



**PLANNING COMMISSION
REGULAR MEETING**

October 7, 2020 // 6:00 p.m. // Virtual Meetings Until Further Notice

NOTE: This meeting will be held virtually

MINUTES

A. CALL TO ORDER

Vice-Chairman Bushelman called the regular meeting of the Planning Commission to order at 6:00 p.m.

1. Roll Call

The following Planning Commission Members were present:

Vice-Chair Jerry Bushelman
Cindy Scheuerman
Kelly Hall
Timothy Reddick
Jose Valdes
Eric Bernhardt

Absent Planning Commission Members:

Chair Gale Schick
Doug Dennison

Also present:

Barry Wilson, Town Board Liaison
Carlin Malone, Chief Planner
Scott Ballstadt, Planning Director
McKenzie Paine, Visual Media Coordinator
Karen Frawley, Town Clerk
Joe Luethmers, Applicant
Nate Leitner, Colorado Sign Care
Roger Colonnese, Alternate Commissioner

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. Valdes seconded the motion. Roll call on the vote resulted as follows:

Yeas – Bushelman, Scheuerman, Hall, Reddick, Valdes, Bernhardt

Nays – None

Motion passed.

B. CONSENT CALENDAR*

1. Approval of minutes of August 5, 2020
2. Approval of minutes of August 19, 2020

**Ms. Scheuerman moved to approve the consent calendar as presented; Mr. Reddick seconded the motion. Roll call on the vote resulted as follows:
Yeas – Bushelman, Scheuerman, Hall, Reddick, Valdes, Bernhardt
Nays – None
Motion passed.**

C. BOARD ACTION

1. Determination for a Nonconformity – Windsor Manor Business Park Subdivision, Lot 1, Block 2 (100 12th Street) – Nate and Jenny Leitner, Colorado Sign Care, applicant

Per Ms. Malone, the item before the Commission is for the Pizza Hut property located at 100 12th Street. Prior to this, they went through a similar approval for replacing a sign that was nonconforming. The previous sign was made smaller and the proposed sign will be a little smaller than the existing sign. This request is being made because roof signs are not allowed in the code, and this is technically the roof. The code requires that they have approval from the Planning Commission when they are replacing a sign. Staff is recommending approval with the following conditions. The new sign shall consist of separate, horizontal, channel-letters since the existing sign consists of channel letters. The size of the new sign shall be smaller than the existing sign. Any damage to the roof material that may be caused by the removal of the existing sign and floodlights shall be repaired and shall not be visible, including any repainting necessary to cover any inconsistent areas caused by fading.

Vice-Chair Bushelman opened the meeting up to the applicant for any additional information, to which there was nothing further provided.

Mr. Reddick stated from his understanding, the current sign was nonconforming and the new sign will continue to exist nonconforming. Mr. Reddick asked for confirmation that the changes with the new sign are not any increase in the nonconformity compared to what they were before. Ms. Malone stated that was correct.

Vice-Chair Buselman stated that he believed they had just put on a new roof and does not believe there will be a need for repairing anything from the removal.

Ms. Hall stated that from her understanding, the nonconformity was the code does not allow roof signs. Ms. Malone stated that is correct and that in the past when this was approved, there were four conditions listed and staff is carrying over the conditions from last time to keep it consistent. Mr. Ballstadt added that since it was previously approved, it is considered a legal nonconforming sign per the code, and the new sign will not increase the nonconformity beyond that.

Mr. Valdes asked the applicant if he saw any issues with the three conditions that have been proposed by the Town? Mr. Leitner responded he does not.

**Ms. Scheuerman moved to approve the legal nonconformity of sign as presented subject to the conditions presented by staff; Mr. Reddick seconded the motion. Roll call on the vote resulted as follows:
Yeas – Bushelman, Scheuerman, Hall, Reddick, Valdes, Bernhardt
Nays – None
Motion passed.**

2. Public Hearing – Conditional Use Grant – Water Valley South Subdivision 6th Filing, Lot 2 (360 Crossroads Blvd) – Joe Luethmers, Timberline Church, applicant

Vice-Chair Bushelman opened the public hearing.

Mr. Wilson 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.”

Per Ms. Malone, this item is for a Conditional Use Grant to allow for a temporary modular classroom on the Timberline Church site located at 360 Crossroads Boulevard. The applicant previously went through the Conditional Use Grant process to allow this same modular a few years ago and it has since expired. Since the Town does not have a renewal process, they have to go through and get a new approval. The applicant also has a Conditional Use Grant that was recently approved for a modular on the Southern lot. The site is zoned as mixed residential and was selected to have the least impact on the neighborhood. Staff is recommending that the Planning Commission forward a recommendation of approval to the Town Board of the Conditional Use Grant application, as presented, for a period of three years from the approval date.

Vice-Chair Bushelman asked if the unit is already existing, or if it will be a new unit? Ms. Malone stated that it is existing.

Mr. Valdes stated that as he understands it, the applicant previously had a CUG for a temporary trailer and asked if this is the same trailer or a different one? Mr. Valdes asked what consideration should the Commission have if it is indeed an extension of an existing trailer or a new one in a previous location that had a CUG? Ms. Malone stated that this is the same unit, same location, but unfortunately it expired before the applicant was able to get in a request to extend it. Typically, these would be extended for an additional six months, however in this case they will need it for a little bit longer since they are building a facility. Mr. Valdes asked if the applicant mentioned a timeframe they have for building the new facility? Mr. Luethmers stated they do not have a timeline at this point due to COVID. Mr. Valdes asked if the three year window is a reasonable amount of time? Mr. Luethmers stated it is reasonable.

**Mr. Valdes moved to close the public hearing; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Bushelman, Scheuerman, Hall, Reddick, Valdes, Bernhardt
Nays – None
Motion passed.**

3. Conditional Use Grant – Water Valley South Subdivision 6th Filing, Lot 2 (360 Crossroads Blvd) – Joe Luethmers, Timberline Church, applicant

**Mr. Reddick moved to forward a recommendation of approval to the Town Board for consideration of approval of the conditional use grant; Mr. Valdes seconded the motion. Roll call on the vote resulted as follows:
Yeas – Bushelman, Scheuerman, Hall, Reddick, Valdes, Bernhardt
Nays – None
Motion passed.**

D. COMMUNICATIONS

1. Communications from the Planning Commission

- New members Mr. Valdes and Mr. Bernhardt introduced themselves to the Commission.

2. Communications from the Town Board liaison

- Town Board is in the middle of budget season and has had several executive session lately.

3. Communications from the staff

- Ms. Malone stated that staff has been working on the 7th Street and Walnut corridor study and just started holding public outreach meetings. Staff is also starting the Eastman Park study and will provide updates as it continues on.
- Mr. Paine stated that there have been a lot of equipment updates over the past few months due to both COVID and unexpected equipment malfunctions. The television station has been expanded and three new major platforms for viewing all of the Town's boards and commissions meetings. You are able to view meetings on the website at windsorgov.com/meetingsondemand or download Windsortv apps Appletv and Roku.
- Mr. Ballstadt stated that with the corridor plans that were previously mentioned, staff will send a link to the Windsor Project Connect website. Staff extended a welcome to the new members also stating they are glad to have a full board once again. Monday night, there will be a joint Town Board and Planning Commission work session at 5:30 p.m. The following Monday, the 19th at 6:00 p.m. will be an additional joint Town Board and Planning Commission work session with a presentation by Urban3.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 6:42 p.m.



Karen Frawley, Town Clerk