



Town Board Regular Meeting

June 9, 2025 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Cline called the meeting to order at 7:04 p.m.

1. Roll Call

Present:

Mayor Julie Cline
Mayor Pro Tem Ron Steinbach
Brian Jones
Lainie Peltz
Ken Symsack - Absent
Rick Klimek
Jason Hallett

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Kim Mihm, Deputy Town Attorney
Scott Ballstadt, Planning Director
Kimberly Lambrecht, Long Range Planner
Cheryl Turner, Deputy Director of Finance
Evan Wendlandt, Economic Development Director
Sandra Mezzetti, Senior Planner
Ben Bodiker, Visual Media Supervisor
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Jones to lead the Pledge of Allegiance.

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

Town Board Member Hallett moved to approve the agenda as written, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

4. Proclamations

a. Men's Health Week

Mayor Cline read the proclamation aloud.

5. Presentations

a. Presentation of SAFEbuilt Scholarship to Windsor High School Senior Madilynn Romme

One of the ways SAFEbuilt gives back to the community is through the granting of an annual scholarship to a local graduate. Each year since 2012, SAFEbuilt has awarded a scholarship to a high school senior attending one of the schools serving Windsor to be applied to their further education.

This year, a \$2,000 scholarship is being awarded to Windsor High School Senior Madilynn Romme who plans to continue her education at the University of Nebraska.

- b. Administration of Oath of Office for new Police Officers: Jonathan Ogawa, Jay Kim, Joel Peters, Brian Bagnall

Mayor Cline administered the Oath of Office.

Mayor Cline called a recess at 7:19 p.m.

The meeting resumed at 7:41 p.m.

6. Board Liaison Reports

Mayor Pro Tem Steinbach - Larimer County Behavioral Health Policy Council, Windsor Housing Authority

Mayor Pro Tem Steinbach reported that the Larimer County Behavioral Health Policy Council has not met since the last provided update.

Mayor Pro Tem Steinbach reported that the Windsor Housing Authority provided an update during the work session. The authority viewed a presentation by Aspire, which is a non-profit that provides wraparound services to the Loveland Housing Authority residents, and they want to expand their services to the Windsor Housing Authority residents. Aspire will apply for some grant funding to assist with the expansion of services. DOLA representatives provided a presentation on Proposition 123 and there is \$140 million available statewide.

Town Board Member Jones - Historic Preservation Commission, Tree Board

Town Board Member Jones reported that the Historic Preservation Commission hosted an open house on May 30th for the newly renovated Dickey Farmhouse and despite the weather, it was a very good turnout.

Town Board Member Jones reported that the Tree Board held a debrief on Arbor Day events and discussed potential changes for next year and planned for the upcoming sick tree day which will happen June 24th.

Town Board Member Peltz - Clearview Library Board, Great Western Trail Authority

Town Board Member Peltz reported that in her previous report she misspoke about the Clearview Library Board voting to go free. However, it was only discussion and the actual vote happened at its meeting in May and, moving forward, patrons will no longer face a late fee if they turn in materials late. This will not cover lost or damaged materials and patrons will still be charged for those instances. The summer adventure program kicked off on June 2nd and covers all ages. There were over one-thousand participants at the first event. The board is continuing to review the Colorado Public Library standards and last month they focused on budget and finance to make sure that its standards are in line with the Colorado Public Library standards.

Town Board Member Peltz reported that the Great Western Trail Authority ordered a new trail counter for County Road 29. The counter that was in Severance has stopped working and Severance representatives announced that they would be purchasing a couple of counters so they can gather usage data to submit for grants. The 2026 budget planning will begin soon because Weld County has asked for any requests to be due by July 31st. There will not be a meeting in July due to the upcoming holiday.

Town Board Member Symsack – Parks, Recreation and Culture Advisory Board, Windsor Arts Commission

Town Board Member Symsack was absent and will provide an update at a future meeting.

Town Board Member Klimek - Chamber of Commerce, Water and Sewer Board

Town Board Member Klimek reported that the Chamber of Commerce announced that the Director is out for a couple of weeks for some personal issues and their other staff member will also be out of office during this time.

Town Board Member Klimek reported that the Water and Sewer Board has not met since the last provided update.

Town Board Member Hallett - Planning Commission, RE-4 School District, Windsor Downtown Alliance

Town Board Member Hallett reported that the Planning Commission held a discussion on the Growth Management Area (GMA) and what is being done on the GIS side. As of now, there is a little bit of a conflict within the GMA on a piece of land that is being discussed that is being looked at by another jurisdiction.

Town Board Member Hallett reported that the Weld RE-4 School District is in the middle of election season which will be held November 4th. The District recognized some of its student council members, Severance High School wrestlers for its state championship win, and contest winners for their essay contest were recognized.

Town Board Member Hallett reported that the Windsor Downtown Alliance will hold what's brewing this Thursday at 8:30 at the WDA office at 400 Main Street Suite A. The WDA will host a blood drive in Downtown on Thursday, June 19th from 2:00 p.m. to 6:00 p.m. by Lakeview Tattoo. July 12th at Peculiar Ales will host a dueling piano event.

Mayor Cline - Poudre River Trail Corridor Authority, I-25 Coalition, North Front Range MPO, US34 Coalition & NoCo34 TMO

Mayor Cline reported that the Poudre River Trail Corridor Authority has not met since the last provided update. There will be a trail-a-thon at the Poudre Learning Center this Saturday from 9 am to noon. It is free to attend, but preregistration is requested.

Mayor Cline reported that the I-25 Coalition has not met since the last provided update.

Mayor Cline reported that the North Front Range MPO Executive Director position is vacant and the MPO is looking for candidates. CDOT presented for the region 4 ten-year plans and also discussed was the North Front Range ten-year priority list in which some of the projects that are on the North Front Range ten-year plan are not necessarily on the CDOT ten-year plan. Some of the projects were Windsor-based. Even though CDOTs funding has been cut, region 4 stands at 23.87% of the funding, or approximately 209 million for current projects. CO 257 resurfacing is on the list of projects on the ten-year list.

Also on the list is Colorado 392 with resiliency and multimodal improvements from Highland Meadows to Colorado Boulevard. The ten-year priority list was brought to the MPO back in January when the members agreed on criteria to rank the projects on the list. 392 was a project that was highly ranked on the priority list. Other entities wanted to review the priorities and try again, but it was ultimately decided that they will be reviewed again.

Mayor Cline reported that the US34 Coalition has not met since the last provided update.

Mayor Cline reported that the NoCo34 TMO discussed its FY 24-25 budget and began discussing the 25-26 budget as well. The 24-25 budget was \$157,000 and of that \$148,000 was grants. Next year the budget is being assumed to be \$221,000 and \$125,000 of that is from grants. They are trying to establish their membership and having membership dues being paid. The TMO published its first newsletter in May and is currently looking for transportation ambassadors.

7. Public Invited to be Heard

Mayor Cline opened the meeting for public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the May 12, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

2. Board and Commission Appointments - K. Frawley, Town Clerk

During the week of May 21st, Mayor Cline and Town Board Member Klimek conducted Board and Commission interviews for vacant seats on various Boards and Commissions.

3. Resolution 2025-23 - A Resolution Approving a Grant of Utility Easement within Eastman Park from the Town of Windsor, Colorado to the Public Service Company of Colorado - D. Roth, Civil Engineer IV

Public Service Company of Colorado currently has overhead power lines running north/south through the Town owned Eastman Park natural area. The power lines and poles are in need of replacement and upgrade due to increased power demands. Seventh Street used to follow the same alignment as the existing power lines until the Poudre River bridge was washed out in the early 1980s. After the bridge washout, Seventh Street was realigned and a new bridge at a new location constructed.

4. Resolution 2025-24 - A Resolution Approving and Adopting the Intergovernmental Agreement between the Weld Re-4 School District and the Town of Windsor for the School Resource Officer Program for the 2025-2026 School Year - S. Garrison, Chief of Police

Each year the Weld RE-4 School District ("District") and the Town renew the Intergovernmental Agreement ("IGA") to continue to dedicate two police officers as school resource officers ("SRO's") and this year we are adding a third SRO for the new middle school. The District will pay the Town one-half (1/2) of the cost of these officers to help defray costs and show their dedication to the program. This program continues to allow for immediate responses to law enforcement concerns, allows for better collaboration and cooperation between the school and law enforcement, and improves upon the staff/student/law enforcement relations.

5. Resolution 2025-25 - A Resolution Approving a Contract with the State of Colorado Department of Human Services to Receive Grant Funding for the North Weld County Co-Responder Program - A. Lopez, Police Commander

The purpose of this Contract is to create, sustain, or expand Co-Responder Programs, which dispatch behavioral health Co-Responders along with law enforcement, or provide a joint secondary response on calls for service wherein behavioral health appears to be a relevant factor. Windsor is the primary entity on this grant, although it is intended to provide for a full time Co-Responder for the North Weld County Co-Responder Program. The grant Maximum Amount for 2026/all Fiscal Years - \$165,000.00, with a cost reimbursement structure requiring the Town to invoice the State monthly.

6. Resolution 2025-26 - A Resolution Vacating a Portion of a 66-Foot Drainage, Utility, Access and Emergency Access Easement in the Water Valley South Subdivision, 24th Filing, Lot 1 within the Town of Windsor, Colorado - K. Lambrecht, Long Range Planner

The Water Valley South Subdivision 24th Filing Plat was approved in February 2018. The approved plat called for several easements to be vacated separately. All but one of those vacations was completed. The 66-foot Drainage, Utility, Access and Emergency Access Easement does not appear to have been vacated and remains in place.

7. Resolution No. 2025-27 - A Resolution Vacating a Portion of a Utility Easement in the Water Valley South Subdivision, 24th Filing, Lot 1 within the Town of Windsor, Colorado - K. Lambrecht, Long Range Planner

The Water Valley South Subdivision 24th Filing Plat was approved in February 2018. The approved plat includes a utility easement that was platted for the specific Site Plan design that was submitted in conjunction with that Plat. The previously submitted Site Plan was not constructed, and has since expired.

8. Report of Bills May 2025 - D. Moyer, Director of Finance

Town Board Member Hallett moved to approve the agenda as presented, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

C. BOARD ACTION

1. Public Hearing - An Ordinance Amending the Town of Windsor Municipal Code Concerning Accessory Dwelling Units and Short-Term Rentals - 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 last updated in December 2024 to respond to recent State housing legislation, House Bill 24-1152. The objective of this bill is 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. Adherence to these clarifications have created the need to amend sections of the Town's land use codes related to the specific definition of an ADU and when ADUs are used as short-term rentals, as outlined in this memorandum and in the attached draft ordinance.

Mayor Cline opened the public hearing at 8:02 p.m.

Town Board Member Hallett stated "Mayor Cline, for the record, I would like to point out that in my capacity as Town Board liaison to the Planning Commission, I was present at the Planning Commission meeting during which this matter was previously presented. I wish to state that my participation in the Planning Commission proceeding has in no way influenced me in my capacity as a Town Board member this evening. I will make my decision and cast my vote this evening based solely on the evidence presented during this public hearing."

Mayor Cline opened the hearing for public comment, to which there was none.

Mayor Cline closed the public hearing at 8:13 p.m.

2. Ordinance 2025-1719 - 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

Please see public hearing item materials.

Town Board Member Hallett moved to approved Ordinance No. 2025-1719, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

3. Resolution No. 2025-28 - A Resolution by the Windsor Town Board Approving the Town of Windsor's 2025 Downtown Parking Management Plan

Town Board reviewed the draft Downtown Parking Management Plan (DPMP) at joint work sessions with Planning Commission on February 10, 2025 and February 19, 2025, and considered the matter further on April 28, 2025. Following tonight's formal adoption of the DPMP by resolution, staff will continue with implementation as directed by Town Board.

Town Board Member Hallett moved to approve Resolution No. 2025-28, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

4. Resolution 2025-29 - A Resolution Approving and Adopting Expedited Review Policies for Affordable Housing Relating to Proposition 123

Executive Summary

- Following the passage of Proposition 123 in 2022, the Colorado State Affordable Housing Fund was established to support local efforts to increase affordable housing.
- To qualify for funding, jurisdictions like Windsor must commit to increasing their affordable housing stock by 3% annually or 9% over a three-year period.
- A key requirement for continued eligibility in future funding cycles is implementing an Expedited Review process for affordable housing projects. Therefore, Windsor staff developed a compliant *Expedited Review* policy and process, and recommend adopting the attached resolution.

Town Board Member Hallett moved to approve Resolution No. 2025-29, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

5. Ordinance No. 2024-1720 - An Ordinance Extending The Temporary Moratorium on the Submission, Acceptance, Processing, and Approval of Applications for the Establishment of a Business that Cultivates, Processes, or Dispenses Natural Medicine and the Establishment of Any Business, Occupation, or Operation for Healing Centers

Proposition 122 established the Natural Medicine Health Act of 2022. This Act allows natural healing centers to use psilocybin and psilocin as natural medicine in the treatment of mental health. The Act prohibits municipalities from outlawing natural medicine completely, but it does allow municipalities to create reasonable laws and zoning restrictions around these centers and uses. The State begins licensing this use on January 1, 2025. In order to draft responsive zoning laws and regulations surrounding this new use, the Town wishes to extend the temporary moratorium that is currently set to expire on July 13th, for an additional 90 days on the business use and cultivation of psilocybin and psilocin. The attached Ordinance establishes this extension to the moratorium.

Town Board Member Hallett moved to approve Ordinance No. 2025-1720, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney
2. Communications from Town Staff
 - a. Windsor Police April 2025 Statistics
 - b. Financial report - February 2025
 - c. Financial Report - March 2025
3. Communications from Town Manager
 - a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Continue to develop Windsor's emergency response (60% completed)

Staff conducted a tabletop exercise with county emergency managers and the Windsor leadership team. The latest exercise, a Hazardous Material and Train Derailment tabletop, was completed on May 29, 2025. There was attendance from Town leadership, as well as the Larimer and Weld County Offices of Emergency Management. There will be at least one more tabletop exercise in FY25, with an Active Threat scenario on August 7th. An additional Functional Exercise is scheduled for September 26th and will test coordinated communication in Windsor and Severance, and the opening of a Joint Information Center.

2. Sustainable Infrastructure

Complete park system buildout (26.43% completed)

Staff is working in several areas towards this goal. Recently, the Jacoby Farm House and Park, along with the Eaton House project, were successfully completed. We are under contract for the Halfway Homestead project, in the master planning process of North Campus Park, evaluating the merits of adding sports fields to LaBue Park, and have begun the study for a new indoor recreation facility.

3. Vibrant and Healthy Economy

Attract diverse and unique restaurants throughout Windsor (75% completed)

Staff is working with developers in the Ptarmigan area, Greenspire, and East Pointe on attractions and leads. We met with the owners of High Hops and their distillery/greenhouse about development/marketing plans for a 5-acre site on the north side of their property, and we continue to engage King Soopers on their expanded plan and the desire for additional retail space to be used for restaurants.

A contingent made up of the Economic Development team, Town Manager, and Mayor returned from the 2025 ICSC (International Council of Shopping Centers) conference in Las Vegas. We had productive conversations around additional options and are expecting announcements over the next few months.

4. Communications from Town Board

Per Mayor Cline, concerts in the park start this week on Thursday, June 12th. Coffee with the Mayor will be held at the Police Department this Friday at 10. The Farmer's Market will return this Saturday, as well as the Poudre trail-a-thon and the 250th celebration at the American Legion. June 17th, Highland Meadows pickleball courts ribbon cutting will take place at 3 p.m.

E. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(e)(I) for the Purposes of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning Economic Development Opportunities and Incentives (Evan Wendlandt, Economic Development Director)

Town Board Member Hallett moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402 (4)(e)(I) for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning economic development opportunities and incentives. Town Board member Peltz seconded the motion. Roll

call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

The Town Board entered into an executive session at 8:45 p.m.

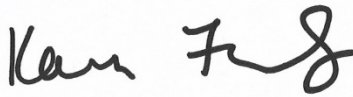
Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 8:55 p.m.

Upon returning to the regular meeting, Mayor Cline advised that if any participants in the executive session believed the session contained any substantial discussion of any matters not included in the motion to convene the executive session, or believed any improper action occurred during the session in violation of the open meetings law; such concerns should now be stated. Hearing none, the regular meeting resumed at 8:56 p.m.

F. ADJOURN

Town Board Member Hallett moved to adjourn, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

Upon a motion duly made, the meeting was adjourned at 8:56 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley". The signature is written in a cursive, flowing style.

Karen Frawley, Town Clerk