



Town Board Regular Meeting

January 12, 2026 - 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 7:03 p.m. on Monday, January 12, 2026.

1. Roll Call

Present:

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

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Kim Lambrecht, Long Range Planner
Sandra Mezzetti, Senior Planner
Kim Mihm, Deputy Town Attorney
Evan Wendlandt, Economic Development Director
Rece Lampe, Digital Communications Supervisor
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Jones 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, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

4. Presentation

- a. Administration of Oath of Office to Police Officers Quinlan Bonow, Joshua Graffenberger, Randall Peters, Giobanni Bustamante, Valentin Oliveros, Jacob Reynolds, and Martin Swanty

Mayor Cline administered the oath of office.

- b. Board Recess

The Board recessed at 7:15 p.m. and reconvened at 7:34 p.m.

- c. Outside Agency Funding Request - Windsor Chamber of Commerce

Norma Perez, representing the Windsor Chamber of Commerce, presented a funding request. She explained that the Chamber supports small businesses and entrepreneurs, with larger businesses and government partners serving as "angel investors" in that mission. The Chamber delivers four core value streams: marketing, advocacy, business resources, and professional development.

Ms. Perez described challenges the Chamber had faced, including financial issues and membership database problems. She explained that she had inherited a difficult situation with inconsistent bookkeeping and a lack of financial transparency from her predecessors. Despite these challenges, she reported increasing membership by 47% in her first three months.

The Chamber's request was for the town's historic \$25,000 membership contribution to be allocated as soon as possible in January 2026. Ms. Perez outlined several steps being taken to stabilize the organization, including improved bookkeeping partnerships, membership reengagement efforts, and a potential shared office arrangement with the Windsor Downtown Development Authority to reduce costs.

Chamber Board President Austin Andrews confirmed the challenges the organization had faced and expressed confidence in Ms. Perez's leadership, stating the Chamber now has "really good days ahead."

Mayor Cline indicated that the town was working to process the \$25,000 payment by approximately January 23rd. The board also requested that the Chamber return in approximately six months to provide a progress update.

5. Board Liaison Reports

Mayor Pro Tem Steinbach - Larimer County Behavioral Health Policy Council, Windsor Housing Authority

Mayor Pro Tem Steinbach, attending virtually, apologized that he would not be providing a report due to being ill.

Mayor Cline expressed the board's wishes for his speedy recovery.

Town Board Member Jones - Chamber of Commerce, Tree Board

Town Board Member Jones reported that the December Tree Board meeting was canceled for the holidays, and he was unable to attend the Chamber meeting due to a death in the family. He noted that Ms. Perez had effectively covered the Chamber report during her presentation.

Town Board Member Peltz - Clearview Library Board, Great Western Trail Authority

Town Board Member Peltz reported that the Clearview Library Board has not yet met but will meet on January 29th. The Great Western Trail Authority met on January 8th and ended the year with a positive cash balance. Topics of discussion included the Number 2 ditch trestle bridge replacement (potentially working with the Town of Windsor on grant money) and equestrian use within different jurisdictions along the trail.

Town Board Member Symsack – Parks, Recreation and Culture Advisory Board, Windsor Arts Commission

Town Board Member Symsack reported that the Parks and Recreation Board met the previous week and received an excellent year-in-review presentation from park staff. He

highlighted several updates, including:

- A new volunteers coordinator was hired
- Parks and Rec volunteers donated the equivalent of \$200,000 in labor last year
- Camp Windsor and school-out days were successful with additional staff brought in to eliminate waitlists
- The Pelican art installations were taken down due to wind damage
- Two full-time head lifeguards were hired
- The trail down County Road 15 is underway
- There are ongoing challenges with sports field availability

He noted the Windsor Arts Commission has not met since the last report and reminded everyone that there are three openings on the commission.

Town Board Member Klimek - Poudre River Trail Corridor Authority, Water and Sewer Board

Town Board Member Klimek reported that the Poudre River Trail Authority has not met but will be meeting in February. The Water and Sewer Board will meet on Wednesday morning.

Town Board Member Hallett - Planning Commission, RE-4 School District, Historic Preservation Commission

Town Board Member Hallett reported that the RE-4 School District was meeting concurrently with the Town Board meeting, so he would review their video later. The Planning Commission had discussed items that were on the current agenda, and the Historic Preservation Commission would meet on Wednesday of the current week.

Mayor Cline - Windsor Downtown Alliance, I-25 Coalition, North Front Range MPO, US34 Coalition & NoCo34 TMO

Mayor Cline provided updates on multiple regional organizations:

- I-25 Coalition: Met the previous week for quarterly updates from CDOT and the Transportation Commissioner
- US34 Coalition: Reviewed various project updates; Mayor Cline was elected chair for the upcoming year
- North Front Range MPO: Discussed air quality issues, as the state did not meet targeted reductions in 2025; reviewed a potential ballot measure from the Colorado Asphalt Pavement Association and Colorado Contractors Association to dedicate funding specifically for roads
- US34 TMO: Received a presentation from Estes Park on their transportation system and discussed the upcoming winter bike to work day in February
- Windsor Downtown Alliance: Granted a \$25,000 façade grant to 420 Blackbirds, approved attorney and executive director contracts for the year, and requested quotes to find a realtor to potentially sell Fourth Street property

6. Public Invited to be Heard

Melissa Meyers addressed the board regarding extended vehicle parking on public streets in her neighborhood. She explained that while many vehicles have current registration tags, their extended presence creates safety, accessibility, and neighborhood maintenance concerns. Ms. Meyers cited a specific instance where a vehicle remained unmoved from

November 3rd through January 1st, partially blocking a sidewalk, but could not be cited until its registration expired. She requested the Town Board consider clearer ordinances or additional enforcement tools to address extended vehicle parking on public streets.

Lori Garcia Sander, House Representative addressed the board regarding her desire reach out, listen and learn the happenings in her district

B. CONSENT CALENDAR

1. Approval of the December 8, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

2. Resolution No. 2026-01 - A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings - K. Frawley, Town Clerk

The Colorado Open Meetings Act requires Town Board to annually designate a specific place for the posting of public meeting notices. Although the act allows online meeting postings, Windsor has traditionally identified the bulletin board on the main level of Town Hall for this purpose. Current practice is to post public meeting notices both online and on the bulletin board. It is recommended that both options be approved for posting, online and the bulletin board on the main level of Town Hall.

3. Resolution No. 2026-02 - A Resolution Of The Town Board Of The Town Of Windsor, Colorado, Affirming, Approving and Ratifying Prior Actions Of The Town And Town Board Regarding Easements And Agreements With The Lake Canal Ditch Company Of Colorado - W. Willis, Open Space and Trails Manager

In December 2025, staff worked with Lake Canal Staff and the Prairie Song Development to accomplish three (3) things.

The first is a Memorandum of Understanding (MOU) outlining the steps necessary for the Lake Canal Ditch Company of Colorado (Lake Canal) and the Town to mutually cooperate in achieving their desired goals, and memorialize their understanding and agreements. Specifically, the MOU addresses the temporary crossing, temporary pipe and the crossing fee reimbursement. Additionally, the parties agreed to mutual waivers of crossing fees and costs for existing or future crossings within the interconnect easement area, except for standard engineering and legal fees.

The second is an agreement with the Lake Canal and Reservoir Company for a temporary crossing over their existing ditch for the new County Road 15 Pedestrian Trail. This will allow for the construction of the 10' wide trail north of the Mayflower Property.

The third item includes easement agreements to allow for construction, maintenance and operation of a new pipe to convey water from the existing Lake Canal Ditch, which is the north boundary of the New Town Owned Open Space, currently known as Mayflower, to the Prairie Song Subdivision to serve Prairie Song and other downstream users.

4. Resolution No. 2026-03 - A Resolution Vacating A Temporary Construction Easement in the Greenspire Subdivision, within the Town of Windsor, Colorado - D. Blair, Civil Engineer III

The temporary construction easement being vacated was from a Town waterline project in 1989. Although it should have been vacated by operation of law when construction was completed, it appeared on a recent ALTA survey, and the property owner wants it formally vacated. The attached Petition with the legal description shows the location of the temporary construction easement along the southeast portion of the property.

5. Resolution No. 2026-04 - A Resolution of the Town Board of Windsor, Colorado Authorizing the Town Clerk to Appoint Election Judges for the Regular Municipal Election to be Held on Tuesday, April 7, 2026 - K. Frawley, Town Clerk

The attached resolution is required to allow the Town Clerk to appoint election judges for the April 7, 2026 mail ballot election. Election judges are statutorily required to be appointed at least 15 days before the election, which will be March 23, 2026.

6. Report of Bills December 2025 - D. Moyer, Director of Finance

Town Board Member Hallett moved to approve the consent calendar as presented, Town Board Member Symsack seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

C. BOARD ACTION

1. Public Hearing - Ordinance No. 2026-1738 - An Ordinance Approving a Rezone of Approximately 40 Acres Within the Weld Re-4 School District From Single Family One and General Commercial To Recreation and Open Lands - Michael McCullar, Chief Operating Officer, Weld RE-4 School District (Owner); Megan Walter, Principal, Sunny Civil (Applicant's Representative)

Mayor Cline opened the public hearing.

Town Board Member Hallett stated "Mayor Cline, for the record, I would like to point out that in my capacity as Town Board liaison to the Planning Commission, I was present at the Planning Commission meeting during which this matter was previously presented. I wish to state that my participation in the Planning Commission proceeding has in no way influenced me in my capacity as a Town Board member this evening. I will make my decision and cast my vote this evening based solely on the evidence presented during this public hearing."

Long Range Planner Kimberly Lambrecht presented the proposed rezone ordinance for approximately 40 acres of Weld RE-4 property located on the north side of Main Street between 8th Street and 11th Street. Ms. Lambrecht explained that the rezone would change portions currently zoned Single Family 1 and General Commercial to Recreation and Open Lands, creating a singularly zoned campus for the school district.

Ms. Lambrecht explained that the rezone was necessary because a minor subdivision had revealed that one large lot with the high school building would be split-zoned, creating confusion in how to apply development standards. The Recreation and Open Lands zoning district would allow the school district the most flexibility as they continue to develop their site.

A neighborhood meeting was held in December with approximately 8 people representing 6 households attending. Questions primarily focused on understanding what a rezone meant, with some residents initially confusing it with school district redistricting.

The Planning Commission voted 7-0 to forward a recommendation of approval to the Town Board.

There were no public comments during the public hearing.

2. Ordinance No. 2026-1738 - An Ordinance Approving a Rezone of Approximately 40 Acres Within the Weld Re-4 School District From Single Family One and General Commercial To Recreation and Open Lands - Michael McCullar, Chief Operating Officer, Weld RE-4 School District (Owner); Megan Walter, Principal, Sunny Civil (Applicant's Representative).

Please refer to previous public hearing item concerning background information for this application. **Town Board Member Hallett moved to approve Ordinance No. 2026-1738, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.**

3. Public Hearing - Ordinance No. 2026-1739 - An Ordinance by the Town Board of the Town of Windsor, Colorado, Amending Portions of Chapters 14, 15, and 16 of the Land Use Code — Planning, Community Development Department

Mayor Cline opened the public hearing.

Senior Planner Sandra Mezzetti presented the ordinance proposing clarifying language to align with statutory requirements, particularly regarding accessory dwelling units (ADUs). She explained that the Department of Local Affairs (DOLA) had reviewed the town's ADU compliance report and requested changes to make the compatibility section less subjective. Ms. Mezzetti also noted that the ordinance would reinstate two sections inadvertently left out of the 2021 code update:

- A section in Chapter 14 determining boundary locations for annexed or rezoned property
- A section in Chapter 15 regarding parking determinations, allowing more flexibility when an applicant's use is not specifically listed in the parking table

The Planning Commission unanimously forwarded a recommendation of approval to the Town Board. There were no public comments during the public hearing.

4. Ordinance No. 2026-1739 - An Ordinance by the Town Board of the Town of Windsor, Colorado, Amending Portions of Chapters 14, 15, and 16 of the Land Use Code - Planning, Community Development Department

Please refer to public hearing item materials.

Town Board Member Hallett moved to approve Ordinance No. 2026-1739, Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

5. Ordinance No. 2025-1737 - 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

Deputy Town Attorney Kim Mihm presented the ordinance addressing disconnection of property annexed to the town for its second reading. She noted there had been no changes since the first reading at the previous month's Town Board meeting.

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

Town Board Member Hallett moved to approve Ordinance No. 2025-1737, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

a. Major Site Plan- Greenspire 8th Filing L4 - Sherwin Williams Paint - K. Lutsch, Senior Planner

The applicant, EVC-WDG Windsor, LLC, and Owner, Lot Holding Investments, LLC have submitted a Major Site Plan application for Greenspire Subdivision 8th Filing, Lot 4. The subject property is located at the northwest corner of Highway 392 and Hollister Lake Road. The property was originally master planned and zoned in 2005.

Town Clerk Karen Frawley announced that all board and commission vacancies were listed on the town website. She also noted that candidate packets for the upcoming election were available until January 26th, which is the submission deadline.

3. Communications from Town Manager

a. Focus Area Updates

1. Strategic Growth

Increase attainable housing by 10% for those who work in Windsor so they can live in Windsor

Research and present policy considerations to support attainable housing projects to Town Board (37% complete)

Staff is collaborating with the NoCo Regional Strategies Workgroup on Attainable Housing, which aims to identify regional barriers and challenges to attainable housing. Affordable housing is a regional issue, and many cities, towns, and counties in northern Colorado face similar challenges. The group is striving to identify what works, how it works, and how it can be applied to other areas of northern Colorado. This will be a multi-year project. Staff will keep management updated. When more definitive information is developed, staff will schedule a work session with the Town Board.

✓ Identify key barriers and challenges to attainable housing development in the local context.

2. Sustainable Infrastructure

Build out pedestrian and bicycle connectivity throughout Windsor (49.71% complete)

We have reached an agreement on the 15th Street ROW acquisition and are under contract with RCD Contracting. Construction is underway. The Safe Routes to School Grant was received, and staff are in place, with program implementation underway. Throughout 2026, a variety of small connector projects have either been completed or are underway. These include railroad crossings and the 15th St. Trail.

Lastly, Rectangular Rapid Fire Beacons (RRFBs) were installed at 11th St. near the High School, as identified in school areas. Other school-related work included adding Hollister Lake Elementary School to our school pedestrian safety study plan document. Safety improvement recommendations from the school study were organized and prioritized into Tier 1 work order forms, which will be incorporated into the 2026 work plan to address RRFB and other low-cost safety improvements.

3. Vibrant and Healthy Economy

Promote business diversification to attract balanced commercial development that will sustain the future of Windsor (76.50% complete)

Working with GIS to map space and land for ideal commercial/industrial development in Windsor. We also successfully defended our preservation of commercial space. We are working to bring the GWIP property into the Town-annexed land as well.

The town is also part of the Chips Strategic Plan for the region, outlining how we can capture opportunities from onshoring these technologies and capitalize on the region's ecosystem.

Town Manager Shane Hale reported that the focus area updates were included in the board packet. He also shared that the town had secured the right-of-way on 15th Street, allowing for completion of the trail. He also mentioned that the Town Board had received an invitation to the Police Department promotional ceremony.

4. Communications from Town Board

Mayor Cline provided several communications:

- Thanked Cub Scouts Windsor Pack 57 for visiting before the Planning Commission meeting
- Congratulated the Windsor High School cheer team on becoming state champions for the second consecutive year
- Noted that the recent Coffee with the Mayor event included discussions about rate increases and AI
- Announced she would be filling the at-large board of directors position for Upstate Colorado for the upcoming year

E. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(e)(I) for the

Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations;
Developing Strategy for Negotiations; and Instructing Negotiators Concerning Matters of
Future Annexations and Direction Options

2. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(b) for a
Conference with an Attorney for the Town Board to Receive Legal Advice and Confer on
Pending Litigation on Current Cases

Town Board Member Hallett moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402 (4)(e)(I) for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning matters of future annexations and direction options; and to enter an executive session pursuant to Colorado revised statutes § 24-6-402 (4)(b) for a conference with an attorney for the Tow Board to receive legal advice and confer on pending litigation on current cases, Town Board member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

The Town Board entered into an executive session at 9:09 p.m.

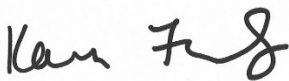
Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 10:04 p.m.

Upon returning to the regular meeting, Mayor Cline advised that if any participants in the executive session believed the session contained any substantial discussion of any matters not included in the motion to convene the executive session, or believed any improper action occurred during the session in violation of the open meetings law; such concerns should now be stated. Hearing none, the regular meeting resumed at 10:04 p.m.

F. ADJOURN

Town Board Member Peltz moved to adjourn, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

Upon a motion duly made, the meeting was adjourned at 10:05 p.m.



Karen Frawley, Town Clerk