



Planning Commission Regular Meeting

June 18, 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
David Hassard
Ben Kirch
Jordan Spight
Nancy Frase

Absent: Nathan Kinney
John Neal

Also Present: Town Board Liaison Hallett
Kim Emil, Deputy Town Attorney
Carlin Malone, Chief Planner
Kim Lambrecht, Long Range 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 Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Jordan Spight, 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 June 4, 2025, Planning Commission Regular Meeting Minutes - L. Richardson, Assistant Town Clerk

Planning Commissioner Nader moved to approve the consent calendar with the amendment of the correction to the Charter Review Ad Hoc Committee in item D1, 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, Nancy Frase; Nays - None; Motion Passed.

C. BOARD ACTION

1. Public Hearing - An Ordinance Amending the Town of Windsor Land Use Code, Chapters 14, 15 and 16, Concerning Land Use Application Procedures, Development Standards and Land Uses in the Central Business District - Carlin Malone, Chief Planner, and Kimberly Lambrecht, Long Range Planner

Executive Summary

The WDA (Windsor Downtown Alliance) and the Town developed what is known as the Windsor Downtown Master Plan. This plan was accepted by the Town Board in 2024. As part of the implementation strategies within this master plan, a team from RVi Planning, Town staff, and WDA, investigated and analyzed methods within the Town's land use codes where amendments would identify compatible land uses and provide cohesive design standards for the walkable downtown area. The team also revised the land use application procedures to address certain uses needing additional design compatibility within the CB (Central Business) District, also known as Windsor's Downtown.

Staff is recommending that the Planning Commission forward to the Town Board a recommendation of approval of the ordinance amending Chapters 14, 15 and 16, subject to any Planning Commission comments being addressed, as stated in the staff recommendation section.

Carlin Malone, Chief Planner, and Kim Lambrecht, Long Range Planner, presented to the Planning Commission.

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

Chairman Reddick opened the meeting up for Planning Commission comments and questions.

Commissioner Hassard advised that he reviewed the information in detail, thanked the Planning Department staff along with other contributors and advised that he was comfortable with the results. Commissioner Frase asked a question regarding home-based businesses, to which Carlin Malone, Chief Planner, answered. Commissioner Nadar requested clarification regarding the previous resolutions and ordinances, to which Kim Lambrecht, Long Range Planner, responded. Commissioner Kirch asked questions regarding signage and building materials, to which Kim Lambrecht and Chairman Reddick answered.

2. Recommendation to Town Board - An Ordinance Amending the Town of Windsor Land Use Code, Chapters 14, 15 and 16, Concerning Land Use Application Procedures, Development Standards and Land Uses in the Central Business District - Carlin Malone, Chief Planner, and Kimberly Lambrecht, Long Range Planner

Please refer to public hearing item materials.

Planning Commissioner Nader moved to forward to the Town Board a recommendation of approval for an Ordinance amending the Town of Windsor Land Use Code, Chapters 14, 15 and 16, Concerning Land Use Application Procedures, Development Standards and Land Uses in the Central Business District that is inclusive of all the staff presentation and staff comments, 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, Nancy Frase; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Hassard and Chairman Reddick advised that they would not be available for the Planning Commission Regular meeting scheduled for July 2, 2025, that will likely be cancelled.

2. Communications from Town Board Liaison

Town Board Liaison Hallett provided an update regarding Weld RE-4's last meeting, a proposed ordinance regarding sexual offenders that the Town Board is reviewing, the allocation of Traffic Offense fees, and the Windsor Downtown Alliance.

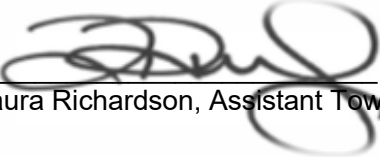
3. Communications from Staff

Kimberly Lambrecht, Long Range Planner, provided an update on the future Community Development Center.

Kimberly Mihm, Deputy Town Attorney, advised that some staff members would be attending the Colorado Municipal League Conference in Breckenridge next week.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:43 p.m.



Laura Richardson, Assistant Town Clerk