



Planning Commission Regular Meeting

April 1, 2026 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

1. Roll Call

Present: Chairman Reddick
Vice-Chair Nader
David Hassard
Ben Kirch
Maxwell Nader
John Neal
Nancy Frase (alternate)
Victor Tallon (alternate)

Absent: Secretary Kinney
Jordan Spight
Scott Ballstadt, Director of Planning

Also Present: Jason Hallett, Town Board Liaison
Mark Price, Planner II
Kim Lambrecht, Long Range Planner
Sandra Mezzetti, Senior Planner
Carlin Malone, Planning Manager
Julie Baltazar, Multimedia Coordinator
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 Kirch moved to approve the agenda as presented, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas – Timothy Reddick, Victor Tallon, David Hassard, Ben Kirch, Maxwell Nader, Nancy Frase, John Neal; 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 March 18, 2026, Planning Commission Regular Meeting Minutes - P.Mascarenas, Assistant Town Clerk

Planning Commissioner Hassard moved to approve the consent calendar as presented. Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows; Yeas – Timothy Reddick, Victor Tallon, David Hassard, Ben Kirch, Maxwell Nader, Nancy Frase, John Neal; 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 non-voting 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 - Conditional Use Permit to allow for the temporary keeping of animals on a lot smaller than 2.5 acres within the Estate Residential (ER) zone district for Westwood Village Subdivision 7th Filing, Lot 16 (636 Southwood Lane) - Adam Luckerth, Applicant/Property Owner

Mark Price, Planner II, requested a continuance, explaining that after the planning commission meeting packet was posted the previous Friday, the town had received public comment regarding the conditional use permit for the keeping of animals. The continuance was requested to allow additional opportunity to receive public testimony related to the conditional use of property and to ensure a complete record.

Planning Commissioner Nader moved to continue the public hearing on this agenda item until the April 15, 2026, Planning Commission Meeting. Planning Commissioner Kirch seconded the motion. Roll call on the vote resulted as follows: Yeas – Timothy Reddick, Victor Tallon, David Hassard, Ben Kirch, Maxwell Nader, Nancy Frase, John Neal; Nays – none; Motion passed.

Chairman Reddick closed the public hearing.

2. Recommendation to Town Board - Conditional Use Permit to allow for the temporary keeping of animals on a lot smaller than 2.5 acres within the Estate Residential (ER) zone district for Westwood Village Subdivision 7th Filing, Lot 16 (636 Southwood Lane) - Adam Luckerth, Applicant/Property Owner

This agenda item was continued to a date certain of April 15, 2026, as a result of the continuance of the public hearing.

D. COMMUNICATIONS

1. Communications from Planning Commission

None

2. Communications from Town Board Liaison

Town Board Liaison Jason Hallett provided several updates. He reported that Galloway was conducting surveying on Highway 257, with groundbreaking hopefully scheduled for June.

The Town Board will be having their strategic planning retreat from April 30 to May 1, and Mr. Hallett encouraged Planning Commissioners to provide any questions or suggestions for board members before the retreat, as it would affect what the board does over the next two years.

Mr. Hallett also noted that there would be no board meeting until April 13 due to the first Monday falling the following week, which would be right before the Planning Commission's April 15 meeting.

He reminded everyone that election day is April 7 and encouraged making sure ballots were submitted.

3. Communications from Staff

Staff confirmed there were no supplemental comments or information regarding the four major site plans included in the packet. These were taken as informative items only.

Kim Lambrecht, Long Range Planner, provided two additional communications. First, she informed the commission about town hall renovations, explaining that the town had hired a contractor to work on renovations of the building, which would result in a full four-week closure affecting all meetings for the month of May and possibly the first week of June. Any planning commission meetings during this period would be relocated to the community development center room.

Ms. Lambrecht updated the commission on the sign code renovation project. The planning department hired a consultant to overhaul the sign code, and they have been working with the public through surveys and stakeholder meetings to collect data regarding thoughts on the existing sign code. A public outreach opportunity will be held on April 21 as an open house forum to present findings and gather any last-minute data while the consultant works through the summer to develop a completely overhauled sign code.

E. ADJOURN

The meeting was adjourned at 7:11 p.m.



Penny Mascarenas, Assistant Town Clerk

