



PLANNING COMMISSION REGULAR MEETING

May 2, 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 6:59 p.m.

1. Roll Call

The following Planning Commission members were present:

Gale Schick
Doug Dennison
Travis Yingst
Jerry Bushelman
Victor Tallon
Dan Foreman
Tim Annable

Town Board Liaison

David Sislowski

Also Present:

Planning Director
Chief Planner
Senior Planner
Senior Planner
Deputy Town Clerk

Scott Ballstadt
Carlin Malone
Paul Hornbeck
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

**Mr. Tallon moved to approve the agenda as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Bushelman, Tallon, Foreman
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 minutes of April 18, 2018

**Mr. Tallon moved to approve the consent calendar as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Bushelman, Tallon, Foreman, Annable
Nays – None**

Motion Carried

C. BOARD ACTION

1. Public Hearing – Major Subdivision – Raindance Subdivision 3rd Filing – David Nelson and Martin Lind, Raindance Land Company LLC, owner/applicant / Tom Siegel, Water Valley Land Company, applicant’s representative

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

Mr. Hornbeck introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicants, Mr. David Nelson and Mr. Martin Lind of Raindance Land Company, represented by Mr. Tom Siegel of Water Valley Land Company, have submitted a final major subdivision plat, known as Raindance Subdivision 3rd Filing. The subdivision encompasses approximately 214 acres and is zoned PUD (Planned Unit Development) with an underlying zoning of RMU (Residential Mixed Use).

The site is currently undeveloped and located east of County Road 13, north of Crossroads Boulevard, and south of New Liberty Road. Access to the subdivision is provided via Crossroads Boulevard, WCR 13, and New Liberty Road.

Proposed Final Subdivision characteristics include:

- 233 lots for single-family residential
- Approximately 142 acres of tracts for future development
- Approximately 3.5 acres of tracts for open space, drainage, and access (owned and maintained by metro district)
- Approximately 15 acres for public right-of-way
- 10 acre tract for future Weld Country RE-4 school

The applicant held a neighborhood meeting on January 18, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were approximately five neighbors in attendance.

Staff recommends that the Planning Commission forward to Town Board a recommendation of approval, subject to all outstanding Planning Commission and staff comments being addressed prior to recording of the plat.

Staff requests the following be entered into the record:

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

Tom Siegel, 1625 Pelican Lakes Pt. Windsor, CO., addressed the board and shared additional three dimensional images of the bridge and Welcome Center.

Mr. Schick asked if anyone from the audience wished to speak on this matter. There was none.

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

2. Recommendation to Town Board - Major Subdivision – Raindance Subdivision 3rd Filing – David Nelson and Martin Lind, Raindance Land Company LLC, owner/applicant / Tom Siegel, Water Valley Land Company, applicant's representative

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

Mr. Bushelman inquired as to the 50 foot lot size in the Raindance Subdivision. Mr. Hornbeck responded that the original PUD (Planned Urban Development) that was approved in 2016 is an overlay of zoning which offers some smaller lots rather than the standard size. By doing so, this will provide a lot of amenities, one being pedestrian friendly trails.

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Major Subdivision-Raindance Subdivision 3rd filing; Mr. Annable seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman, Annable
Nays – None
Motion carried.**

3. Site Plan Presentation – Diamond Valley Subdivision 4th Filing Lot 4 (Snaptron); Earl Tatman, Tatman Properties, owner; Steve Steinbicker, Architecture West, LLC, applicant

- Staff presentation: Millissa Berry, AICP, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Mr. Steve Steinbicker, is proposing a new building for expanding the Snaptron business in the Diamond Valley Subdivision, 4th Filing. The site of the proposed building is addressed as 950 Diamond Valley Drive and is internal to the overall Diamond Valley Subdivision. The site is zoned Limited Industrial (I-L) and is located adjacent to other I-L-zoned properties.

Overall development characteristics include:

- total lot area of 3.4 acres
- ~ 41,427 square foot (sf) building – total square-footage (~21% building coverage)
- 81 parking spaces (1 stall per 2 employees plus additional spaces)
- ~ 21% landscaped area (15% required)
- primary access from the north via Logistics Drive and internal driveways (future access from
- Diamond Valley Road and Eastman Park Drive)

Site layout – building location, parking, landscaping - reflects approved subdivision design for Diamond Valley Subdivision.

The project will be phased. Phase I characteristics include:

- west half of the site
- ~ 24,000 sf building – multi-tenant; car shop, warehouse, light assembly, storage and office uses (~12% building coverage)
- 48 parking spaces
- ~ 47% landscaping

Building characteristics include:

- scale and architectural character consistent with existing structures and schematic design for the subdivision
- building materials:
 - pre-finished stucco insulated metal panels
 - insulated metal panels
 - synthetic stone base
 - aluminum store front
 - parapet
- building height: 27'8"

Ms. Berry indicated that there is no recommendation, as this item is for presentation purposes.

Steve Steinbicker, Architecture West, LLC, addressed the Board presenting the various external features of the building and its compatibility to adjacent properties. Mr. Steinbicker also informed the Board that the building has been fully leased with three tenants consisting of warehousing, general storage and a vintage car restorer.

Mr. Annable inquired about the one parking space per two employees and if that would be adequate.

Mr. Steinbicker responded that the parking spaces will exceed the need of the current tenants as two of them consist of general storage facilities and that this will not be a retail or distribution center that requires a lot of truck traffic.

Mr. Schick asked if there were any questions or comments from the Commission. There was none.

4. Preliminary Major Subdivision – Jacoby Farm Subdivision 7th Filing – Russell Baker, Townhomes at Jacoby Farms, LLC, applicant; Cathy Mathis, TBGroup, applicant's representative
 - Quasi-judicial
 - Staff presentation: Millissa Berry, AICP, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Mr. Russell Baker, Townhomes at Jacoby Farms, LLC, represented by Ms. Cathy Mathis of TBGroup, has submitted a preliminary major subdivision plat, known as Jacoby Farm Subdivision 7th Filing. The subdivision encompasses approximately 5.1 acres over two tracts (Tract A = 2.8 acres and Tract B = 2.3 acres). The

properties are zoned Residential Mixed Use (RMU). The purpose of the subdivision is to allow for individual ownership of the townhome units proposed on the site.

The subdivision proposal is summarized as follows:

- 61 townhome lots (61 townhome units) = approximately 2.3 acres (~45% of site)
- Tracts A and B: platted common space = approximately 2.8 acres (~55% of site)
 - Landscaped areas
 - Open yard areas
 - Parking and access drives
 - Utility / access / drainage easements
- Tracts A and B will be owned and maintained by a Homeowners' Association.
- School and park dedications have been met; dedications were made with the processing of the
- Jacoby Farm 2nd Filing major subdivision.

The applicant held a neighborhood meeting on January 30, 2018. There were approximately 18 neighbors in attendance. The notification period for the January neighborhood meeting did not meet code requirements, therefore, a second neighborhood meeting was held on March 26, 2018 in accordance with Chapter 16, Article XXXI of the Municipal Code. Seven neighbors were in attendance, including 5 that attended the January 30th meeting

The Planning Commission reviewed and approved the preliminary site plan for the Jacoby Farm Townhomes at its March 7, 2018 meeting. As noted, the major subdivision portion of the proposal was delayed due to not meeting the required notification period for the January neighborhood meeting. Final reviews of both the townhome site plan and the major subdivision will be concurrent.

Staff recommends that the Planning Commission approve the preliminary major subdivision as presented subject to the following condition:

1. All remaining Planning Commission and staff comments shall be addressed in the final major subdivision application.

Staff recommends that the following be entered into the record:

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

Mr. Schick asked if there were any questions or comments from the Commission. There was none.

**Mr. Tallon moved to approve the Preliminary Major Subdivision- Jacoby Farm Subdivision 7th Filing as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman, Annable**

Nays – None
Motion carried.

5. Site Plan Presentation – Falcon Point Subdivision 3rd Filing Lots 1 and 2 (Traffic Masters); Amy Tjardes, SIZZNO, LLC, owner/applicant; Patricia Kroetch, North Star Design, Inc., applicant’s representative
- Staff presentation: Millissa Berry, AICP, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Ms. Amy Tjardes, is proposing a new development on Lots 1 and 2 of the Falcon Point Subdivision, 3rd Filing. The site of the proposed building is addressed as 650 Gyrfalcon Court. The site(s) are zoned Limited Industrial (I-L) and are located adjacent to other I-L-zoned properties.

The project spans over two lots. The original lot – Lot 2 of the Falcon Point Subdivision 2nd Filing – is being subdivided into 2 lots due to the 100-year floodplain that covers a portion of the original lot. The subdivision will result in one lot (Lot 1) that is entirely outside of the 100-year floodplain. Both lots will function like one development site and be under the same ownership. The building and outdoor storage would be on Lot 1 and an access drive, parking and a portion of the landscaping would be on Lot 2. Each individual lot does meet zoning standards (lot area, setbacks, parking, building exterior, etc.) except for the amount of accessory outdoor storage area. At its March 22, 2018 regular meeting, the Town of Windsor Board of Adjustment granted a variance for Lot 1 of the Falcon Point 3rd Filing to allow greater than 65% of the lot to be accessory outdoor storage. Beyond that, the other aspects of the project meet code standards and the agreed upon landscaping requirements outlined in the Falcon Point Subdivision development agreement.

Overall development characteristics include:

- Total combined lot area of 2.25 acres
 - two lots functioning as one (Lot 1 – 1.79 acres, Lot 2 - 0.46 acres)
 - variance granted to allow amount of storage area on Lot 1
- ~ 7,200 square foot (sf) building (~7% lot coverage)
- 15 parking spaces (1 stall per 2 employees plus additional spaces)
- ~ 20% landscaped area (15% required; specific landscape standards for Falcon Point Subdivision)
- access from Gyrfalcon Court
- fenced / screened storage yard

Building characteristics include:

- metal building with brick wainscot
- covered entry
- pitched roof
- building height: ~ 28'

Tract A of the Falcon Point Subdivision, located adjacent and to the north of the subject lots, will be landscaped per the subdivision agreement and approved subdivision plan. This additional landscaping will add to the overall screening of the industrial lots within Falcon Point including the subject lots.

Ms. Berry indicated that there is no recommendation, as this item is for presentation purposes.

Mr. Bushelman inquired if the town standard was one parking space per two employees.

Ms. Berry responded that it does meet the current industrial parking standard.

Mr. Ballstadt added that the original intent of the code was to allow for shift work that is normally done within industrial areas. The one parking space per two employees will be addressed in the code update to account for different types of industrial uses.

Ms. Amy Tjardes, 601 Innovation Circle, Windsor, CO., stated that many of her employees work out on the road and take company vehicles home at night making the current parking area more than adequate.

6. Site Plan Presentation – Highlands Industrial Park Subdivision 5th Filing Lot 2, Block 1 (Greendale Center Flex Building 2) – Windsor Center LLC, applicant/Mark Morrison, Schuman Companies, applicant's representative
- Staff presentation: Carlin Malone, Chief Planner

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, represented by Mark Morrison, is proposing a new site development plan in the Highlands Industrial Park Subdivision, 7385 Greendale Drive. The site is located south of Greendale Drive, north of Crossroads Boulevard. The site is zoned Limited Industrial (I-L) and is located adjacent to properties with I-L zoning to the west and north, E-1 (Low Density Estate Single-Family Residential) to the east, and industrial to the south in Loveland (Walmart Distribution Center).

Overall development characteristics include:

- total lot area of 2.11 acres
- industrial/office flex space building of 24,201 square feet (26.4% building coverage)
- approximately 17% landscaped/open area (15% required)
- 83 parking spaces (64 required)
- landscape buffers along Crossroads Boulevard and eastern property boundary

Building characteristics include:

- building articulation through varying building elements
- Two-level building with 2nd story balconies and covered entries/patio area
- window shade treatments
- a combination of stone and varying metal siding façade elements
- incorporating some architectural elements and materials from the adjacent industrial flex building located directly west

Ms. Malone indicated that there is no recommendation, as this item is for presentation purposes.

Mr. Schick asked if there were any questions or comments from the Commission.

There were none.

D. COMMUNICATIONS

1. Communications from the Planning Commission
None

2. Communications from the Town Board liaison
None

3. Communications from the staff
Mr. Ballstadt informed the board that Mr. Sislowksi may be the alternate Town Board Liaison with a formal appointment taking place in the near future. Mr. Ballstadt also informed the Board that he will be sending them the preliminary information regarding the State APA Conference located in Keystone, CO for those who may be interested in attending.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:34 p.m.



Deputy Town Clerk, Amanda Mehlenbacher