



**PLANNING COMMISSION
REGULAR MEETING**

**January 16, 2019 // 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
		Kelly Hall
		Victor Tallon
		Jerry Bushelman
		Dan Foreman
	Alternate	Cindy Scheuerman
	Alternate	Scott Ready
	Absent	Travis Yingst
Town Board Liaison	Absent	David Sislowski
Also Present:	Planning Director	Scott Ballstadt
	Senior Planner	Millissa Berry
	Planner I	Carrie Tremblatt
	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, Hall, Tallon, Bushelman, Scheuerman, 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 December 19, 2018
Mr. Tallon moved to approve the consent calendar as presented; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Tallon, Bushelman, Scheuerman, Foreman; Nays – None Motion carried**

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant (CUG) for a Temporary Recycled Asphalt Parking Lot in the Central Business (CB) Zone District – Lot 23,

The Town of Windsor will make reasonable accommodations for access to town services, programs, and activities, and will make special communication arrangements for persons with disabilities. Please call 970-674-2400 by noon on the Thursday prior to the meeting to make arrangements.

Burlington Subdivision – Matt Ashby, Director, Windsor Downtown Development Authority, Applicant

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

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, the Windsor Downtown Development Authority (DDA), represented by Matt Ashby, the Director of the DDA, is requesting a Conditional Use Grant (CUG) to allow the installation of a recycled asphalt surface on the subject property to temporarily accommodate parking in the downtown and for events at Boardwalk Park. The proposed parking lot would replace the current temporary parking lot on the property to the east at 107 5th Street. The parking lot at 107 5th Street was granted a CUG for the use including the recycled asphalt surface.

The lot is currently occupied by two structures, both of which are planned to be demolished in the near-term. Once the structures are removed, the DDA proposes the installation of re-used asphalt material on the gravel surface of the lot. Storm water would be channeled to the east inlet that will drain to the northeast and fill the retention pond. The lot will be used temporarily by citizens and visitors for parking, until a developer initiates a larger-scale project on the lot. The highest use will be during summer events at Boardwalk Park and the Farmer's Market.

A conditional use grant is required in this situation as the proposed use, recycled-asphalt parking lot, is not a use allowed by right in any zoning district. Section 16-10-30(3) of the Municipal Code states, "All parking lots which are designed to be used for employee parking, visitor parking, customer parking and tenant parking ... shall be paved with asphalt or concrete." Section 16-7-10 of the Municipal Code states that the intent of a conditional use grant is to allow "consideration of uses which are unique in nature or character, although not specifically included as uses by right in any specific zoning districts."

While the code does not allow permanent parking lots to be surfaced with recycled asphalt, this temporary condition reflects what has been allowed at the 5th Street lot, temporarily addresses the need for parking in the downtown, and will be an improvement of the subject site after demolition of the structures.

Staff recommends that the Planning Commission forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented with the following conditions:

1. The parking lot shall be properly maintained and accommodate adequate areas for circulation and movement of emergency vehicles.
2. The applicant will work with the Town's Engineering and Public Works Departments to ensure that drainage is adequately addressed.
3. Fencing, to be approved by the Planning Department, will be installed to the north property line to deter people and vehicles from accessing the railroad right-of-way.
4. Fencing, to be approved by the Planning Department, will be installed along Ash Street for the length of the property to designate access points to the parking area.

5. The duration of the temporary parking use shall not exceed five (5) years from the date of Town Board approval as proposed in the conditional use grant application materials.

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. Ashby with the Downtown Development Authority, provided a brief presentation on the intent of the temporary recycled asphalt parking lot as well as providing information on an ultimate parking solution as development increases.

Mr. Schick asked if there was anyone from the audience that wished to speak on this matter.

There were none.

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

Ms. Scheuerman inquired what would happen to the DDA parcel that currently allows parking, once the Conditional Use Grant expires in April of this year.

Mr. Ashby stated that they would work to get the new parking lot available for use before eliminating the parking option on the DDA parcel.

Mr. Ashby respectfully requested the Commission to remove condition number 4 regarding the fencing along Ash Street and defer it until the site plan review process. This is simply because there could be street scape improvements that are planned for the frontage of the lot.

Mr. Bushelman inquired as to what surface treatment will be used on the recycled asphalt.

Mr. Ashby stated that it would be a similar treatment that was used on the lot to the east.

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

2. Recommendation to Town Board - Conditional Use Grant (CUG) for a Temporary Recycled Asphalt Parking Lot in the Central Business (CB) Zone District – Lot 23, Burlington Subdivision – Matt Ashby, Director, Windsor Downtown Development Authority, Applicant

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

Mr. Tallon moved to forward a recommendation of approval to the Town Board for a Conditional Use Grant for a Temporary Recycled Asphalt Parking Lot subject to all conditions stated by staff with the exception of condition number 4 by deferring it until the site plan review; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas –

Schick, Dennison, Hall, Tallon, Bushelman, Scheuerman, Foreman; Nays – None; Motion Carried.

3. Public Hearing – Rezoning Petition - Portion of Windsor Manor 7th Filing Lot 3 — Windsor Manor Condo Association, President: Scott Goering.

- Quasi-judicial
- Staff presentation: Carrie Tremblatt, Planner I

Ms. Tremblatt introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, the Windsor Manor Condo Association, represented by Scott Goering, is requesting to rezone an approximately 1,614 square foot portion of Windsor Manor 7th Filing. The subject property is located generally east of 13th Street, north of Ash Street, and south of Honeysuckle Court. Please see the enclosed PowerPoint for specific boundaries of the rezoning.

The request is to rezone approximately 1,614 square feet from Multifamily Residential (MF-1) to General Commercial (GC) with a Planned Unit Development (PUD) overlay consistent with the remaining portion of Windsor Manor Subdivision 7th Filing Lot 3. This rezoning request is being considered concurrently with a minor subdivision request known as Windsor Manor Subdivision 7th Filing, to ensure that the property boundaries coincide with the zoning boundaries. The proposed zoning is consistent with the existing zoning of PUD (with underlying General Commercial) and the Town's Land Use Map.

The purpose of this concurrent proposal is to allow a 1,614 square foot portion of what was previously part of the Windsor Manor Condo Association to become part of the adjacent General Commercial PUD shopping center to ensure that this area is better utilized and maintained by the commercial center known as Windsor Manor Centre (1230 Ash Street).

Although staff is concurrently reviewing the Windsor Manor 7th Filing Minor Subdivision application, it is important to note that this rezoning request needs to be considered on its own merit, and any action by Planning Commission should be based on the compliance of the rezoning petition with the Comprehensive Plan.

Staff recommends that the Planning Commission forward a recommendation of approval of the rezoning petition and ordinance to the Town Board subject to all remaining Planning Commission and staff comments being 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 there was anyone from the audience that wished to speak on this matter.

There were none.

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

There were none.

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

4. Recommendation to Town Board – Rezoning Petition-Portion of Windsor Manor 7th Filing Lot 3—Windsor Manor Condo Association, President; Scott Goering
 - Quasi-judicial
 - Staff presentation: Carrie Tremblatt , Planner I

Mr. Tallon moved to forward a recommendation of approval to the Town Board for a Rezoning Petition subject to all remaining Planning Commission and staff comments being addressed; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Tallon, Bushelman, Scheuerman, Foreman; Nays – None; Motion Carried.

D. COMMUNICATIONS

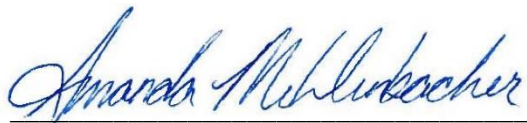
1. Communications from the Planning Commission
None
2. Communications from the Town Board liaison
None
3. Communications from the staff

- a. Site Plan – Valley Center Subdivision 4th Filing, Lots 1-3

Mr. Ballstadt reported that the plan will be reviewed and approved administratively by staff; however, if there are any comments to please forward them to staff at your earliest convenience.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:33 p.m.



Deputy Town Clerk, Amanda Mehlenbacher