



PLANNING COMMISSION REGULAR MEETING

March 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 7:01 p.m.

1. Roll Call

The following Planning Commission members were present:

Gale Schick
Doug Dennison
Jerry Bushelman
Dan Foreman - A
Travis Yingst - A
Victor Tallon-Absent
Charles Schinner-Absent

Town Board Liaison

Ken Bennett

Also Present:

Planning Director
Chief Planner
Senior Planner
Deputy Town Clerk

Scott Ballstadt
Carlin Malone
Millissa Berry
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

Ms. Berry requested that Board Action Item C.1. be changed from Falcon Pointe Subdivision to East Pointe Subdivision.

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

Yeas – Schick, Dennison, Bushelman, Foreman, Yingst

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 March 7, 2018

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

Yeas – Schick, Bushelman, Foreman, Yingst, Dennison

Nays – None

Motion carried.

C. BOARD ACTION

1. Site Plan Presentation – East Pointe Subdivision 2nd Filing – East Pointe Plaza Commercial Center and Building 1/Lot 1 – Chris Ruff, owner/applicant; Leon McCauley, McCauley Constructors, applicant
 - Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the application and presented the PowerPoint presentation included in the packet materials, with the following information: The property owner, Mr. Chris Ruff, and Mr. Leon McCauley, the applicant, are proposing a commercial center development in the East Pointe Subdivision 2nd Filing. The site of the proposed East Pointe Plaza is located southeast of the intersection of Highway 257 and Pointe Plaza Drive (south of the intersection of Main Street and SH 257). The site is zoned General Commercial (GC) and is located adjacent to properties zoned GC and Limited Industrial (I-L).

Overall East Pointe Plaza development characteristics include:

- total lot area of 4.75 acres
- approximately 28% landscaped area (20% required)
- 5 commercial buildings
- 33,404 square feet of commercial space total
- 172 parking spaces
- detention pond

The proposal includes the subdivision of the site into 5 building lots and a tract for the detention pond. The development will be phased. Phase 1 includes Building 1 located in the northwest corner of the site, the associated landscaping, required parking, and access drive. Lot 1 is approximately 1.1 acres in area.

Building 1 / Lot 1 characteristics include:

- 9,021 square foot building
- building materials are a mix of hard coat stucco and brick veneer in earth tone colors with bronze metal awnings and blue metal canopies
- building height of 25'
- a flat roof with varied roofline
- patio area with planters
- site is 25% landscaped area
- 53 parking spaces (minimum of 44 required spaces for Building 1)
 - includes 2 handicapped spaces and bicycle parking
- up to 4 tenants including a Doug's Day Diner and a liquor store
 - liquor store includes a drive through feature
 - Doug's Day Diner includes outdoor seating area

Future buildings would have a complementary design to Building 1.

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 that another similar site plan presentation by the applicant is scheduled on March 26, for the Windsor Town Board.

No recommendation, as this item is for presentation purposes.

Mr. Schick complemented the appearance of the building and the dedication from the property owners.

Mr. Schick asked if there were any questions from Planning Commission members.
There were none

2. Site Plan Presentation – Water Valley South 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living – Greg Amble, The Evangelical Lutheran Good Samaritan Society, owner: Heather Scott, Boulder Associates Architects, authorized representative; Jon Sweet, TST, authorized representative

- Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the application and presented the PowerPoint presentation included in the packet materials, with the following information: The property owner, Mr. Greg Amble, is proposing an assisted living and memory care assisted living facility in the Water Valley South Subdivision 25th Filing. The site of the proposed assisted living facility is located on the southeast corner of the intersection of New Liberty Road and 7th Street just north of the existing Good Samaritan Senior Living Resort Independent Living Facility. The site is zoned Residential Mixed Use (RMU) and is located adjacent to other RMU-zoned properties.

Overall development characteristics include:

- total lot area of 2.93 acres
- 55,000 square foot (sf) building (~31% of the site)
 - One-story 16-bed licensed Memory Care Assisted Living at the southern portion of the building
 - Two-story 40-bed licensed Assisted Living Facility at the northern portion of the building.
 - Partial walk-out basement housing utility connections (~725 sf)
- 33 parking spaces (1 stall per 2 beds required – 28 stall minimum; plus shared parking with independent living facility for employees and visitors)
- approximately 23% landscaped area (20% required)

Building characteristics include:

- building materials are a mix of fiber cement board and batten siding, fiber cement lap siding, and asphalt shingles
- building height:
 - one-story at 28 feet (24 feet with 4 foot roof feature)
 - two-story at ~ 42 feet (~38 feet plus 4 foot roof feature)
 - walk-out area – varies; up to 12 feet
- pitched roof

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 that another similar site plan presentation by the applicant is scheduled on March 26, for the Windsor Town Board.

No recommendation, as this item is for presentation purposes.

Heather Scott, representative for Boulder Associates Architects, 1602 Walnut Street, Boulder, CO, expressed the reasoning behind what generated the form and site design for the building. Ms. Scott highlighted the challenges they faced as well as how they tied in the modern farmhouse feel while maintaining a residential feeling in expression of external architecture.

Mr. Schick complimented the proposed design features.

Mr. Schick asked if there were any questions from Planning Commission members.
There were none

3. Determination of Off-street Parking Requirement in accordance with Section 16-10-30(7) of the Municipal Code – Water Valley South 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living – Greg Amble, The Evangelical Lutheran Good Samaritan Society, owner: Heather Scott, Boulder Associates Architects, authorized representative; Jon Sweet, TST, authorized representative

- Quasi-judicial
- Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the application and presented the PowerPoint presentation included in the packet materials, with the following information: The property owner / applicant, Mr. Greg Amble, is proposing an assisted living and memory care assisted living facility in the Water Valley South Subdivision 25th Filing. The site of the proposed assisted living facility is located on the southeast corner of the intersection of New Liberty Road and 7th Street just north of the existing Good Samaritan Senior Living Resort Independent Living Facility. The site is zoned Residential Mixed Use (RMU) and is located adjacent to other RMU-zoned properties.

The applicant has requested a Planning Commission determination regarding parking requirements in accordance with Section 16-10-30(a)(7) of the Municipal Code, which states:

Uses not enumerated. In any case where there is a question as to the parking requirements for a use or where such requirements are not specifically enumerated, the Planning Commission shall determine the appropriate application of the parking requirements to the specific situation.

The applicant has submitted a site plan depicting a 55,000 square foot assisted living and memory care facility with 33 off-street parking spaces. The assisted living portion of the facility will have 40 beds and the memory care facility will have 16 beds for a total of 58 beds. Municipal Code Section 16-10-30(a)(6) lists the parking requirements. In the past for such a facility, the parking requirement for a hospital has been applied since there is not an assisted living category included in the list. The requirement for a hospital is 1 space for every 2 beds. Using the 1 space for every 2 beds ratio, a total of 28 parking spaces are required.

The applicant explains in the project narrative that the 16 memory care residents will not have vehicles on site and, of the remaining 40 resident rooms, GSS anticipates that not more than 20% of the residents will keep vehicles at the facility. It has been the experience of GSS that the actual percentage of residents having vehicles on site will be lower. In addition to the residents, the applicant has determined that peak staffing is anticipated at 15 employees at shift change. Staff will be shared and traveling between the existing independent living facility and the assisted living facility where additional parking is provided for staff.

The following table shows the provided and anticipated parking for the site:

Required parking: 28 stalls (1 space per 2 beds)

Provided parking: 33 spaces

Anticipated peak resident parking: 8 spaces (20% of assisted living residents)

Anticipated peak staff parking: 15 spaces (also spaces available at the independent living facility adjacent to subject site)

Remaining guest parking: 10 spaces

The applicant has requested Planning Commission approval of the proposed 33 parking spaces as proposed for the facility, which exceeds the 1 space per 2 bed ratio. The attached narrative submitted by the applicant outlines the justification for the request, including a statement that the parking demand will be met by the 33 parking spaces. According to the applicant's experience, the parking count will comfortably accommodate the parking needs for the proposed facility.

Based on these specific considerations presented in this report, staff recommends that the Planning Commission determine that the parking is adequate as proposed. It should be known that the site plan development agreement for the assisted living and memory care facility will include language that any change of use will require adequate parking is addressed for the new use.

In accordance with Section 16-10-30(a)(7) of the Municipal Code and the aforementioned justification, staff recommends that the Planning Commission determine that the parking is adequate as proposed.

It should be noted that the site plan development agreement for the assisted living and memory care facility will include language that any change of use will require adequate parking is addressed for the new use at that time.

Mr. Bushelman inquired about overflow parking if needed.

Ms. Scott responded that there would be an opportunity for overflow parking on Compassion Court as well as parking near the assisted living facility.

Mr. Bushelman moved to approve the Determination of Off-street Parking Requirement in accordance with Section 16-10-30(7) of the Municipal Code – Water Valley South 25th Filing – Good Samaritan Society Assisted Living Facility and Memory Care Assisted Living; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Dennison, Bushelman, Foreman, Yingst

Nays – None

Motion carried.

4. Presentation of 2017 Roadway Improvement Plan
 - Staff presentation: Scott Ballstadt, Director of Planning

Mr. Ballstadt gave an overview of the Roadway Improvement Plan that was included in packet material.

D. COMMUNICATIONS

1. Communications from the Planning Commission
None
2. Communications from the Town Board liaison
Town Board Member Bennett expressed his appreciation to all those who worked diligently on the Roadway Improvement Plan. Mr. Bennett also informed the Board of the upcoming Strategic Planning Session that will be held in May where the Town Board and staff will discuss the goals for the next 2-5 years.
3. Communications from the staff
Ms. Malone informed the Board that the Windsor Now has published an article stating that the Windsor Housing Authority is pursuing Windshire Park 4th Filing which has been approved for townhomes. Subsequently, the owner has put the property up for sale which the Windsor Housing Authority currently has under contract.

Mr. Ballstadt reminded the Board to please RSVP to the upcoming Advisory Board Dinner on March 28th at the Embassy Suites in Loveland, CO. Mr. Ballstadt addressed the concerns that were raised by Mr. Tallon regarding building inspections being done in-house. Staff is currently working on those numbers; however, a substantial building department would be required to maintain the turnaround time, whereas SAFEbuilt has experts in every field and would be able to maintain a high level of service. Mr. Ballstadt also stated that there could be potential for implementing contractor licensing; however, a work session would need to be scheduled between the Planning Commission and Town Board to determine if that is the direction the town would like to go.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:58 p.m.



Deputy Town Clerk, Amanda Mehlenbacher