Range Planner
Sandra Mezzetti, Senior Planner
Kelsey Robertson, Senior Planner
Kyra Mckinley, Visual Media Coordinator
Kaitlyn Cinnamon, Deputy Town Clerk

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

Planning Commissioner Nader moved to approve the agenda as presented with a modification made by Chairman Reddick to move agenda item three under Board Action to item three under Call to Order, Planning Commissioner Neal seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Jason Hallett, John Neal, Nathan Kinney, Nancy Frase; 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 March 5, 2025, Planning Commission Regular Meeting Minutes- L. Richardson, Assistant Town Clerk

Planning Commissioner Nader moved to approve the consent calendar as presented, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Jason Hallett, John Neal, Nathan Kinney, Nancy Frase; 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 - Request for Preliminary Major Subdivision - Greenspire Subdivision 6th Filing - John Hall, Owner, Lot Holding Investments, LLC; Applicant, Abdul Barzak, Ripley Design

The applicant Mr. Abdul Barzak, Ripley Design Inc. has submitted an application on behalf of the property owner, Lot Holding Investments, LLC, represented by Mr. John Hall, for a preliminary major subdivision plat for the Greenspire Subdivision 6th Filing, located north of Windsor Lake, and east of State Highway 257, in the Town of Windsor.

The subject subdivision is zoned Residential Mixed Use (RMU-1) and is a 10.25-acre portion of the previously platted Greenspire Subdivision (1st Filing). The proposed subdivision reduces the number of single-family residential lots from 61 to 52, maintaining previously platted tracts for pedestrian access to the Windsor Lake Trail, open space, and a Town of Windsor dedicated park.

Chairman Reddick opened the public hearing.

Mark Price, Planner II, presented to the Planning Commission.

Abdul Barzak, the applicant with Ripley Design, presented to the Planning Commission.

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

Chairman Reddick opened the meeting up for Planning Commission questions. Commissioner Neal asked a question regarding the home price point, to which the applicant answered.

Chairman Reddick closed the public hearing.

2. Approval - Request for Preliminary Major Subdivision for Greenspire Subdivision 6th Filing - John Hall, Owner, Lot Holding Investments, LLC; Applicant, Abdul Barzak, Ripley Design

Please refer to public hearing item materials.

Chairman Reddick asked if Mark Price, Planner II, had anything further to add, to which he replied no.

The original motion was made as a recommendation to the Town Board but was amended to the motion stated below. The amended motion and vote took place after Communications from Staff was completed on the agenda.

Planning Commissioner Kirch moved to approve the Request for Preliminary Major Subdivision for Greenspire Subdivision 6th Filing, Planning Commissioner Kinney seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Jason Hallett, John Neal, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.

3. Public Hearing Cancellation - Applicant Withdrawal of Land Use Application - Request to Amend the Town Comprehensive Plan Land Use Map from General Commercial to Mixed Residential for an area within the Village East Subdivision 8th, 12th and 13th Filings - Larry Buckendorf, owner representative; and Morgan Kidder, applicant representative, Village East Commercial Holdings, LLC

On behalf of the applicant, Mr. Larry Buckendorf of Village East Commercial Holdings LLC, Mr. Morgan Kidder, also of Village East Commercial Holdings LLC, has withdrawn the request to amend the Town's 2024 Comprehensive Land Use Plan Map from General Commercial (GC) land use designation to Residential Mixed Use (RMU) designation. Therefore, staff requests the public hearing be canceled.

The item was moved from agenda item three under Board Action to item three under Call to Order by Chairman Reddick during Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration.

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

4. Public Hearing - Preliminary Major Subdivision - Overland 368 Subdivision - Overland 368 LLC, Zada Steidl, owner; Chad Ellington, applicant, Peak Development Group; Shelly LaMastra, applicant's representative, RVi Planning + Landscaping

The applicant's representative, Ms. Shelley LaMastra of RVi Planning + Landscaping, has submitted an application on behalf of Peak Development Group, represented by Mr. Chad Ellington, for a major subdivision consisting of approximately 173 acres known as Overland 368 Annexation. The subject property is located west of State Highway 257, east of 15th Street, and north of the Great Western Railway in the Town of Windsor.

Chairman Reddick opened the public hearing.

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

Shelley La Mastra, the applicant's representative with RVi Planning + Landscaping, presented to the Planning Commission.

Chairman Reddick opened the meeting up for public comment.

Joan Bert, Windsor resident of 451 Deerfield Drive, spoke regarding concerns about the current prairie dog colony and where her property is located related to the development.

Commissioner Hassard made a comment about the side-by-side duplex parking. He additionally asked a question regarding where downtown is in relation to the development and pedestrian access, to which Sandra Mezzetti answered.

Commissioner Neal asked questions regarding the home price point and possible future development, to which Shelley La Mastra answered.

Commissioner Frase made a comment regarding the quality-of-life consideration. She additionally asked questions about guest parking for the townhomes and traffic flow, to which Shelley La Mastra answered.

Commissioner Frase also asked if someone could address the prairie dog concern, to which the applicant, Chad Ellington with Peak Development Group, answered.

Chairman Reddick made a comment regarding the prairie dog concern as well.

Chairman Reddick closed the public hearing.

5. Approval - Preliminary Subdivision - Overland 368 Subdivision - Overland 368 LLC, Zada Steidl, owner; Chad Ellington, applicant, Peak Development Group; Shelley La Mastra, applicant's representative, RVi Planning + Landscaping

Please refer to public hearing item materials.

Chairman Reddick asked if Sandra Mezzetti, Senior Planner, had anything further to add, to which she replied no.

The original motion was made as a recommendation to the Town Board but was amended to the motion stated below. The amended motion and vote look place during this item on the agenda.

Planning Commissioner Kirch moved to approve the Preliminary Subdivision for the Overland 368 Subdivision, Planning Commissioner Nader seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Jason Hallett, John Neal, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Kinney spoke about the APA Conference and his takeaways from attending.

2. Communications from Town Board Liaison

Town Board Liaison Hallett spoke about the APA Conference, upcoming Windsor Downtown Authority events, and Town Board items regarding Senate Bill 131 and the Towns budget hearing process.

3. Communications from Staff

Scott Ballstadt, Planning Director, spoke about the items under Communications from Staff on the agenda and stated that those site plans are all being administratively approved but asked if there are any questions from the Planning Commission pertaining to any listed, to which there were none.

He also stated that there is not a joint work session with Town Board next week and it will actually take place on May 5, 2025.

Mark Price, Planner II, stated that his item, number two under Board Action was also for Planning Commission approval and not to be forwarded to the Town Board. Chairman Reddick stated that there will be an amendment to the motion after Communications from Staff is completed.

Carlin Malone, Chief Planner, spoke about the upcoming Advisory Board Appreciation Night and a question one of the Commissioners had regarding the site plan process. Carlin also introduced Kelsey Robertson, the Town's new Senior Planner to the Planning Commission.

Kaitlyn Cinnamon, Deputy Town Clerk, also spoke about the upcoming Advisory Board Appreciation Night on July 10, 2025.

- a. Major Site Plan - Diamond Valley 14th Filing, Lot 1 - Waste Connections - M. Price, Planner II
- b. Major Site Plan - Great Western Industrial Park 3rd, Lot 1 Block 1 - Vestas Blades America, Inc. - CPX Building - M. Price, Planner II
- c. Major Site Plan - Flex Space - Diamond Valley 13th Filing, Lot 1 (1000 Diamond Valley Drive) - S. Mezzetti, Senior Planner
- d. Major Site Plan - Flex Space - South Gate Business Park 12th Filing, Lot 1 (710 Triumph Drive) - S. Mezzetti, Senior Planner
- e. Major Site Plan - Eagle Crossing Subdivision 11th Filing, Lot 2 (6567 Crossroads Blvd) - The G.O.A.T. Restaurant - K. Lambrecht, Long Range Planner
- f. Major Site Plan - Water Valley South Subdivision 24th Filing, Lot 1 (340 E. Crossroads Blvd) - New Liberty Self Storage - K. Lambrecht, Long Range Planner
- g. Major Site Plan - Water Valley South Subdivision 13th Filing, Lot 3 (1353 Water Valley Parkway) - Water Valley Dental - K. Lambrecht, Long Range Planner
- h. Major Site Plan - Windsor School Annexation (1020 Main Street) - Weld County School District RE-4 Administration Building Addition - K. Lambrecht, Long Range Planner
- i. Major Site Plan - Shutt's Subdivision 3rd Filing, Tract H (8452 Cromwell Drive) - New Townhome Building - K. Lambrecht, Long Range Planner
- j. Major Site Plan - Raindance Subdivision 21st Filing, Tract A (Grand House) Phase I - C. Malone, Chief Planner

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:09 p.m.


Kaitlyn Cinnamon, Deputy Town Clerk