



## PLANNING COMMISSION REGULAR MEETING

March 18, 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 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  
Doug Dennison  
Cindy Scheuerman  
Timothy Reddick

Alternate:

Also present:

Carlin Malone, Chief Planner  
Krystal Eucker, 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; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Schick, Tallon, Hall, Dennison, Scheuerman, Reddick  
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 March 4, 2020

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

#### C. BOARD ACTION

##### 1. Public Hearing – Conditional Use Grant – Joe Luethmers, Timberline Church, owner/applicant's representative.

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.

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

Mr. Schick opened the public hearing.

Chief Planner Carlin Malone, presented the proposal. Per Ms. Malone the applicant Mr. Joe Luethmers, Timberline Church, represented by Mr. Sam Eliason, United Civil Group, is requesting a Conditional Use Grant (CUG) to allow two temporary modular classrooms and a temporary gravel parking area in the RMU zone district for a three-year period. A conditional use grant is required because the proposed use is not specifically included as a use-by-right in any zoning district per Section 16-7-10 of the Town's Municipal Code, Intent of Conditional Use Grants. The applicant is requesting allowance of the mobile classrooms and gravel parking area until the time when Timberline Church has relocated to another site.

Section 16-7-50 of the Municipal Code lists the following standards and requirements for conditional use grants, with staff analysis below:

(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.

The area surrounding the proposed uses to the north, south, and west are developed with commercial and residential uses. This area is also part of a master planned community (Water Valley South). The property to the east of the proposed uses is undeveloped land zoned I-L (Limited Industrial). The applicant has indicated that the temporary use is for accommodating an existing use during a period of transition to another site. The number of available parking spaces will increase, traffic should not change due to this request, and the modular (temporary classrooms) should not impact adjacent properties.

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

The modular classrooms will be located adjacent to the southern side of the existing building currently used for church activities (360 Crossroads Blvd) and between the building and Rancho Drive. The proposed gravel parking area will be located southwest of the existing building, east of Crossroads Blvd, and north of Rancho Drive and Water Valley South 16th Filing (single-family residential). There are plans to landscape around the parking lot and the proposed playground area.

(3) Appropriate location of the building or buildings on the lot.

The two proposed temporary buildings (modulars) location will utilize the same access to and from the site as the existing church building. The modulars will be adjacent to the existing paved parking lot and proposed gravel parking area. Additionally, this location is in close proximity to the existing church building.

(4) Adequate provision of parking, loading and circulation facilities. Adequate parking appears to be included. As stated, the proposed temporary parking area will provide

additional parking spaces for the use. The number of church members is not proposed to change with this request.

(5) Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion. There will be an increase in the number of on-site parking spaces, drive aisles and access. According to the applicant's narrative, children will access the main entrance and be led to and from the main building and the modular classrooms.

(6) Potential effect of the use on storm drainage in the area. The existing storm sewer system, constructed with the subdivision of Water Valley, was designed to convey developed runoff from this lot (Lot 1) via a proposed inlet near Crossroads Blvd to a detention pond in Water Valley. The inlet will be installed as part of the CUG, matching the current drainage design.

(7) Adequacy of planting screens where necessary. Plant screening has not been proposed with the application due to the location of the modular classrooms and parking and its temporary use. The proposed location for the uses would have a small impact on the adjacent neighborhood visually and was one of the few areas not impacted by utility/drainage easements.

(8) Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences. Staff has not identified any hazardous conditions, pollutants, or other noxious influences with the request for temporary modular classrooms and the temporary gravel parking area.

(9) The general compatibility of the proposed use with the area in which it is to be located. As previously mentioned, the request is for temporary modular classrooms and a temporary gravel parking area for an existing use (church). The location of the modulars should have the least impact on the neighborhood aesthetically and physically, as the buildings will be located on the eastern side of the lot. The gravel parking area should also have minimal visual impacts and is also a temporary use.

While the Comprehensive Plan does not specifically address temporary uses such as this, the proposal is consistent with the Comprehensive Plan Residential Areas Framework goal:

Maintain the character of existing neighborhoods

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

- March 6, 2020 - property posted with a notification sign
- March 6, 2020 - affidavit of letters mailed to the adjacent property owners
- March 3, 2020 - legal notice posted on the Town of Windsor website
- March 6, 2020 - legal ad published in the Tribune

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval for a three (3) year period of the conditional use grant, as presented.

Mr. Schick asked the applicant Joe Luethmers via telephone whether he had anything additional to share.

Mr. Luethmers stated; No.

Mr. Schick asked Ms. Malone about any additional public comments.

Ms. Malone stated; None.

**Mr. Tallon moved to close the public hearing; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Dennison, Scheuerman, Reddick**

**Nays – None**

**Motion carried.**

2. Recommendation to Town Board – Conditional Use Grant – Joe Luethmers, Timberline Church, owner/applicant’s representative

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

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

Ms. Malone stated she notated in the analyst section the property was stated as “O” for Open Space, its “RMU” Residential Mixed Use.

Mr. Tallon asked Ms. Malone what is the timeline on this project.

Ms. Malone stated the applicant is requesting 3 years on this project, but there is the possibility of requesting an extension.

Mr. Dennison asked Ms. Malone whether another proposal similar to this was considered by the Planning Commission at the same site location.

Ms. Malone stated; Yes, that site was located at 360 Crossroads Blvd, and that’s the lot to the North of the existing building. There is currently (1) modular for a proposed total of (3).

Mr. Schick asked whether there were any other questions from the commission; none

**Mr. Tallon moved to forward a recommendation of approval to the Town Board for the (3) year period conditional use grant subject to recommendations by staff as presented; Mr. Dennison seconded the motion. Roll call on the vote resulted as follows; Yeas – Schick, Tallon, Hall, Dennison, Scheuerman, Reddick**

**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

- Ms. Malone stated the Transportation Master Plan will be on the Town Board Agenda Monday, March 23<sup>rd</sup>.

ADJOURN

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



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Krystal Eucker, Town Clerk