



Planning Commission Regular Meeting

November 5, 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
Ben Kirch
Jordan Spight
John Neal

Also Present:

Scott Ballstadt, Planning Director
Carlin Malone, Chief Planner
Kimberly Lambrecht, Long Range Planner
Kelsey Robertson, Senior Planner
Rece Lampe, Digital Services Administrator
Laura Richardson, Assistant Town Clerk

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

Chairman Reddick made note that an item concerning a conditional use permit for Windsor Estates, B1L16 was removed from the agenda because it was deemed ineligible for consideration after notices were complete.

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, Ben Kirch, Maxwell Nader, Jordan Spight, John Neal, Nathan Kinney; Nays - None; Motion Passed.

3. Public Invited to be Heard

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

B. CONSENT CALENDAR

1. Approval of the September 17, 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, Ben Kirch, Maxwell Nader, Jordan Spight, John Neal, Nathan Kinney; Nays - None; Motion Passed.

C. BOARD ACTION

1. Public Hearing - An Ordinance Amending Chapter 15 of the Windsor Municipal Code Establishing Permitting Procedures for Electric Vehicle (EV) Charging Systems in the Town of Windsor, Colorado

Executive Summary

The attached ordinance proposes to allow EV Charging Stations in commercial zone districts, and in those residential zone districts where commercial uses are permitted. The ordinance aligns with House Bill 24-1137 concerning streamlining the process for these charging stations.

The proposed ordinance would be added to Chapter 15 (Development Standards) of the Land Use Code, and will be designated as Article XVIII - Electric Vehicle Charging Stations.

Kimberly Lambrecht, Long Range Planner, presented to the Planning Commission.

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

Commissioner Hassard asked questions regarding setbacks, vehicle canopies, photovoltaic panels, and intent to which Kimberly Lambrecht and Scott Ballstadt, Director of Planning, answered. Chairman Reddick asked for clarification on current standards and equipment, to which Kimberly Lambrecht and Scott Ballstadt responded.

Commissioner Hassard stated some additional concerns, to which Commissioner Nadar responded. Commissioner Hassard requested clarification on the intent regarding screening and height requirements, to which Kimberley Lambrecht, Long Ranger Planner, provided and Chairman Reddick commented on.

Commissioner Nadar asked questions about the review process, to which Kimberly Lambrecht and Scott Ballstadt answered.

Commissioner Neal asked questions about the number of stations, installation costs, commercial requirements, permitting process, and the house bill language, to which Kimberly Lambrecht and Scott Ballstadt answered.

Chairman Reddick closed the public hearing.

2. Recommendation to Town Board - An Ordinance Amending Chapter 15 of the Windsor Municipal Code Establishing Permitting Procedures for Electric Vehicle Charging Systems in the Town of Windsor, Colorado

Please refer to the previous Public Hearing item for additional information.

Planning Commissioner Nader moved to forward a recommendation of approval to the Town Board on An Ordinance Amending Chapter 15 of the Windsor Municipal Code Establishing Permitting Procedures for Electric Vehicles (EV) Charging Systems in the Town of Windsor, Colorado, 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, Nathan Kinney; Nays - John Neal; Motion Passed.

3. Public Hearing - An Ordinance Amending Chapter 15 of the Windsor Municipal Code Adjusting the Standards for Landscaping in Developed Areas in the Town of Windsor, Colorado

Executive Summary

This Ordinance contains three major types of landscaping code amendments. The first proposes an update to the Town Municipal Code to comply with Senate Bill 24-005. The second provides an overview of forthcoming requirements from House Bill 25-1113 and includes a proposed amendment to address a portion of these requirements in the current code updates. The third addresses amendments to the code to correct and clarify ongoing issues with the current landscaping regulations.

This memo summarizes the proposed changes and the rationale behind them. Attached are the draft code sections for review.

These items were presented to the Town Board at a work session on October 13th. There were no concerns raised, and the Town Board directed staff to proceed with the updates as presented.

Kelsey Robertson, Senior Planner, presented to the Planning Commission.

Chairman Reddick opened the hearing for public comment. Mike Applebee, 929 Clydesdale Lane, asked questions about functional artificial turf, to which Kelsey Robertson answered.

Chairman Reddick opened the hearing up for Planning Commission comments and questions. Commissioner Neal inquired about the application of the ordinance to Metro Districts and Homeowner Associations, to which Kelsey Robertson and Scott Ballstadt, Director of Planning, responded. Commissioner Hassard asked questions about landscape remodels and water detention areas, to which Kelsey Robertson and Scott Ballstadt answered.

4. Recommendation to Town Board - An Ordinance Amending Chapter 15 of the Windsor Municipal Code Adjusting the Standards for Landscaping in Developed Areas in the Town of Windsor, Colorado

Please refer to the previous Public Hearing item for additional information.

Planning Commissioner Kirch moved to make a recommendation to the Town Board for Approval of an Ordinance Amending Chapter 15 of the Windsor Municipal Code Adjusting the Standards for Landscaping in Developed Areas in the Town of Windsor, Colorado, Planning Commissioner Neal seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Jordan Spight, John Neal, Nathan Kinney; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

None.

2. Communications from Town Board Liaison

Town Board Liaison Hallett was not present.

3. Communications from Staff

Scott Ballstadt, Director of Planning, advised that Town Board Liaison Hallett reached out to him at the beginning of the meeting to say he would not be able to attend the meeting and provided an update on the sign and building code. Carlin Malone, Chief Planner, shared that Sandra Mezzetti, Senior Planner, received the GOAT award for her efforts working with the Windsor Housing Authority. Additionally, Scott Ballstadt, stated that Kim Lambrecht, Long Range Planner, also received the GOAT award previously for her work on the Community Development Center.

a. Minor Site Plan - South Gate Business Park 2nd Filing B1 L2 - Kia Expansion - K. Robertson, Senior Planner

The project consists of the renovation and expansion of the existing Kia Dealership at 1111 Southgate Dr, located north of US 34 and west of Weld County Road 17. The scope of work includes the expansion of the showroom along the south façade of the building, adding 1,611 SF to the existing 20,073 SF building. The scope also includes interior finishes and exterior upgrades to conform to Kia's recent facility exterior requirements. Site work is limited to rerouting of a storm drain along the south elevation. Site access, circulation, and parking remain unchanged.

Kelsey Robertson, Senior Planner, asked if any Planning Commissioners had questions about the Kia Expansion project, to which there were none.

Kim Lambrecht, Long Range Planner, gave an update regarding community member's engagement with the implementation of the comprehensive plan.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:05 p.m.


Laura Richardson, Assistant Town Clerk