



PLANNING COMMISSION REGULAR MEETING

November 16, 2022 - 7:00 PM

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

To view Planning Commission meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Public Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.

B. CONSENT CALENDAR

1. Approval of the November 2, 2022 Planning Commission Regular Meeting Minutes - K. Frawley, Town Clerk

C. BOARD ACTION

1. Public Hearing – Recommendation to Town Board - Final Major Subdivision – Trautman 5th Filing – Water Valley. (Martin Lind), Owner/Applicant; TST, Inc. (Derek Patterson), Applicant's Representative
 - Quasi-judicial action
 - Staff presentation: David Eisenbraun, Senior Planner
2. Recommendation to Town Board - Final Major Subdivision – Trautman 5th Filing – Water Valley. (Martin Lind), Owner/Applicant; TST, Inc. (Derek Patterson), Applicant's Representative
 - Quasi-judicial action
 - Staff presentation: David Eisenbraun, Senior Planner
3. Election of Officers (Chairman, Vice-Chairman and Secretary) for the 2023 Calendar Year
Staff Presentation: Scott Ballstadt, Director of Planning

D. COMMUNICATIONS

1. Communications from Planning Commission
2. Communications from Town Board Liaison

3. Communications from Staff
4. Comprehensive Plan Update

E. ADJOURN

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: November 16, 2022
To: Planning Commission
From: Karen Frawley, Town Clerk
Re: Approval of the November 2, 2022 Planning Commission Regular Meeting Minutes - K. Frawley, Town Clerk
Item #: B.1.

Background / Discussion:

Approval of the November 2, 2022 Planning Commission regular meeting minutes.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 11.02.22 Draft Planning Commission Regular Meeting Minutes



Planning Commission Regular Meeting

November 2, 2022 - 7:00 PM

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

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www.windsorgov.com/MeetingsOnDemand.

MINUTES

A. CALL TO ORDER

Chair Schick called the meeting to order at 7:00 p.m.

1. Roll Call

Present:

Chairman Schick
Vice-Chair Bushelman
Doug Dennison
Roger Colonnese
Timothy Reddick
Jose Valdes
Cindy Beemer

Also Present:

Town Board Liaison Tallon
Town Board Member Cline
Scott Ballstadt, Planning Director
Kim Emil, Assistant Town Attorney
Kimberly Lambrecht, Planner II
Ben Bodiker, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Planning Commissioner Bushelman moved to approve the agenda as written, Planning Commissioner Member Valdes seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Jerry Bushelman, Doug Dennison, Roger Colonnese, Timothy Reddick, Jose Valdes, Cindy Beemer; Nays - None; Motion Passed.

3. Public Invited to be Heard

Chair Schick opened the meeting up for public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the October 19, 2022 Planning Commission Regular Meeting Minutes- K. Cinnamon, Deputy Town Clerk

Approval of October 19, 2022 Meeting Minutes

Planning Commissioner Beemer moved to approve the consent calendar as presented, Planning Commissioner Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Jerry Bushelman, Doug Dennison, Roger Colonnese, Timothy Reddick, Jose Valdes, Cindy Beemer; Nays - None; Motion Passed.

C. BOARD ACTION

Town Board Liaison Tallon stated "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."

1. Public Hearing – Preliminary Major Subdivision – Hoehne Subdivision 3rd Filing – Continental Properties Company Inc. (Brett Mozzetti), Owner/Applicant; Manhard Consulting (Chris Shandor), Applicant's Representative

The applicant, Brett Mozzetti, on behalf of Continental Properties Company Inc, has submitted a preliminary major subdivision plat known as Hoehne Subdivision 3rd Filing. The property encompasses approximately 13.24 acres and is zoned Residential Mixed Use (RMU-1). The project site is located to the north and west of the intersection of 15th Street and Walnut Street.

Chair Schick opened up the public hearing.

Jo Ann Finnegan from 1525 Walnut Street addressed the commission regarding the park at 15th Street and Walnut, water rights on adjoining property, traffic concerns, and completing Wood Road.

Steve Osborne from 510 Lakewood Court addressed the commission regarding traffic concerns if allowing left turns onto 15th Street and parking issues.

Rich Kaberline from 514 Springwood Court addressed the commission and stated that because of the desire to keep Windsor a small town, this project should be scaled down to a smaller project.

Discussion ensued between the Commissioners, staff, and the applicant.

Commissioner Bushelman stated that he does not like the high density adjacent to a single family development. In addition, believes it is bad design and bad policy to have high density apartment complex dumped into an existing single-family neighborhood. Commissioner Bushelman stated that he cannot support it unless 16th Street is completed as part of the project and Wood Drive becomes a private driveway and there is no access from the complex to the subdivision. Commissioner Bushelman stated that unless those items are part of the project, he will vote no.

Planning Commissioner Bushelman moved to close the public hearing, Planning Commissioner Reddick seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Jerry Bushelman, Doug Dennison, Roger Colonnese, Timothy Reddick, Jose Valdes, Cindy Beemer; Nays - None; Motion Passed.

2. Recommendation - Preliminary Major Subdivision – Hoehne Subdivision 3rd Filing – Continental Properties Company Inc. (Brett Mozzetti), Owner/Applicant; Manhard Consulting (Chris Shandor), Applicant's Representative

Please refer to discussion information on the previous item.

Discussion ensued between the Commission and staff.

Planning Commissioner Beemer moved to approve the preliminary major subdivision as presented with the consideration of the retaining wall height and fencing height, Planning Commissioner Reddick seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Doug Dennison, Roger Colonnese, Timothy Reddick, Jose Valdes, Cindy Beemer; Nays - Jerry Bushelman; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Commissioner Bushelman had some questions about development fees and some discussion ensued with staff.

2. Communications from Town Board Liaison

Town Board Member Tallon reported that the Town Board had a work session on impact fees and the Town Board will be approving an increase to those fees. Future Legends had a ribbon cutting for the dome.

3. Communications from Staff

Per Mr. Ballstadt, Future Legends is currently working on the rough ends for the dorms and will be working on the sports flooring on the side of the dome that is not turf.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:30 p.m.

Karen Frawley, Town Clerk



MEMORANDUM

Date: November 16, 2022
To: Planning Commission
From: David Eisenbraun, Senior Planner
Re: Public Hearing – Recommendation to Town Board - Final Major Subdivision – Trautman 5th Filing – Water Valley. (Martin Lind), Owner/Applicant; TST, Inc. (Derek Patterson), Applicant's Representative
Item #: C.1.

Background / Discussion:

The Trautman Farms project area contains 78.73 acres and is currently zoned Single Family Residential (SF-1). The project is located on Lots 7-19 and 23-36 of the Second Filing and Tract B, Fourth Filing Trautman Farms. It is bordered by Weld County Road 17 to the west, with the closest major intersection being East Crossroads Boulevard and WCR 17 (7th St). The intent of this project is to create a single family neighborhood, with multiple lot sizes, connected walkways, a central park area, and development of a 10' regional trail. Primary access will be off CR17 / 7th Street with a traffic study currently being conducted to assess traffic impacts and improvement requirements. Utilities, including gas, electric, water, sanitary sewer and irrigation are to be provided to all home sites.

An abandoned oil well, number 4-23, named PAVISTA and previously operated by Kerr McGee Oil & Gas Onshore LP is located on the site, but is cut, capped and abandoned. The abandoned well is located in the central park area and no permanent structures will be built over the well site. Landscaping will consist of ROW shade trees, turf areas and native seeding. Storm water will be conveyed to a detention pond on the northeast side of the development. The development entry sequence will consist of turf areas and tree lawns along Street J opening to a park space. The park space will be large open turf spaces with amenities. The park amenities are currently being evaluated and are a part of this final major subdivision.

Financial Impact:

Relationship to Strategic Plan:

The application is consistent with the Strategic Plan, particularly the following:
Infrastructure – The Town's Engineering staff have reviewed the request and adequate sewer capacity is available for single family in this area. Raw water dedication is required prior to development.

Vibrant & Healthy Economy – We maintain a viable, stable, diverse, and strategic economic base which supports the needs and enhances the lifestyles of those living and working in our community.

Recommendation:

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments being addressed.

CC:

Attachments:

1. Item -Staff Powerpoint - Final Maj Sub PC



Trautman Subdivision 5th Filing

Final Major Subdivision

David Eisenbraun, Senior Planner
Planning Commission – November 16, 2022

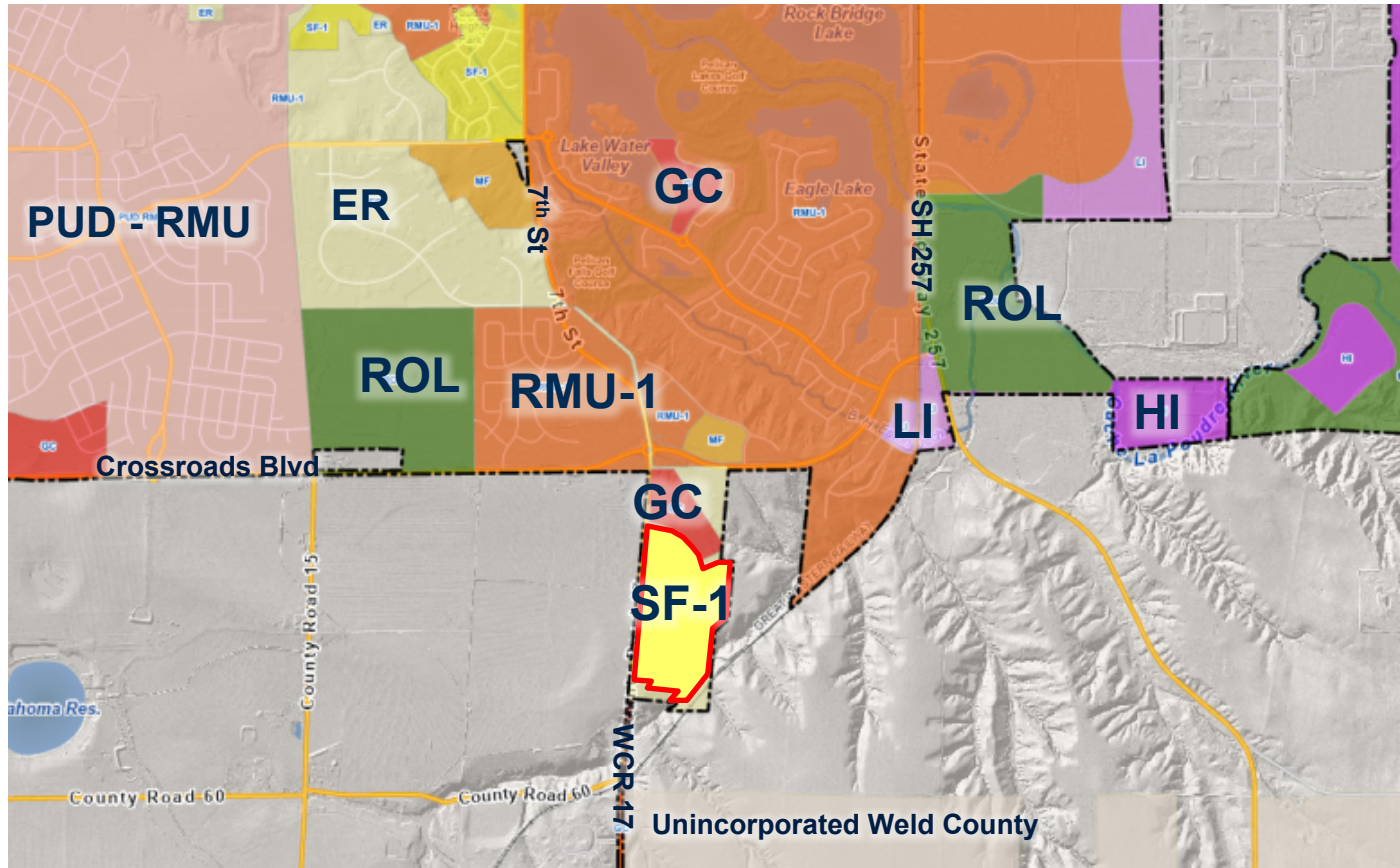
Site Vicinity Map



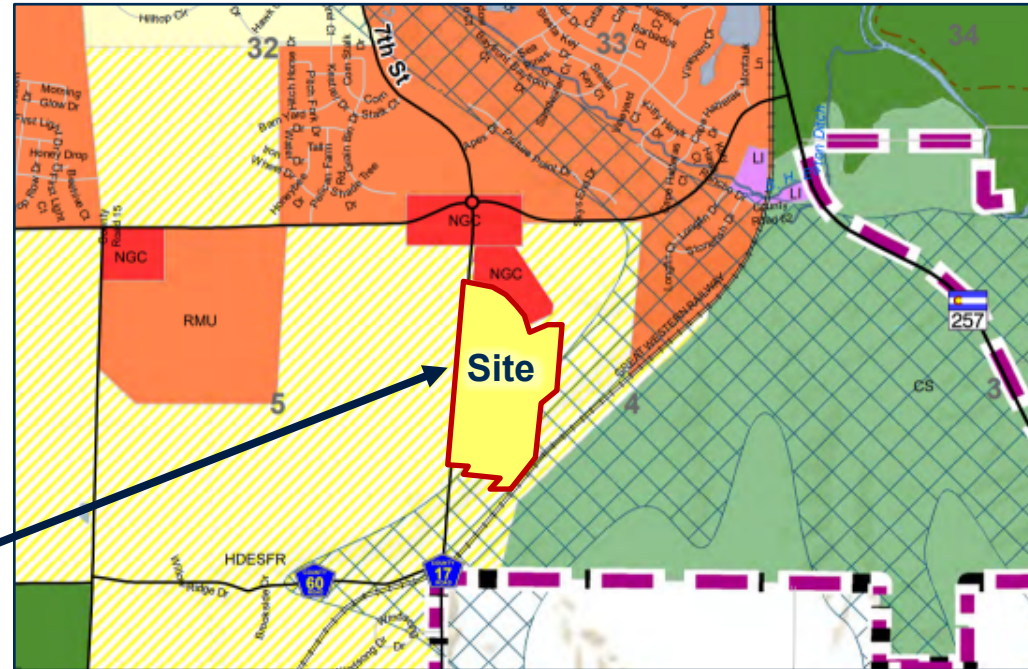
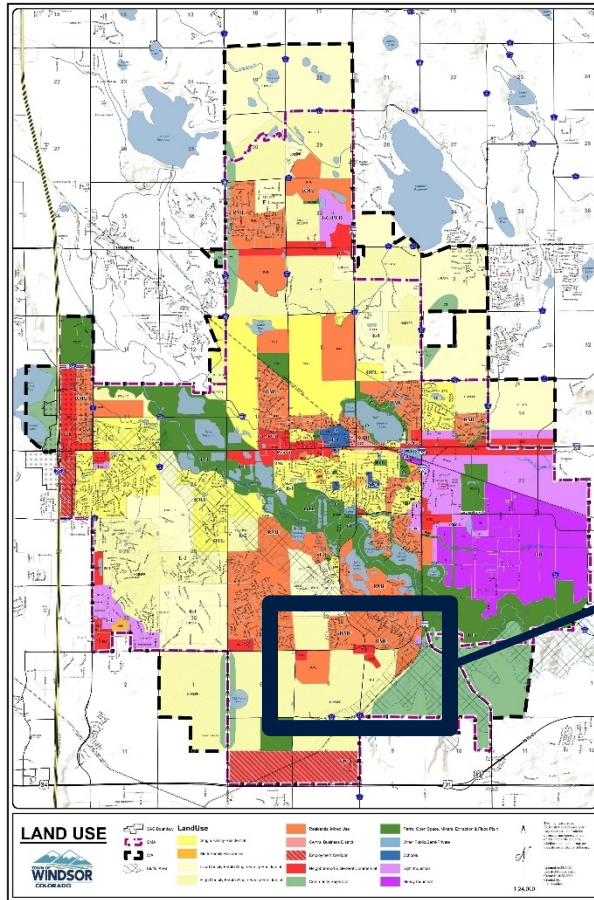
Site Vicinity Map



Zoning Map - Existing



Land Use Map



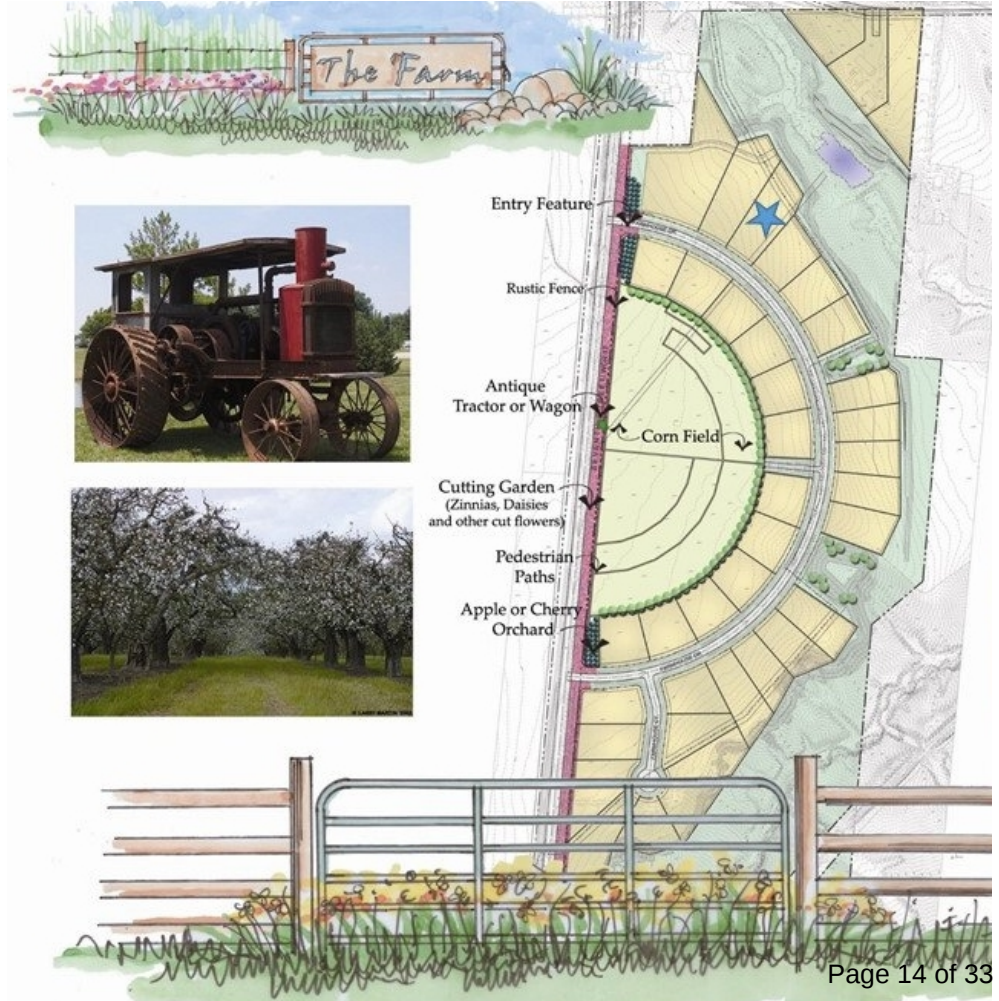


Background

The subject area, now known as Trautman 5th Filing, is part of the South Gate 5th Annexation in 2005.

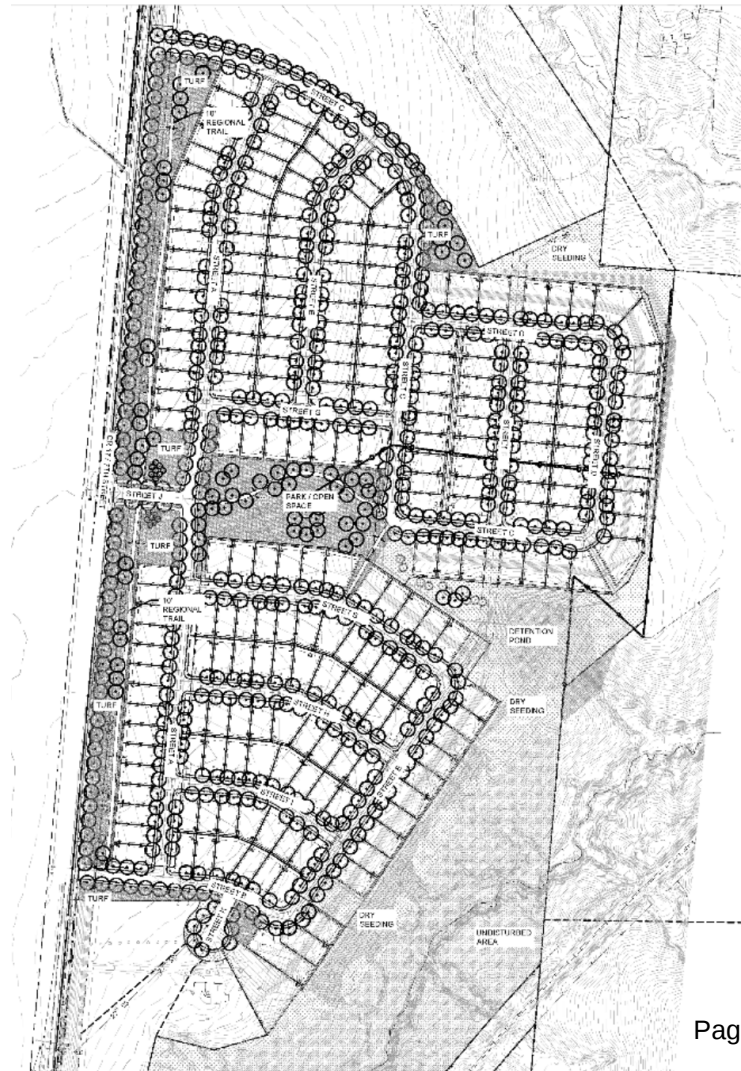
2007 – Trautman 2nd filing subdivided a total 110 acres including additional General Commercial area and residential lots along Crossroads.

2017 – The GC area, about 20 acres on the north side, was sold to Timberline Church.



Final Plat

- The intent of this 75.13 acre project is to create a single family neighborhood, with multiple lot sizes, connected walkways, a central park area. Primary access will be off CR17 / 7th Street.
- 36 dwelling units approved (0.5du/ac)
- 229 dwelling units proposed (3du/ac)
- Three points of access onto CR 17
- Additional lanes in CR 17 under review
- Great Western RR improvements under review



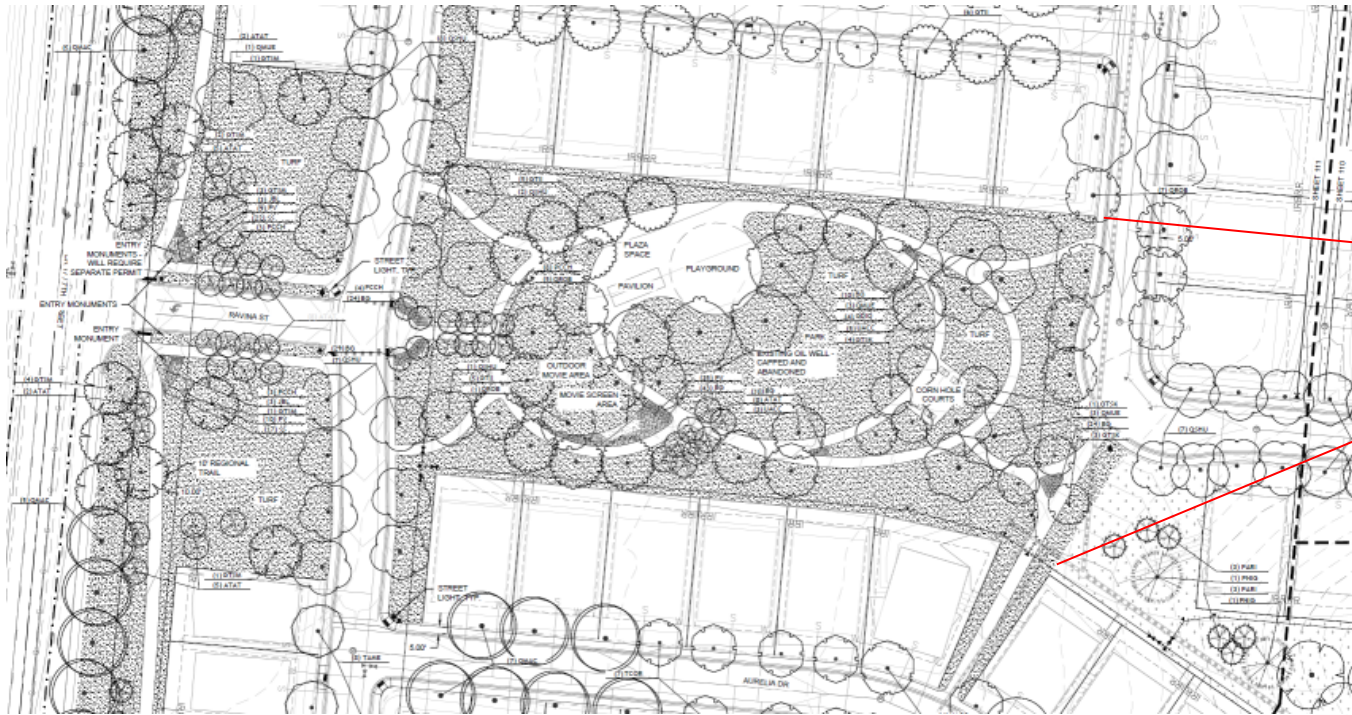


Landscape Improvements

- Park areas include pedestrian amenities, open lawn area, and ornamental landscaping.
- 10' Regional Trail on East side of CR 17
- 26.7 acres (35%) of open space and parks
 - One primary park, with natural open space and grassy pocket parks.



Ravina Park



PLEASE NOTE: THIS IS A POTENTIAL CONCEPT PLAN FOR THE RAVINA SUBDIVISION. AS SUCH IT MAY CHANGE BASED ON FUTURE NEEDS AND OR CONSTRAINTS.



Comprehensive Plan Conformance

Chapter 5c – Residential Areas Framework Plan:

Objective 5: *Support high-density residential near Downtown, commercial centers, and mixed-use nodes.*

Staff Comment: The proposed zone district of single family residential is near a newer commercial center and mixed-use node known as Farmer's Corner. The current land use designation of estate residential is complimentary to the surrounding natural bluffs and agricultural lands, however, this development proposal plans to integrate into the landscape and remain sensitive to the rural character.



Comprehensive Plan Conformance

Chapter 5d – Commercial & Industrial Areas Framework Plan

Objective 3: *Develop new neighborhoods adjacent to existing neighborhoods and urbanized areas.*

Staff Comment: Located between Pelican Farms, Water Valley and Farmer's Corner to the North and South Gate directly South, this new neighborhood will build out a missing link along WCR 17. This will provide additional residents for area businesses as well as create new opportunities for future trail connections.



Compatibility with the Strategic Plan

The application is **consistent** with the Strategic Plan, particularly the following:

- ***Infrastructure*** – The Town’s Engineering staff have reviewed the request and adequate sewer capacity is available for single family in this area. Raw water dedication is required prior to development.
- ***Vibrant & Healthy Economy*** – We maintain a viable, stable, diverse, and strategic economic base which supports the needs and enhances the lifestyles of those living and working in our community.



Notifications

Planning Commission *public hearing notifications:*

- November 1, 2022 – sign posted on property
- November 2, 2022– applicant mailed letters to surrounding property owners
- November 4, 2022– public hearing notice published to Town website
- November 4, 2022– ad in newspaper





Recommendation

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments being addressed.

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Recommendation



Subdivision Considerations

Design Standards and Required Improvements

- 1) General compliance with Comprehensive Plan: reservation of rights-of-way, utility easements, open spaces for school and recreation areas
- 2) No undue burden on public utility systems and community facilities
- 3) Potential dangers to health or safety due to soil, subsoil and flooding are avoided; i.e. has proper drainage, soils
- 4) Consideration given to the preservation of groves of trees, streams, unusually attractive topography and other desirable natural landscape features
- 5) Alignment of street rights-of-way and utility and drainage easements and open spaces are coordinated with adjoining subdivisions
- 6) Meets street design and construction standards: access, intersections, cul-de-sac length, paving
- 7) Meets zoning parameters: lot size, dimensions, adequate building sites
- 8) Meets landscaping standards
- 9) Meets utility system improvements: storm drainage, sanitary sewer, potable and nonpotable water, underground electric power/other dry utilities, street lighting.



MEMORANDUM

Date: November 16, 2022
To: Planning Commission
From: David Eisenbraun, Senior Planner
Re: Recommendation to Town Board - Final Major Subdivision – Trautman 5th Filing – Water Valley. (Martin Lind), Owner/Applicant; TST, Inc. (Derek Patterson), Applicant's Representative
Item #: C.2.

Background / Discussion:

Please see public hearing item.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments being addressed.

CC:

Attachments:



MEMORANDUM

Date: November 16, 2022
To: Planning Commission
From: Scott Ballstadt, Planning Director
Re: Election of Officers (Chairman, Vice-Chairman and Secretary) for the 2023 Calendar Year
Item #: C.3.

Background / Discussion:

In accordance with the Town's Planning Commission By-laws, each calendar year the Planning Commission shall elect its chairman, vice-chairman and the secretary for that respective year.

Therefore, staff has placed this item on the agenda for the election of officers for the 2023 calendar year.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: November 16, 2022
To: Planning Commission
From: David Eisenbraun, Senior Planner
Re: Comprehensive Plan Update
Item #: D.4.

Background / Discussion:

Providing a brief update with time for questions regarding the Comprehensive Plan update and next steps.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Comp Plan Project Update



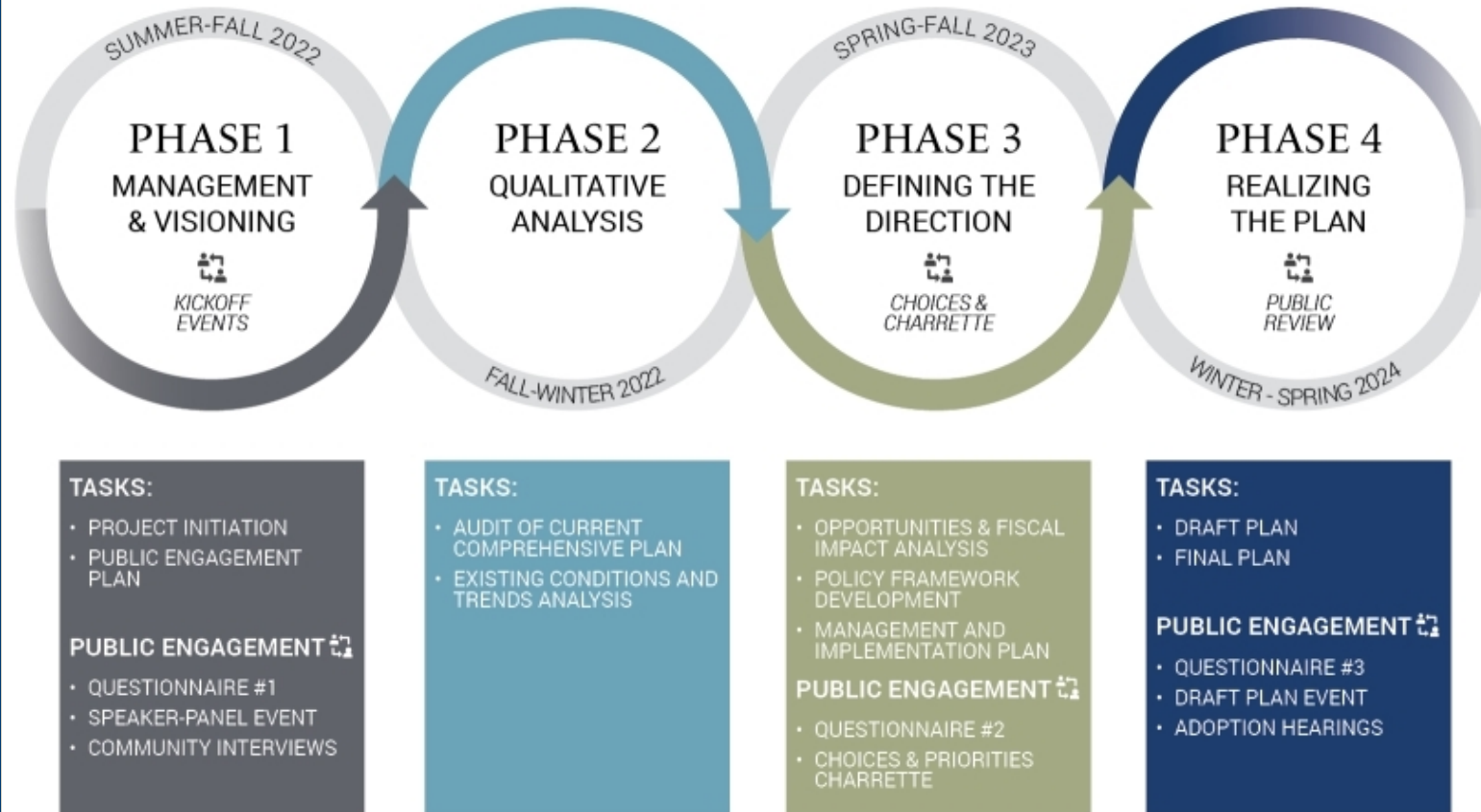
COMPREHENSIVE PLAN 2022



PROJECT UPDATE

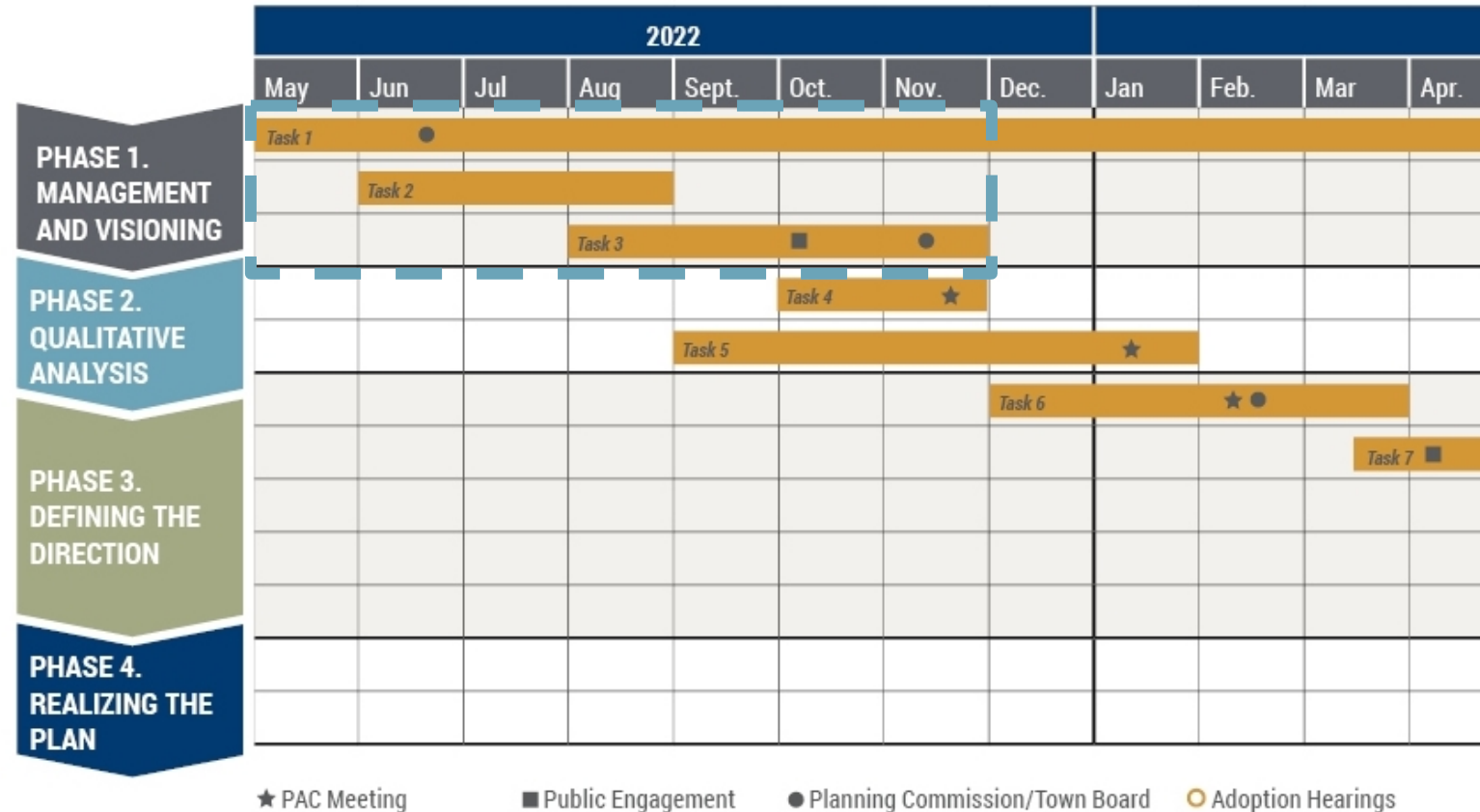
November 2022

Process and Timeline



Process and Timeline

- ✓ 1. Project Initiation
- ✓ 2. Public Engagement Plan
- ✓ 3. Project Kickoff
 - ✓ Stakeholder Interviews
 - ✓ Speaker Panel Event
 - ✓ Visioning Survey
 - ✓ Community Tour with Staff



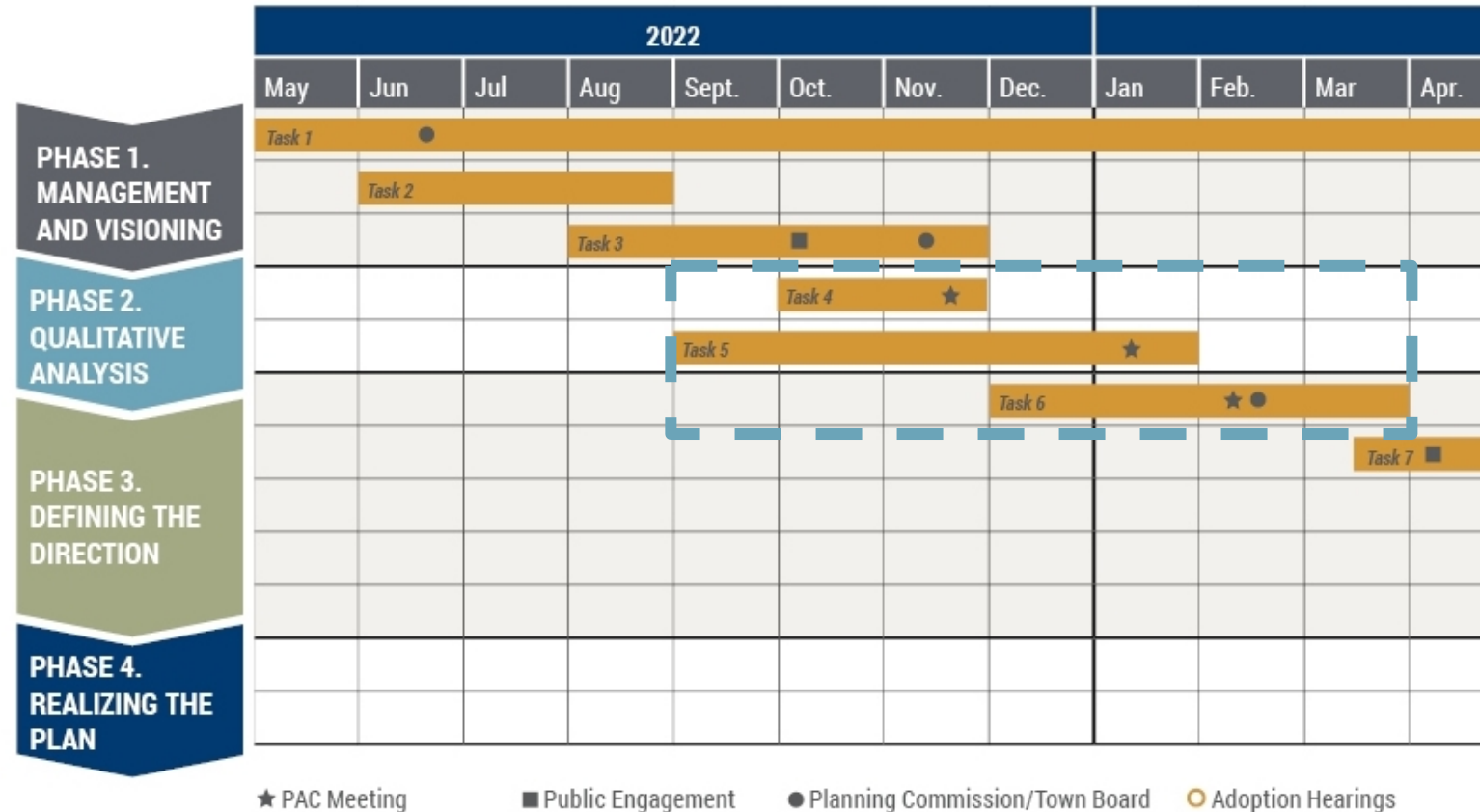
Process and Timeline

- ✓ 1. Project Initiation
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- ✓ 3. Project Kickoff
 - ✓ Stakeholder Interviews
 - ✓ **Speaker Panel Event**
 - ✓ Visioning Survey
 - ✓ Community Tour with Staff



Process and Timeline

- ✓ 1. Project Initiation
- ✓ 2. Public Engagement Plan
- ✓ 3. Project Kickoff
 - ✓ Stakeholder Interviews
 - ✓ Speaker Panel Event
 - ✓ Visioning Survey
 - ✓ Community Tour with Staff
- 4. Plan Audit
- 5. Existing Conditions and Trends
- 6. Opportunities Analysis



Issues and Priorities

- 1. What are the biggest challenges currently facing the Town?**
- 2. What issues might arise in the future if not addressed now?**
- 3. What projects or priorities is your board currently working toward?**
- 4. As we prepare for our next round of public engagement (Spring 2023), what are the best locations to consider? How can we build momentum on the process and get people engaged?**

THANK YOU

Miriam McGilvray, AICP

Associate Planner

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LOGANSIMPSON

