



**PLANNING COMMISSION
REGULAR MEETING**

**September 19, 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		Kelly Hall
		Victor Tallon
		Jerry Bushelman
		Dan Foreman
		Travis Yingst
Absent	Alternate	Cindy Scheuerman
	Town Board Liaison	Barry Wilson

Also Present:

Planning Director	Scott Ballstadt
Planner I	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. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Tallon, 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 minutes of September 5, 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, Tallon, Bushelman, Foreman, Yingst; Nays – None Motion carried.

C. BOARD ACTION

1. Public Hearing – An Ordinance Amending Section 16-19-10(b) of the Town of Windsor Municipal Code to allow accessory storage in the General Commercial zone district
 - Legislative
 - Staff presentation: Devin King, Planner I

Mr. King reported that at the August 27, 2018 work session, this amended language addressing outdoor storage and display is in response to the need from commercial users for accessory outdoor storage in the General Commercial zone district and the effort to accommodate that need while maintaining the “small town feel” that citizens, Town Board and Planning Commission have expressed as important. As Windsor continues to grow and larger retail establishments look to our commercial areas to locate, the code will need to appropriately address such accessory outdoor uses in the General Commercial zone district to maintain the character of our commercial corridors while allowing the incidental storage and display that is common with retail establishments.

During the recent August 27, 2018 work session, the Town Board members indicated that screening and location requirements would need to play a key role in keeping all accessory outdoor storage out of view from public rights-of-way and residential uses. When combined with the parking and landscaping standards already in place, the proposed amended language will achieve the goal of keeping outdoor storage and display areas to an appropriate and aesthetically pleasing level. It requires the materials to be opaque and predominately match the principal building while prohibiting the use of chain link fencing. In addition, the language also mandates that it be oriented away from major streets like Main Street. Buffers from residential uses are already addressed in the landscape standards and parking requirements will further keep the amount of outdoor storage to a reasonable size.

Three categories of accessory uses are proposed to distinguish the difference in storage versus display versus seasonal sales. Storage is pertaining only to the materials or equipment used in the course of business, such as pallets, loading equipment and inventory of goods. Display is pertaining to the incidental display of merchandise, an example of which would be grills or lawnmowers outside along the wall of the principal building. Lastly, seasonal sales is in relation to the seasonal sales specifically related to a season such as plant, Christmas tree or pumpkin sales.

This language would require that these accessory uses be reviewed during the site plan process to ensure compliance.

The Town Board is scheduled to review the Planning Commission recommendation on the proposed code amendment on September 24, 2018.

Staff recommends Planning Commission forward to Town Board a recommendation of approval of the proposed amendment to Municipal Code Section 16-19-10(b) to address accessory commercial outdoor storage in the General Commercial zone district.

Mr. Tallon inquired how this change might affect stores such as Ace Hardware when a portion of their parking lot is taken up by their landscape nursery.

Mr. Ballstadt responded that they tried to account for the greenhouse and seasonal sales separately from outdoor storage. Items such as grills that are stored outside would fall under the display category and landscape materials would be considered seasonal. Items that are stored behind the building would need to be screened. In regards to stores such as Ace Hardware they should fit within the 60 day duration for seasonal displays and parking requirements.

Mr. Schick questioned the 60 day duration for seasonal displays.

Mr. Bushelman inquired if the Ordinance would apply to only future businesses or all current businesses that put up displays.

Mr. Ballstadt stated that it would apply to the new site plans that staff reviews. As for the existing businesses if they exceed the time frame allotted, it could be looked at as a non-conforming use. Once businesses took down their seasonal displays, the business would need to comply with the new regulation when the display was brought out the next season.

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

2. Recommendation to Town Board – An Ordinance Amending Section 16-19-10(b) of the Town of Windsor Municipal Code to allow accessory storage in the General Commercial zone district

- Legislative
- Staff presentation: Devin King, Planner I

Mr. Dennison inquired if they should address the 60 day duration for seasonal displays.

Mr. Ballstadt stated staff could reach out to businesses prior to Town Board consideration to determine the length of time displays are out. Mr. Ballstadt felt that anywhere between 60 and 90 days would be an adequate length of time.

After discussion, the Commission agreed to see how the 60 day duration works out.

Mr. Tallon moved to forward a recommendation of approval to the Town Board amending section 16-19-10(b) of the Town of Windsor Municipal Code to allow accessory storage in the General Commercial zone district; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows: Yeas – Schick, Dennison, Tallon, Bushelman, Foreman, Yingst; Nays – None; Motion carried.

D. COMMUNICATIONS

1. Communications from the Planning Commission

Mr. Dennison inquired if there would be enough Board Members in attendance for the October 3, 2018 Planning Commission meeting.

Mr. Ballstadt responded that they have decided to cancel the October 3, 2018 Planning Commission meeting and the next meeting will be held on October 17, 2018.

2. Communications from the Town Board liaison

None

3. Communications from the staff

Mr. Ballstadt requested if any of the Board Members had any questions pertaining to the APA Conference to please reach out to staff.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:12 p.m.



Deputy Town Clerk, Amanda Mehlenbacher