



# PLANNING COMMISSION REGULAR MEETING

June 20, 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  
Travis Yingst  
Jerry Bushelman  
Victor Tallon  
Dan Foreman  
Tim Annable  
Kelly Hall

(Absent)

Town Board Liaison (Absent)

David Sislowski

Also Present:

Planning Director	Scott Ballstadt
Senior Planner	Millissa Berry
Planning Technician	Devin King
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. Foreman seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman, Hall  
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 June 6, 2018

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

C. BOARD ACTION

1. Request for Commercial Corridor Height and Façade Color Waiver – Town of Windsor L2-16 B 11 & Burlington Subdivision L20 - The Mill –, Steve Schroyer, Old Windsor Mil, LLC, applicant; Katy Thompson, Ripley Design Inc., applicant
  - Quasi-judicial Action
  - Staff presentation: Millissa Berry, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet material, with the following information: The applicant, Katy Thompson of Ripley Design, Inc., is requesting a waiver from the Commercial Corridor Plan (CCP) height requirements and façade color requirements.

Section IV.A.1 of the CCP states:

*Building Height. In order to allow for taller mixed use buildings with office and residential uses on upper floors, the maximum height in the Downtown Subarea shall be forty-five feet (45').*

Section III.B.6 states:

*Façade colors shall be earth tone colors...other colors may be used provided that they are sensitively integrated into the overall color palette.*

The project is the rehabilitation of the existing building known as the Windsor Mill. The site is located at the southwest corner of 3<sup>rd</sup> and Main Streets and addressed as 301 Main Street. The property lies within the boundaries of the CCP area and is included in the CCP's Downtown Subarea. It is also in the Old Town Windsor Subarea of the Downtown Corridor Design Guidelines. The property is zoned General Commercial (GC), and is located adjacent to other GC zoned properties to the east, the Central Business district to the north and west and the Single Family Residential (SF-1) zone to the south.

The project aims to restore as much of the remaining historic Windsor Mill structure as possible with the rebuilt addition incorporating new modern elements. Overall development characteristics:

- 22,850 sf building
- Two story-building that steps down to one-story on the west, south and east ends of the building
- Reconstructed in Windsor Mill footprint (received variance in December of 2017 to do so)
- Restoration of the existing building's brick facade
- Proposed additions include architecturally diverse façades that complement the historic portion of the building
- Landscaping and patio area
- 15 parking spaces
- Variety of tenants: restaurant, bar, offices, storage, outdoor gathering space

The proposed architecture mimics the size and shape of The Mill at a two-story scale rather than the former 4-story structure. The majority of the building would

be 45 feet (44'-11") tall or less. The area above the main doors of the building is designed as a taller architectural feature (grain tower) that reflects the architecture found in that area in the former Mill structure (see image in the presentation). This portion of the building is approximately 20 feet wide and spans the depth of the building in a similar manner as seen in the original building.

The site is immediately adjacent to the Central Business district and is considered to be in the Downtown. Without the CCP height requirement, both the GC and CB zones would allow a structure of this height (55' in the GC and 75' in the CB).

Based on the justification provided by the applicant and staff review of the request, staff believes that the proposed height waiver request and waiver for façade colors is consistent with the intent of the Commercial Corridor Plan and therefore recommends approval of the waivers for height and façade color.

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

The Planning Commission concurred that they were happy with the design and felt that it will be a great addition to the Town of Windsor.

**Mr. Tallon moved to approve the request for Commercial Corridor Height and Façade Color Waiver as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Schick, Dennison, Yingst, Tallon, Bushelman, Foreman, Hall  
Nays – None  
Motion carried.**

2. Site Plan Presentation – Water Valley South 25<sup>th</sup> 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 applicant and presented the PowerPoint presentation included in the packet material, 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 25<sup>th</sup> Filing. The site of the proposed assisted living facility is located on the southeast corner of the intersection of New Liberty Road and 7<sup>th</sup> 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 original site plan was reviewed at the March 21, 2018 Planning Commission meeting. Since that meeting, there have been revisions made to the building and site grading that warrant a second view of the project.

- Originally, the air conditioner system was to be internal to the building. Due to costs, the applicant is now proposing exterior ground-mounted condensing units.
  - 55 units
  - The units are 2wx2dx2t
  - Units are grouped to specific areas to avoid a continuous row of units along the building
  - Staff is working with the applicant to use evergreen shrubs in addition to the previously
  - proposed landscaping to screen the units from the street
- The retaining wall with railing that was originally proposed along the east side of the building is being removed and replaced with a slope.

Overall development characteristics include:

- Total lot area of 2.93 acres
- 55,000 square foot (sf) building total; 36,313 sf footprint (~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.
  - Enclosed trash and utility area
- 33 parking spaces (1 stall per 2 beds required – 28 stall minimum; plus shared parking with independent living facility for employees and visitors)
  - Applicant received a parking determination in March 2018 to allow the amount proposed
- 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)
  -

Ms. Berry 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.

3. Public Hearing – Conditional Use Grant to allow a storage container in the Single Family Residential (SF-1) zone district – Mountain View School 1<sup>st</sup> Subdivision, Lot 2 – Clearview Library – Ann Kling, Clearview Library District, applicant

- Quasi-judicial Action
- Staff presentation: Devin King, Planning Technician

Mr. King introduced the applicant and presented the PowerPoint presentation included in the packet material, with the following information: The applicant, Clearview Library District is requesting a Conditional Use Grant (CUG) to allow

one temporary storage container in the SF-1 zone district until the library relocates to a new location. A conditional use grant is required because the proposed use is not specifically included as an accessory use or a use-by-right in the SF-1 zone district per Section 16-12-20(2) of the Town of Windsor Municipal Code.

The applicant is requesting allowance of the storage container for storage of miscellaneous items such as special event and craft supplies that are currently stored offsite at employee's homes due to insufficient storage space at the library. The container is proposed to be located on the west side of the parking lot in the last two parking stalls leaving 46 off-street parking spaces available. In 2008 when the administrative site plan was approved, the Planning Commission determined 48 off-street parking spaces met the off-street requirement, but at the time, 9 on-street spaces were going to be provided by diagonal striping on 3<sup>rd</sup> St. These 9 diagonal on-street spaces were reduced to parallel parking with the removal of striping years ago. If parking becomes an issue at the library, the Planning and Engineering Departments will re-evaluate whether or not these 9 spaces should be restriped to add parking spaces and help alleviate any parking problems.

Since library parking is not enumerated in the Code, Section 16-10-30(a)(7) 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 convene a public hearing to determine the appropriate application of the parking requirements to the specific situation, applying the criteria set forth above and in keeping with sound land use planning principles."* Therefore, the Planning Commission will need to make a determination on whether 46 parking spaces meets the library district's off-street parking requirement with their recommendation. Preliminary conversations with the applicant indicate that parking is only an intermittent issue during peak periods, and parking is not an issue the majority of the time.

Staff recommends that the Planning Commission determine that 46 parking stalls are adequate and, further, forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented with either of the two conditional timelines below:

- The conditional use of the storage container is permitted until the library moves to a new location; or
- The conditional use of the storage container is permitted for three (3) years, which upon the arrival of, the applicant will be required to renew via the conditional use grant process to retain the storage container on the premises for an additional allotment of time.

Staff requests that the following be entered into the record:

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

Mr. Schick asked if anyone from the audience wished to speak on this matter. There were 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, Hall**

**Nays – None**

**Motion carried.**

4. Conditional Use Grant to allow a storage container in the Single Family Residential (SF-1) zone district – Mountain View School 1<sup>st</sup> Subdivision, Lot 2 – Clearview Library – Ann Kling, Clearview Library District, applicant

- Quasi-judicial Action
- Staff presentation: Devin King, Planning Technician

Mr. Schick asked if Mr. King had anything further he wished to add.

Per Mr. King; No, Mr. Chairman

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

Mr. Tallon inquired how the 3 year plan was determined.

Mr. Ballstadt responded that the 3 year timeframe is consistent with timeframes approved with other temporary uses such as the gravel parking area that were approved for the Downtown Development Authority and some town park sites . One option involves more ownership and would require a renewal in the future, whereas the other is a more open ended option.

Mr. Schick inquired when the Library is scheduled to move.

Ann Kling, Director of the Clearview Library District, 720 3<sup>rd</sup> St. Windsor, CO., responded that at this time there are no plans to move unless the voters approve a new location for the Library.

Mr. Bushelman suggested that a condition be added to the 3 year plan by stating it can only be renewed if the appearance is maintained and kept in good condition.

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Conditional Use Grant with a timeline of 3 years; Mr. Yingst seconded the motion.**

Mr. Ballstadt wished to verify if the motion was to include the requested condition stated by Mr. Bushelman.

Mr. Tallon responded that he did not feel that was necessary.

**Roll call on the vote resulted as follows:**

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

**Nays – None**

**Motion carried.**

D. COMMUNICATIONS

1. Communications from the Planning Commission  
Mr. Schick welcomed the new members to the Planning Commission: Ms. Kelly Hall and Cindy Scheuerman as an alternate.
2. Communications from the Town Board liaison  
None
3. Communications from the staff  
Mr. Ballstadt stated that the Town Board Liaison and alternate were currently at the Colorado Municipal League Conference and also wished to welcome the new Planning Commission members.

E. ADJOURN  
Upon a motion duly made, the meeting was adjourned at 7:28 p.m.



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Deputy Town Clerk, Amanda Mehlenbacher