



PLANNING COMMISSION REGULAR MEETING

December 7, 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 16, 2022 Planning Commission Regular Meeting Minutes - K. Cinnamon, Deputy Town Clerk

C. BOARD ACTION

D. COMMUNICATIONS

1. Communications from Planning Commission
2. Communications from Town Board Liaison
3. Communications from Staff
 - a. American Legacy Academy Statutory Notice

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: December 7, 2022
To: Planning Commission
From:
Re: Approval of the November 16, 2022 Planning Commission Regular Meeting Minutes - K.
Cinnamon, Deputy Town Clerk
Item #: B.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 11.16.22 Planning Commission Draft Minutes



Planning Commission Regular Meeting

November 16, 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

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

1. Roll Call

Present:

Chairman Schick
Vice-Chair Bushelman
David Hassard
Roger Colonnese
Timothy Reddick
Cindy Beemer

Absent:

Doug Dennison
Jose Valdes

Also Present:

Town Board Liaison Tallon
Scott Ballstadt, Planning Director
Doug Roth, Civil Engineer
David Eisenbraun, Senior Planner
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 presented, Planning Commissioner Colonnese seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Jerry Bushelman, Roger Colonnese, Timothy Reddick, Cindy Beemer, David Hassard; Nays - None; Motion Passed.

3. Public Invited to be Heard

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

B. CONSENT CALENDAR

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

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

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

C. BOARD ACTION

Town board member Tallon recited the following, "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."

Chairman Schick opened the public hearing.

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

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.

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

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

2. Recommendation to Town Board - Final Major Subdivision – Trautman 5th Filing – Water Valley. (Martin Lind), Owner/Applicant; TST, Inc. (Derek Patterson), Applicant's Representative

Please see public hearing item.

Chairman Schick reconvened the regular meeting.

Planning Commissioner Beemer moved to forward to the Town Board a recommendation of approval the final major subdivision for the Trautman 5th Filing, Planning Commissioner Reddick seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Jerry Bushelman, Roger Colonnese, Timothy Reddick, Cindy Beemer, David Hassard; Nays - None; Motion Passed.

3. Election of Officers (Chairman, Vice-Chairman and Secretary) for the 2023 Calendar Year

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.

Planning Commissioner Reddick moved to keep Chair Schick as Chair, Vice Chair Bushelman, and Secretary Dennison as the officers for 2023, Planning Commissioner Colonnese seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Jerry Bushelman, Roger Colonnese, Timothy Reddick, Cindy Beemer, David Hassard; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

No communications from any Commissioners.

2. Communications from Town Board Liaison

No communications from Town Board.

3. Communications from Staff

No communications from staff.

4. Comprehensive Plan Update

Providing a brief update with time for questions regarding the Comprehensive Plan update and next steps. Mariam McGilvray with Logan Simpson provided an update on the Comprehensive plan.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:44 p.m.

Kaitlyn Cinnamon, Deputy Town Clerk



MEMORANDUM

Date: December 7, 2022
To: Planning Commission
From: David Eisenbraun, Senior Planner
Re: American Legacy Academy Statutory Notice
Item #: D.3.a.

Background / Discussion:

American Legacy Academy ("American Legacy") is a charter school authorized by a charter agreement with the Weld RE-4 School District. American Legacy is negotiating with Marina One, LLC ("Marina One") to lease from Marina One a building that American Legacy would use as its Windsor charter school location.

Colorado Revised Statutes §22-32-124(1.5)(a) requires American Legacy to advise the planning commission, in writing, prior to contracting for a facility. This notice is intended to comply with the foregoing statutory requirement to notify the planning commission before American Legacy contracts with Marina One for this facility. Furthermore, the statute states "The relevant planning commission or governing body may request the charter school to submit a site development plan for the proposed facility, but must issue such request, if any, within ten days after receiving the written advisement".

American Legacy is negotiating to occupy a portion of an existing three-story building located at 1870 Marina Drive, Windsor, CO, which is owned by Marina One. As contemplated by the current status of negotiations, the exterior of the building would remain as constructed with the primary entry to the school through the main doors and porte cochère. Through a design process and review between American Legacy and Marina One, Marina One's builder has prepared the attached proposed site plan, which reflects the proposed site circulation and stacking pattern for student pick-up and drop off. A traffic study is also in progress and will be provided to the Town when it is complete. American Legacy and Marina One intend to permit the project with SAFEbuilt.

Pertaining to the site specifically, no site modifications, building modifications or any additions are being proposed at this time. A traffic study is currently underway, as well as discussions with the Windsor-Severance Fire Authority.

American Legacy will be a K-8th grade school with an anticipated number of 386 students in their first year, 2024, with a full student capacity of 648 by 2028.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Item -Staff Powerpoint - American Legacy Charter School



American Legacy Academy Charter School

Information Only

David Eisenbraun, Senior Planner

Kimberly Lambrecht, Planner II

Planning Commission – December 7, 2022



Colorado State Statute 22-32-124

Colorado Revised Statutes §22-32-124(1.5)(a): *Requires American Legacy to **advise** the planning commission, in writing, prior to contracting for a facility. This notice is intended to comply with the foregoing statutory requirement to notify the planning commission before American Legacy contracts with Marina One for this facility.*

Site Vicinity Map



Zoomed in Site Context

View from North
Looking South



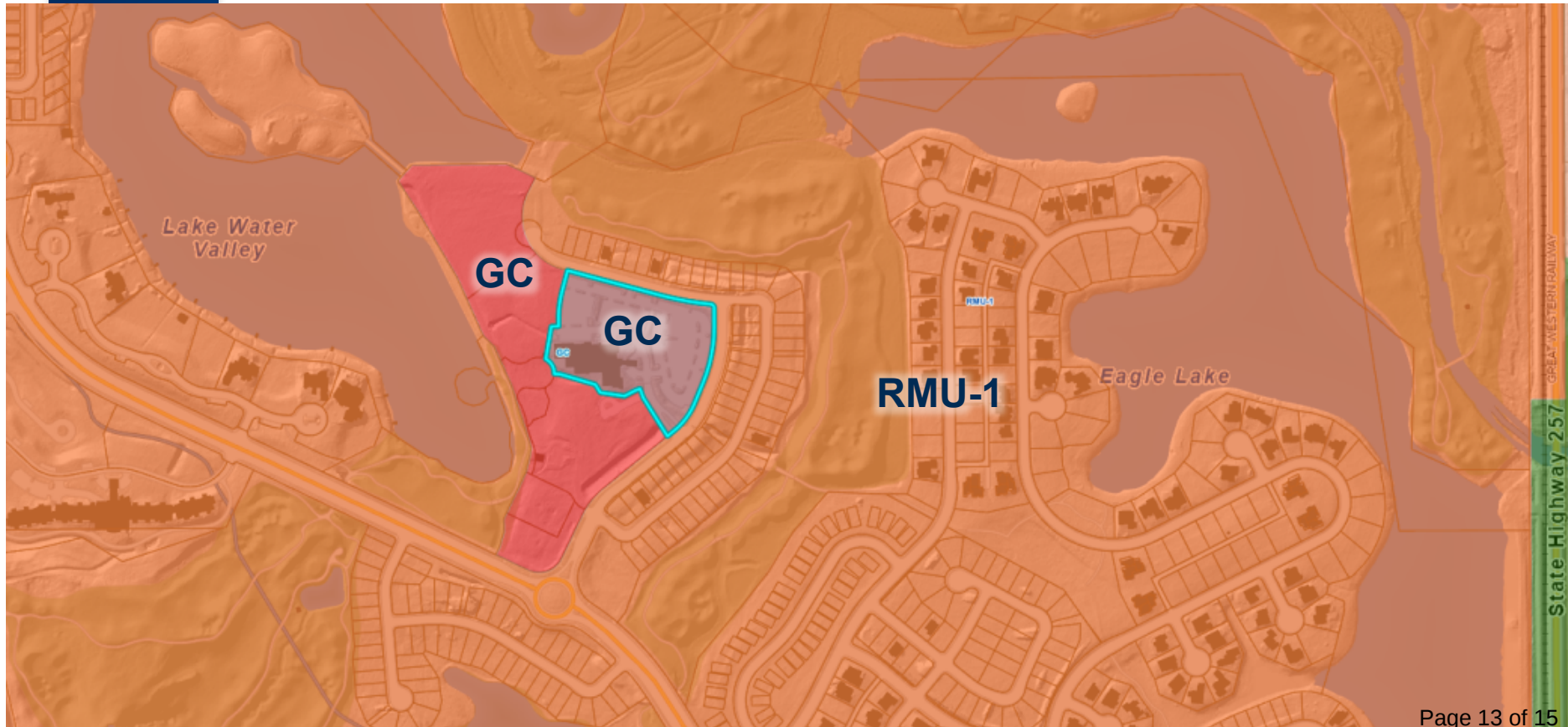


Zoomed in Site Context

View from East
Looking West



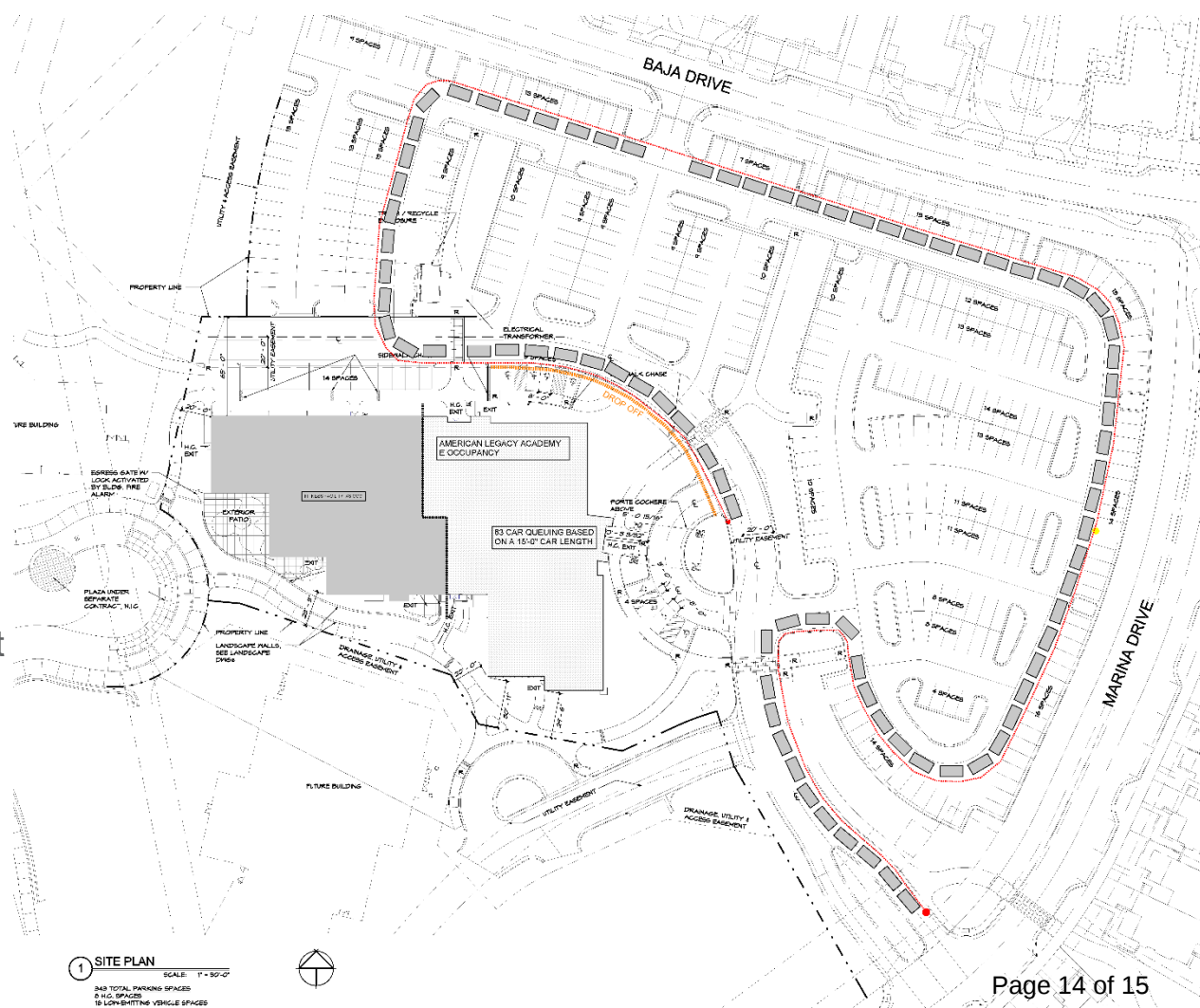
Zoning Map - Existing





Site Plan

- Existing Site Plan Approved
- Tenant Finish Only
- K-8th Grade
- 648 Students at buildout
- Permitted through SAFEbuilt
- Traffic Study Underway
- 83 Car queue lane
- Review of Traffic Impact Study and utilities pending





Questions or Comments?