



## Planning Commission Regular Meeting

January 7, 2026 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

To view Planning Commission meeting broadcasts, visit

[www.windsorgov.com/MeetingsOnDemand](http://www.windsorgov.com/MeetingsOnDemand).

### MINUTES

#### A. CALL TO ORDER

Chairman Reddick called the meeting to order at 7:02 p.m.

##### 1. Roll Call

Present: Chairman Reddick  
Nathan Kinney  
David Hassard  
Ben Kirch  
Jordan Spight  
John Neal  
Nancy Frase

Absent: Vice-Chair Nader

Also Present: Town Board Liaison Hallett  
Kim Mihm, Deputy Town Attorney  
Carlin Malone, Planning Manager  
Kimberly Lambrecht, Long Range Planner  
Sandra Mezzetti, Senior Planner  
Rece Lampe, Digital Communications Supervisor  
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 Kinney seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Jordan Spight, John Neal, 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 December 3, 2025, Planning Commission Regular Meeting Minutes - L. Richardson, Assistant Town Clerk

**Planning Commissioner Kirch 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, Jordan Spight, John Neal, 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 requesting to Rezone 39.485 acres within the Weld RE-4 School District properties located at 1100 Main Street, 1066 Main Street, 1020 Main Street, 900 Main Street and 110 N. 8th Street from Single Family One (SF-1) and General Commercial (GC) to Recreation and Open Lands (ROL) - Michael McCullar, Chief Operating Officer, Weld RE-4 School District (Owner); Megan Walter, Principal, Sunny Civil (Applicant's Representative).

#### Executive Summary

The attached ordinance is an ordinance proposing to rezone 39.485 acres of the 72.492 acre Weld County School District RE-4 (Weld RE-4) Main Street and North 8<sup>th</sup> Street properties. During the review of a Major Site Plan application for an addition to the Weld RE-4 Administration Building located at 1020 Main Street, discrepancies in the location of utilities, easement and lot lines were discovered. In order to proceed with the Admin Building addition, it was necessary to survey the property to prepare a Minor Subdivision and 'clean up' the lot and easement lines. The Minor Subdivision application presented a logical lot layout that considered the existing structures and amenities of the properties, while correcting the discrepancies that triggered the need for the Minor Subdivision. However, the resulting lot configuration produced a split zoned lot (a single lot with multiple different zone districts), with a portion of the lot having a Recreation and Open Lands (ROL) zone, while the remainder of the lot having Single Family One (SF-1) zoning.

In an effort to provide consistent zoning for the School District properties in this area, the rezoning ordinance is proposing to not only rezone the split zoned lot, but to also rezone other lots on the property that are not zoned in alignment with the Comprehensive Plan / Land Use Map. Overall, the existing Single Family One (SF-1) (approx. 35.3 acres) and General Commercial (GC) (approx. 4.2 acres) properties are proposed to be rezoned to Recreation and Open Lands (ROL), which would put all the Weld RE-4 properties in this area under the same ROL zone district.

Kimberly Lambrecht, Long Range Planner, 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 Hassard and Commissioner Neal asked several questions about the zoning map and boundaries, to which Kimberly Lambrecht, Long Range Planner, answered.

Chair Reddick closed the public hearing.

2. Recommendation to Town Board - Approve an Ordinance requesting to Rezone 39.485 acres within the Weld RE-4 School District properties located at 1100 Main Street, 1066 Main Street, 1020 Main Street, 900 Main Street and 110 N. 8th Street from Single Family One (SF-1) and General Commercial (GC) to Recreation and Open Lands (ROL) - Michael McCullar, Chief Operating Officer, Weld RE-4 School District (Owner); Megan Walter, Principal, Sunny Civil (Applicant's Representative).

Please refer to previous item for background information concerning this application.

**Planning Commissioner Kirch moved to forward a recommendation of approval to the Town Board for an ordinance requesting to rezone 39.485 acres within the Weld RE-4 school district properties located at 1100 Main Street, 1066 Main Street, 1020 Main Street, 900 Main Street, and 110 North Eighth Street from Single Family 1 and General Commercial to Recreational Open Lands, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Jordan Spight, John Neal, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.**

3. Public Hearing — An Ordinance by the Town of Windsor, Colorado, Amending Chapters 14, 15, and 16, Reinstating and Adjusting the Land Use Codes — Planning, Community Development Department

#### Executive Summary

This memorandum contains an overview of proposed land use code amendments, highlighted by two topics: adjusting the ADU (Accessory Dwelling Unit) section and reinstating two code sections and adjusting the land use table. The first topic and amendment include minor changes to the Town's Municipal Code ADU section related to the State's ADU Compliance Report comments pertaining to statutory requirements. The second topic includes amendments to address omissions from the land use code, including zoning application requirements and parking determinations for land uses not expressly listed in the code. It is proposed that the land use process table is adjusted to include the Parking Determination process, as well as adding the Large Retail Establishment process to the table.

This memorandum summarizes the proposed changes and the rationale behind them.

Town Board reviewed the proposed changes during their work session on December 8, 2025, and directed staff to schedule and notice these land use code updates for public hearings before the Planning Commission and Town Board.

Carlin Malone, Planning Manager, 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 Hassard suggested "building materials" be added to the list of criteria for evaluation, to which Carlin Malone, Planning Manager, and Sandra Mezzetti responded.

Chairman Reddick closed the public hearing.

4. Recommendation to Town Board — An Ordinance by the Town of Windsor, Colorado, Amending Chapters 14, 15, and 16, Reinstating and Adjusting the Land Use Codes — Planning, Community Development Department

Please refer to public hearing item materials.

**Planning Commissioner Kirch moved to forward a recommendation of approval to the Town Board for an Ordinance by the Town of Windsor, Colorado, Amending Chapter 14, 15, and 16, Reinstating and Adjusting the Land Use Codes, Planning Commissioner Kinney seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Jordan Spight, John Neal, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.**

5. Election of Officers - Election of Planning Commission Chair

In accordance with the Planning Commission By-laws, each calendar year the Planning Commission shall elect the officers of chairman, vice-chairman and the secretary for that respective year.

**Planning Commissioner Kinney moved to elect Chairman Reddick to continue as Chair of the Planning Commission, Planning Commissioner Neal seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Jordan Spight, John Neal, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.**

6. Election of Officers - Election of Planning Commission Vice Chair

In accordance with the Planning Commission By-laws, each calendar year the Planning Commission shall elect the officers of chairman, vice-chairman and the secretary for that respective year.

**Chairman Reddick moved to elect Vice-Chair Nader to continue as Vice-Chair of the Planning Commission, Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Jordan Spight, John Neal, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.**

7. Election of Officers - Election of Planning Commission Secretary

In accordance with the Planning Commission By-laws, each calendar year the Planning Commission shall elect the officers of chairman, vice-chairman and the secretary for that respective year.

**Chairman Reddick moved to elect Commissioner Kinney to continue as Secretary of the Planning Commission, Planning Commissioner Spight seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Jordan Spight, John Neal, Nathan Kinney, Nancy Frase; Nays - None; Motion Passed.**

#### D. COMMUNICATIONS

1. Communications from Planning Commission

Chairman Reddick and Commissioner Kinny thanked the commissioners for allowing them to continue serving as Chair and Secretary.

2. Communications from Town Board Liaison

Town Board Liaison Hallett provided information on the upcoming Coffee with the Mayor event and election deadlines.

3. Communications from Staff

Kimberly Lambrecht, Long Range Planner provided information on the upcoming sign code update.

#### E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:51 p.m.

A black and white image of a handwritten signature, likely belonging to Laura Richardson, the Assistant Town Clerk. The signature is written in a cursive style and is contained within a rectangular box.

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Laura Richardson, Assistant Town Clerk