



Planning Commission Regular Meeting

August 6, 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: Chairman Reddick
Vice-Chair Nader
Nathan Kinney
David Hassard
Nancy Frase

Absent: Ben Kirch
Jordan Spight
John Neal

Also Present: Town Board Liaison Hallett
Scott Ballstadt, Planning Director
Kim Mihm, Deputy Town Attorney
Carlin Malone, Chief Planner
Kelsey Robertson, Senior Planning
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 Nader 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, Maxwell Nader, 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 June 18, 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, Maxwell Nader, 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- Final Major Subdivision, Greenspire Subdivision 7th Filing - John Hall, Lot Holding Investments LLC, Owner, and Abdul Barzak, Ripley Design, Inc., Applicant

The applicant's representative, Mr. Abdul Barzak of Ripley Design Inc. has submitted an application on behalf of the property owner, Lot Holding Investments, LLC, represented by Mr. John Hall, for a final major subdivision plat for the Greenspire Subdivision 7th 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. The reduction in lots is to accommodate the desired product type and market demand.

There have been no changes since the Planning Commission's approval of the preliminary major subdivision on April 16th, 2025.

Kelsey Robertson, Senior Planner, presented to the Planning Commission. Mr. Abdul Barzak of Ripley Design, Inc. spoke on behalf of the applicant.

Chairman Reddick opened the floor for public comment, but no members of the public requested to speak. The public hearing was then closed.

2. Recommendation to Town Board - Final Major Subdivision, Greenspire Subdivision 7th Filing - John Hall, Lot Holding Investments LLC, Owner, and Abdul Barzak, Ripley Design, Inc., Applicant

Please refer to information included with the public hearing item.

Chairman Reddick noted that the Planning Commission had previously approved this item as a preliminary subdivision in April and asked if there were any questions or concerns, to which there were none.

Planning Commissioner Nader moved to forward to the Town Board a recommendation of approval of the Final Major Subdivision, Greenspire Subdivision 7th Filing, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Maxwell Nader, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Hassard stated that he would not be attending the next August meeting. Commissioner Kinney stated he had nothing to report but was happy to be in attendance.

No other Commissioners had communications to share.

2. Communications from Town Board Liaison

Town Board Liaison Hallett reported that the next Weld RE-4 meeting would be held on August 18th and provided an update on the new school schedules. He also shared that he had moved from the Windsor Downtown Alliance to the Historical Preservation Commission approximately one to two months ago. Town Board Liaison Hallett reported that at the Historical Preservation Commission's last meeting, they discussed reviewing the Master Plan, tracking progress for 2025 and the potential for designating Windsor Lake as a historical property. He noted that such a designation would not change the lake itself or restrict access.

3. Communications from Staff

Scott Ballstadt, Director of Planning, reported that the Community Development building had opened to the public that week. He announced there would be a ribbon-cutting on September 18th after the Coffee with the Mayor event, at which time tours of the building would be given. He encouraged Commissioners to stop by the building at any time and expressed appreciation for the Town Board's investment in the facility. He mentioned that planning, engineering, water, and economic development departments were now located in the building.

Additionally, Scott Ballstadt informed the Planning Commission about the August 18th Town Board work session, which would include a presentation from the Windsor Downtown Alliance regarding their proposal for improvements to the back lots.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:21 p.m.



Laura Richardson, Assistant Town Clerk