



PLANNING COMMISSION REGULAR MEETING

March 04, 2020 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Vice-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
Kelly Hall
Jerry Bushelman
Daniel Foreman
Cindy Scheuerman

Town Board Liaison: David Sislowksi

Also present: Carlin Malone, Chief Planner
Paul Hornbeck, Senior Planner
Trisha Conway, Deputy Town Clerk

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, Hall, Bushelman, 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*

1. Approval of minutes of February 19, 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, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

BOARD ACTION

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. Public Hearing – Overland 368 Annexation – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant representatives.

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

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.”

Senior Planner Paul Hornbeck, presented the proposal. Per Mr. Hornbeck the applicant Mr. Eric Steidl, represented by Ms. Julia Malisos and Mr. Todd Learner of WHA (William Hezmalhalch Architects) has submitted:

- A petition to annex approximately 173 acres to the Town of Windsor as Residential Mixed Use (RMU) zoned property.
- A master plan for the subject property
- A rezoning application to create a Planned Unit Development (PUD) zoning overlay

The subject property is located between State Highway (SH) 257 and 15th Street to the northwest of Windsor Lake and Lake Osterhout.

The Land Use Plan of the 2016 Comprehensive Plan designates this property as Single Family Residential, consistent with the proposed zoning. Zoning and uses for abutting properties include the following:

	Zoning	Current Use
North	RMU and Single Family Residential (SF-1)	Undeveloped agricultural land
East	RMU	Undeveloped agricultural land
South	Unincorporated Weld County	Agricultural property and associated homes
West	Recreation and Open Space (O)	Windsor Public Works Facility

The Comprehensive Plan Growth Strategy includes the property within a Secondary Growth Area, which is described as...*land that lies outside the Primary Growth Area. It includes areas within the town’s boundaries and the GMA. Development of these sites will require careful planning to ensure newly annexed areas ... can be serviced by town infrastructure.*

The Master Plan is summarized as follows:

- 691 dwelling units’ maximum (consistent with the Land Use Plan designation of Single-Family Residential density of 4 units/acre)
- A mix of single family detached and single family attached units
- 12-acre school site

- 7.5 acres of roads/ miscellaneous uses
- Extension of WCR 70 from SH 257 to 15th Street
- 44 acres of open space/drainage areas, including an open space corridor running southeast through the site which will accommodate drainage and a trail corridor
- Town trail connecting SH 257 and 15th Street

The site is not currently served by Windsor water or sewer services so future development will require extension of those utilities. Extension of utilities would be the responsibility of the developer with the possibility of Town reimbursement for any oversizing that adds system capacity. An Annexation Report has been prepared (attached) that details the provision of utilities and services to the property, maintenance of infrastructure, and a statement from the school district.

The applicant held a neighborhood meeting on February 28, 2019 (please refer to attached the neighborhood meeting summary).

At their January 27, 2020 regular meeting, Town Board adopted Resolution No. 2020-007 that declared certain findings of fact concerning the annexation, determined substantial compliance with Colorado Municipal Annexation Act (1965), and established public hearing dates before the Planning Commission and the Town Board. The established hearing dates were March 4, 2020 for the Planning Commission and March 9, 2020 by the Town Board.

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.

Staff comment: The Master Plan proposes development that is consistent in character with the community by providing a mix of housing types and open space. The Master Plan is fiscally and environmentally responsible by proposing compact development, which has been shown to create less of a fiscal burden on municipalities by having less utility and road infrastructure to maintain on a per unit basis. Similarly, compact development has been shown to be more environmentally responsible, as it takes less resources to construct and maintain, and it can also make alternative forms of transportation such as walking, biking, and transit more viable due the compact layout.

Objective(s):

13. Develop new neighborhoods adjacent to the Town core.

Staff comment: The proposed development can be considered a part of the Town core, being approximately one mile north of downtown.

Chapter 5c – Residential Areas Framework

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

Staff comment: The Master Plan and associated PUD standards will allow for a diverse style of housing types including multifamily dwellings and a variety of single-

family lot sizes ranging from 2,500 to 6,600 square feet. Such a range in lot sizes can help meet the needs of varying family sizes, lifestyles, and income levels.

Objective(s):

1. Promote multi-modal connectivity to increase neighborhood access and resident mobility.

Staff comment: The Master Plan promotes multi-modal connectivity by providing trails and additional road connections, such as WCR 70.

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

Staff comment: As mentioned earlier, the Master Plan allows for a diverse style of housing types.

Chapter 7 – Community Facilities and Infrastructure

Goal: Maintain and enhance Windsor as a safe and healthy community that is served by quality facilities and infrastructure that support a high quality of life.

Objective(s):

1. Coordinate annexation and development with community service and utility providers to ensure adequate levels of service area extended to new growth areas and maintained in existing service areas.

Staff comment: Connection to WCR 70 from SH 257 to 15th Street and extension of water and sewer utilities are purposed with the Master Plan.

The application is consistent with the Strategic Plan, particularly the following:

- **Infrastructure** – As mentioned above, connection of WCR 70 from SH 257 to 15th Street and extension of water and sewer utilities are proposed with the Master Plan.
- **Quality of Life** – A 12-acre school site, open space, and a regional trail connection are proposed with the Master Plan.
- **Downtown** – The site is in close proximity (approximately one mile) to downtown and additional homes in the area may increase demand for investment and businesses downtown.

The following notifications were completed in accordance with the Municipal Code as follows:

- Legal ad ran for four consecutive weeks in newspaper:
 - February 7, 2020 – first week legal ad
 - February 14, 2020 – second week legal ad
 - February 21, 2020 - third week legal ad
 - February 28, 2020 – fourth week legal ad
- February 6, 2020 – two annexation signs posted on property
- February 6, 2020 – public hearing notice published to Town website
- February 10, 2020 - applicant mailed letters to surrounding property owners
- February 10, 2020 – staff mailed Certified Packets to relevant taxing districts

Staff recommends Planning Commission forward to Town Board a recommendation of approval of the annexation and zoning designation subject to any outstanding Planning Commission and staff comments being addressed.

Staff recommends Planning Commission forward to Town Board a recommendation of approval of the Master Plan subject to any outstanding Planning Commission and staff comments being addressed.

Mr. Schick asked Mr. Hornbeck whether the applicant had a presentation
Mr. Hornbeck stated; No

Mr. Schick opened the meeting up for public comment for questions or comments regarding the project.

Mark Rogers 1130 Fairfield Ave, stated his property is located South of the property that will be annexed. Mr. Rogers asked about the connection onto an existing water line located at 11th Street with a retention pond directly across the street from his home. He asked whether the water main on 11th Street has enough capacity to support the development, and if they expect any significant discharge from the retention pond.

Stephanie Thomas, Northern Engineering 2509 Farnell Road, Fort Collins stated the resident is correct there is a significant offsite drainage basin that is being rerouted to its historical location through our site. Based on existing topography there is a large drainage basin that drains through this property. This project purposes an offsite detention pond that would attenuate choke down that flow to something more reasonable. That will be located offsite in the Northwest corner of the project, and that will knock down that very large drainage basin reducing the offsite drainage by 70% percent. Ms. Thomas does see a water main connection located at Weld County 15, purposed connection at Weld County Road 17, and an additional connection at 11th Street.

Eric Breniman 5403 Carmon Drive stated he's a property owner on the Eastside of Hwy 257 of the purposed annexation. The historical irrigation supply ditch that runs from the corner of 15th Street to Weld County Road 72, and cuts across a previously purposed subdivision enters Zada's property, and serves the Breniman Farm. Mr. Breniman asked about whether that irrigation would still be available to his property.

Eric Steidl 9750 County Road 78, Fort Collins stated the ditch that Mr. Breniman mentioned already has an existing easement, and future development will have to take into account existing easement on the land.

Mr. Schick asked whether there are any comments or questions from the commission.

Ms. Scheuerman asked Mr. Hornbeck about parcel of land located on County Road 70 that hasn't been identified as part of this project.

Mr. Hornbeck stated that parcel is already part of another development, and there will need to be coordination to complete the road extension.

Mr. Schick asked Mr. Hornbeck whether this parcel was part of this project.

Mr. Hornbeck stated they will need to provide access onto County Road 70, and the details will be discussed during subdivision platting phase of the project.

Ms. Scheuerman asked what access points would traffic be directed on this property. Mr. Hornbeck stated County Road 70 is the main access point, and there is a purposed access onto State Hwy 257. The vicinity around the school site plans to be limited access, and controlled by CDOT. During the subdivision platting phase access points will be determined, and there is no further access onto 15th Street that is purposed.

Ms. Kelly Hall asked Mr. Steidl about whether the irrigation ditch would run through the school property.

Mr. Steidl stated the ditch does run through the school property.

Mr. Schick asked Mr. Steidl about how the irrigation would be rerouted for development of the school.

Mr. Steidl stated he presumed during development they would bury piping irrigation in the ground.

Ms. Hall asked Mr. Steidl whether burying the irrigation piping is something they would be financially responsible for.

Mr. Steidl stated that financial responsibility would be incurred by the developer, and it's a lateral ditch that only serves Mr. Breniman's farm.

Ms. Hall asked Mr. Hornbeck about the letter recommendation from the school.

Mr. Hornbeck stated the school, and Town of Windsor have an intergovernmental agreement to work together so the districts needs are met for school sites. There has been dialog with the Town, applicant, and the school district which bring us to the current proposal of the 12 acre site.

Mr. Schick responded by reading the Recommendation portion of the Weld RE-4 School District letter provided as follows;

The School District remains concerned about residential activity and the ensuring enrollment that will follow as well as the District's physical and financial abilities to serve that growth. The District believes the proposed school site, is adequate for an elementary school, once the site meets all of the terms of the IGA with the Town of Windsor. In addition, the School District requests to be notified of any proposed land use changes associated with this application.

Mr. Hornbeck stated in the first paragraph of the school letter they put emphasis on the continued growth, need to serve the community, and the comments was not unique to this proposal.

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

2. Recommendation to Town Board – Overland 368 Annexation – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant's representatives.

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

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission; none

**Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for the Overland 368 Annexation subject to recommendations by staff to complete outstanding Planning Commission, and staff comments or concerns; Mr. Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

3. Recommendation to Town Board – Overland Master Plan – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant’s representatives.
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission

Ms. Scheuerman recommended everyone be cognizance on traffic flow, and regulations of all roads surrounding the subject property.

**Ms. Scheuerman moved to forward a recommendation of approval to the Town Board for the Overland Master Plan as presented by staff subject to traffic concerns; Mr. Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

4. Public Hearing – Overland 368 PUD Rezoning Overlay – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant’s representatives.
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick opened the public hearing.

Senior Planner Paul Hornbeck, presented the proposal. Per Mr. Hornbeck the applicant, Mr. Eric Steidl, represented by Ms. Julia Malisos and Mr. Todd Learner of WHA (William Hezmalhalch Architects) has submitted a rezoning application to create a Planned Unit Development (PUD) zoning overlay on a 173-acre tract of land.

The subject rezoning application will create a PUD overlay district which constitutes an amendment to the Town's Official Zoning District Map, and the development standards approved with the PUD will be applied to future land use applications within the PUD district. In accordance with Article XXIII of Chapter 16 of the Municipal Code, the intent of PUD regulations is, among other things, to:

provide flexibility in land planning and development, resulting in amenable relationships between buildings and ancillary uses and permitting more intensive use of land where well-related open space and recreational facilities are integrated into the overall design.

The PUD allows for more intense residential development than is allowed under the municipal code by providing for reduced lot sizes and reduced building setbacks. Despite the higher intensity allowed by the PUD, the overall density of the subject property will not exceed the four units per acre maximum allowed by the Single Family Residential designation on the Comprehensive Plan Land Use Map. The higher intensity development will allow for clustering density while preserving approximately 45 acres for open space and drainage and providing a 12-acre school site.

The PUD includes design standards that exceed standard zoning requirements with an intent of creating a high quality public realm and streetscape. Key requirements include open space standards, front porches on homes, garage placement that minimizes their visual impact, a variety of home models to avoid monotony, and staggered massing of homes to create visual interest.

Municipal Code Section 16-23-20(d) lists the following specific objectives of PUD zoning:

1. To provide flexibility in land planning and development, resulting in amenable relationships between buildings and ancillary uses and permitting more intensive use of land where well-related open space and recreational facilities are integrated into the overall design.
2. To encourage unity and diversity in land development, resulting in convenient and harmonious groupings of uses, structures and common facilities, varied type, design and layout of housing and other buildings and appropriate relationships of open spaces to intended uses and structures.
3. To encourage unified and planned development of a site without customary subdivision into single lots and without specific application of the district regulations as provided for individual lots, subject to the regulations set forth herein.
4. To provide for and encourage the preservation and enhancement of desirable natural landscape and other features unique to a development site.
5. To provide reasonable standards and criteria by which the specific proposals for a PUD can be evaluated.
6. To provide a procedure which can relate the design and layout of unified residential, commercial or industrial developments to the particular site and demand for such development in a manner consistent with the preservation of property values within established residential areas.

Staff Comment: The proposed PUD district is consistent with the intent of the district.

Municipal Code Section 16-23-20 includes General Location and Planning Requirements for PUD zone districts:

(a) Relation to major transportation system. Planned development districts shall be so located with respect to major streets and highways or other transportation facilities as to be directly accessible without creating traffic on minor streets in residential areas outside such districts.

Staff Comment: The proposed PUD district will be directly accessible from WCR 70.

(b) Relation to public utilities and community facilities. Planned development districts shall be so located in relation to public utilities and community facilities and services, either existing or to be available by the time development reaches the stage where they will be required, that such facilities can be provided at reasonable public cost.

Staff Comment: Extension of public utilities will be the responsibility of the applicant, subject to potential reimbursement for oversizing which adds to the system capacity.

(c) Relation to general pattern of urban development. Planned development districts shall be planned and located in general compliance with the Comprehensive Development Plan and shall relate the major elements of the urban pattern, including housing, commercial facilities and principal places of employment, by physical proximity of major streets so as to provide for the convenience and amenity of residents of the community and reduce general traffic congestion by a close relationship between origins and destinations.

Staff Comment: As outlined below, the proposed PUD district is in general compliance with the Comprehensive Plan. The location of the PUD is in close proximity to the core of Town and services.

The application is consistent with the Comprehensive Plan, particularly the following:

Chapter 5b – Growth Framework

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

Staff comment: The type of more compact development proposed by the PUD has been shown to create less of a fiscal burden on municipalities by having less utility and road infrastructure to maintain on a per unit basis. Similarly, compact development has been shown to be more environmentally responsible, as it takes less resources to construct and maintain, and it can also make alternative forms of transportation such as walking, biking, and transit more viable due the compact layout.

Objective(s):

3. Develop new neighborhoods adjacent to the Town core.

Staff comment: The proposed development can be considered a part of the Town core, being approximately one mile north of downtown.

Chapter 5d – Residential Areas Framework Plan

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

Staff comment: The proposed PUD standards will allow for a diverse style of housing types including multifamily dwellings and a variety of single family lot sizes ranging from 2,500 to 6,600 square feet. Such a range in lot sizes can help meet the needs of varying family sizes, lifestyles, and income levels.

Objective(s):

1. Promote multi-modal connectivity to increase neighborhood access and resident mobility.

Staff comment: The proposed PUD promotes multi-modal connectivity by providing trails, additional road connections such as WCR 70, and a focus on pedestrian-friendly design.

2. Utilize conservation design and traditional neighborhood design for new residential growth areas and promote overall community livability.

Staff comment: The proposed PUD can be described as traditional neighborhood design with a focus on the public realm and streetscape. Key requirements include front porches, garage placement to minimize visual impact, a variety of home models to avoid monotony, and staggered massing of homes to create visual interest.

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

Staff comment: As mentioned earlier, the proposed PUD standards will allow for a diverse style of housing types.

The application is consistent with the Strategic Plan, particularly the following:

- **Infrastructure** – Connection of WCR 70 from SH 257 to 15th Street and extension of water and sewer utilities are proposed with the Master Plan.
- **Quality of Life** – A 12-acre school site, open space, and a regional trail connection are proposed with the Master Plan.
- **Downtown** – The site is in close proximity (approximately one mile) to downtown and additional homes in the area may increase demand for investment and businesses downtown.

The following notifications were completed in accordance with the Municipal Code as follows:

- Legal ad for annexation and rezoning run for four consecutive weeks in newspaper:
 - February 7, 2020 – first week legal ad
 - February 14, 2020 – second week legal ad
 - February 21, 2020 - third week legal ad
 - February 28, 2020 – fourth week legal ad
- February 6, 2020 – two development signs posted on property

- February 6, 2020 – public hearing notice published to Town website
- February 10, 2020 - applicant mailed letters to surrounding property owners

Staff recommends Planning Commission forward to Town Board a recommendation of approval of the PUD zoning overlay subject to any outstanding Planning Commission and staff comments being addressed.

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

Ms. Scheuerman asked about requirements of a PUD vs a standard subdivision. Mr. Hornbeck stated future plans would follow the same path. RMU zoning will come back from preliminary subdivision plat, and final subdivision plat. There have been PUD past tense that have had different requirements.

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

5. Recommendation to Town Board – Overland 368 PUD Rezoning Overlay – Zada Steidl, owner / Eric Steidl, applicant / Julia Malisos and Todd Learner, WHA, Inc. (William Hezmalhalch Architects), applicant’s representatives.
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Overland 368 PUD Rezoning as presented by staff to complete outstanding Planning Commission, and staff comments or concerns; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

6. Public Hearing – Land Use Code Update – An Ordinance Amending Certain Sections of Chapter 16 of the Municipal Code.
 - Legislative
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick opened the public hearing.

Per Mr. Paul Hornbeck the enclosed ordinance is an update to various sections of Chapter 16 of the Municipal Code, and is a part of a larger overhaul of Chapters 15 through 17, collectively known as the Land Use Code. The primary focus of this ordinance is to update the Town’s zoning districts and associated lot development standards. Work Sessions on the contents of this ordinance were held with Town Board and Planning Commission were held on March 25, 2019 and November 4,

2019. Staff has solicited input from the Windsor development community throughout the process and worked to incorporate their suggestions.

The intent of the Land Use Code update is to update existing zoning and subdivision regulations to more appropriately reflect contemporary development practices, while providing options and flexibility in land development, thereby implementing the goals and policies of the Comprehensive Plan. Major changes introduced by the enclosed ordinance are summarized as follows:

- Creates a menu of options for most zone districts based on lot size, building type, and type of vehicular access provided
- Vehicular access standards outline how a building or site is accessed (parking lot, alley, front driveway, etc.)
- Creates RMU-2 Zone – allows for smaller lot sizes when additional open space and enhanced design features such as detached sidewalks, recessed garages, minimum commercial component, etc., are provided.
- Overhauls SF-2 Zone – similar to RMU-2, but at a lower intensity without commercial or multifamily apartments
- Combines Low Density (E-1) and High Density (E-2) Estate Residential zone districts into a single Estate Residential (ER) zone district (septic still prohibited)
- Combines Multifamily (MF-1) and High Density Multifamily (MF-2) into a single Multifamily (MF) zone district.
- New Agriculture Holding zone district – allows agricultural use to continue on annexed properties until development occurs
- Residential rear setbacks – increased from 5' to 10' to allow greater buffer between homes and additions
- Exceptions to height and setback standards more clearly defined (e.g. accessibility ramps, flagpoles, mailboxes, patios, chimneys, etc.)
- Planned Unit Development – Updated standards for PUD zoning overlays to provide clear criteria for review.
- Parking surfaces – for single family/ duplex uses added a prohibition on parking on unpaved surfaces except for limited supplemental gravel parking
- Removed automobile sales/service from Central Business zone district to be consistent with the vision for downtown as a more pedestrian and retail oriented environment (note: there are no longer automobile uses in CB with the recent re-use of Dutch Bros coffee (previously auto sales) and the relocation of Pike's Auto outside of the CB zone district)
- Added definitions for new terms and for items lacking definitions

Please note there are portions of the ordinance which remain largely unchanged from current code requirements, particularly allowed uses and parking standards. A future update will address changes to these sections.

Staff recommends that Planning Commission forward to Town Board a recommendation of approval of the enclosed ordinance.

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

Ms. Scheuerman asked Mr. Hornbeck whether there was a distinction between E-1 and E-2 related to being able to house animals.

Mr. Hornbeck stated it's purposed by the size of your lot.

Ms. Scheuerman asked Mr. Hornbeck whether they were forcing a further limitation for housing animals.

Mr. Hornbeck stated it's only how it organized vs a change in the regulation.

Mr. Schick asked Mr. Hornbeck whether animals were allowed excluding some type of animals.

Mr. Hornbeck stated; Yes, there is no change in the type of animals allowed.

Mr. Tallon stated he appreciated Planning Commission working hard on simplifying the Land Use Code Update making it easier to understand for everyone involved.

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

7. Recommendation to Town Board – Land Use Code Update – An Ordinance Amending Certain Sections of Chapter 16 of the Municipal Code.

- Legislative
- Staff presentation: Paul Hornbeck, Senior Planner

Mr. Schick asked Mr. Hornbeck whether he had any additional information to present.

Mr. Hornbeck has nothing further to add.

Mr. Schick asked whether there are any comments or questions from the commission; none

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the Ordinance Amending Sections of Chapter 16 of the Municipal Code as presented by staff; Mr. Foreman seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Bushelman, Foreman, Scheuerman
Nays – None
Motion carried.**

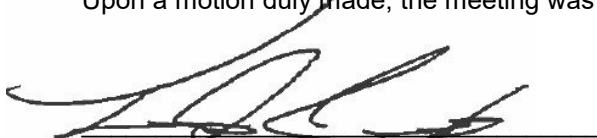
C. COMMUNICATIONS

1. Communications from the Planning Commission

- None
2. Communications from the Town Board liaison
 - None
 3. Communications from the staff
 - Transportation Master Plan scheduled for 03/23/2020 for Town Board Action
 - Code updates from tonight scheduled for 03/09/2020 for Town Board Action
 - NOCO Housing meeting, key topic will be smaller residential lots, forwarding link to attend free event.

ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:51 p.m.



Trisha Conway, Deputy Town Clerk