



PLANNING COMMISSION REGULAR MEETING

August 21, 2019 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Vice Chairman Tallon 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:

Victor Tallon
Kelly Hall
Cindy Scheuerman
Jerry Bushelman
Daniel Foreman

Town Board Liaison David Sislowski

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

3. Public Invited to be heard

Mr. Tallon opened the meeting up for public comment; None

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Planning Commission.

Individuals wishing to speak during the Public Invited to be heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Public comments are expected to be constructive. Written comments are welcome and should be given to the secretary prior to the start of the meeting. Written materials will not be accepted during the meeting in the interest of time.

B. CONSENT CALENDAR*

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.

1. (Minutes of August 7, 2019 will be included in the Next Planning Commission packet)

C. BOARD ACTION

1. Public Hearing – Final Major Subdivision – Highland Meadows Golf Course 15th Filing – Jon Turner, Colorado 80 Land Holdings, LLC, owner; Jason Sherrill, Landmark Homes, LLC, applicant; Mike Walker, TB Group, applicant’s representative.

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

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.”

Mr. Tallon opened up the public hearing; None

The applicant, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a final major subdivision plat, known as Highland Meadows Golf Course Fifteenth Filing. The proposal is a replat of Lot 1 Block 17 of Highland Meadows Golf Course Subdivision 11th Filing and Lot 8 of the Highland Meadows Golf Course Subdivision 8th Filing.

Per Mr. Hornbeck this application is in accordance with Chapter 16, Article XXXI of the Municipal Code. The site is located west of Highland Meadows Pkwy between Colonial Dr. and Crooked Stick Dr. in the Highland Meadows Subdivision. The site is zoned RMU, Residential Mixed Use.

The subject subdivision encompasses approximately 16 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, and landscape areas. Access is provided from two full access intersections with Highland Meadows Parkway and cross access to the properties to the North and South.

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

- 100 townhome lots on 6.8 acres
 - 6.4 dwelling units / acre
- 8.9 acre Tract A containing clubhouse site, streets, utility corridors, and landscaping

Parking is provided at 4 spaces per unit. 200 spaces are provided in the attached 2-car garages and 200 in the driveways. Additional parking spaces for guests may be provided at convenient locations throughout the development.

Building materials consist of a combination of horizontal and straight-edge shingle siding, and stone veneer to provide variety and interest. Accents include manufactured stone jack arches over windows and front porches. The roof will be

composition shingles. The architecture will continue the high-quality architecture consistent with the other multifamily buildings in the Subdivision.

Each unit is designed to have its own enclosed front yard with landscape and 4' black metal picket fencing.

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.

The application is consistent with the following goals and objectives of the Comprehensive Plan:

Chapter 5b – Growth Framework

Goal: Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.

Objectives:

- Prioritize new growth in areas currently served by the Town infrastructure and services.
- Incentivize infill development to complete neighborhoods and leverage existing resources.

Chapter 5c – Residential Areas Framework

Goal: Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.

Objectives:

- Foster a diversity of housing types and sizes through coordinated land use planning and zoning.

Relationship to Strategic Plan

The application is consistent with the Strategic Plan, particularly promoting community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner; and quality of life, vitality and small town feel.

Notifications

A neighborhood meeting was held on November 13, 2018. Notification for this meeting were as follows:

October 17, 2018 – affidavit of mailing to property owner within 300 feet

October 22, 2018 – display ad published in the newspapers

Public Hearing notifications for Planning Commission and Town Board public hearings were as follows:

August 8, 2019 – property posted with a notification sign

August 9, 2019 – legal notice posted on the Town of Windsor website

August 9, 2019 – legal ad published in the Tribune

August 8, 2019 – affidavit of letters mailed to the adjacent property owners

Recommendation

Staff recommends that the Planning Commission forward to Town Board a recommendation of approval of the final major subdivision as presented subject to all remaining Planning Commission and staff comments shall be addressed.

Attachments

Application Materials

PowerPoint presentation

Neighborhood Meeting Summary

Mr. Tallon opened up the meeting for public comment.

Mr. Mike Schroder, 5919 Bromborough Drive, Windsor addressed the Planning Commission stating his desire for further setback, mounding easements, tree landscaping, color pallets with current exterior color pallets browns, neutrals, and incorporating more pleasant stone work. Main road traffic issues off of Highland Meadows Parkway, diverting that traffic onto Crooked Stick, and continuing the tree line North and South along the sidewalks giving a buffer to the single story homes.

Mr. Matt Thompson, 6332 Pumpkin Ridge Drive #3, Windsor addressed the Planning Commission stating he would like to see consistency, parking is a concern, and trees surrounding the lake area.

Mr. Jon Turner 6379 Crooked Stick, Windsor, CO addressed the Planning Commission stating this property is bounded by the West regional gas line, and towards the East by a fiber optics line. Mr. Turner stated there is a buffer of landscaping 75 – 80 feet from the nearest property line. The landscaping proposed towards the West was delayed due to infrastructure costs. The plat isn't approved to its density, but the units are nicer with a higher price point compared to the purposed comprehensive plan.

Ms. Hall asked Mr. Turner about landscaping delays due to infrastructure costs.

Mr. Turner stated his agreement with the Town that he would build all of the roads, storm, drainage, and sidewalks. There was no development at that time, and he didn't have a way to maintain landscaping. When the East side was developed we landscaped that which has a significant landscaping buffer. The Town has a landscape plan which is included in the packet for the West side.

Mr. Sherrill Landmark Homes displayed the purposed landscape plan along Highland Meadows Parkway with tree placement. The elevations of the townhomes for every 4 units is a ranch style, 2 - 2-story units, and a 1.5 story unit. The product of the townhomes being built are a step-up in price, square footage, and the garages are bigger. There are 100 units with 400 parking spaces for these units, all with 2 car garage options. Mr. Sherrill displayed renderings of the front perspective of the townhomes showing the color pallet in neutral colors.

Mr. Mike Schroder, 5919 Bromborough Drive, Windsor addressed the Planning Commission stating some of the homes buffer right to the sidewalk on the West side looking directly into the townhomes. Mr. Schroder requested clarification on why traffic cannot be diverted onto Crooked Stick vs Highland Meadows Parkway which is being used for people riding there bike, and walking their dogs.

Per Mr. Sherrill he displayed the landscape plan showing a significant setback on the West side. Traffic on Highland Meadows Parkway has been planned, and it's a collector being meant to handle this volume of traffic.

Mr. Matt Thompson, 6332 Pumpkin Ridge Drive #3, Windsor addressed the Planning Commission requesting clarification on one of the purposed buildings.

Mr. Sherrill stated that's going to be a clubhouse for everyone in the Highland Meadows Metro District.

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

2. Recommendation to Town Board – Final Major Subdivision – Highland Meadows Golf Course 15th Filing - Jon Turner, Colorado 80 Land Holdings, LLC, owner; Jason Sherrill, Landmark Homes, LLC, applicant; Mike Walker, TB Group, applicants representative.

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

Mr. Tallon inquired if Mr. Hornbeck had anything additional to add.

Mr. Hornbeck; No, nothing further.

Ms. Scheuerman moved to approve the Final Major Subdivision as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Tallon, Hall, Scheuerman, Bushelman, Foreman; Nays – None; Motion carried.

3. Recommendation to Town Board – Final Major Subdivision – Highland Meadows Golf Course 15th Filing - Jon Turner, Colorado 80 Land Holdings, LLC, owner; Jason Sherrill, Landmark Homes, LLC, applicant; Mike Walker, TB Group, applicants representative.

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

Mr. Tallon opened up the public hearing

The applicant, Mr. Jason Sherrill. Landmark Homes, LLC, has submitted a final site plan for the Vernazza Townhome development planned for the Highland Meadows Golf Course Fifteenth Filing. The subject site plan encompasses approximately 16 acres and is zoned Residential Mixed Use (RMU). The site plan proposes 100 2-story townhomes with attached two-car garages, a clubhouse, and landscaped areas. Access is provided from two full access intersections with Highland Meadows Parkway and cross access to the properties to the north and south.

Per Mr. Hornbeck this application is in accordance with Chapter 17, Article VII of the Municipal Code. These lots were previously platted with the Highland Meadows Golf Course Subdivision Eighth and Eleventh Filings. The 15.67-acre project is located west of Highland Meadows Pkwy between Colonial Dr. and Crooked Stick Dr. in the Highland Meadows Subdivision.

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

- 100 townhome lots on 6.8 acres
- 25 four-unit buildings
- 6,730 sf footprint for each building
- Small private front yard per unit

Building height: varied roof line; tallest point approximately 30'

- 8.9 acre Tract A
- Clubhouse (2,347 sf)
- Internal streets / access
- Utility corridors
- Landscaping
- 66.38 dwelling units / acre
- 4 parking spaces per unit (2 garage, 2 driveway) – 400 total
 - Plus 62 guest parking spaces throughout development including clubhouse parking lot (17 stalls)
- Building materials: stucco stone veneer, and board and batten siding
- 2,347 sf clubhouse with pool and dedicated 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
- Trail connections through site, to clubhouse, and boardwalk

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.

The application is consistent with the following goals and objectives of the Comprehensive Plan:

Chapter 5b – Growth Framework

Goal: Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.

Objectives:

- Prioritize new growth in areas currently served by the Town infrastructure and services.
- Incentivize infill development to complete neighborhoods and leverage existing resources.

Chapter 5c – Residential Areas Framework

Goal: Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.

Objectives:

- Foster a diversity of housing types and sizes through coordinated land use planning and zoning.

Relationship to Strategic Plan

The application is consistent with the Strategic Plan, particularly promoting community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner; and quality of life, vitality and small town feel.

Notifications

Notifications are not required for preliminary site plan review.

Recommendation

Staff recommends that the Planning Commission forward a recommendation of approval of the final site plan to the Town Board as presented subject to all remaining Planning Commission and staff comments being addressed on the final site plan.

Attachments

Application Materials
PowerPoint presentation

Ms. Hall asked Mr. Hornbeck about the setbacks being disclosed at 60 – 120 feet off of Highland Meadows Parkway.

Per Mr. Hornbeck; Yes off of Highland Meadows Parkway.

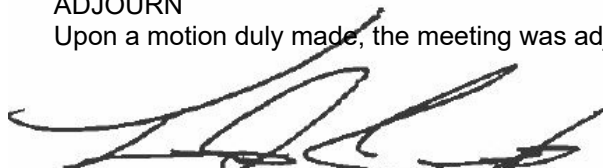
Mr. Bushelman moved to approve the Final Major site plan following any additional recommendations by staff; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows; Yeas – Tallon, Hall, Scheuerman, Bushelman, Foreman; Nays – None; Motion carried.

D. COMMUNICATIONS

1. Communications from the Planning Commission
 - Ms. Scheuerman stated she won't be present at the September 4th meeting.
 - Mr. Bushelman stated he will be out for several weeks following tonight meeting due to surgery.
2. Communications from the Town Board liaison
 - None
3. Communications from the staff
 - Mr. Ballstadt introduced the new alternate for Planning Commission Mr. Timothy Reddick
 - Mr. Sislowski discussed Monday, September 26th Work Session @ 6:00 1st Floor Conference Room, and the update on SH 392 / SH 257 Network Feasibility Study – CDOT.

ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:30 p.m.



Trisha Conway, Deputy Town Clerk