



PLANNING COMMISSION REGULAR MEETING

February 19, 2020 // 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 Windsor Planning Commission to order at 7:01 p.m.

1. Roll Call

The following Planning Commission members were present:

Gale Schick
Victor Tallon
Doug Dennison
Kelly Hall
Jerry Bushelman
Daniel Foreman
Cindy Scheuerman

Town Board Liaison: David Sislowksi

Also present:

Scott Ballstadt, Director of Planning
Carlin Malone, Chief Planner
Sandra Mezzetti, Planner I
Krystal Eucker, Town Clerk
Timothy Reddick, Planning Commissioner
Alternate

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; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Dennison, Hall, Bushelman, Foreman, Scheuerman

Nays – None

Motion carried.

3. Public Invited to be heard

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

B. CONSENT CALENDAR

1. Approval of minutes of January 15, 2020

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, Bushelman, Foreman, Scheuerman

Nays – None

Motion carried.

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.

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant – Kyger Trailhead Parking Area – Wade Willis, Open Space and Trails Manager, Town of Windsor, applicant

Mr. Schick opened 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.”

Planner Sandra Mezzetti presented the proposal. Per Ms. Mezzetti, the applicant, Mr. Wade Willis, Open Space and Trails Manager for the Town of Windsor, is requesting a Conditional Use Grant (CUG) to allow gravel parking at the Kyger Reservoir trailhead located west of County Road 13 (Colorado Boulevard), south of County Road 68.5 (Jacoby Road), north of SH 392/Main Street. The site is zoned O for Recreation and Open Space. Currently, the Town’s Municipal Code does not address gravel parking areas located within or adjacent to natural areas; therefore, the entire parking area would need to be paved unless a CUG for the gravel parking lot is granted. Approval of the CUG request, along with an approved site plan, would allow for the construction of a permanent gravel parking lot located at the trailhead for the Kyger Reservoir Trail, which is generally more compatible with the surrounding natural area. The CUG request is for the gravel parking lot use only.

Section 16-7-50 of the Municipal Code outlines the factors to be evaluated prior to granting of a conditional use:

1. The character and quality of the area in which the use will be located.

The subject property is located west of Colorado Boulevard (County Road 13) and south of County Road 68.5 (Jacoby Road), and north of SH 392/Main Street. The subject site is generally surrounded by undeveloped land, and open space and Kyger Reservoir to the west. The east side of Colorado Boulevard consists of undeveloped parcels within unincorporated Weld County.

2. The physical appearance of the use, including suitability of architectural and landscaping treatment.

The subject site will be used as a parking area for the Kyger Trail trailhead. The overall property is undeveloped natural open space and will remain in an undeveloped state, with the exception of trail and parking area improvements. The gravel parking, as opposed to asphalt paving, preserves the natural aesthetic of the area. Accessible parking spaces, however, must be paved to comply with ADA (Americans with Disabilities Act) requirements. No buildings are proposed as part of this CUG application.

- 3. Appropriate location of the building or buildings on the lot.**
No buildings are proposed as part of this CUG application.
- 4. Adequate provision of parking, loading and circulation facilities.**
Nineteen total parking stalls are proposed, seventeen standard and two accessible parking stalls. Accessible parking stalls are located adjacent to the 10' wide concrete trail and will be striped, paved, and signed as required for ADA conformance.
- 5. Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.**
The gravel parking area is mitigated by the paved apron reducing the possibility of gravel being tracked onto Colorado Boulevard (CR 13).
- 6. Potential effect of the use on storm drainage in the area.**
The proposed access drive and parking area will be a gravel base, thus allowing for storm water infiltration; therefore, reducing impacts on area storm drainage.
- 7. Adequacy of planting screens where necessary.**
The subject property is undeveloped natural open space; therefore, no new landscaping is proposed as part of the this CUG application.
- 8. Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.**
The proposal does not include use or storage of hazardous or noxious material.
- 9. The general compatibility of the proposed use with the area in which it is to be located.**
The subject property is zoned Recreation and Open Space (O) district. The layout and general compatibility of the proposed use is consistent with the existing zoning and surrounding area uses.

Staff recommends the Planning Commission forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented with no expiration.

Staff requests the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Testimony received during the public hearing
- Recommendation

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, Bushelman, Foreman,
Scheuerman**

Nays – None

Motion carried.

2. Recommendation to Town Board – Conditional Use Grant – Kyger Trailhead Parking Area – Wade Willis, Open Space and Trails Manager, Town of Windsor, applicant

Mr. Schick asked if Ms. Mezzetti had any additional information to present.

Ms. Mezzetti stated she had nothing further to add.

Mr. Tallon moved forward a recommendation of approval of the Conditional Use Grant with no expiration to the Town Board as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:

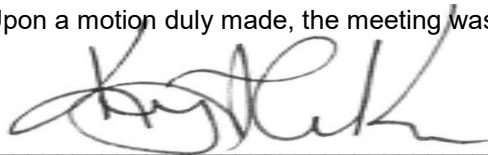
**Yeas – Schick, Tallon, Dennison, Hall, Bushelman, Foreman,
Scheuerman
Nays – None
Motion carried.**

D. COMMUNICATIONS

1. Communications from the Planning Commission
Mr. Tallon inquired if the parking lot at Chimney Park will be paved.
Mr. Ballstadt stated he is unsure; the early conditional use grants that were approved for the parks and recreation department may have been open ended.
2. Communications from the Town Board liaison
Mr. Sislowksi informed the Planning Commission of upcoming Town Board work session topics; March 2, 2020 at 6:00 p.m. for the Oil and Gas Location Requirements and March 12, 2020 on the Land Use Code Update.
3. Communications from the staff
Ms. Malone informed the Planning Commission of an ordinance that will be presented to the Town Board on February 24, 2020, regarding a change in the sign posting requirements. Currently, the Planning and Engineering Departments rely on the Engineering Department to post public hearing signs. This ordinance will place the responsibility on the applicant.
Mr. Ballstadt informed the Planning Commission of the Transportation Master Plan that will be presented to the Town Board at the Work Session on February 24, 2020.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:16 p.m.



Krystal Eucker, Town Clerk