



# PLANNING COMMISSION REGULAR MEETING

February 6, 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
	Dan Foreman
Alternate	Cindy Scheuerman
Alternate	Scott Ready
Absent	Travis Yingst
Absent	Victor Tallon
Absent	Jerry Bushelman

Town Board Liaison	David Sislowski
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Also Present:

Planning Director	Scott Ballstadt
Senior Planner	Millissa Berry
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  
**Ms. Scheuerman moved to approve the agenda as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, 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 January 16, 2019

**Mr. Dennison 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, Ready, Scheuerman, Foreman; Nays – None Motion carried**

### C. BOARD ACTION

1. Public Hearing – Conditional Use Grant (CUG) for a Public Utility Installation, Including Transmission Lines and Substations in the Residential Mixed Density Zone District – Thornton Farm 24 Annexation – Derek Holscher of Public Service Company of Colorado (Xcel Energy), Applicant

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

Mr. Sislowski stated with respect to each public hearing on tonight's agenda, "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."

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Public Service Company of Colorado, represented by Derek Holscher, is requesting a Conditional Use Grant (CUG) to allow a public utility installation including transmission lines and substations on the recently annexed Thornton Farm 24 property located northwest of the intersection Weld County Road 15 and Weld County Road 76. The property is zoned Residential Mixed Use (RMU) which allows any principal, accessory or conditional use permitted in any residential district. The Single-family Residential zone district calls for a CUG for public utility installations including transmission lines and substations. This conditional use grant considers the use as well as the height of structures, including the towers and fence, proposed.

The proposed public utility installation is for a new 230-kilovolt (kV) substation and a 2-mile long over-head transmission line (approximately 0.5 miles being within the Town of Windsor). In addition, underground distribution lines are planned from the substation westward to WCR 13 along WCR 76. The purpose of the facility is to enable Public Service Company of Colorado to accommodate existing and future energy demands in the region. The transmission lines and station would tie into the greater Platte River Power Authority system.

The substation would be constructed on a 10-acre portion of the Thornton Farm 24 property. The site is located approximately 500 feet north of WCR 76 near the intersection of WCR 76 and Brian Avenue. Please see the presentation materials for location of the proposed site. If approved, the applicant's intention is to subdivide the Thornton Farm 24 property to allow for the purchase of the 10-acre site from the City of Thornton.

The substation site plan shows approximately 6 acres of the site containing a fully-fenced facility with the proposed equipment and towers. The east-west fence lines are proposed at approximately 500 feet in length and the north-south fence lines are proposed at approximately 600 feet in length. The perimeter fence would be 7-foot chain link with an additional 1 foot of barbed wire at the top for a total of 8 feet in height. Ground equipment ranges in height to approximately 30 feet; towers range from 55 feet to 75 feet tall. The access to the site would be from WCR 76 immediately north of the intersection of Brian Avenue. A storm water detention area is planned on the southern portion of the site and a

landscaping plan shows evergreen trees along the south perimeter of the detention pond. The overhead transmission lines travel north from the substation site to the town limits. Please see the presentation and application materials for additional details on the facility.

The conditional use would not have an expiration date. The facility is planned to operate for the long-term.

Although the use will have visual impacts on the area, the proposed location of the site off of WCR 76 and site plan details, such as landscaping, have been made in an effort to reduce these impacts. The use of public utility installations including transmission lines and substations is conditionally allowed in the zone district and found to be necessary to meet the demand for energy in the region.

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. A site plan, including landscaping, is reviewed and approved by Staff prior to construction of the facility.
2. Landscaping is required on the southern portion of the property to assist in screening the facility from vantage points from the south.
3. The applicant will obtain all applicable Town and State permitting for the facility and for development operations including access permits, including an access permit from the Town's Engineering Department.

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.

Several members of the audience had many questions and reservations regarding the details of the project. Items of concern included; location of the planned substation, decline in property values, lack of landscaping and buffer around the substation and disruption of the existing wetlands.

Those who gave public comment include:

- Mike Mitchell, 6771 Steven St. Windsor, CO 80550
- Laurie Langhorn, 6855 Steven Street, Windsor, CO 80550
- Eric Vannoy, 36925 Gaylin Ave. Windsor, CO 80550
- Marcia Maeda, 6711 Steven St. Windsor, CO 80550

Derek Holscher of Public Service Company of Colorado (Xcel Energy), provided a brief presentation on the intent of the Conditional Use Grant for a public utility installation, including transmission lines and substations. In response to inquiries from the Planning Commission, Mr. Holscher stated that Public Service Company of Colorado would entertain the addition of a screen wall around the facility and additional landscaping if the Planning Commission or Town Board required the modifications. Mr. Holscher noted that there are site constraints, including the amount of space around the facility and location of distribution lines, that would influence the landscaping design. He stated that the space available around the

facility likely would not be able to accommodate berms meeting proper design standards. He stated that shifting the site to the west has not been an option for Xcel and there is also a ditch in that location. He stated that while it may be possible to underground the transmission lines, the cost could be 10 to 20 times more than the overhead lines.

Sean Destins, 7853 W Mansfield Pkwy, Lakewood, CO 80235, confirmed that the Avery Substation will service the Roth Subdivision.

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

Several comments and questions were made from the Commission members, which were answered by Mr. Holscher and staff.

**Ms. Scheuerman moved to close the public hearing; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows: Yeas – Schick, Dennison, Ready, Scheuerman, Foreman; Nays – Hall; Motion passed 5 to 1.**

2. Recommendation to Town Board - Conditional Use Grant (CUG) for a Public Utility Installation, Including Transmission Lines and Substations in the Residential Mixed Density Zone District – Thornton Farm 24 Annexation – Derek Holscher of Public Service Company of Colorado (Xcel Energy), Applicant

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

Ms. Berry had nothing further to add.

**Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for a Conditional Use Grant as presented subject to all recommendations and conditions listed by staff; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Ready, Scheuerman, Foreman; Nays – Hall; Motion passed 5 to 1.**

3. Public Hearing – Raindance 5th Filing – Martin Lind of Raindance Land Company, LLC, owner / applicant, John Meyers of TST, INC Consulting Engineers, Applicant’s Representative

- 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, Mr. Martin Lind of Raindance Land Company, LLC, has submitted a final major subdivision plat, known as Raindance Subdivision Fifth Filing. The subdivision encompasses approximately 33.8 acres and is zoned Planned Unit Development (PUD). Approximately 11.74 acres is proposed for single-family lots and adjacent open space; and approximately 22.06 acres is intended for future development.

Preliminary Plat characteristics:

- 53 single-family lots
  - Lot size range: 5,500 sf to 7,790 sf (minimum lot size for single family lots with front loaded garage per PUD is 4,000 sf)

- Average lot size of 5,916 sf
- Typical (mode) lot size: 5,500 sf (36 of the 53 lots)
- Density: 4.52 dwelling units / acre
- Product: 1 & 2-story houses with attached garages
- Tracts for open space / agriculture use (4.6 acres) and future development (22.06 acres)
- Extension of trail system (Raindance and Town systems)
- Expansion of road and utility systems beyond existing infrastructure installed
  - Public improvements along Autumn Moon and Night Fall Drives were constructed and a portion of the utility plan was installed with the construction work associated with Raindance 2nd Filing.

Two modifications were made since the preliminary plan review:

- The western lots located on Moon Rise Drive are approximately an additional 10 feet in depth from 110' to 120'
- 2 phases proposed
  - Phase 1 - the lots created along Autumn Moon Drive
  - Phase 2 – remaining subdivision lots, open space / trail

There is discussion that the City of Thornton is seeking an easement for a water pipeline along WCR 13 on the west edge of the proposed subdivision. The potential easement may be located in the immediate vicinity of the planned Town trail. If such an easement is granted for the water pipeline, the Town will want assurance that any new easements will not limit the Town's access and maintenance of the proposed trail along WCR 13. Additionally, if the Town trail is impacted during construction of the pipeline, the Town defers responsibility for any reconstruction to the applicant.

During the preliminary major subdivision review, the applicant held a neighborhood meeting on October 15, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were four neighbors in attendance.

Staff recommends that the Planning Commission forward a recommendation to the Town Board to approve the final major subdivision as presented subject to the following conditions:

1. All outstanding staff comments on the subdivision plat shall be addressed prior to recording of the subdivision plat.
2. The applicant shall enter into a development agreement with the Town prior to recording of the subdivision plat.

The recommendation will be presented to the Town Board at its February 11, 2019 regular meeting.

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.

Ms. Scheuerman inquired if there is already an easement for the widening of WCR 13 to four lanes.

Ms. Berry stated that any plans for WCR 13 would be accommodated within the existing right-of-way.

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

4. Recommendation to Town Board – Major Subdivision – Raindance 5th Filing – Martin Lind of Raindance Land Company, LLC, owner / applicant, John Meyers of TST, INC Consulting Engineers, Applicant’s Representative
  - Quasi-judicial
  - Staff presentation: Millissa, Senior Planner

**Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for the Major Subdivision – Raindance 5<sup>th</sup> Filing as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows: Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.**

5. Preliminary Major Subdivision – Highland Meadows Golf Course Subdivision 15th Filing Site Plan – Jon Turner of Colorado 80 Holdings, LLC, owner; Jason Sherrill of Landmark Homes, LLC, Applicant; Mike Walker of TB Group, Applicant’s Representatives
  - 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, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a preliminary major subdivision plat, known as Highland Meadows Golf Course Fifteenth Filing. The proposal is the replat of Lot 1 Block 17 of Highland Meadows Golf Course Subdivision 11<sup>th</sup> Filing and Lot 8 of the Highland Meadows Golf Course Subdivision 8<sup>th</sup> Filing.

The subject subdivision encompasses approximately 15.67 acres and is zoned Residential Mixed Use (RMU). The associated site plan of the project proposes 100 2-story townhomes with attached two-car garages, a clubhouse, landscape areas, and access throughout the site stemming from Highland Meadows Parkway in two locations as well as access from the development to the north. The replatting is to allow for the townhomes to have individual ownership interests.

Preliminary Plat characteristics (please see project presentation for plat):

- 100 townhome lots on 6.81 acres
  - 6.38 dwelling units / acre
- 8.86 acre Tract A containing clubhouse site, streets, utility corridors, and landscaping

The applicant held a neighborhood meeting on November 13, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were

approximately 20 neighbors in attendance. Please see the enclosed neighborhood meeting notes for discussion topics. Prominent discussion points included traffic impacts to area/Highland Meadows Parkway, density and character of the proposed development, and visual impacts as viewed from the neighborhood to the east.

Staff recommends that the Planning Commission approve the preliminary major subdivision as presented subject to all remaining Planning Commission and staff comments shall be addressed on the final major subdivision plat.

Staff requests that the following be entered into the record:

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

**Ms. Scheuerman moved to approve the Preliminary Major Subdivision – Highland Meadows Golf Course Subdivision 15<sup>th</sup> Filing Site Plan as presented; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.**

6. Preliminary Standard Site Plan – Vernazza Townhomes - Highland Meadows Golf Course Subdivision 15<sup>th</sup> Filing Site Plan – Jon Turner of Colorado 80 Holdings, LLC, owner; Jason Sherrill of Landmark Homes, LLC, Applicant; Mike Walker of TB Group, Applicant’s Representative
- 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, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a preliminary site plan for the Vernazza Townhome development planned for the Highland Meadows Golf Course Fifteenth Filing. Currently the site contains Lot 17 of the Highland Meadows Golf Course Subdivision 11th Filing and Lot 8 of the Highland Meadows Golf Course Subdivision 8th Filing. The two lots are being replatted to allow for individual ownership of the townhome units. The major subdivision request is later on the 2/6/2019 agenda.

The subject site plan encompasses approximately 15.67 acres and is zoned Residential Mixed Use (RMU). The site plan proposes 100 2-story townhomes with attached two-car garages, a clubhouse, landscape areas, and access throughout the site stemming from Highland Meadows Parkway in two locations as well as access from the development to the north.

Overall site plan development characteristics (please see project presentation for site plan):

- 15.67 acres
  - 100 townhome lots on 6.81 acres
    - 6,730 sf each
    - 25 four-unit buildings
    - Small private front yard per unit
    - Building height: varied roof line; tallest point approximately 30'

- 8.86 acre Tract A
  - Clubhouse (2,347 sf)
  - Internal streets / access
  - Utility corridors
  - Landscaping
- 6.38 dwelling units / acre
- 4 parking spaces per unit (2 garage, 2 driveway) – 200 total
  - Plus 62 guest parking spaces throughout development including clubhouse parking lot (17 stalls)
- Building materials: combination of horizontal and straight-edge shingle siding, stone veneer, manufactured stone, and composite shingles
- Architecture chosen to complement other multi-family buildings in the subdivision
- 2,347 sf clubhouse with pool, bicycle parking, and 19 parking spaces
- Building setbacks from Highland Meadows Parkway between 58 feet and 126 feet
- 15'+ landscape buffer along Highland Meadows Parkway per Highland Meadows Golf Course Development Agreements
- 304,542 sf open space / landscape area
- Trail connections through site, to clubhouse, boardwalk
- Future road connection planned to lot to the south

The Highland Meadows Golf Course Tract H Master Plan 3rd Amendment established the land use and densities for the area. The Master Plan shows a mix of 62 patio homes (Lot 17) and 110 multifamily units (Lot 8). The current proposal has 100 units overall for both lots. Access for the properties was also established with the Master Plan with the access from the western extension of Crystal Downs Drive and also along the south edge of Lot 8 onto Highland Meadows Parkway.

Staff recommends that the Planning Commission approve the preliminary site plan as presented subject to all remaining Planning Commission and staff comments being addressed on the final site plan.

Staff requests that the following be entered into the record:

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

**Ms. Scheuerman moved to approve the Preliminary Standard Site Plan – Vernazza Townhomes - Highland Meadows Golf Course Subdivision 15<sup>th</sup> Filing Site Plan as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.**

7. Parking Determination – Vernazza Townhomes Clubhouse - Highland Meadows Golf Course Subdivision 15<sup>th</sup> Filing Site Plan – Jon Turner of Colorado 80 Holdings, LLC, owner; Jason Sherrill of Landmark Homes, LLC, Applicant; Mike Walker of TB Group, Applicant's Representative
  - 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, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a preliminary site plan for the Vernazza Townhome development planned for the Highland Meadows Golf Course Fifteenth Filing. A clubhouse and associated parking for the clubhouse are components of the site plan. The category of "clubhouse" is not a specific use category in the Municipal Code parking standards section. Therefore, applicant has requested a Planning Commission determination regarding parking requirements in accordance with Section 16-10-30(a)(7) of the Municipal Code, which 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 determine the appropriate application of the parking requirements to the specific situation.*

The proposed clubhouse is 2,347 sf in area. Seventeen parking spaces are proposed immediately adjacent to the clubhouse; two being ADA compliant spaces. In addition to the lot, there are 45 guest parking spaces throughout the development and each unit has 4 private parking spaces. The development to the north has 39 guest spaces in addition to the required parking per unit. A trail system connects area residential units with the clubhouse. Additional parking can be found at the clubhouse and tennis center across Highland Meadows Parkway to the east and in guest spaces in the development to the northwest.

The amenity is open to the Highland Meadows Golf Course Subdivision residents. However, because the amenity is provided for the residents in the immediate area, it is anticipated that many users of the clubhouse will not need to drive and park at clubhouse. A trail system throughout the subdivision adds additional alternative travel routes to the clubhouse and additional parking exists in the immediate area to accommodate additional vehicle demand if necessary.

There are a few other clubhouses within Windsor. However, each of the different clubhouses have different amounts of floor area as well as varying amounts of additional amenities, such as tennis courts and golf courses, associated with the clubhouse. Therefore, a parking requirement applied for those clubhouses is not directly transferrable to this situation. Applying the retail requirement of 1 space per 250 sf GLA, the parking requirement would result in a requirement of 10 spaces. The City of Greeley uses parking standard for membership and health clubs at one space per 200 sf of GLA and if applied to the subject clubhouse, would result in a requirement of 12 spaces. An indoor/outdoor recreational use listed in the Greeley standards requires 1 space per 500 sf of floor area. The proposed 17 stalls is in excess of these potential standards and with the majority of unexpected users being in close proximity of the clubhouse, the proposed amount seems appropriate and acceptable for the use.

In accordance with Section 16-10-30(a)(7) of the Municipal Code and the aforementioned justification, staff recommends that the Planning Commission determine that the parking for the clubhouse is adequate as proposed.

**Ms. Scheuerman moved to approve the Parking Determination as presented; Mr. Dennison seconded the motion. Roll call on the vote**

**resulted as follows; Yeas – Schick, Dennison, Hall, Ready, Scheuerman, Foreman; Nays – None; Motion Carried.**

8. Preliminary Major Subdivision – Windshire Park Subdivision 6th Filing – Jeff Feneis, Loveland Housing Authority on behalf of Windsor Housing Authority, owner/applicant; Jim Doyle, TB Group, applicant’s representative

- Quasi-judicial
- Staff Presentation: Carlin Malone, Chief Planner

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in packet material, with the following information. The applicant, Mr. Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority, has submitted a preliminary major subdivision plat, known as Windshire Park Subdivision 6th Filing. The proposal is a replat of Windshire Park Subdivision 4th Filing (approved on July 24, 2017, for 57 townhome lots).

The subject 8.5-acre subdivision is zoned Residential Mixed Use (RMU). The replatting would vacate the existing townhome lots and private drives and reestablish lot lines and tracts to accommodate the senior housing buildings and internal drives. The property is currently owned by Windsor Housing Authority and once developed, will remain owned, operated, and maintained by WHA.

On September 10, 2018, the Town Board approved a resolution amending the Windshire Park Master Plan, for the subject 8.5-acre property (Master Plan “Parcel E”), from multifamily residential use of 58 units to senior housing use of 123 units. The associated site plan of the project proposes 123 senior apartment units with one two-story building centrally located and one-story cottage-style buildings along the perimeter of the property (north, south, west). The number of proposed senior housing units for this property is based on the sewer capacity available, which is equivalent to 58 standard multifamily residential units. The property will be deed restricted for 123 senior housing units or 58 standard multifamily units.

Preliminary Plat characteristics (please see project presentation for plat):

- 8.5 acres
  - 4 lots for buildings, private drive and parking lot; one tract for drainage detention area and landscaping
- Site Plan:
  - Site plan: 14.47 dwelling units / acre
  - 7 senior housing buildings – main building centrally located within the site and proposed for two-stories, other buildings proposed for single-story and located along perimeter of property to north, south and west.

The applicant held a neighborhood meeting on October 29, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were four neighbors in attendance. Please see the enclosed neighborhood meeting notes for discussion topics. Prominent discussion points included the changes between the previously approved townhome development plan and the current proposal, the cottage-style one-story buildings proposed on the perimeter of the property, design of the buildings, the number of units, type of housing, anticipated demographics of residents, and the phases of construction.

Staff recommends that the Planning Commission approve the preliminary major subdivision as presented subject to all remaining Planning Commission and staff comments shall be addressed on the final major subdivision plat.

Staff requests that the following be entered into the record:

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

**Ms. Scheuerman moved to approve Preliminary Major Subdivision – Windshire Park Subdivision 6th Filing as presented; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Hall, Ready, 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. Avery Substation Site Plan – Thornton Farm 24 / Avery Subdivision

Ms. Berry 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. Mr. Schick stated that the Planning Commission would like to see the modifications discussed during the public hearing for the Avery CUG be included in the site plan.

Ms. Malone informed the Commission that Devin King, Planner 1, had submitted his resignation and will be moving to Durango, CO.

Mr. Ballstadt informed the Commission of a study being conducted by CDOT regarding State Highway 392 and 257 and major arterial roads in and around Windsor. There will be a public open house at Fire station #1 on March 13, 2019 from 4:00 p.m.- 6:30 p.m. Mr. Ballstadt further added that there will be a joint work session with the Town Board on March 25, 2019 to discuss the latest in the code update. Planning Commission members are encouraged to think about whether they will be attending the APA conference in Snowmass September 18<sup>th</sup> through September 20, 2019 in order to make room reservations.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:43 p.m.

*Amanda Mehlenbacher*

Deputy Town Clerk, Amanda Mehlenbacher