



**PLANNING COMMISSION
REGULAR MEETING**

February 17, 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 6:06 p.m.

1. Roll Call

The following Planning Commission Members were present:

Chairman Gale Schick
Vice-Chair Jerry Bushelman
Doug Dennison
Kelly Hall
Roger Colonnese
Jose Valdes

Absent: Cindy Scheuerman
Timothy Reddick

Also present: Barry Wilson, Town Board Liaison
Carlin Malone, Chief Planner
Scott Ballstadt, Planning Director
Desa Blair, Civil Engineer
McKenzie Paine, Visual Media Coordinator
Trisha Conway, Deputy Town Clerk
Eric Bernhardt, Alternate Commissioner
David Lingle, Loveland Housing Authority
Frankie Cole, Windsor Housing Authority
Jim Doyle, 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

**Mr. Dennison moved to approve the agenda as presented; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:
Yeas – Schick, Bushelman, Dennison, Hall, Colonnese, 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 February 3, 2021 Planning Commission Meeting

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.

Mr. Valdes moved to approve the minutes of the meeting of February 3, 2021; Mr. Bushelman seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Bushelman, Dennison, Hall, Colonnese, Valdes

Nays – None

Motion passed.

C. BOARD ACTION

1. Public Hearing – Final Major Subdivision – Windshire Park Subdivision 6th Filing, applicant Jeff Feneis; Loveland Housing Authority.

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 Ms. Malone the applicant, Mr. Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority (WHA), has submitted a final major subdivision plat, known as Windshire Park Subdivision 6th Filing. The proposal is a replat of Windshire Park Subdivision 4th Filing (approved on July 24, 2017, for 57 townhome lots). The subject 8.5-acre subdivision is zoned Residential Mixed Use (RMU). The replatting will vacate the existing townhome lots and private drives and reestablish lot lines and tracts to accommodate the senior housing buildings and internal drives. The property is currently owned by Windsor Housing Authority and once developed, will remain owned, operated, and maintained by WHA.

The project site is located west of Weld County Road 15 and approximately 2.5 miles north of Weld County Road 68-1/2. Uses adjacent to the project site include Windshire single-family homes to the north, and west. Agricultural land to the east and developed land to the south. Assess will be on Guardian Drive to the North, and Windshire Drive to the South.

On September 10, 2018, the Town Board approved a resolution amending the Windshire Park Master Plan, for the subject 8.5-acre property (Master Plan “Parcel E”), from multifamily residential use of 58 units to senior housing use of 123 units. The associated site plan of the project proposes 123 senior apartment units with one two-story building centrally located and one-story cottage-style buildings along the perimeter of the property (north, south, west). The number of proposed senior housing units for this property is based on the sewer capacity available, which is equivalent to 60 standard multifamily residential units. The preliminary plat approval noted that the maximum number of units for the subject property is 123 senior housing units or 60 standard multifamily units.

The site plan is an administrative item included in the packet, and listed as a communication item on the agenda.

Building characteristics include:

- Horizontal and vertical siding, stone accent walls
- One-story buildings adjacent to existing single-family residential rear property lines – 15' (approx.)
- Building height at highest point two-story buildings centrally located within the site – 35' max building height

Final Plat characteristics:

- Consistent with the Windshire Park 6th Filing Preliminary Plat, approved by Planning Commission on February 6, 2019.
- Lot area = 8.5 acres (370,446 s.f.)
- 4.46 acres (194,310 s.f.)
- landscape area (52.5% site area)
- 123 senior housing units
- 164 parking spaces
- 4 lots for buildings, private drive and parking lot; one tract for drainage detention area and landscaping

Site Plan:

- 14.47 dwelling units / acre
- 7 senior housing buildings – main building centrally located within the site and proposed for two-stories, other buildings proposed for single-story and located along perimeter of property to north, south and west.
- 123 senior housing units; two-story bldg. + one story buildings west-side

Three phases:

- Phase 1 – 52 units: 44 one-bedroom: 8 two-bedroom: 79 parking spaces
- Phase 2 – 38 units: 34 one-bedroom: 4 two-bedroom: 54 parking spaces
- Phase 3 - 27 units: 31 parking spaces

Relationship to Comprehensive Plan:

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.

Objectives:

- Prioritize new growth in areas currently served by the Town infrastructure and services.
- Incentivize infill development to complete neighborhoods and leverage existing resources.

Chapter 5c – Residential Areas Framework Goal:

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

Objectives:

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

- Support high density residential development near Downtown, commercial centers, and mixed-use nodes.

Notification

Public hearing notifications for this meeting were as follows:

- February 1, 2021 – affidavit of mailing to property owners within 300 feet
- January 29, 2021 – display ad published in newspapers
- January 25, 2021 – sign posted on property
- January 25, 2021 – notice posted on Town's website

Recommendation:

Staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments being addressed.

Mr. David Lingle reported February 1, 2021 they submitted a tax credit application to CHFA for phase 1 for a total of 52 units, and the common community space. The project includes 44 one bedroom / one bath, and 8 two bedroom / one bath units ranging from 679sq feet to 938sq feet. There will be 2500sq feet of common interior space that includes a large gathering area for events/dining, administrative space, fitness/wellness space, library, conference rooms, and storage areas. They are purposing this subdivision with (4) different phases due to the 123-unit space being too large to finance as a single tax credit funded project. Tax credits are awarded based on the availability of those funds, and the market demand. Additionally, tax credits require all of the phases of the development to be on their own lots, supported by its own parking. The Windsor Meadows family housing development across the street to the South is similar being developed in two phases, separated by two lots. It's undetermined whether they will have different tax credit investors for the different phases. Interviews for CHFA should be scheduled in late April or early May 2021 with an award date of mid-May. The proposal for the architectural design will be completed through the summer/fall, and be under construction in early 2022. The project is estimated to be 12-13-month construction process.

Mr. Jim Doyle reported as a design team they are really excited about the project making it compatible with the neighborhood incorporating our landscaping, and outdoor spaces.

Mr. Dennison asked Ms. Malone about the setbacks, and easements.

Ms. Malone reported the townhome development had a 5' rear setback, and 10' foot was proposed. The setback shown on the site plan is much greater. Originally the townhomes would be 2-story, but now they are 1-story.

Mr. Doyle reported originally it was 12' foot setback for the townhomes, and now 20' foot setback with the units being 1-story allowing for a landscaping buffer.

Mr. Seth Klock asked Mr. Lingle how tall the units will be in phase 1.

Mr. Lingle reported the 2-story buildings will be 30' foot to the peak of the roof.

Mr. Valdes asked Ms. Cole are there qualification restrictions for the location of residents for the senior housing.

Ms. Cole reported the project is financed under LIHTC federal program, and they cannot restrict non-Windsor residents from applying. However, there is a scoring system that gives preference to Windsor residents in the application process as long as they meet the criteria for income. The current senior housing at Century III has a wait list of 90 individuals, and 22 are current Windsor residents.

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

Yeas – Schick, Bushelman, Dennison, Hall, Colonnese, Valdes

Nays – None

Motion passed

2. Recommendation to Town Board – Final Major Subdivision – Windshire Park Subdivision 6th Filing, applicant Jeff Feneis; Loveland Housing Authority

Chairman Schick asked Ms. Malone whether she had anything additional.

Ms. Malone stated; nothing further to add.

Ms. Hall asked Ms. Malone about the original height of the buildings.

Ms. Malone reported the height has remained the same, and the height limitation is 35' feet.

Mr. Bushelman moved to forward a recommendation of approval to Town Board for Final Major Subdivision Windshire Park 6th Filing as presented; Mr. Valdes seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Bushelman, Dennison, Hall, Colonnese, Valdes

Nays – None

Motion passed

D. COMMUNICATIONS

1. Communications from the Planning Commission

- None

2. Communications from the Town Board liaison

- Mr. Wilson reported changes to the land use code aligning the code with the comprehensive plan. There was a water rate increase of 8%, and the sewer flat rate was increased by 10% effective February 1st. COVID-19 Senate Bill 20B-001 small business relief program offering grants to be distributed to local businesses. The 5-Star program offering businesses to operate one level below the County, allowing gyms and restaurants to have higher capacities. Town Board waived some liquor license fees, and NOCO Nash was contracted to offer a fixed 15% rate for delivery services. The Town agreed to waive \$651,000. dollars in fees for the Golden Meadows Senior Complex, overall project costing about 19,000,000. million dollars. Multi-level trail project on 7th, and Walnut, and the River Walk at Eastman Park is coming together. Kyger trail is connected in front of High Hops connecting to the #2 ditch trail. The

intersection of Colorado Blvd and Hwy 392 will be reworked with a crosswalk, and a pedestrian bridge on Colorado Blvd.

Mr. Valdes asked Mr. Wilson about NOCO Nash, and the term of the agreement.

Mr. Wilson reported NOCO Nash capped their rates at 15%, and it's a temporary 3-month agreement with options to extend.

Mr. Valdes asked Mr. Wilson about restaurant occupancy requirements for renewal of the NOCO Nash's contract.


Mr. Wilson reported the contract with NOCO Nash can be cancelled at any time.

3. Communications from the staff

- Ms. Malone reported the Site Plan – Windshire Park Subdivision 6th Filing (Golden Meadows Senior Complex – Windsor Housing Authority) will be reviewed and approved administratively by staff. However, if there are any comments please forward them to the Director of Planning by February 24, 2021.
- Ms. Malone reported the Site Plan Summary – Centennial Leasing – 4488 Highland Meadows Parkway will be reviewed and approved administratively by staff. However, if there are any comments please forward them to the Director of Planning by February 24, 2021.
- Mr. Ballstadt reported on the upcoming meeting dates
 - Monday, February 22nd Town Board review of Eastman Park corridor from Hwy 257 to Howard Smith Drive. Primarily looking at the access control plan, and the context of the corridor for the Sports Park development.
 - Monday, March 1st Town Board Work Session review of oil and gas regulations, Senate Bill 181, Colorado Oil and Gas Conservation Commission (COGCC) rule making update on air quality, setbacks, and use restrictions in residential zones.
 - Monday, April 26th Town Board review of the comprehensive plan brief overview of the elements in the plan.
- 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 6:49 p.m.



Trisha Conway, Deputy Town Clerk