



PLANNING COMMISSION REGULAR MEETING

May 1, 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
Victor Tallon
Doug Dennison
Kelly Hall
Cindy Scheuerman
Daniel Foreman

Town Board Liaison David Sislowksi

Also Present: Director of Planning Scott Ballstadt
Senior Planner Millissa Berry
Town Clerk Krystal Eucker
Deputy Town Clerk Trisha Conway

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; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Dennison, Hall, 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 April 3, 2019
2. Approval of minutes of April 17, 2019

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, Tallon, Dennison, Hall, Scheuerman, Foreman; Nays – None; Motion carried.

C. BOARD ACTION

1. Public Hearing – Final Major Subdivision - The Ridge at Harmony Road Subdivision 3rd Filing– Jeff Mark, The Landhuis Company, applicant / Kristin Turner, TB Group, applicant's representative
 - 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."

Chairman Schick opened the public hearing

Per Ms. Berry, the applicant has submitted a final major subdivision plat, known as The Ridge at Harmony Road Subdivision 3rd Filing. The subdivision encompasses approximately 148 acres and is zoned Residential Mixed Use (RMU).

Preliminary Plat characteristics

- 301 single-family lots
- Most lots are between 7,000 and 9,000 sf
- Larger lots (9,000 – 30,000 sf) adjacent to Alexander Estates Subdivision
- Product: 1 & 2-story houses with attached 2-3 car garages
- Tracts for open space (34 acres), commercial (7 acres), multi-family (7.5 acres), and other (10 acres) future development
- Connections to school site through neighborhood, intersection bulb-outs, widened sidewalk along north side of Harmony Ridge Parkway (to school site in Phase 2)
- Trail along Harmony Road & WCR 15
- Park sites = approximately 1 acre total over 2 tracts (large park site in Phase 2)
- Offsite improvements will include widening of Harmony Road to four lanes with a landscaped median
- Boxelder lift station site on WCR 15

Since the preliminary plat stage, an irrigation line has been re-routed from an alignment in the interior of the subdivision to an easement WCR 15. The residential lot count and general residential lot sizes, open spaces tracts, and future development tracts have not changed.

Staff is working with the applicant to ensure screening of the Boxelder lift station as viewed from the Town trail and from WCR 15. The Town is also working with the applicant on agreements in regard to the construction and maintenance of improvements to Harmony Road between Duncroft Drive and WCR 15.

Preliminary improvements for the inner 3rd filing are trails that will cross over into school site. Another trail is located on Duncroft Drive southeast of the roundabout. General park site and bulb out curb extensions will help with road improvements crossing access for students going to the school. Additional improvements to Harmony Road include widening the road and landscaping the median. Also discussion of park sites that will be developed through the metro district.

The general landscaping plan that goes with the platting is for the open space area and future development lots. The drainage pond located on the southeast corner of Harmony Road / WCR 74 will have landscaping located around it. There are also minor changes to the landscaping plan around the lift station located on CR15. They moved some of the evergreens north and south of the site to provide some screening particularly from the trail located on CR15 but also in general from the whole development. The Planning Department is still working with the applicant on some of these screening issues for this lift station.

The application is consistent with various goals of the Comprehensive Plan, as well as the Strategic Plan.

Notifications were completed in accordance with the Municipal Code.

Staff requests the following be entered into the record:

- Testimony presented at the public hearing
- Application and supplemental materials
- Staff memorandum and supporting documents
- Recommendation

Chairman Schick opened the public hearing.

Mr. Doug Ochsner, 800 Walnut Street Windsor, CO 80550 representing Lakeview lateral, lateral runs alongside the Northside of the property. Ditch serves farmers, concerned about trail leading to ditch which is a natural draw to children and runners. Mr. Ochsner wants to insure good signage to keep individuals away from the ditch. Presently, there is a fence half way along irrigation ditch and addressed timeline of Northern lots. Also the possibility of continuing the simple wire fencing to permit no trespassing while the development grows. The access road for the ditch is located on CR15, and Mr. Ochsner requested putting a gate up.

Per applicant Ms. Kristin Turner TB Group, there is no trail leading to the irrigation ditch.

Ms. Scheurman inquired about the type of intersection located at Harmony and Duncroft Drive.

Ms. Berry stated a traffic light is in future plans.

Mr. Dennison asked about the type of intersection located at CR15 and Harmony Road, which jurisdiction manages that traffic signal.

Per Mr. Ballstadt the traffic signal is managed by Town of Windsor. The traffic signal located at CR13 is Town of Timnath, but Town of Windsor is sharing in the initial cost.

Mr. Dennison asked about the type of crosswalk located at CR15 and Harmony Road for pedestrians.

Ms. Berry stated she will have to consult with the applicant but believes that area will qualify for a crosswalk.

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

2. Recommendation to Town Board - Final Major Subdivision – The Ridge at Harmony Road Subdivision 3rd Filing– Jeff Mark, The Landhuis Company, applicant / Kristin Turner, TB Group, applicant’s representative

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

Ms. Berry has nothing further to add

Mr. Dennison inquired if the Planning Commission would need to add anything to address the irrigation ditch on the Northside.

Mr. Schick stated only if there’s some type of delineation between the lift station and trail on CR15.

Ms. Berry stated it’s part of the recommendation that all staff comments and Planning Commission comments will be addressed. It may not have been included in the printed packet, but was added to tonight’s presentation.

Mr. Ballstadt stated it doesn’t specify how the screening will take place but allows for the applicant and staff to manage. Mr. Ballstadt stated he will also work with the applicant on the fencing and gate.

Mr. Tallon moved to close the public hearing; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Dennison, Hall, 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

Mr. Ballstadt welcome Trisha Conway, the new Deputy Town Clerk.

- Addressed phone calls received from reporters about the Construction tragedy at the Windshire subdivision. All of those calls need to be directed to the Communications staff located at Town Hall.

- Identified 3 firms that will be used for transportation planning and engineering services. Those companies will be on an on-call basis.
- The American Planning Association (APA) Conference located in Snowmass Village, Colorado is scheduled for September 18-20, 2019. Rooms for the conference will open on June 1st. Mr. Ballstadt asked that Commissioners let him know as soon as possible if they would be able to attend.

ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:24 p.m.

A handwritten signature in black ink, appearing to read 'Trisha Conway', written over a horizontal line.

Trisha Conway, Deputy Town Clerk