



Town Board Regular Meeting

June 23, 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 7:01 p.m.

1. Roll Call

Present:

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

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Laura Browarny, Culture Supervisor
Brian Rowe, Director of Public Works
Dean Moyer, Finance Director
Cherly Turner, Deputy Director of Finance
Karl Gannon, Budget Analyst
Ken Breneman, Construction Manager
Sandra Mezzetti, Senior Planner
Kim Mihm, Deputy Town Attorney
Evan Wendlandt, Economic Development Director
Terry Schwindler, Business Development Manager
Tara Fotsch, Director of PRC
Bobby Warner, Recreation Manager
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Hallett 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. A Mayoral Proclamation for the Appointment of Board and Commission Liaison Positions for Members of the Windsor Town Board

The Code provides that the Mayor shall appoint Town Board Members to serve in various board and committee liaison capacities. This proclamation appoints current Town Board

Members to their assigned committee roles for the coming two years. Mayor Cline read the proclamation aloud.

5. Public Invited to be Heard

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

B. CONSENT CALENDAR

1. Approval of the June 9, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
Approve the meeting minutes of the June 9th regular meeting.

2. Resolution 2025-30 - A Resolution of the Windsor Town Board Approving the Accessioning of Items to the Town of Windsor, Colorado's Museum Collection - T. Fotsch, Director of PRC

The Parks, Recreation, and Culture Advisory Board will occasionally have the opportunity to review recommended accessions and deaccessions to the permanent collection of the Town of Windsor Museum, per adopted policies. PReCAB has reviewed these recommended actions and has recommended accessioning via Resolution 2025-30.

Museum collection items are only accessioned or remain in the collection when they fit the following criteria:

- Object illustrates the unique Windsor heritage as specified in the mission statement.
- Known provenance.
- Object displays rarity as specified in collections criteria
- Collection supports an object's interpretive potential for exhibition.
- Condition
- Museums can adequately care for objects.

All items listed in the accession are items currently in the museum's possession, and have been donated to the museum.

Town Board Member Hallett moved to approve the consent calendar 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. 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

Executive Summary

Chapters 14 through 17 of the Windsor 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 open the meeting up for public comment, to which there was none.

Town Board Member Hallett moved to approve 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.

2. Ordinance No. 2025-1720 - 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.

There have been no changes to the ordinance since the first reading.

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

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.

3. Resolution No. 2025-31 - A Resolution Approving the Second Amendment to the Professional Services Agreement for Stormwater Facility Inspection Services between the Town of Windsor and SAFEbuilt, Colorado, LLC

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.

On May 19, 2025, Stormwater staff and SAFEbuilt representatives attended a Town

Board work session and presented an overview of the Town's MS4 Permit Program and SAFEbuilt's proposed fee adjustment.

SAFEbuilt representatives will be back to provide the Town Board with the feedback that they gathered from the development community on the proposed fee adjustments.

Town Board Member Hallett moved to approve Resolution No. 2025-31, 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; Nays - Jason Hallett; Motion Passed.

4. Resolution No. 2025-32 - A Resolution Approving an Application for the Housing Planning Grant to Offset Costs of the Housing Needs Assessment and the Housing Action Plan, for the Town of Windsor, Colorado

Executive Summary

- In accordance with SB24-174, passed by the Colorado Legislature in Spring 2024, the Town of Windsor is undertaking the development of a Housing Needs Assessment and Housing Action Plan.
- The Housing Planning Grant Program provides grants to local governments to help them better understand their housing needs and to develop actionable and compliant housing needs assessments (HNAs), housing action plans (HAPs).

Town Board Member Hallett moved to approve Resolution No. 2025-32, 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.

5. Resolution No. 2025-33 - A Resolution Accepting The Audit Report For 2024 Prepared by Hinkle & Company, PC, Certified Public Accountants.

Town Board Member Hallett moved to approve Resolution No. 2025-33, 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.

6. Resolution No. 2025-34 - A Resolution Approving and Adopting the 2025 Town of Windsor, Colorado's Museums Strategic Plan

With two new properties recently added to the Windsor Museums and the 2013 Strategic Plan sunsetting, Museums leadership launched a new strategic planning project in 2024. With funding provided by the Town, Stilwell Cultural Consulting was engaged to guide the process. The work began with reviewing past accomplishments from the 2013 Strategic Plan, researching current conditions, inventorying existing cultural assets, and reviewing Town of Windsor planning documents. To ensure the community's needs, interests and aspirations influenced the plan, a slate of engagement activities were undertaken including pop-up booths at community events, a community survey, interviews and focus groups with key stakeholders, work sessions with staff, a visioning workshop, and presentations to the Windsor- Severance Historical Society and the Windsor Downtown Alliance. The final plan was reviewed by the Parks, Recreation and

Culture Advisory Board, posted online for public input and reviewed and discussed by the Town Board at a Work Session on May 12th.

Town Board Member Hallett moved to approve Resolution No. 2025-34 , 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.

7. Resolution No. 2025-35 - A Resolution Approving an Agreement for Development Incentives between the Town of Windsor and Intersand America Corp.

Town Board Member Hallett moved to approve Resolution No. 2025-35, 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.

8. Ordinance No. 2025-1721 - An Ordinance Amending Windsor Municipal Code Section 4-2-20(1) Related to the Capital Improvement Fund and the Allocation of Revenues Within Such Fund

See Memo: **Town Board Member Hallett moved to approve Ordinance No. 2025-1721, 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. Strategic Plan Key Performance Indicators for May 2025

Attached are the Town's Key Performance Indicators for May 2025. Every month, we highlight a KPI in each of the strategic focus areas in an effort to provide context to the data we are collecting.

1. Strategic Growth: The highlighted KPI for this month is Total Number of Part 1 Crimes. We were at 2.94 through April 2025, which is less than the 3.05 we were at during the same point in time the previous year. This means that Windsor had 2.94 crimes against persons or property per 1,000 population. Overall, this number continues to indicate a safe community.

2. Vital Infrastructure: The highlighted KPI for this month is Capital Expense. As you can see as we enter the 2nd quarter we have begun making significant progress in our 2025 capital investment projects in areas such as water, parks, sewer and street improvements. I expect the buildings/structures category to jump in the coming months as we near completion of the community development building.

3. Vibrant and Healthy Economy: The highlighted KPI for this month is Sales Tax

across the Town for Q1 of 2025, as well as the WDA. Through the 1st quarter, sales tax collections exceeded the same quarter in 2024, by \$168k, but trailing the budget by \$72k. Discounting prior year audited returns from a couple of big-box retailers, sales activity thus far is similar to 2024 and slightly greater than in 2023. Overall, the trend is a flattening of the growth curve. Similarly, for the WDA, there have been static collections for the past three years.

b. Monthly Police Department Statistical Report

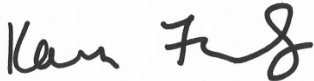
3. Communications from Town Manager

4. Communications from Town Board

E. ADJOURN

Town Board Member Hallett moved to adjourn, 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.

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



Karen Frawley, Town Clerk