



PLANNING COMMISSION REGULAR MEETING

December 18, 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
Kelly Hall
Timothy Reddick
Jerry Bushelman
Daniel Foreman
Cindy Scheuerman

Town Board Liaison David Sislowksi
Planning Director Scott Ballstadt

Also Present: Chief Planner Carlin Malone
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. Scott Ballstadt informed the Commission that they recommended postponing agenda items B.1, and C.1 for further review to the next scheduled Planning Commission meeting.

Ms. Scheuerman moved to remove items B.1 and C.1 of the agenda to the next scheduled regular Planning Commission meeting as presented; Mr. Reddick seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Hall, Bushelman, Reddick, Foreman, Scheuerman; 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*

C. BOARD ACTION

1. Recommendation to Town Board – Master Plan Amendment – Future Legends – Jeff Katofsky, Future Legends, LLC., owner/applicant; Rob Van Uffelen, Galloway & Company, applicant’s representative.

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

Board action item C.1 was postponed for further review to the next scheduled Planning Commission meeting.

2. Public Hearing – Parking Determination – Windshire Subdivision 4th Filing (Golden Meadows Senior Housing Complex) – Jeff Feneis, Windsor Housing Authority, applicant/Jim Doyla, TB Group, applicant’s representative.

- Quasi-judicial
- Staff presentation: Carlin Malone, Chief 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.”

Ms. Carlin Malone stated items C.2 and C.3 do not go before the Town Board, and Planning Commission has the final decision on the Parking Determination.

Per Ms. Malone the applicant, Jeff Feneis of the Loveland Housing Authority, on behalf of the Windsor Housing Authority, represented by Jim Doyle, TB Group, has submitted a site plan for an assisted living/senior housing complex located North of Jacoby Road, West of 15th Street in the Windshire Park Subdivision 4th Filing property. The applicant has requested the review and determination of the off-street parking requirements for this site during the site plan review.

The site is currently vacant, 8.5 acres of undeveloped land, zoned RMU (Residential Mixed Use) which allows for residential and commercial use. This project will fall under the definition of commercial use. The Windshire Park Master Plan was updated recently, and this falls under the 3rd amendment designates the use for this site as assisted living/senior housing or multifamily residential. Both “assisted living” and “senior housing” are uses not enumerated in the Town’s parking requirements.

Ms. Malone stated that initial application was for 60 Multi-family units, and the applicant resubmitted for the amendment for Senior Housing. The applicant proposes 123 senior living units consisting of mostly one-bedroom units based on sewer capacity. In the event the Senior Housing doesn’t occur the approval will be for 60 Multi-family units only. The assumption is to have 1.2 people per unit which is less than the townhome units that were previously approved. There will be four phases of development. Phase one and two include 90 units, consisting of 78 one bedroom units and 12 two-bedroom units or 87% one-bedroom units and 13% two-bedroom units. While the number of one and two-bedroom units for phases three and four are not known at this time, it is anticipated that the percentages should be similar to the first two phase’s units.

The initial site plan submittal proposed 175 parking spaces and the current site plan submittal proposes 145 off-street parking spaces including 19 handicapped parking spaces for a total of 164 parking spaces for all four phases of development. The applicant is basing the proposed parking amount based on trends with the population demographic who will reside in the complex, most of the units will have one occupant, and some occupants will not own vehicles. The proposed parking ratio is 1.33 sp/unit.

Therefore, the applicant is requesting a Planning Commission determination for the parking requirement for the assisted living/senior housing use. This request is done 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.

To assess whether the proposed parking is sufficient to meet the parking demands of the use, staff evaluated the parking demand associated within similar nearby developments provided by Windsor Housing Authority, and Loveland Housing Authority. Century III Windsor has more 2 bedroom units, and they have a parking ratio of 1.15 sp/unit. Mirasol III, Loveland has more 2 bedroom units with a parking ratio of 1.13 sp/unit.

The following Planning Commission hearing notifications were completed in accordance with the Municipal Code:

- December 05, 2019 – property posted with a notification sign
- December 05, 2019 – posted on Town’s website
- November 22, 2019 – legal ad published in the Greeley Tribune

Based on existing conditions from other developed properties with the same use, the parking proposed by the applicant appears to be adequate to meet the parking demand anticipated.

The Town’s Comprehensive Plan does not address parking determinations.

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 proposed senior housing complex for Windshire Park Subdivision (Golden Meadows Senior Housing Complex) is adequate as proposed.

Application and supplemental materials
Staff memorandum and supporting documents
Any testimony received during the public hearing
Staff recommendation

Dave Lingual, Development Project Manager Loveland Housing Authority acting as the developer in partnership with the Windsor Housing Authority. Darcy McClure, Director of Real Estate Development is also present. Mr. Lingual wanted to point out on the agenda it show 124 units, but the correct number is 123 units.

Ms. Scheuerman asked Ms. Malone due to sewer capacity if the project should fail, would the parking determination revert back to the original plan.

Ms. Malone stated; Correct, this is specific to this use only, because the code does not include this in the permitted use table or parking requirements.

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

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

3. Parking Determination – Windshire Subdivision 4th Filing (Golden Meadows Senior Housing Complex) – Jeff Feneis, Windsor Housing Authority, applicant/Jim Doyla, TB Group, applicant’s representative.

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

Ms. Malone had nothing further to add.

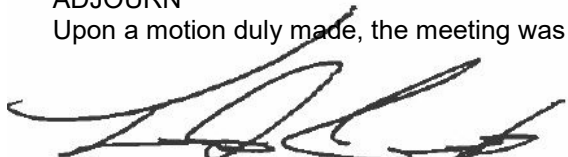
Ms. Scheuerman moved to approve the parking determination as presented by staff; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Hall, Bushelman, Reddick, Foreman, Scheuerman; Nays – None; Motion carried.

D. COMMUNICATIONS

1. Communications from the Planning Commission
 - None
2. Communications from the Town Board liaison
 - None
3. Communications from the staff
 - Mr. Ballstadt said he’s working weekly reviewing plan sets for the new Sports Park. A few things have changed in your packets.
 - Upcoming Town Board Work Session meeting January 13th 2020 high level discussion with Transportation Master Plan expert, and feedback for the draft for the 1st quarter.
 - Upcoming Town Board Work Session meetings January 20, 2020 topic location and January 27, 2020 topic air quality will both be oil and gas related.

ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:13 p.m.



Trisha Conway, Deputy Town Clerk