



Planning Commission Regular Meeting

December 3, 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
Nancy Frase

Absent: John Neal

Also Present: Town Board Liaison Hallett
Kim Mihm, Deputy Town Attorney
Scott Ballstadt, Director of Planning
Carlin Malone, Planning Manager
Sandra Mezzetti, Senior Planner
McKenzie Paine, Communications Manager
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, Ben Kirch, Maxwell Nader, Jordan Spight, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.

3. Public Invited to be Heard

Chairman Reddick opened the meeting up for public comment on items not on the agenda, to which there were none.

B. CONSENT CALENDAR

1. Approval of the November 19, 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, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.

Jason Hallett, Town Board Liaison, gave a statement to the Planning 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 — An Ordinance by the Town Board of the Town of Windsor, Colorado, Amending Chapter 14 of the Land Use Code Regarding Disconnection of Property Annexed to the Town — Town Attorney's Office & Planning

Executive Summary

The Town Board has asked the Town Attorney's Office to draft an ordinance for the disconnection of annexed property. This ordinance will outline processes, procedures, and criteria for a disconnection petition, which are not currently in the Town's Municipal Code. Note that Colorado Revised Statutes on property disconnection (Sec. 31-12-501 to 31-12-707) do not apply to home rule municipalities like Windsor. The attached ordinance will address disconnection of property annexed to the Town petitions within the Town's Land Use Code, Chapter 14, adding Section 14-2-30.5 – Disconnection.

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the ordinance amending Chapter 14, as stated in the staff recommendation section.

Chair Reddick clarified with staff that this was a legislative action, not quasi-judicial as indicated on the agenda.

Kim Mihm, Deputy Town Attorney, presented to the Planning Commission.

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

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

Commissioner Nader asked for clarification on the disconnection process and other jurisdiction's processes, to which Kim Mihm, Deputy Town Attorney, and Scott Ballstadt, Director of Planning, responded. Commissioner Hassard inquired if the ordinance was more or less restrictive than state regulations and asked who could initiate disconnections, to which Kim Mihm and Scott Ballstadt answered. Chairman Reddick asked about the Planning Commission review of disconnections and the perimeter requirement for disconnection compared to annexation, to which Scott Ballstadt and Kim Mihm answered. Chairman Reddick and Commissioner Nader asked questions about roads and infrastructure on de-annexed properties, to which Scott Ballstadt answered.

Chairman Reddick closed the public hearing.

2. Recommendation to Town Board — An Ordinance by the Town Board of the Town of Windsor, Colorado, Amending Chapter 14 of the Land Use Code Regarding Disconnection of Property Annexed to the Town — Town Attorney's Office & Planning

Please see public hearing item materials.

Planning Commissioner Nader moved to forward a recommendation of approval to the Town Board regarding an Ordinance by the Town Board of the Town of Windsor, Colorado, amending Chapter 14 of the land use code regarding disconnection of property annexed to the Town, 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, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Chairman Reddick inquired if there was a pending disconnection request prompting the ordinance change. Scott Ballstadt, Director of Planning, responded that there were no active requests, and the change was to address a gap in the code. Staff noted they had only seen two disconnection requests in 25 years.

Chairman Reddick mentioned he may be unavailable for the January 7, 2026, meeting.

2. Communications from Town Board Liaison

Town Board Liaison Hallett reported that the Historic Preservation Commission was preparing for the Saving Places Conference. He also noted that the Town Board had approved the budget the previous week and renewed contracts for the town attorney, town manager, and town prosecutor. The Board also approved rate increases for stormwater and sewer. Their next meeting would be the following Monday.

3. Communications from Staff

Assistant Town Clerk Richardson reminded the Commission that the election of officers would take place after the first of the year.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:19 p.m.



Laura Richardson, Assistant Town Clerk