



PLANNING COMMISSION REGULAR MEETING

February 21, 2018 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Chairman Schick called the regular meeting of the Planning Commission to order at 7:00 p.m.

1. Roll Call

The following Planning Commission members were present:

Gale Schick
Charles Schinner
Victor Tallon
Doug Dennison
Tim Annable
Jerry Bushelman
Mike McWilliams
Dan Foreman - A

Town Board Liaison

Ken Bennett

Also Present:

Planning Director
Senior Planner
Deputy Town Clerk

Scott Ballstadt
Paul Hornbeck
Amanda Mehlenbacher

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

Mr. Annable moved to approve the agenda as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Schinner, Tallon, Dennison, Annable, Bushelman, McWilliams

Nays – None

Motion carried.

3. Public Invited to be Heard

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

B. CONSENT CALENDAR*

1. Approval of the minutes of February 7, 2018

Mr. Tallon moved to approve the consent calendar as presented; Mr. Annable seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Schinner, Tallon, Dennison, Annable, McWilliams

Nays – None

Abstained – Bushelman

Motion carried.

C. BOARD ACTION

1. Site Plan Presentation – Eagle Crossing Subdivision 6th Filing Lot 1 – Arby's Restaurant - Martin Lind, Eagle Crossing Windsor LLC, owner; Jon Sweet, TST Inc., applicant/applicant's representative
 - Staff presentation: Millissa Berry, Senior Planner
Presented by Scott Ballstadt in place of Ms. Berry

The applicant, Mr. Martin Lind, Eagle Crossing Windsor LLC, represented by Mr. Jon Sweet of TST, Inc. is proposing a new site development in the Eagle Crossing Subdivision 6th Filing. The site of the proposed Arby's Restaurant is located northeast of the intersection of Crossroads Boulevard and Fairgrounds Avenue – directly east of 7-11 and south of the Marriott Hotel site. The site is zoned General Commercial (GC) and is located adjacent to other GC zoned properties.

Overall development characteristics include:

- Total lot area of 0.84 acres
- Approximately 29% landscaped area
- A 2,863 square foot building
- 23 parking stalls + bicycle parking

Building characteristics include:

- Building materials are a mix of cultured stone and stucco in earth tone colors with metal accents
- Building height of 20'
- A flat roof with varied roofline
- Patio area
- Drive-thru

Additional site details can be seen in the enclosed staff PowerPoint.

The current presentation is intended for the Planning Commission's information. Should the Planning Commission have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project. The site plan will be reviewed and approved administratively by staff; however, if the project review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Planning Commission for review.

Additionally, the applicant is hereby advised via this memorandum that another similar site plan presentation by the applicant is scheduled on February 26, 2018 for the Windsor Town Board.

No recommendation, as this item is for presentation purposes.

Mr. Tallon and Mr. Schick both complimented the applicant adding that the business is a good addition to the area.

2. Public Hearing – Final Major Subdivision – Eagle Crossing Subdivision 4th Filing – Martin Lind, Eagle Crossing Development, Inc., applicant/ Tom Siegel, Water Valley Development & Brian Williamson, TST, Inc., applicant’s representatives

- Quasi-judicial
- Staff presentation: Paul Hornbeck, Senior Planner

The applicant, Mr. Martin Lind of Eagle Crossing Development Inc., represented by Mr. Tom Siegel of Water Valley Development and Mr. Brian Williamson of TST, Inc., has submitted a final major subdivision plat, known as Eagle Crossing Subdivision 4th Filing. The subdivision encompasses approximately 91 acres and is currently zoned Limited Industrial, (IL), General Commercial (GC), and High Density Multifamily (MF-2). The proposed Final Subdivision is generally consistent with the Preliminary Subdivision that the Planning Commission approved on October 18, 2017.

The Final Subdivision characteristics include:

- Two lots totaling approximately 21.6 acres of land zoned MF-2 and being concurrently site planned for multifamily development.
- One additional 3.5 acre lot zoned MF-2 for possible future development
- One 5.8 acre lot zoned Limited Industrial
- 6 lots totaling approximately 51 acres of land zoned GC. The six lots may be further subdivided in the future to accommodate specific users as the area develops.
- Approximately nine acres of public right-of-way dedication, including Steeplechase Drive, which would be extended from Highland Meadows Parkway west to connect with Fairgrounds Avenue via Grandstand Avenue and Rodeo Drive.

The applicant held a neighborhood meeting on August 30, 2017, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were approximately 12 neighbors in attendance. Please see the enclosed neighborhood meeting notes for discussion topics and responses.

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval, subject to the following conditions:

1. Prior to recording of the subdivision plat, the applicant shall provide satisfactory evidence to the Town that the plat does not conflict with the existing surface use agreement in place with the mineral owner.
2. Applicant shall enter into a development agreement with the Town prior to recording of the subdivision plat.
3. All outstanding staff comments on subdivision plat, improvement drawings, and related documents shall be addressed prior to recording plat.

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- All testimony receive during the public hearing
- Recommendation

Mr. Schick asked if anyone in the audience would like to speak on this matter.
There was none

Mr. Bennett 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 non-voting liaison to the Planning Commission. Although I will be present during this public hearing, I will not be giving my opinion or participating in the discussion. I will not let tonight's proceedings influence or affect my review of this matter when it comes 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 hearing."

**Mr. Tallon moved to close the public hearing; Mr. Schinner seconded the motion.
Roll call on the vote resulted as follows:
Yeas – Schick, Schinner, Tallon, Dennison, Annable, Bushelman, McWilliams
Nays – None
Motion Carried**

3. Recommendation to Town Board - Final Major Subdivision – Eagle Crossing Subdivision 4th Filing – Martin Lind, Eagle Crossing Development, Inc., applicant/ Tom Siegel, Water Valley Development & Brian Williamson, TST, Inc., applicant's representatives
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck had nothing further to add.

**Mr. Tallon moved to forward a recommendation of approval of the Final Major Subdivision – Eagle Crossing Subdivision 4th Filing to the Town Board; Mr. McWilliams seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Schinner, Tallon, Dennison, Annable, Bushelman, McWilliams
Nays – None
Motion carried.**

D. COMMUNICATIONS

1. Communications from the Planning Commission
 - Mr. Schinner stated that he would be seeking another term as a member of the Planning Commission

 - Mr. Dennison stated that he would be absent from the next meeting

2. Communications from the Town Board liaison
 - Mr. Bennett stated that the process for selecting the new Town Manager is currently ongoing. The deadline for applications closed February 20, 2018 with a count of over 100 applicants from 20 different states. Mr. Bennett added that Windsor has become a very popular and attractive community and he is confident that the Town will get a high quality person coming in. A meet and greet will be held on March 19th for the public to meet the final candidates.

Mr. Bennett stated that there are currently 4 Town Board seats available in which 10 people are running for those positions. Mail-in ballots will be out around March 12th.

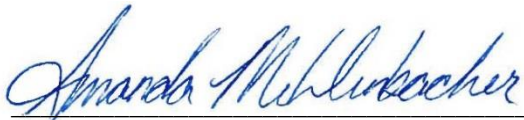
Mr. Annable asked if there were multiple applicants for every open position.

Mr. Bennett responded yes, two candidates are running for District 2 and 4 and three candidates are running for District 5 and 6.

3. Communications from the staff
None

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:14 p.m.



Deputy Town Clerk, Amanda Mehlenbacher