



## Planning Commission Regular Meeting

March 4, 2026 - 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 7:02 p.m.

##### 1. Roll Call

Present: Chairman Reddick  
Vice-Chair Nader  
David Hassard  
Ben Kirch  
Nancy Frase (Alternate)  
Victor Tallon (Alternate)

Absent: Nathan Kinney  
Jordan Spight  
John Neal

Also Present: Town Board Liaison Hallett  
Scott Ballstadt, Director of Planning  
Kim Mihm, Deputy Town Attorney  
Carlin Malone, Planning Manager  
Sandra Mezzetti, Senior Planner  
Kim Lambrecht, Long Range Planner  
Scott Pearson, Transportation Engineer  
Omar Herrera, Deputy Director of Engineering  
Doug Roth, Civil Engineer IV  
Evan Wendlandt, Director of Economic Development  
Rece Lampe, Digital Communications Supervisor  
Julie Baltazar, Multimedia Coordinator  
Kaitlyn Bernhoft, Deputy Town Clerk  
Penny Mascarenas, 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, Nancy Frase, Victor Tallon; 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 January 7, 2026, 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, Maxwell Nader, Nancy Frase, Victor Tallon; 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 - Final Major Subdivision - Overland 368 Subdivision - Overland 368 LLC, Zada Steidl, owner; Chad Ellington, applicant, Peak Development Group; Shelley LaMastra, applicant's representative, RVi Planning + Landscaping

The applicant's representative, Ms. Shelley LaMastra of RVi Planning + Landscaping, has submitted an application on behalf of Peak Development Group, represented by Mr. Chad Ellington, for a major subdivision consisting of approximately 173 acres zoned RMU-2 (Residential Mixed Use - Two) for a mix of residential with a commercial component, known as Overland 368 Subdivision. The subject property is located west of State Highway 257, east of North 15th Street, and north of the Great Western Railway in the Town of Windsor.

Sandra Mezzetti, Senior Planner, presented to the Planning Commission along with Shelley LaMastra, from RVi Planning + Landscaping.

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 asked several questions about phasing and access, particularly regarding the interim emergency connection and improvements at Highway 257, to which Sandra Mezzetti clarified. Commissioner Hassard also questioned changes to the phase four townhome design compared to earlier conceptual plans, expressing concern about adequate on-street parking. Staff noted that phase four would require a separate major site plan review to ensure code compliance.

Chairman Reddick asked a series of yes-or-no questions confirming that the traffic impact analysis was completed, intersection improvements meet standards, roadway improvements are properly phased, and the final subdivision complies with all review criteria, to which Sandra Mazzetti confirmed all items.

Chairman Reddick closed the public hearing.

2. Recommendation to Town Board - Final Subdivision - Overland 368 Subdivision - Overland 368 LLC, Zada Steidl, owner; Chad Ellington, applicant, Peak Development Group; Shelley LaMastra, applicant's representative, RVi Planning + Landscape

Please refer to the public hearing item for materials concerning this application.

**Planning Commissioner Nader moved to forward a recommendation of approval to the Town Board for the Final Subdivision - Overland 368 LLC, Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Nancy Frase, Victor Tallon; Nays - None; Motion Passed.**

3. Public Hearing - Preliminary-Final Major Subdivision - Windsor Industrial Park Subdivision - Dillon Companies LLC, owner; Nathan Abbott, Galloway & Company LLC, applicant

The applicant's representative, Nathan Abbott, Galloway & Company, has submitted an application on behalf of Dillon Companies LLC, for a combined preliminary-final major subdivision consisting of approximately 46.3 acres of industrially zoned property known as Windsor Industrial Park Annexation, for a proposed commercial center with thirteen (13) lots, one tract, and associated right-of-way. The subject property is located north of Main Street (State Highway 392), east of Hollister Lake Road, and south of Sundance Drive.

Planning Manager Carlin Malone, Director of Economic Development Evan Wendlandt, applicants Nathan Abbott and Traffic Engineer Brian with Galloway & Company LLC, all individually presented to the Planning Commission.

Chairman Reddick opened the meeting for public comment, to which there were three members of the public who spoke.

Ben Rolls of 481 Sundance Drive presented alternative design suggestions to minimize traffic impacts on Sundance residents, proposing a cul-de-sac arrangement instead of the through connection at Pagosa Drive.

Jessica Barnes of 669 Dakota Way expressed concerns about increased traffic, safety impacts on children, and loss of small-town character. She noted that residents already face traffic challenges from Hollister Lake Road and worried about cut-through traffic using neighborhood streets.

Brian Baker of 854 Shirrtail Peak Drive supported the project, citing the need for additional grocery capacity, improved sidewalk infrastructure, traffic calming benefits from the signalized intersection, and economic benefits to the community.

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

Commissioner Hassard praised the revised site plan and asked detailed questions about traffic engineering, particularly intersection improvements and lane configurations. Transportation Engineer Scott Pearson explained the rationale for dedicated turn lanes rather than continuous through lanes, emphasizing safety and traffic flow management.

Commissioner Nader inquired about CDOT approval status for the Pagosa intersection, pipeline easement impacts, and alternative roadway configurations suggested by public comments. Staff confirmed CDOT approval and explained the gas line easement constraints. Traffic Engineer Brian with Galloway & Company, LLC provided additional context about the extensive analysis conducted through seven study revisions to minimize neighborhood impacts while maintaining site viability.

Chairman Reddick asked about signal timing coordination and opening day traffic management. Staff confirmed that signal coordination and adequate traffic analysis had been

completed to prevent queue backup into neighborhoods.

Chairman Reddick closed the public hearing.

4. Recommendation to Town Board - Preliminary-Final Major Subdivision - Windsor Industrial Park Subdivision - Dillon Companies LLC, owner; Nathan Abbott, Galloway & Company LLC, applicant

Please refer to the public hearing item for materials concerning this application.

**Planning Commissioner Nader moved to forward a recommendation of approval to the Town Board for the Preliminary-Final Major Subdivision for Windsor Industrial Park Subdivision, Planning Commission Commissioner Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Nancy Frase, Victor Tallon; Nays - None; Motion Passed.**

5. Recommendation to Town Board - Large Retail Establishment Major Site Plan – Windsor Industrial Park Subdivision – King Sooper’s Marketplace - Dillon Companies LLC, owner; Nathan Abbott, Galloway & Company LLC, applicant

The applicant’s representative, Nathan Abbott, Galloway & Company, has submitted an application on behalf of Dillon Companies LLC, for a Large Retail Establishment Major Site Plan for a grocery store (King Soopers) within an industrially zoned property known as Windsor Industrial Park Annexation or Windsor Industrial Park Subdivision, Lot 1. The subject property is located north of Main Street (State Highway 392), east of Hollister Lake Road, and south of Sundance Drive.

**Planning Commissioner Nader moved to forward a recommendation of approval to the Town Board for the Large Retail Establishment Major Site Plan - Windsor Industrial Park Subdivision - King Sooper’s Marketplace, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, David Hassard, Ben Kirch, Maxwell Nader, Nancy Frase, Victor Tallon; Nays - None; Motion Passed.**

#### D. COMMUNICATIONS

1. Communications from Planning Commission

Chairman Reddick welcomed Victor Tallan back to the Planning Commission, noting their previous service together and Tallan’s interim time on the Town Board.

2. Communications from Town Board Liaison

Town Board Liaison Hallett had no communications.

3. Communications from Staff

No communications.

- a. Comprehensive Plan 2025 Recap

This Comprehensive Plan Recap will outline the events of 2025 that contributed to implementation of several components 2024 Comprehensive Plan (Comp Plan). Over the course of the last 12 months or so, Staff has engaged with various departments, agencies and outside consultants to foster work towards alignment and implementation of the goals and policies of the Comp Plan.

Long Range Planner Kim Lambrecht provided an extensive recap of comprehensive plan implementation efforts to the Planning Commission.

b. Major Site Plan- Greenspire Subdivision 8th Filing Lot 4 - 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 8<sup>th</sup> 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.

Director of Planning Scott Ballstadt stated that this item was included for informational purposes as an administrative project under staff review.

c. Major Site Plan- Burlington Subdivision - 5th St. Back Parking Lot - K.Lutsch, Senior Planner

The site plan includes a proposed public paved parking lot and associated access drives located east of 5th Street and north of Main Street. The project includes a total of 135 parking stalls, along with lighting, sidewalks for pedestrian access, and perimeter landscaping. The development is zoned Permanent Parking and owned by the Town.

Director of Planning Scott Ballstadt stated that this item was included for informational purposes as an administrative project under staff review.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:42 p.m.



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Kaitlyn Bernhoft, Deputy Town Clerk