



TOWN BOARD WORK SESSION

July 13, 2026 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. Board/Manager/Attorney Monthly Meeting
2. Windsor Housing Authority Request for Assignment of 2026 Private Activity Bond Allocation - Windsor Housing Authority
3. Fowl Code Update and Permitting Discussion - S. Mezzetti, Senior Planner; K. Frawley, Town Clerk
4. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: July 13, 2026
To: Mayor and Town Board
From: Dean Moyer, Director of Finance
Re: Windsor Housing Authority Request for Assignment of 2026 Private Activity Bond Allocation
Item #: 3.

Background / Discussion:

Each year the Town of Windsor receives an allocation of Private Activity Bonds. This program is administered by the State Department of Local Affairs. The allocation received each year is determined by the State, and the 2026 allocation for the Town of Windsor is \$2,808,974.

By September 15 of each year, entities that have their own allocation of Private Activity Bonds from the State are required to notify the State of their intentions for the current year's allocation. One of three options must be chosen:

1. Keep the annual allocation for use in a specifically identified project within their own jurisdiction.
2. Assign their allocation to another eligible entity for use in a qualified project of their entity.
3. Relinquish their allocated balance back to the State for assignment in the Statewide program balance to be used in another qualified project elsewhere in Colorado.

Since we began receiving our own allocation, we have assigned our balance to another entity, namely the WHA or to CHFA. In another year, we have relinquished our unused balance back to the State. Concerning the 2026 allocation, we have received a request to assign our allocation to another entity.

The Windsor Housing Authority requested the 2026 allocation be assigned to their organization. Representatives of the WHA will be attending the meeting to further explain the purpose of the request to use the Town of Windsor PAB allocation for 2026.

Financial Impact:

No financial impact on the Town of Windsor

Relationship to Strategic Plan:

Recommendation:

No recommendation at this time. Should the Town Board approve this assignment, Resolution and enabling legislation is scheduled to appear on the Regular Agenda for August 10, 2026.

CC:

Attachments:

1. Windsor Century III Final Board Presentation -7-6-2026



Preserving Century III Apartments



Tonight's Request



- REQUEST ALLOCATION OF
\$ 2,808,974 OF 2026 PAB
CAP



- ENABLE REHABILITATION
OF 72 AFFORDABLE HOMES



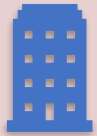
- NO REPAYMENT
OBLIGATION FOR THE
TOWN

Why Loveland Housing Authority?

- LHA will serve as Developer of Record
- Rely on LHA balance sheet and track record
- LHA will issue bonds
- No financial risk for the Town



Why Century III Matters



- Built in 1975



- 72 affordable apartments

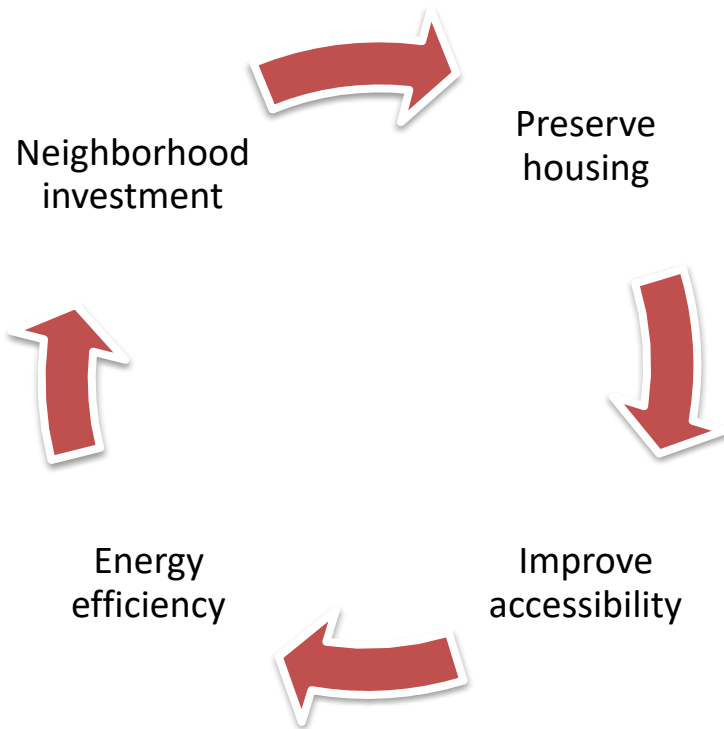


- Preserve affordability for decades

How Bond Cap Works

- Private Activity Bond capacity is central to the capital stack
- Bond allocation → Tax-exempt bonds → 4% LIHTC
→ Debt & Equity → Rehabilitation

Community Benefits



Request



- We respectfully request the Town Board allocate its full 2026 Private Activity Bond Cap of \$ **2,808,974** for the Century III Apartments rehabilitation project.
- Thank you!



Questions and Discussion



We've moved! Our office is now located at 1570 Grant Street, Suite 1000, Denver.

[Funding Directory \(https://doh.colorado.gov/funding-directory\)](https://doh.colorado.gov/funding-directory)

[Housing Hub \(https://housinghubcolorado.com/\)](https://housinghubcolorado.com/)

[Accessibility \(https://cdola.colorado.gov/digital-accessibility-and-ada-accommodations\)](https://cdola.colorado.gov/digital-accessibility-and-ada-accommodations)

Select Language



COLORADO
Department of Local Affairs^(L)
Division of Housing

[Home \(L\)](#) [I'm a Housing Partner \(/im-a-housing-partner\)](/im-a-housing-partner) [Office of Housing Finance and Sustainability \(/office-of-housing-finance-and-sustainability\)](/office-of-housing-finance-and-sustainability)
[Private Activity Bonds \(/private-activity-bonds\)](/private-activity-bonds) [Private Activity Bond Direct Allocations 2026](#)

Private Activity Bond Direct Allocations 2026

[Office of Housing Finance and Sustainability \(/office-of-housing-finance-and-sustainability\)](/office-of-housing-finance-and-sustainability)

[Private Activity Bonds \(/private-activity-bonds\)](/private-activity-bonds)

[Application Instructions \(/application-instructions-pab\)](/application-instructions-pab)

[Direct Allocations - 2026 \(/private-activity-bond-direct-allocations-2026\)](/private-activity-bond-direct-allocations-2026)

[Direct Allocations - 2025 \(/PAB-Allocations-2025\)](/PAB-Allocations-2025)

[Direct Allocations - 2024 \(/PAB-Allocations-2024\)](/PAB-Allocations-2024)

[Use and Carryforward Options \(/PAB-use-and-carryforward-options\)](/PAB-use-and-carryforward-options)

[Carryforward Documentation \(/pab-carryforward-documentation\)](/pab-carryforward-documentation)

[Fee Notice \(/private-activity-bond-fee-notice\)](/private-activity-bond-fee-notice)

2026 Colorado Private Activity Bond Direct Allocations

Statewide Population in 2025: 6,012,561

Private Activity Bond Cap available in 2026: \$811,695,735

Per Capita Multiplier: \$135

Local Issuer	Population	Population as % of State Population	PAB Cap
Brighton	43,185	0.72%	\$2,942,310
Windsor	41,228	0.69%	\$2,808,974
Erie	38,847	0.65%	\$2,646,750
Northglenn	37,829	0.64%	\$2,577,391
La Plata County	37,085	0.62%	\$2,526,702
Englewood	34,604	0.58%	\$2,357,664
Wheat Ridge	33,174	0.56%	\$2,260,234
Fremont County	32,710	0.55%	\$2,228,622
Delta County	32,295	0.54%	\$2,200,348
Summit County	30,889	0.52%	\$2,104,555
Lafayette	30,548	0.51%	\$2,081,317
Morgan County	30,302	0.51%	\$2,064,559
Fountain	29,954	0.50%	\$2,040,847
Elbert County	29,337	0.49%	\$1,998,809
Montezuma County	26,861	0.45%	\$1,830,114
Routt County	25,241	0.42%	\$1,719,739
Teller County	24,823	0.42%	\$1,691,261
Montrose County	23,101	0.39%	\$1,573,936
Evans	22,869	0.38%	\$1,558,127
Montrose	21,647	0.36%	\$1,474,868
Chaffee County	20,802	0.35%	\$1,417,297
Logan County	20,756	0.35%	\$1,414,165
Golden	20,257	0.34%	\$1,380,164
Louisville	19,889	0.33%	\$1,355,091
Johnstown	19,886	0.33%	\$1,354,887
Durango	19,756	0.33%	\$1,346,030
Firestone	19,270	0.32%	\$1,312,917
Park County	18,327	0.31%	\$1,248,669
Otero County	17,916	0.30%	\$1,220,670
Frederick	17,437	0.29%	\$1,188,030
Canon City	17,361	0.29%	\$1,182,852
Gunnison County	17,304	0.29%	\$1,178,970
Alamosa County	16,632	0.28%	\$1,133,184



MEMORANDUM

Date: July 13, 2026
To: Mayor and Town Board
From: Sandra Mezzetti, Senior Planner
Karen Frawley, Town Clerk
Re: Fowl Code Update and Permitting Discussion - S. Mezzetti, Senior Planner; K. Frawley, Town Clerk
Item #: 3.

Background / Discussion:

Executive Summary

The Town clerk's office has administered the Town's hen and chicken coop ordinance, Article IX Chapter 7, for decades. However, inconsistencies between the coop requirements and the land use code requirements for accessory structures have brought it to staff's attention that the structure location and design requirements would be better suited within the land use code.

Furthermore, the existing ordinance does not include permit submittal requirements. It has also been seldom used by citizens, and has a fee of \$10, which does not cover administrative costs. As such, it is proposed to eliminate the permit requirements in Chapter 7. A recent code enforcement case involving the keeping of ducks raised the question whether the Town Board would be interested in expanding the keeping of domestic fowl to other types beyond chickens.

Staff proposes code amendments that will move the coop requirements within the land use code and modify the height requirements for coops to be consistent with the accessory structure height allowance.

The chicken coop setbacks will remain. The height restriction of six feet will be amended to be consistent with the town's accessory structure ordinance, which allows a structure of 10 feet in height. This change is also from citizen feedback, stating that owners would like to be able to walk into the chicken coop. A six-foot coop does not allow for a six-foot-tall door. Coops sold in local hardware and agricultural supply stores, as well as kits are routinely sold with roof heights of 10 feet, either at the pitch of the roof, a portion of the roof, or the entire length of the roof. This is similar to the height of sheds, which are routinely designed at 10 feet in height. This change would add consistency in the height allowed for accessory structures.

After the discussion and direction, staff will prepare an ordinance and proceed through the public hearing process for the land use code amendment and consent agenda item for Article IX Chapter 7 and Article III Chapter 16 amendments.

Below is an overview of proposed updates, in order by chapter:

- Chapter 7, Article IX

Sec. 7-9-10 – 7-9-50 – Delete Article IX entirely and move to Article III Chapter 16.

- Chapter 16, Article III – Residential Use Standards

Sec. 16-3-70 – Chicken/Fowl Coops – New section added

Below is the draft new land use code section for discussion purposes. The bold text illustrates the proposed changes to the current language found in Chapter 7.

16-3-70 - Chicken/Fowl Coops

a. Chicken/fowl coops; limitations and requirements.

A residential parcel of property, is subject to the following requirements and subject to all other applicable provisions of this Article and Chapter 7, Article IX:

1. All structures devoted to the keeping of chicken hens/fowl shall be located between the rear-most portion of the residence and the rear lot line of the parcel in question. No chicken hens shall be permitted within any other portion of the lot or parcel.
2. If a parcel has more than one (1) dwelling unit, all adult residents and the owners of the parcel must consent in writing to allowing the chicken hens on the property.
3. All chicken hens/fowl must be provided with a covered, predator-resistant chicken/fowl house that is properly ventilated, designed to be easily accessed, cleaned, and maintained at least two (2) square feet per chicken/fowl in size.
4. **The chicken/fowl house shall be no taller than ten (10) feet, as measured by the vertical distance from the ground level adjacent to the structure to the highest point of the roof surface. Chicken/fowl houses which are larger than one hundred twenty (120) square feet in area, as measured around the perimeter of the building, require a building permit. Chicken/fowl houses less than one hundred twenty (120) square feet in area do not require a building permit.**
5. Neither the chicken/fowl house nor any portion of the outdoor enclosure may be located less than fifteen (15) feet from any abutting property line.
6. During daylight hours, the chicken/fowl hens must have access to the chicken/fowl house, must have access to adequate fresh water, and must also have access to an enclosure that is screened on all sides and on top and adequate to protect them from predators.
7. The chicken hens/fowl must be further protected from predators by being closed in the chicken house from dusk until dawn.
8. The chicken hens/fowl must be sheltered or confined in such fashion as to prevent them from coming into contact with wild ducks or geese or their excrement.
9. If the parcel upon which the keeping of chicken hens/fowl is proposed falls within the jurisdiction of a homeowners' association or similar covenant-based property owners' association, the requirements of this **section** shall be considered minimum requirements. Any such association shall have the right to lawfully adopt more stringent chicken/domestic fowl-keeping standards, including the outright prohibition of chicken/domestic fowl-keeping, for any parcel within the regulatory authority of such association.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Staff Presentation Wk Session 7-13-26



Chicken/Fowl Code Update And Permitting Discussion

Town Board Work Session ~ July 13, 2026

*Sandra Mezzetti, Senior Planner
Planning / Community Development
Karen Frawley, Town Clerk*





Overview – Land Use Code Amendments

❖ Summary

- ❖ Amendments to Article IX Chapter 7 - Keeping of Chicken Hens:
 - Revise language Section 7-9-20
 - Move chicken coop requirements in Section 7-9-20 to the land use section of the Municipal Code, Article III, Chapter 16 – Residential Use Standards
 - Deletions, clarifications, and updates

- ❖ Amendment to Article III Chapter 16
 - Create a new section, 16-3-70 – Chicken/Fowl Coops
 - Add contents from Section 7-9-20, chicken coop requirements, to the land use section of the Municipal Code, Section 16-3-70



Overview – Land Use Code Amendments

❖ Chapter 7, Article IX – Keeping of Chicken Hens

Moving contents from Sec. 7-9-20 to Chapter 16, Article III - Residential Use Standards, and updating language.





Overview – Land Use Code Amendments

Proposed Language

Sec. 7-9-20 Keeping of chickens; limitations and requirements.

1. The keeping of chicken roosters or more than six (6) chicken hens is prohibited upon any parcel of land within the Town. However, up to six (6) chicken hens may be kept per residential parcel of property., subject to the following requirements.
~~and subject to all other applicable provisions of this Article:~~

2. The chicken hens shall be killed by or at the direction of the owner or keeper if so ordered pursuant to the lawful order of state or county health officials, or for the purpose of euthanasia when surrendered to a licensed veterinarian for such purpose, or as otherwise expressly permitted by law.





Overview – Land Use Code Amendments

Proposed Language

Sec. 7-9-40

- a. No change
- ~~b. Any person found to be in violation of the provisions of this Article shall be subject to immediate and permanent revocation of any permit issued to such person under this Article.~~
- c. No change
- d. No change



Overview – Land Use Code Amendments

Proposed Language

Sec. 16-3-70 Chicken/Fowl Coops (new section)

a. Chicken/Fowl coops; limitations and requirements.

A residential parcel of property is subject to the following requirement and subject to all other applicable provisions of Article and Article IX Chapter 7.

1. All structures devoted to the keeping of chicken hens shall be located between the rear-most portion of the residence and the rear lot line of the parcel in question. No chicken hens shall be permitted within any other portion of the lot or parcel.
2. If a parcel has more than one (1) dwelling unit, all adult residents and the owners of the parcel must consent in writing to allowing the chicken hens on the property.
3. All chicken hens must be provided with a covered, predator-resistant chicken house that is properly ventilated, designed to be easily accessed, cleaned, and maintained at least two (2) square feet per chicken in size.



Overview – Land Use Code Amendments

4. The chicken coop (house) shall be no taller than ten (10) feet, as measured by the vertical distance from the ground level adjacent to the structure to the highest point of the roof surface. Chicken houses which are larger than one hundred twenty (120) square feet in area, as measured around the perimeter of the building, require a building permit. Chicken houses less than one hundred twenty (120) square feet in area do not require a building permit.





Overview – Land Use Code Amendments

5. Neither the chicken house nor any portion of the outdoor enclosure may be located less than fifteen (15) feet from any abutting property line.
6. During daylight hours, the chicken hens must have access to the chicken house, must have access to adequate fresh water, and must also have access to an enclosure that is screened on all sides and on top and adequate to protect them from predators.
7. The chicken hens must be further protected from predators by being closed in the chicken house from dusk until dawn.
8. The chicken hens must be sheltered or confined in such fashion as to prevent them from coming into contact with wild ducks or geese or their excrement.



Overview – Land Use Code Amendments

9. If the parcel upon which the keeping of chicken hens is proposed falls within the jurisdiction of a homeowners' association or similar covenant-based property owners' association, the requirements of this **section** shall be considered minimum requirements. Any such association shall have the right to lawfully adopt more stringent chicken-keeping standards, including the outright prohibition of chicken-keeping, for any parcel within the regulatory authority of such association.





Questions, Comments & Feedback

Thank you



FUTURE TOWN BOARD MEETINGS

July 20, 2026 5:30 p.m.	Town Board Work Session Windsor Severance Fire Rescue Ballot Measure Discussion Rec Center Ballot Measure Discussion
July 27, 2026 5:30 p.m.	Town Board Work Session New Hire - Meet the Board WDA Review and Evaluation
July 27, 2026 7:00 p.m.	Town Board Regular Meeting
August 3, 2026	Canceled – 1 st Monday
August 10, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Housing Action Plan
August 10, 2026 7:00 p.m.	Town Board Regular Meeting
August 17, 2026 5:30 p.m.	Town Board Work Session Budget: Revenue Estimates Sign Code Update
August 24, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board
August 24, 2026 7:00 p.m.	Town Board Regular Meeting
August 31, 2026	Canceled – 5 th Monday
September 7, 2026	Canceled – Labor Day Holiday
September 14, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget: Staffing Needs
September 14, 2026 6:45 p.m.	Kern Board Meeting
September 14, 2026 7:00 p.m.	Town Board Regular Meeting
September 21, 2026 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Projects

September 28, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board Compensation Study Review and Recommendations
September 28, 2026 7:00 p.m.	Town Board Regular Meeting
October 5, 2026	Canceled – 1 st Monday
October 10, 2026 8:00 a.m.	Town Board Work Session Budget: Operating Requests
October 12, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
October 12, 2026 7:00 p.m.	Town Board Regular Meeting
October 19, 2026 5:30 p.m.	Town Board Work Session
October 26, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board Budget: Utility Rates for 2027
October 26, 2026 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Parking Plan update
- Camping Ban
- Data Center Ordinance – Joint TB/PC WKS
- 2025 Annual Road Safety Report (Summer)
- Future Lodging Tax Discussion (Strategic Plan?)
- November 9th – Budget: Wrap up/Revisions
- October 19th meeting – Light Agenda (ICMA 2026)