



PLANNING COMMISSION REGULAR MEETING

June 5, 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 7:04 p.m.

1. Roll Call

The following Planning Commission Members were present:

Gale Schick
Doug Dennison
Cindy Scheuerman
Jerry Bushelman

Town Board Liaison David Sislowksi

Also Present:

Director of Planning Scott Ballstadt
Senior Planner Paul Hornbeck
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

Ms. Scheuerman moved to approve the agenda as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Scheuerman, Bushelman; 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 May 1, 2019

Ms. Scheuerman moved to approve the consent calendar as presented; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Scheuerman, Bushelman; Nays – None; Motion carried.

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant Extension – Highland Meadows Golf Course Subdivision 13th Filing, Lot 1 (Power 2 Play Sports) Temporary Gravel Parking – Jon Turner, Hillside Commercial Group, applicant/ Mike Walker, TB Group, applicant's

- Quasi-judicial
- Staff presentation: Paul Hornbeck, Senior Planner

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.

Mr. Schick opened up the public hearing

Mr. Sislowski stated, "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."

Per Mr. Hornbeck, the applicant, Mr. Jon Turner, represented by Mr. Mike Walker, is requesting an extension to a Conditional Use Grant (CUG) approved in 2017 which allowed temporary gravel parking west of and adjacent the Power 2 Play site at 6004 Fairgrounds Avenue. The property is zoned (GC) General Commercial, and the CUG expired March 27, 2019 and this request is to extend the CUG approval to allow for construction of a permanent parking lot.

Staff is currently reviewing a site plan submitted by the applicant which proposes permanent paving of the parking area and establishing pad sites for future commercial development. This site plan includes shared, permanent parking between retail users and the existing Power 2 Play facility. The applicant hopes to commence construction in April for paving the parking lot.

Municipal Code Section 16-7-50 lists the following criteria for review of conditional use grants:

- (a) Approval of a conditional use grant shall be based on the evaluation of such factors as the following:
- (1) *The character and quality of the area in which the use will be located.*
 - (2) *The physical appearance of the use, including suitability of architectural and landscaping treatment.*
 - (3) *Appropriate location of the building or buildings on the lot.*
 - (4) *Adequate provision of parking, loading and circulation facilities.*
 - (5) *Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.*
 - (6) *Potential effect of the use on storm drainage in the area.*
 - (7) *Adequacy of planting screens where necessary.*
 - (8) *Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.*
 - (9) *The general compatibility of the proposed use with the area in which it is to be located.*

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

Staff recommends that the Planning Commission forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented, with an expiration of December 31, 2019.

Notifications were completed in accordance with the Municipal Code.

Staff requests the following be entered into the record:

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

Mr. Schick opened the meeting up for public comment to which there was none

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

2. Recommendation to Town Board – Conditional Use Grant Extension – Highland Meadows Golf Course Subdivision 13th Filing, Lot 1 (Power 2 Play Sports) Temporary Gravel Parking – Jon Turner, Hillside Commercial Group, applicant/ Mike Walker, TB Group, applicant's
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck has nothing further to add

Mr. Schick inquired if Mr. Turner had anything further to add.

Mr. Turner has nothing further to add.

Ms. Scheuerman moved to approve the conditional use grant extension as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Scheuerman, Bushelman; Nays – None; Motion carried.

3. Public Hearing – Parking Determination – Highland Meadows Golf Course Subdivision, 8th Filing, Lot 6 - Dennis Fulgenzi, applicant; Cathy Mathis, TB Group, applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick opened up the public hearing

Mr. Sislowski stated, "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."

Per Mr. Hornbeck Mr. Dennis Fulgenzi, represented by Ms. Cathy Mathis, has submitted a qualified commercial/ industrial site plan application to construct an indoor tennis facility. The property is zoned Residential Mixed Use (RMU), located in the Northwest corner of Highland Meadows Parkway and Crooked Stick Drive. The proposal is summarized as follows:

Overall development characteristics:

- lot area = 6.5 acres
- 40,907 sf building
- (5) indoor tennis courts
- 88 parking spaces
- 66% landscaped area (15% required)

Building characteristics include:

- building with “ash grey” stucco façade, “Georgia brown” synthetic stone base, and “burnished slate” architectural metal panels on gable ends and under roof eaves (Note: At their April 3, 2019 meeting Planning Commission approved a waiver to the Commercial Corridor Plan to allow the use of architectural grade metal panels on prominent building facades)
- building height: 39’ (Note: At their April 8, 2019 meeting Town Board approved an increased building height of up to 40’ rather than the maximum 35’ allowed in the RMU zone district.)

The site plan will be reviewed administratively by staff. However, if there are any comments outside of the building height, materials, or parking please forward them to the Director of Planning by June 19, 2019 either by email or at a regular meeting under the communications section of the agenda.

Staff will consolidate any comments received and provide them in a memo to the Planning Commission in the next meeting packet after the review deadline so that all members can review all of the comments received for each site plan project.

Parking Determination

Tennis facilities or similar recreational uses are not enumerated in the Municipal Code’s parking requirements. Therefore Planning Commission is tasked with determining the appropriate parking requirements for the site in accordance with Section 16-10-30(7):

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 facility includes five tennis courts and 88 parking spaces. The applicant has included a narrative of anticipated parking needs during different uses of the facility which is summarized below:

USTA Adult Leagues

- 16 players
- 5-8 spectators
- 6 employees maximum
- Occasional overlap of matches

Junior Program

- 6 players + 1 instructor per court

6 employees maximum

Tournaments

20 players

10 spectators

6 employees maximum

Occasional overlap of matches

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

Staff recommends that the Planning Commission approve the proposed parking as shown on the site plan with the condition that if parking demand appears to exceed expectations, future facility expansion will require Planning Commission determination of parking of need.

Notifications were completed in accordance with the Municipal Code.

Staff requests the following be entered into the record:

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

Mr. Schick opened the meeting up for public comment to which there was none

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

4. Parking Determination – Highland Meadows Golf Course Subdivision, 8th Filing, Lot 6 - Dennis Fulgenzi, applicant; Cathy Mathis, TB Group, applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck has nothing further to add

Mr. Schick inquired comments or questions from the Planning Commission, nothing further to add.

Ms. Scheuerman moved to approve the parking determination as presented; Mr. Dennison seconded the motion. Mr. Schick stated any future facility expansion will require Planning Commission determination of parking of need. Roll call on the vote resulted as follows; Yeas – Schick, Dennison, Scheuerman, Bushelman; Nays – None; Motion carried.

D. COMMUNICATIONS

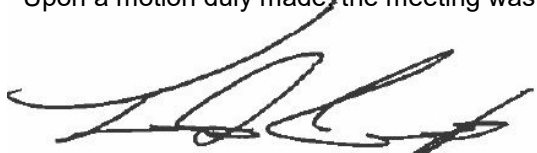
1. Communications from the Planning Commission
 - Mr. Dennison will be absent on Wednesday, June 19th meeting
2. Communications from the Town Board liaison
 - None

3. Communications from the staff

- Per Mr. Ballstadt The American Planning Association (APA) Conference located in Snowmass Village, Colorado is scheduled for September 18-20, 2019. Rooms for the conference will opening soon, and asked that Commissioners let him know 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