



**PLANNING COMMISSION  
REGULAR MEETING**

February 03, 2021 // 6:00 p.m. // Virtual Meetings Until Further Notice

***NOTE: This meeting was held virtually***

**MINUTES**

A. CALL TO ORDER

Chairman Schick called the regular meeting of the Planning Commission to order at 6:02 p.m.

1. Roll Call

The following Planning Commission Members were present:

Chairman Gale Schick  
Vice-Chair Jerry Bushelman  
Cindy Scheuerman  
Kelly Hall  
Timothy Reddick  
Jose Valdes

Also present:

Barry Wilson, Town Board Liaison  
Carlin Malone, Chief Planner  
Scott Ballstadt, Planning Director  
David Eisenbraun, Senior Planner  
McKenzie Paine, Visual Media Coordinator  
Trisha Conway, Deputy Town Clerk  
Eric Bernhardt, Alternate Commissioner  
Roger Colonnese, Alternate Commissioner  
Richard Gaito, Tower Engineer Professionals  
Jason Seybert, Owner Applicant

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. Bushelman seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes  
Nays – None  
Motion passed.**

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 November 18, 2020 Planning Commission Meeting

**Ms. Scheuerman moved to approve the minutes of the meeting of November 18, 2020; Mr. Valdes seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes**

**Nays – None**

**Motion passed.**

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant – Dish Wireless Canisters – Richard Gaito (Dish Wireless representative), applicant; Jason Seybert Weld RE-4 School District, property owner.

Chairman Schick 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 nonvoting 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 Mr. Eisenbraun the applicant, Mr. Gaito, on behalf of Dish Wireless, is requesting a Conditional Use Grant (CUG) to allow new telecommunications equipment and antenna on top of Windsor High School, located at 1100 Main Street. Town’s Municipal Code allows for the establishment of wireless telecommunication equipment for the purpose and intent of accommodating the communication needs of the Town’s residents and businesses. The proposed location of the new telecommunications equipment is on the roof of Windsor High School. The proposed wireless communication facilities (WCF) will consist of three stealth canisters located on the roof of the school. The canisters will house the antennas and related equipment. The canisters will be painted gray to match existing vents situated on the roof. The computer equipment will be located on the ground, hidden from public view, and enclosed by a CMU wall with a gate. The CMU wall will be painted to match the existing CMU of the school. The cabling from the ground area to the roof equipment will be located hidden from the public view. The cable will be located in an elevated tray directed to each of the canisters.

Approval of the CUG request, along with an approved site plan, would allow for the construction of wireless communications canisters and associated ground equipment. The overall height of the building is 30’ feet, and with the canisters just over 35’ feet encompassing the wireless capabilities are 38’ foot 2’ inches.

Standards and Requirement for Conditional Use Grants 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 between 10th and 11th street, and north of SH 392/Main Street. The subject site is generally surrounded by school facilities,

open space and the Police Station and Recreation Center to the west. The north side is bordered by the Greeley Number 2 Canal.

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

The overall property is the existing Windsor High School and the proposed WCF will consist of three stealth canisters located on the southeast roof of the school. The canisters will house the antennas and related equipment. The canisters will be painted gray to match existing HVAC equipment already situated on the roof. The accessory computer equipment will be located on the ground, hidden from public view, and enclosed by a CMU wall with a gate. The CMU wall will be painted to match the existing CMU of the school. The cabling from the ground area to the roof equipment will be located hidden from the public view. The cable will be located in an elevated tray directed to each of the canisters.

3. Appropriate location of the building or buildings on the lot. The exact location on the property has been determined by a collaborative effort between the school district, Dish Wireless and Tower Engineer Professionals. The proposed canisters and supporting equipment will be located painted to blend in with other existing roof equipment, while the supporting equipment will be behind matching CMU walls.

4. Adequate provision of parking, loading and circulation facilities. Access to the facility will remain unchanged from what the school already has in place for circulation. No permanent parking is proposed.

5. Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion. The facility is unmanned and does not permit public access. After construction, the facility will only be accessed for routine maintenance and servicing. The new WCF will not contribute to increased vehicular traffic congestion.

6. Potential effect of the use on storm drainage in the area. No drainage issues are expected from the additional WCF or supporting ground equipment.

7. Adequacy of planting screens where necessary. No landscaping is proposed with this application as the building and walls screen all ground equipment from the public view.

8. Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences. The facility does not include the 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. Subject property is zoned Single Family Residential (SF-1). The exact location on the property has been determined by a collaborative effort between Weld RE-4 and Dish Wireless. The site has been designed with minimal visual impacts through stealth canister design and matching CMU walls. The proposed site will become a critical component for seamless service for the Town of Windsor, as well as the surrounding community. E911 services, public safety and

residents of the area will all benefit from the additional technologies requested for this site.

Relationship to Comprehensive Plan Chapter 7 – Community Facilities & 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.

Objectives:

- 7 - Maintain interagency communication and partnerships to ensure cooperative use and distribution of services and facilities.
- 10 – Coordinate with private utility providers to identify coordinated/synergistic project opportunities

Relationship to Strategic Plan:

The application is consistent with the Strategic Plan Mission Statement: The Town of Windsor promotes community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner.

Recommendation:

Staff recommends that the Planning Commission forward a recommendation of approval of the Conditional Use Grant application to the Town Board as presented.

Notification

The Municipal Code requires a public hearing notification for a CUG. Notifications were provided as follows:

- January 18, 2021 – legal notices posted on the Town of Windsor website
- January 18, 2021 -- affidavit of letters mailed to property owners within 100 feet
- January 21, 2021 – development review sign posted on the property
- January 22, 2021 – legal ad published in the paper

Ms. Scheuerman asked Mr. Gaito about the industry standard for distance of the photo depiction.

Mr. Gaito commented there is no industry standard for photo stimulations. It's been recommended to have an overall depiction of the area from a distance.

Per Richard Gaito, Tower Engineer Professionals; Dish Wireless has been buying the airways or spectrum which is auctioned off by the Federal Government, becoming the largest stake holders in spectrum. Dish wireless has been trying to inquire a wireless company. Dish is in the process of creating a nationwide phone network similar to T-Mobile, Verizon, and AT&T.

Mr. Gaito commented on the street design presented today. The antenna is located inside of the canister, and the base of the canister is weighted down with cinder blocks. The location of the ground equipment is a 6' foot CMU wall that is painted to match existing brick. The cabling from the ground to roof has been hidden inside 2 parts of the building. The school district has some transformers, and infrastructural items becoming a good location for the placement of these canisters.

Mr. Valdes asked Mr. Gaito whether the internet would be 5G.

Mr. Gaito stated; it's the same as all networks 3G, 4G, and 5G. The antennas are being built out with T-Mobile being built out at a favorable rate supporting 3G, and 4G. Dish is only requesting (3) antennas which are all 5G network with the T-Mobile contract cutting the need for additional equipment.

Mr. Valdes asked Mr. Gaito whether Dish was looking at additional sites in Windsor.

Mr. Gaito stated; Yes, no locations have been identified.

Mr. Valdes asked Mr. Gaito about the installation, maintenance, and monitoring.

Mr. Gaito stated installation will work around the school's schedule, and plan to start over the summer. The installation process will take close to 30 days from start to finish. There will be a field technician inspecting the site monthly, and remotely.

Mr. Valdes asked Mr. Gaito whether the school district could use multiple carriers.

Mr. Ballstadt commented that the school district already has other providers located on the light tower of the football stadium.

Jason Seybert Owner/Applicant commented the football stadium currently uses Sprint.

Mr. Eisenbraun stated the Town would never disallow a co-carrier at a location as long as the Town is happy about the required separations, and required space requirements.

Mr. Gaito stated the Dish Wireless contract allows for other carriers to be on the rooftop, and has been common in the past.

Mr. Reddick asked Mr. Gaito other than the lease is there any short-term educational support benefiting the school district.

Mr. Gaito stated there are no other financial benefits other than lease terms.

Mr. Reddick asked Mr. Gaito about future expansion, and existing locations on the rooftop.

Mr. Gaito stated the canister can be used to locate additional antennas.

Ms. Scheuerman asked Mr. Seybert whether this has been reviewed and approved by the school board.

Mr. Seybert stated; No, they are waiting on the final agreement from Dish Wireless.

Ms. Scheuerman commented about health concerns of prolonged exposure to 5G, and the school board reviewing the concerns regarding the project.

Mr. Seybert stated the school district has not reviewed the project.

Mr. Ballstadt asked Mr. Gaito surrounding any concerns about aesthetics whether the canisters can be pushed back from the edge of the roof.

Mr. Gaito stated the canisters have a down tilt, and would have to get closer or be taller. We have 10' feet of leeway, and those issues will be addressed in the final design.

**Mr. Valdes moved to close the public hearing; Ms. Scheuerman seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes**

**Nays – None**

**Motion passed**

2. Recommendation to Town Board – Conditional Use Grant – Dish Wireless Canisters - Richard Gaito (Dish Wireless representative), applicant; Jason Seybert Weld RE-4 School District, property owner.

Chairman Schick asked Mr. Eisenbraun whether he had anything additional.

Mr. Eisenbraun stated; nothing further to add.

Chairman Schick asked whether the Commission had additional questions, to which there were none.

**Ms. Scheuerman moved to forward a recommendation of approval to Town Board for Conditional Use Grant Dish Wireless Canisters; Mr. Valdes seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Schick, Bushelman, Scheuerman, Hall, Reddick, Valdes**

**Nays – None**

**Motion passed**

D. COMMUNICATIONS

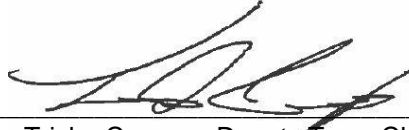
1. Communications from the Planning Commission
  - Mr. Reddick will be absent for the February 17, 2021 meeting
2. Communications from the Town Board liaison
  - None
3. Communications from the staff
  - Mr. Eisenbraun reported Planning Commission is getting ready to present to Town Board for the Eastman Park Corridor existing conditions, and a control plan for that area at the February 22, 2021 meeting. Leading to an online envision meeting allows for (2) members from Planning Commission along with (2) members from Town Board to be part of the steering committee.
  - Ms. Malone asked the commissioners on upcoming availability.
  - Mr. Ballstadt reported that staff is transitioning Agendas to the new Novus Agenda software, and any future meeting dates will be included in the email Carlin sends out. Staff would like to invite the Planning Commission to attend the work session for Town Board on March 1,

2021 for a review of the COGCC Rules. Town Board did approve the land use codes Planning Commission and staff is updating all of the application forms.

- Ms. Scheuerman asked Mr. Ballstadt what Town Board decided on the RMU-2 land use codes having a commercial requirement from a previous discussion.
  - Mr. Ballstadt reported they did not mandate the commercial requirement, and went with the draft as written.
- Ms. Conway reported that remote voting affirmations would be sent out to commissioners via Adobe Sign and requested they are returned by the following day.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:00 p.m.



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Trisha Conway, Deputy Town Clerk