



Planning Commission Regular Meeting

June 4, 2025 - 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

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

1. Roll Call

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

Absent: Secretary Nathan Kinney
Alternate Larry Pakowski

Also Present: Town Board Liaison Hallett
Scott Ballstadt, Planning Director
Kim Mihm, Deputy Town Attorney
Kim Lambrecht, Long Range Planner
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, Ben Kirch, Maxwell Nader, Jordan Spight, John Neal, 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 April 16, 2025, Planning Commission Regular Meeting Minutes - K. Cinnamon, Deputy 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, Jordan Spight, John Neal, 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 - An Ordinance Amending the Windsor Municipal Code Chapter 14 and Chapter 16, Concerning Accessory Dwelling Units and Short-Term Rentals - Planning Department

Executive Summary

- The accessory dwelling unit (ADU) section of the Town's Municipal Code was updated in December 2024 to adhere to State legislative updates; however, legislative clarifications were made after this update.
- The proposed update adds and amends language to adhere to State requirements regarding Accessory Dwelling Units (ADUs) and terms for when ADUs are used as short-term rentals (STRs).
- The recent legislative updates create the need to update three sections of the Town's Municipal Code.

The Town Board held a work session on May 19, 2025, during which they received an overview of the proposed code amendments, reviewed the draft ordinance, and directed staff to proceed with the public hearings for the ordinance amending the land use code.

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the ordinance amending Chapters 14 and 16, subject to any Planning Commission comments being addressed, as stated in the staff recommendation section.

Chairman Reddick opened the public hearing.

Sandra Mezzetti, Senior Planner, made a correction in reference to the chapter numbers and presented to the Planning Commission.

Commissioner Neal asked questions regarding accessory dwelling unit occupancy and short-term rental duration, to which Sandra Mezzetti, Scott Ballstadt, Director of Planning and Commissioner Spight answered. Commissioner Hassard and Chairman Reddick made comments and asked questions about the property owner's residency, to which Sandra Mezzetti, Senior Planner, responded.

Chairman Reddick closed the public hearing.

2. Recommendation to Town Board - An Ordinance Amending the Windsor Municipal Code Chapter 14 and Chapter 16, Concerning Accessory Dwelling Units and Short-Term Rentals - Planning Department

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

Planning Commissioner Nader moved to forward to the Town Board a recommendation of approval of the Ordinance Amending the Windsor Municipal Code Chapter 14 and 16, concerning Accessory Dwelling Units and Short-Term Rentals, Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Jordan Spight, John Neal, Nancy Frase; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Hassard and Chairman Reddick stated that they would not be present for the Planning Commission Regular Meeting scheduled for July 2, 2025. Commissioner Frase provided an update on the Charter Review Ad Hoc Committee.

2. Communications from Town Board Liaison

Town Board Liaison Hallett spoke about the 7th Street Bridge construction, schools being out for summer break, and provided information on upcoming Windsor Downtown Alliance events and projects.

3. Communications from Staff

Scott Ballstadt, Director of Planning, advised that there is a good likelihood that the Planning Commission Regular Meeting scheduled for July 2, 2025, will be cancelled, provided an update on the downtown zoning and stated that he will be in District Court on June 18, 2025.

Commissioner Neal asked about maintenance at Future Legends, to which Scott Ballstadt answered.

a. Review of the Town of Windsor GMA, along with the GMAs of the Town's surrounding communities

Staff would like to take an opportunity for an annual review of the current Land Use Map. Included in the discussion will be a review of an interactive map outlining the Growth Management Areas (GMA), Municipal boundaries, and various Intergovernmental Areas (IGA) of the Town's neighboring communities.

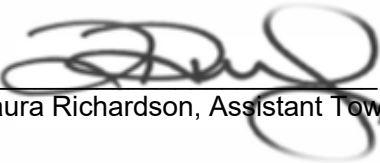
Scott Ballstadt, Director of Planning, and Kimberly Lambrecht, Long Range Planner, presented to the Planning Commission.

Commissioner Neal, Chairman Reddick and Commissioner Kirch asked questions regarding intergovernmental agreements, annexations and land use, to which Scott Ballstadt responded.

Commissioners congratulated Kimberly Lambrecht on her promotion to Long Range Planner.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:55 p.m.



Laura Richardson, Assistant Town Clerk