



Planning Commission Regular Meeting

April 19, 2023 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

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

1. Roll Call

Present: Chairman Schick
Timothy Reddick
Roger Colonnese
Cindy Beemer
Nathan Kinney
Ben Kirch
David Hassard

Absent: Jose Valdes
Maxwell Nader

Also Present: Town Board Liaison Tallon
Scott Ballstadt, Planning Director
Kim Emil, Assistant Town Attorney
Carlin Malone, Chief Planner
Kim Lambrecht, Planner II
Rece Lampe, Digital Media Coordinator
Kaitlyn Cinnamon, Deputy Town Clerk

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

Planning Commissioner Reddick moved to approve the agenda as presented, Planning Commissioner Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Roger Colonnese, Timothy Reddick, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

3. Public Invited to be Heard

Chairman Schick opened the meeting up for public comment for non-agenda items, to which there were none.

B. CONSENT CALENDAR

1. Approval of the December 7, 2022 Planning Commission Regular Meeting Minutes- K. Cinnamon, Deputy Town Clerk

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, Roger Colonnese, Timothy Reddick, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

Town Board Liaison Tallon gave a statement to the Board.

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 - Preliminary Major Subdivision, Tacincala Subdivision 2nd filing - Patrick McMeekin, applicant, Hartford Acquisitions, LLC; and Ryan McBreen, applicant's representative, Norris Design

The applicant, Mr. Ryan McBreen of Norris Design, has submitted an application on behalf of the property owner, Mr. Pat McMeekin, of Hartford Land, for a preliminary major subdivision plat for the Tacincala Subdivision 2nd Filing (also known as Prairie Song), located south of Weld County Road 72 and west of State Highway 257, in the Town of Windsor. The annexation and master plan ("Tacincala Master Plan") for the subject property and larger surrounding area was originally approved in 2006. The Windsor Town Board approved a subsequent amendment to a portion (572 acres) of the Tacincala Master Plan on June 13, 2022 (Resolution 2022-29). The Tacincala Subdivision 2nd Filing is located in the northeast portion of the master plan, encompassing 127 acres.

The subject subdivision is zoned Single Family Residential-Two (SF-2), with a Planned Unit Development (PUD) overlay. The proposed subdivision includes 327 single family residential lots with tracts for future development, open space, and open space/drainage and a metropolitan district-owned and maintained park.

Zoning and uses for abutting properties include the following:

	Zoning	Current Use
North	AG (Agriculture) – unincorporated Weld County	Agricultural land and rural residential (Weld County)
East	ER (Estate Residential) – Town of Windsor	Ventana Subdivision (Windsor)
South	RMU-1 (Residential Mixed Use-One)	Single-family residential (Tacincala Subdivision 1 st Filing), under construction
West	SF-2 with a PUD overlay	Undeveloped (Tacincala Master Plan)

Development characteristics:

- 127 total acres
- 59 acres of landscape, open space, and parks
- 20 acres of road right-of-way
- 327 residential units (varying lot sizes and types)
- Single-family residential lots – single-family detached and attached homes, both front-loaded and alley-loaded; cottage-style homes

- Primary access points: Prairie Winds Way at WCR 72 and Prairie Song Road at SH 257
- Two metro district-owned and maintained parks

A school site is not a part of this particular subdivision filing, but is a part of the Tacincala Master Plan. The master plan identifies a potential school site located to the southwest of this property, south of the future alignment of WCR 70.

Infrastructure.

A number of unique items have either been addressed through preliminary designs and will carry over into the final designs or are in progress and/or will need to be further refined with the final major subdivision submittal. These items include, but are not limited to: conformance with a ditch agreement (Springer Ditch), conformance with an existing groundwater agreement (which may require an addendum), CDOT approval of SH 257 improvements and related permits; potential reimbursement agreements for oversizing of utilities; determining the developer's proportionate share of costs for any traffic signals, including pedestrian signals; and the final design for WCR 72. Additionally, the applicant will need to provide evidence of adequate water supply to serve the development prior to final subdivision submittal.

Extension of public utilities will be the responsibility of the applicant, subject to potential reimbursement for oversizing that adds to the system capacity. Overhead utility lines on the south side of WCR 72 will be installed underground at the time this roadway is improved.

Relation to major transportation system.

The subject subdivision transportation network and internal connectivity is consistent with the approved Tacincala Master Plan (2022), which depicts connections to SH 257 on the east, WCR 72 on the north. Future subdivision(s) to the west will provide connectivity from the subject subdivision to North 15th Street (WCR 15) from SH 257, per the approved Tacincala Master Plan. Regional trail will parallel SH 257, consistent with the Tacincala Master Plan, and the Town's Master Open Space and Trails Plan. There will be bicycle lanes along SH 257 and WCR 72. A ten-foot regional trail traversing to the south of unincorporated Weld County properties south of CR 72 (connecting from SH 257 to Prairie Wind Way) was explored. Further evaluation revealed that the design would not be able to meet ADA (Americans with Disabilities) requirements.

The proposed development surrounds several estate lots in unincorporated Weld County, west of SH 257 and south of WCR 72. As part of the required improvements associated with this development, WCR 72 will need to be improved between SH 257 and Prairie Wind Way, which includes the area adjacent to unincorporated Weld County properties (see presentation slides). Weld County Road 72 is a major collector and an urban cross-section (south side) is proposed in this location, consistent with the Town's Master Transportation Plan. The design for CR 72 includes bicycle lanes on both sides of the roadway, and curb, gutter and sidewalk along the south side. The north side of the roadway is not proposed to have curb, gutter or sidewalk at this time and would be a requirement at the time the properties on the north side of WCR 72 develop. The proposed design, as included in the preliminary subdivision improvement drawings, meets town standards. Future improvements to WCR 72 will adjust the vertical and horizontal alignment to improve the roadway geometry. With these efforts, overhead powerlines will be undergrounded. Roadway improvements along this corridor will have some impacts on adjacent properties, and therefore, there have been a series of meetings with neighbors regarding those impacts, as discussed herein.

In addition to separate meetings and discussions the applicant has had with neighbors, two meetings were held at Windsor Town Hall with approximately eight neighbors with properties adjacent to WCR 72, the applicant, and Town staff in March and on April 3 of 2023.

After the discussions from this meeting, this group met again on April 12, 2023, on location (WCR 72), along with the Town Forester. The primary concerns expressed by neighbors and topics discussed at these meetings were:

- proposed right-of-way width
- proposed five-foot sidewalk along the southern side of roadway (existing conditions, maintenance that would become adjacent property owners' responsibility, context of surrounding area)
- associated limits of construction, which could impact existing tree roots on trees located on private property
- proposed roadway vertical and horizontal alignment, and roadway geometry in general; and how it relates to adjacent driveways and other existing conditions
- improvements to drainage and irrigation channels

The limits of construction for installing the proposed roadway design would be approximately ten feet or less from some existing trees located on private property/outside of the proposed right-of-way. A six-foot-wide bicycle lane with an additional two-foot-wide apron (eight-foot clearance between drive lane and curb), curb and gutter is proposed in the design of this portion of the roadway. Planning and Engineering staff are discussing and evaluating any potential design alternatives that would have less impact on adjacent properties, then will present to the applicant and will continue to coordinate with the neighbors.

Cul-de-sac Exception

Municipal Code Section 17-1-10(g), Streets and blocks – Exceptions to Connectivity, Block Length, and Cul-de-sac Standards. Upon written request outlining the rationale in accordance with the criteria below, the decision maker may grant exceptions to connectivity, block length, and cul-de-sac standards contained in the following circumstances:

1. To preserve or minimize impact to unique physical conditions such as topography or natural resources.
2. When compliance is impractical due to buildings or other existing development on adjacent lands, including previously subdivided but vacant lots or parcels
3. When compliance is impractical due to conflicting existing or planned street alignment or layout
4. When necessary to avoid creating inefficient use of land, such as when needed to avoid creating lots of a size or layout that cannot reasonably be developed
5. When necessary to avoid creating inefficient street layouts, including but not limited to block lengths less than four hundred (400) feet.
6. When necessary to accommodate unique land uses which require a campus layout without through traffic.

The applicant has provided rationale in accordance with this criteria regarding two proposed cul-de-sacs where there are physical constraints, as illustrated on the plans in the staff presentation. As shown, one exception is adjacent to an existing ditch and significant slope and one exception is adjacent to an estate lot and landscape buffer area adjacent to SH 257.

Review Criteria

The application is consistent with the following review criteria in Municipal Code Sec. 14-2-60(b) for preliminary major subdivisions:

1. The proposal complies with the Comprehensive Plan's goals and objectives, this Code, the applicable Master Plan, and all other applicable adopted plans or policies.
2. The proposed development does not result in undue or unnecessary burdens on the existing public infrastructure and public improvements, or that arrangements are made to mitigate such impacts.
3. Density is consistent with the subject zone district, Comprehensive Plan Land Use Plan, and applicable the utility capacity studies.
4. Transportation improvements are consistent with the following: Roadway Improvement Plan, Subdivision street standards in Chapter 17, Design Criteria & Construction Specifications, Transportation Master Plan, Trails Plan, and Complete Streets Guide.
5. Provision of utilities to serve the development shall be in accordance with Design Criteria & Construction Specifications and any other utility provider requirements.
6. The proposal shall demonstrate compatibility with adjacent uses. Compatibility may be achieved through a number of methods, including but not limited to: lot placement and orientation, transitions in density, screening, and/or landscape buffers.

Relationship to Comprehensive Plan

The application is consistent with the following goals and objectives of the Comprehensive Plan:

Chapter 5b – Growth Framework

Goal: Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.

Staff comment: The type of more compact development proposed with the subdivision, consistent with the approved PUD and Master Plan, has been shown to create less of a fiscal burden on municipalities by having less utility and road infrastructure to maintain on a per unit basis. Similarly, compact development has been shown to be more environmentally responsible, as it takes less resources to construct and maintain, and it can also make alternative forms of transportation such as walking, biking, and transit more viable due to the compact layout.

Chapter 5c – Residential Areas Framework

Goal: Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.

Staff comment: The preliminary subdivision is consistent with the PUD and Master Plan standards. These standards allow for diverse housing types and styles, including, single-family detached, and cottage-style homes (detached and attached) single-family residential blocks (see attached applicant and presentation materials). Some single-family residential lots will also allow for accessory dwelling units (ADUs), adding another housing opportunity. Such variety can help meet the needs of varying family sizes, lifestyles, and income levels.

Objective(s):

1. *Promote multi-modal connectivity to increase neighborhood access and resident mobility.*

Staff comment: The preliminary subdivision is consistent with the approved PUD and Master Plan, which promote multi-modal connectivity by providing trails, additional road connections, and a focus on pedestrian-friendly design.

2. Utilize conservation design and traditional neighborhood design for new residential growth areas and promote overall community livability.

Staff comment: The preliminary subdivision is consistent with the approved PUD and Master Plan. The neighborhood can be described as one with a traditional neighborhood design, focusing on the public realm and streetscape. Key elements include pedestrian and bicycle connectivity internal to the development, as well as adjacent to the development, creating additional connections to and from the town core.

The design of the development will include front porches, garage placement to minimize visual impact, a variety of lot layouts and home types and home models to avoid monotony, and staggered massing of homes to create visual interest. Architectural exhibits/examples will be provided with the final major subdivision, ensuring that the requirements and expectations illustrated within the PUD and Master Plan are honored by future developers and builders.

4. Foster a diversity of housing types and sizes through coordinated land use planning and zoning.

Staff comment: The proposed preliminary subdivision is consistent with the PUD and Master Plan planning area uses, range of dwelling units per acre, housing types, and designated buffer areas along SH 257 and WCR 72.

The west side of SH 257 contains a landscape buffer area and an average of one-acre lots, providing a buffer between the estate lots to the east (Ventana Subdivision) and lots under one-acre as Tacincala 2nd Filing transitions in density from lower (east) to higher (west). The landscape and one-acre lot buffer was part of the Tacincala Annexation agreement and has been illustrated on the subsequent PUD and Master Plans. The Tacincala Subdivision 2nd Filing will plat the landscape buffer in a tract and one-acre lots along SH 257.

A neighborhood meeting is a requirement of the annexation, zoning, and master plan applications, not the preliminary major subdivision. A neighborhood meeting was held in May of 2021, and subsequent meetings with neighbors have been held between the applicant and neighbors, as well as three meetings with neighbors, the applicant, and staff as noted herein.

Notifications for this public hearing were as follows:

- April 7, 2023 – Legal ad published in newspaper
- April 3, 2023 - Signs posted on the property
- April 4, 2023 - Affidavit of mailing to property owners within 500 feet
- April 6, 2023 – Notice posted to Town's website

Chairman Schick opened the public hearing for item number one on the agenda.

Carlin Malone, Chief Planner, filled in for Sandra Mezzetti on the Staff Presentation.

Ryan McBreen, applicant's representative, presented to the Commission.

Chairman Schick opened the meeting for public questions or comments.

Evette Rougell, addressed the Commission regarding growth, sidewalk, widening of the road, and tree concerns.

Patrick McMeekin, applicant, addressed the public comment regarding the sidewalk and spoke about the Master Trail Loop.

Commissioners asked questions to staff and the applicant. Scott Ballstadt, Planning Director, addressed trail standards.

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

Commissioner Hassard had additional questions for staff and the applicant.

Planning Commissioner Reddick moved to re open the public hearing, Planning Commissioner Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Roger Colonnese, Timothy Reddick, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

Commissioner Hassard requested clarification from the applicant and staff regarding his question, which he received.

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

2. Approval - Preliminary Major Subdivision, Tacincala Subdivision 2nd filing - Patrick McMeekin, applicant, Hartford Acquisitions, LLC; and Ryan McBreen, applicant's representative, Norris Design
Please refer to information provided with the public hearing item.

Chairman Schick asked if the applicant agreed to the conditions outlined, which he agreed.

Planning Commissioner Reddick moved to approve the Preliminary Major Subdivision, Tacincala Subdivision 2nd filing, conditional on recordation and CDOT approval, Planning Commissioner Beemer seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Roger Colonnese, Timothy Reddick, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

3. Public Hearing - Conditional Use Permit for a Telecommunications Tower - Jacoby Farm Subdivision 5th filing, Tract A - 301 17th Street - Windsor RSO LLC, Cary St. Onge, property owner, Vertical Bridge, Richard Gaito, Tower Engineering Professionals, applicant

Background / Discussion

The applicant, Mr. Richard Gaito, on behalf of Vertical Bridge, is requesting a Conditional Use Permit (CUP) to allow a wireless telecommunications tower to be located at 301 17th Street within Tract A, Jacoby Farm 5th filing. Town's Municipal Code allows for the establishment of wireless telecommunication towers for the purpose and intent of accommodating the communication needs of the Town's residents and businesses.

Approval of the CUP request, along with an approved site plan, would allow for the construction of a one hundred (100) foot monopole wireless communications tower, with a seven (7) foot lighting rod, and associated equipment yard. The tower is designed to locate a total of three wireless carriers on it. The tower's anchor tenant will be T-Mobile, with Dish Wireless LLC and a third wireless also to be located on the tower as tenants. Staff is concurrently reviewing a site plan submitted by the applicant.

Review Criteria for Conditional Use Permits

Section 14-2-130 of the Municipal Code outlines the review criteria to be evaluated prior to granting of a conditional use.

1. The proposal complies with the Comprehensive Plan's goals and objectives, this Code, and all other applicable adopted plans or policies.

The proposal generally complies with the Comprehensive Plan's goals and objectives and the Strategic Plan as noted below.

2. The proposed development does not result in undue or unnecessary burdens on the existing public infrastructure and public improvements, or that arrangements are made to mitigate such impacts.

The proposal does not create any undue or unnecessary burdens on existing public infrastructure or public improvements. This proposal does not require water or sewer connections.

3. The proposal shall demonstrate compatibility with adjacent uses. Compatibility may be achieved through a number of methods, including but not limited to: building placement and orientation, transitions in density or height, screening, and/or landscape buffers.

The exact location of the monopole and fenced equipment yard on the property has been determined by a collaborative effort between Dish Network, Tower Engineering Professionals and the Town of Windsor Engineering, Planning, Parks and Open Space to minimize the project footprint to preserve and protect the existing trees on site. The proposed tower and supporting equipment area will be located approximately one hundred ten (110) feet south of the Greeley No. 2 Canal and approximately fifty-two (52) feet from the right-of-way of 17th Street.

Relationship to Comprehensive Plan

Chapter 7 –

Community Facilities & Infrastructure

Goal: *Maintain and enhance Windsor as a safe and healthy community that is served by quality facilities and infrastructure that support a high quality of life.*

Objectives:

- *10 – Coordinate with private utility providers to identify coordinated/synergistic project opportunities.*

Notification

The Municipal Code requires a public hearing notification for a CUP. Notifications were provided as follows:

- April 4, 2023 -- affidavit of letters mailed to property owners within 500 feet
- April 3, 2023 – development review sign posted on the property
- April 6, 2023 – legal notices posted on the Town of Windsor website
- April 7, 2023 – legal ad published in the paper

Chairman Schick opened the public hearing for item number three on the agenda.

Kim Lambrecht, Planner II, filled in for Sandra Mezzetti on the Staff Presentation.

Richard Gaito, applicant, presented to the Commission.

Chairman Schick opened the meeting for public questions or comments.

Ten individuals from the public addressed the Commission regarding concerns regarding health and safety, property value, location and appearance of the tower, animal habitats, Windsor's trail system, and tower proximity to Grandview Elementary School.

Richard Gaito, applicant, addressed public comments and concerns regarding the tower. Mr. Gaito spoke to there not being a generator located at the site and no generator sounds would be present due to there not being one present. He addressed environmental surveys conducted by Colorado Parks and Wildlife regarding the Red Tail Hawks around the site. Gaito also spoke to different locations researched for telecommunications and the tower.

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

4. Recommendation to Town Board - Conditional Use Permit for a Telecommunications Tower - Jacoby Farm Subdivision 5th Filing, Tract A - 301 17th Street - Windsor RSO LLC, Cary St. Onge, property owner, Vertical Bridge, Richard Gaito, Tower Engineering Professionals, applicant

Please see materials submitted with the public hearing item.

Planning Commissioner Reddick moved to forward a recommendation of approval to Town Board for Conditional Use Permit for a Telecommunications Tower- Jacoby Farm Subdivision 5th Filing, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Timothy Reddick, Ben Kirch; Nays - Gale Schick, Roger Colonnese, Cindy Beemer, David Hassard, Nathan Kinney; Motion Failed.

Planning Commissioner Beemer moved to forward a recommendation of denial to Town Board for Conditional Use Permit for a Telecommunications Tower- Jacoby Farm Subdivision 5th Filing based on concerns from the Planning Commission regarding the location and height of the tower. Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Roger Colonnese, Cindy Beemer, David Hassard, Nathan Kinney; Nays - Timothy Reddick, Ben Kirch; Motion Passed.

A five-minute recess was called by Chairman Schick.

5. Public Hearing - Final Major Subdivision - Windshire Park Subdivision 6th Filing - Jeff Feneis, Executive Director Loveland Housing Authority, applicant; James Doyle, TB Group, applicant's representative

The applicant, Mr. Jeff Feneis, Executive Director of the Loveland Housing Authority, on behalf of Windsor Housing Authority (WHA), has submitted a final major subdivision plat, known as Windshire Park Subdivision 6th Filing. The proposal is a replat of Windshire Park Subdivision 4th Filing (approved on July 24, 2017, for 57 townhome lots). The subject 8.5-acre subdivision is zoned Residential Mixed Use-One (RMU-1). The replatting will vacate the existing townhome lots and private drives and create two lots to accommodate two senior apartment buildings and internal drives. The property is currently owned by Windsor Housing Authority (WHA) and, once developed, will remain owned, operated, and maintained by WHA.

On December 18, 2019, the Planning Commission approved a parking determination request to reduce the required parking from 191 parking spaces to 164 parking spaces. The current site plan proposes a total of 164 parking spaces, 83 parking spaces in phase one and 82 parking spaces in phase two, which is in accordance with the approved parking determination.

On February 22, 2021, the Town Board approved a resolution, 2021-10 approving the Final Major Subdivision Windshire Park Subdivision 6th filing. However, the project did not receive the required funding. Therefore, the project did not move forward and the approval has since expired. The current Final Major Subdivision is in general compliance with the Preliminary Major Subdivision although it has been slightly modified. The main change is a reduction in the number of lots from four to two. This change allows for a larger landscape buffer between the existing Windshire Park Subdivision, along the west property line, and the senior apartment buildings. Access points along Windshire Drive and Guardian Drive remain in the same location as shown on the preliminary plat, as well as the primary access through the site.

The site plan has been redesigned to include two three-story buildings with the same number of dwelling units as previously proposed. In addition, the project includes additional landscaping and buffering adjacent to the Windshire Park subdivision along the west property line and walking trails and site amenities such as gathering and seating areas. The project is proposed to be constructed in two phases.

Zoning and uses for abutting properties include the following:

	Zoning	Current Use
North	RMU-1 (Residential Mixed Use-One)	Single family residential (Windshire Park Subdivision)
East	SF-2 (Single Family Residential-Two) AG (Agriculture) - unincorporated Weld County	Single family residential (Trevenna Subdivision) Single family residential. (Weld County agricultural land)
South	RMU-1 (Residential Mixed Use-One)	Multi-family residential (WHA - Windsor Meadows Apartments-income qualified housing)
West	RMU-1 (Residential Mixed Use-One)	Single-family Residential (Windshire Park Subdivision)

Plat characteristics:

Generally consistent with the Windshire Park 6th Filing Preliminary Plat, approved by the Planning Commission on February 6, 2019.

- 8.5 acres
- 2 lots for buildings, private drives and parking lots; one tract for drainage detention area and landscaping
- Two access points: one on Windshire Park Drive and one on Guardian Drive

Site Plan Characteristics:

- 123 senior housing units: To be built in two phases; phase 1 - 62 units, phase 2 - 61 units
- 2 three-story buildings
- 164 parking spaces: phase 1 – 83, phase 2 - 81
- Internal walks/trails throughout the development
- ~1.55 acres of public right-of-way/ miscellaneous (27.9%)
- ~4.44 acres open space/landscaped areas (52.2%)
- ~0.59 acres drainage (7.0%)
- ~1.10 acres of building coverage (12.9%)

Relationship to Comprehensive Plan:

The application is consistent with the following goals and objectives of the Comprehensive Plan.

- Chapter 5b – Growth Framework Goal: Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.

1. Objectives:

- *Prioritize new growth in areas currently served by the Town infrastructure and services.*
- *Incentivize infill development to complete neighborhoods and leverage existing resources.*

The proposed subdivision is surrounded on the north and west sides by the existing Windshire Park Subdivision and on the south by Windsor Meadows Apartments, income qualified units. All adjacent streets are fully developed. Municipal water and sanitary sewer utilities exist in all of the adjacent streets, and have adequate capacity for both of the planned Jacoby Meadows development phases. Stormwater detention improvements for the entire subdivision were designed and constructed with earlier phases of the subdivision.

- Chapter 5c – Residential Areas Framework Goal:

Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.

1. Objectives:

- *Foster a diversity of housing types and sizes through coordinated land use planning and zoning.*
- *Support high density residential development near Downtown, commercial centers, and mixed-use nodes.*

Jacoby Meadows proposes two three-story senior apartment buildings. The subdivision is in close proximity (less than one-half mile) to crucial services such as grocery stores, pharmacies, medical and dental offices and a newly established transit route with direct connections to the neighboring communities of Fort Collins to the west and Greeley to the east. The project is also in close proximity, approximately six hundred (600) feet, to the Windshire neighborhood park.

Review Criteria

A Final Major Subdivision shall be in substantial compliance with the Preliminary Major Subdivision. Substantial compliance means:

1. The general location, layout, and access of streets and lots is consistent with the preliminary subdivision.
2. Any increase in the number of lots or dwellings is limited to no more than twenty percent (20%), provided the proposal remains in compliance with the Master Plan and all supporting documents and studies, such as traffic studies, are updated accordingly.
3. There is no material increase in impacts on adjacent properties by altering the subdivision.

Neighborhood Meeting:

Although 2 neighborhood meetings were held with previous applications, the applicant held another neighborhood meeting on November 17, 2022 to update the neighbors on the revised site plan changes. There were 6 attendees, excluding staff and the design team. Residents in attendance were pleased with revisions, particularly the larger buffer and open space planned between the neighborhood and the two apartment buildings. The previous buildings proposed were two-stories. Neighbors did not express concern with the height increase to three-stories.

Notifications:

Public hearing notifications for this meeting were as follows:

- April 3, 2023 – sign posted on property
- April 6, 2023 – notice posted on Town's website
- April 7, 2023 – affidavit of mailing to property owners within 300 feet
- April 7, 2023 – display ad published in newspapers

Commissioner Colonnese exited the meeting due to an emergency.

Chairman Schick opened the public hearing for item number five on the agenda.

Carlin Malone, Chief Planner, filled in for Sandra Mezzetti on the Staff Presentation.

Chairman Schick opened the meeting for public questions or comments, to which there were none.

Eric Hull, representing Loveland Housing Authority and in partnership with Windsor Housing Authority, answered questions from the Planning Commission regarding the two phases.

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

6. Recommendation to Town Board - Final Major Subdivision - Windshire Park Subdivision 6th Filing - Jeff Feneis, Executive Director, Loveland Housing Authority, applicant; James Doyle, TB Group, applicant's representative

Please see information submitted with the public hearing.

Planning Commissioner Beemer moved to forward a recommendation of approval to Town Board for Final Major Subdivision - Windshire Park Subdivision 6th Filing, Planning Commissioner Reddick seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

7. Election of Officers - Election of Planning Commission Vice-Chairperson

In accordance with the Planning Commission By-laws, each calendar year the Planning Commission shall elect its Chair, Vice-Chair and the Secretary for that respective year.

At this time, the Planning Commission needs to fill the recently vacated Vice-Chair position for the remainder of 2023. Chairman Schick asked for any volunteers interested in the Vice Chair position and Commissioner Reddick volunteered.

Planning Commissioner Beemer moved to elect Commissioner Reddick as Vice Chair, Planning Commissioner Hassard seconded the motion. Roll call on the vote resulted as follows; Yeas - Gale Schick, Timothy Reddick, Cindy Beemer, David Hassard, Nathan Kinney, Ben Kirch; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Planning Commission

Chairman Schick welcomed new Board Members Nathan Kinney and Ben Kirch.

2. Communications from Town Board Liaison

Town Board Liaison Tallon spoke to the Board regarding the Town Board's tour of the OEM facility located at 4872 Endeavor Dr, Johnstown, CO 80534. The tour took place on Monday April 17, 2023.

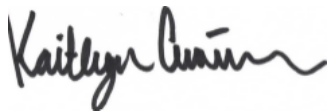
3. Communications from Staff

Carlin Malone, Chief Planner, thanked the Planning Commission for attending the Comprehensive Plan Meetings.

Scott Ballstadt, Planning Director, welcomed new Planning Commissioners Nathan Kinney and Ben Kirch. Mr. Ballstadt spoke regarding Senate Bill 23-2-13 and that the Town Board passed a Resolution in opposition, voting unanimously. Staff is monitoring the situation closely.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:54 p.m.



Kaitlyn Cinnamon, Deputy Town Clerk