



**PLANNING COMMISSION  
REGULAR MEETING**

**May 16, 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
	Doug Dennison
(Absent)	Charles Schinner
	Travis Yingst
(Arrived at 7:02 p.m.)	Jerry Bushelman
	Victor Tallon
	Dan Foreman
(Absent)	Tim Annable

Town Board Liaison                      David Sislowski

Also Present:	Planning Director	Scott Ballstadt
	Chief Planner	Carlin Malone
	Deputy Town Clerk	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. Dennison seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Schick, Dennison, Yingst , 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 May 2, 2018**

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

## C. BOARD ACTION

### 1. Public Hearing – Major Subdivision – Chimney Park Subdivision 4<sup>th</sup> Filing – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch, North Star Design, Inc., applicant's representative

- Quasi-judicial Action
- 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 applicants, Mr. Al Haar and Mr. Mike Zapf, represented by Ms. Patricia Kroetch of North Star Engineering, have submitted a final subdivision for what is known as Chimney Park Subdivision 4<sup>th</sup> Filing. The preliminary subdivision for the subject proposal was approved by the Planning Commission on March 7, 2018. A site plan land use application, Chimney Park Townhomes Site Plan (Item C.3), is being reviewed concurrently with the subject final subdivision application. The Town Board will consider the Planning Commission's recommendations on both land use applications on June 11, 2018.

The site is located east of Chimney Park and a Town regional detention pond, zoned O (Recreation and Open Space); west of an existing service shop use (Windsor Auto Repair) zoned I-L (Limited Industrial) and State Highway 257; north of Chestnut Street and existing single-family residential, zoned RMU (Residential Mixed Use); and south of a Great Western Railroad spur and a lumber yard (Universal Forest Products), zoned I-H (Heavy Industrial).

The 5.6-acre site is undeveloped and zoned MF-2 (High-Density Multifamily Residential District). The subject final subdivision proposes 51 residential lots and four tracts. Proposed final subdivision characteristics include:

- 51 townhome lots
- Four tracts: three for additional garage buildings and one for open space/landscaping common areas.
- 58% of the property consists of common area
- Two access points on Chestnut Street with an internal looped road (private street)
- Adjacent to Chimney Park and in close proximity to schools, downtown, and services

A neighborhood meeting was held by the applicant on January 25, 2018, 6:00 p.m., at the Pelican Lakes Golf Course Banquet Room, 1625 Pelican Lakes Pointe. Notifications for this meeting were as follows:

- January 3, 2018 – affidavit of mailing to property owners within 300 feet
- January 5, 2018 – display ad published in the papers

There was one neighbor/property owner in attendance who stated he was strongly in favor of the proposal, noting there was a need for the type of development in the area, development of the property would improve the neighborhood, and the design proposed was well thought out.

Notifications for this public hearing were as follows:

- May 1, 2018 – affidavit of mailing to property owners within 300 feet
- May 1, 2018 – posted to Town website
- May 2, 2018 – sign posted on property
- May 4, 2018 – published in the papers

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final subdivision, subject to all remaining Planning Commission and staff comments shall be addressed.

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Testimony from public hearing
- Recommendation

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. Bushelman seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Schick, Dennison, Yingst, Tallon , Bushelman, Foreman  
Nays – None  
Motion carried.**

Mr. Sislowski stated for the record, “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.”

2. Recommendation to Town Board – Major Subdivision – Chimney Park Subdivision 4<sup>th</sup> Filing – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch, North Star Design, Inc., applicant’s representative

- Quasi-judicial Action
- Staff presentation: Carlin Malone, Chief Planner

Mr. Schick asked if Ms. Malone had anything further she wished to add.  
Per Ms. Malone; Nothing further.

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

Mr. Bushelman inquired as to the price range and size of the units being built  
Mr. Mike Zapf, 1855 E. Seadrift Dr. Windsor, CO., responded that they would be around \$330,000-\$340,000 per unit. The units range from 1700-2100 square feet with an attached two-car garage.

**Mr. Tallon moved to forward a recommendation of approval to the Town**

**Board for the Major Subdivision – Chimney Park Subdivision 4<sup>th</sup> Filing subject to all remaining Planning Commission and staff comments being addressed.; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman**

**Nays – None**

**Motion carried.**

Mr. Sislowksi stated for the record, “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.”

3. Recommendation to Town Board – Final Site Plan – Chimney Park Subdivision 4<sup>th</sup> Filing, Lot 1 – Al Haar and Mike Zapf, owners/applicants; Patricia Kroetch, North Star Design, Inc., applicant’s representative
  - Quasi-judicial Action
  - 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 applicants, Mr. Al Haar and Mr. Mike Zapf, represented by Ms. Patricia Kroetch of North Star Engineering, have submitted a final site plan for Chimney Park Townhomes. The Planning Commission approved the preliminary site plan and preliminary subdivision for the subject proposal on March 7, 2018. A final major subdivision land use application, Chimney Park Subdivision 4th Filing, is being reviewed concurrently with the subject final site plan application. The Town Board will consider the Planning Commission’s recommendation on both the final major subdivision and final site plan applications on June 11, 2018.

The site is located east of Chimney Park and a Town regional detention pond, zoned O (Recreation and Open Space); west of an existing service shop use (Windsor Auto Repair) zoned I-L (Limited Industrial) and State Highway 257; north of Chestnut Street and existing single-family residential, zoned RMU (Residential Mixed Use); and south of a Great Western Railroad spur and a lumber yard (Universal Forest Products), zoned I-H (Heavy Industrial).

The 5.6-acre property is currently undeveloped and zoned MF-2 (High Density Multifamily Residential District). In the past, there was a metal storage shed on the property, which was destroyed in the 2008 tornado. The property was once a sugar beet dump for the Great Western Sugar Factory, located north of the subject site, and a large structure of concrete from this use remains in the ground. The subject site plan proposes 51 townhome units, with an overall density of 9.1 du/acre.

Proposed development characteristics include:

- 51 townhome units within eleven buildings: seven 4-unit buildings, one 5-unit building, three 6-unit buildings
- three and four-bedroom townhome units ranging in size from 1,759 sq. ft. to 2,140 sq. ft. finished area; with unfinished basements
- building heights of 19'6" (55 feet maximum height in MF-2 zone district)
- façade colors would be compatible with the surrounding neighborhood
- asphalt shingles, painted lap siding (horizontal and vertical), synthetic stone wainscot, front covered porch entry and rear covered patio.
- 265 parking spaces (109 required) – parking ratio of 5.2 spaces per dwelling unit:
  - 140 garage spaces, 23 surface spaces (not including driveway spaces)
  - 4 parking spaces for each townhome unit: 2-car garage per unit plus two spaces behind each townhome garage = 204 spaces (two spaces required per unit = 102)
  - 23 guest parking spaces (one guest parking space per eight dwellings required = 7 spaces)
  - An additional 38 single-bay garages available, buffering the townhomes from the railroad spur along the northern property boundary.
- approximately 27% landscaped area
- 58% common area
- Two access points on Chestnut Street with an internal looped road (private street)
- Adjacent to Chimney Park and in close proximity to schools, downtown, and services

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

1. All remaining Planning Commission and staff comments shall be addressed on the final site plan.
2. The final subdivision plat for the subject property is approved.

Staff requests 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 were none.

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Major Subdivision – Chimney Park Subdivision 4<sup>th</sup> Filing; Mr. Yingst seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman  
Nays – None  
Motion carried.**

#### D. COMMUNICATIONS

1. Communications from the Planning Commission  
Mr. Schick requested that all members of the Planning Commission inform staff of their attendance the Tuesday prior to the Planning Commission meetings.
2. Communications from the Town Board liaison  
Mr. Sislowski informed the Commission that he will be the primary Liaison for the Planning Commission.
3. Communications from the staff  
Mr. Ballstadt reminded the Commission of the joint work session with the Town Board that will be held June 4, 2018 at 6:00 p.m. in the first floor conference room of Town Hall.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:21 p.m.



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Deputy Town Clerk, Amanda Mehlenbacher