

Parks & Recreation Advisory Board  
Regular Meeting  
January 5, 2010 at 7:00 p.m.  
301 Walnut Street, Town Board Room

A. **Call to Order.**

1. Roll Call.

Don Thompson, Chair, called the regular meeting of the Parks and Recreation Advisory Board to order on Tuesday, January 5, 2010 at 7:15 p.m. This meeting was held in the Town Board Chambers at 301 Walnut Street, Windsor, Colorado.

The following Parks and Recreation Advisory Board members were present:

Don Thompson, Chair  
Jerel Nielsen, Vice-Chair (arrived at 7:17 p.m.)  
Jackie Compton  
Trish Hunter

Lori Zuccolin was absent (unexcused)

The following Town Staff was present:

Melissa Chew, Parks & Recreation Director  
Wade Willis, Parks & Open Space Manager  
Tara Fotsch, Recreation Manager  
Carrie Knight, Art & Heritage Manager  
Elizabeth Fields, Associate Planner  
Sandra Sheffler, Administrative Assistant

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board.

Item C4. Review / Special Event License Policy was discussed as a work session item prior to the opening of this meeting.

**Ms. Compton moved to accept the agenda as amended. Mr. Nielsen seconded the motion. All members present voted Aye. Motion carried.**

3. Youth Advisory Board Report

Ms. Fotsch reported the Youth Advisory Board took the month of December off and will have a report at the February 2, 2010 meeting.

3a. School Board Report

Carlene Irion was present. There were not updates at this time.

4. Town Board Report  
No Town Board member was present.
5. Public invited to be heard.  
Phil Boatright and Jon Turner, Windsor residents, and Jim Birdsall from The Birdsall Group in Berthoud, were present. No comments were made at this time.

**B. Consent Calendar**

1. Approval of Minutes.  
**Ms. Compton moved to approve the Minutes from the December 1, 2009 meeting as written. Mr. Nielsen seconded the motion. All members present voted Aye. Motion carried.**

**C. Board Action/Review Items**

1. Action / Public Hearing for Aberdour Circle (Stonehenge) Park  
**Ms. Compton moved to open the Public Hearing for the revised Aberdour Circle Park Master Plan. Mr. Nielsen seconded the motion.**

Mr. Jon Turner discussed the history of Stonehenge Park and the recently amended Metro District Service Plan. Part of the amendment called for an agreement that the park site is to be constructed to Town specifications. The master plan for the site is several years old and the neighborhood desired a few changes and more input, as well as a name change to Aberdour Circle Park.

Mr. Jim Birdsall presented the Master Plan for Aberdour Circle Park. He explained the process they went through to revise the plan including holding several public meetings and working with the area residents as a cohesive group to come up with the final plan. He went over each aspect of the park and offered to answer any questions.

**Mr. Nielsen moved to close the Public Hearing for the revised Aberdour Circle Park Master Plan. Ms. Hunter seconded the motion. All members present voted Aye. Motion carried.**

2. Action / Master Plan approval for Aberdour Circle (Stonehenge) Park

**Mr. Nielsen moved to recommend Town Board adopt the Aberdour Circle Park Master Plan as presented. Ms. Hunter seconded the motion. All members present voted Aye. Motion carried.**

3. Review / Downtown Master Plan

The Town of Windsor embarked on a Downtown Master Plan project in May, 2009, utilizing the services of two consulting firms, Britina Design Group and Progressive Urban Management Associates. The Downtown Design Guidelines and Financing Plan is close to completion and focuses on a more walkable, pedestrian friendly, attractive downtown that increases visibility and development potential.

Ms. Elizabeth Fields, Associate Planner for the Town of Windsor presented a portion of the plan that includes proposed alterations to Boardwalk Park and the area around the lake. One recommendation is the extension of 5<sup>th</sup> Street, through the park, to connect with the existing northern parking lot. This recommendation would involve the relocation of the existing playground and the need for additional public restrooms adjacent to the relocated playground and lake area. Additional details regarding this recommendation and other concepts are included in the Downtown Windsor Design Guidelines and Financing Plan. The plan remains conceptual at this point, and none of the design recommendations are set in stone.

There was also general discussion about the overall plan and how it may affect downtown business owners and the possible creation of a Business Improvement District that the business owners were members of.

4. Review / Special Event License Policy  
This item was discussed prior to the open of the meeting. Mr. Willis presented the Special Event License Policy. This manual has put all special event requirements from different departments together in one place in an effort to make it more user friendly for our customers and more customer service friendly for staff.
5. Review / Monthly Report  
Ms. Chew offered to answer any questions.

#### **D. Communications**

1. Communications from Town Parks & Recreation Management Staff
  - Mr. Willis gave an update on the construction of Covenant Park and has been working on project planning for capital funding that was approved for 2010.
  - Ms. Fotsch reported that basketball assessments were underway. Chairman Thompson asked if there was a need for basketball courts at Diamond Valley to help with the basketball program. Ms. Fotsch stated since league play is during the winter season, Diamond Valley basketball courts would not be beneficial to the Community Recreation Center for that purpose.
  - Ms. Knight reported the move of the collections to the Art & Heritage Center went very smoothly. At the Art & Heritage Center, the exhibit "The Age of Progressive Reform" will be open Wednesdays and Saturdays from 10:00 a.m. until 2:00 p.m. through January 30, 2010. E-invites have been sent for the Open House on January 15 from 6:00 p.m. until 9:00 p.m. Ms. Knight will also be meeting with the Windsor Beacon and the Windsor-Severence Library District regarding an upcoming project of digitizing archive newspapers.
  - Ms. Chew explained the history, purpose and results of the Historical Downtown Survey that was performed, and how it may affect the look of the Downtown area. She also gave an update on the possibility of a dog swim beach at the north end of Windsor Lake. The posts have been installed and

further construction will continue as weather allows. Diamond Valley Master Plan will be reviewed by Town Board at a work session in the near future.

2. Communications from Chairperson and Board

- Chair Thompson mentioned that typically elections would have been held at this meeting. Since appointments by Town Board will not occur until January 11, 2010, elections will be held at the February 2, 2010 meeting.
- Ms. Compton asked about the possibility of adding a Windsor Charter Academy liaison to the Parks & Recreation Advisory Board. Ms. Chew stated a review of the ordinance would be necessary by Town Board. However, WCA is funded by Weld RE-4 and could also get representation through Ms. Irion. Or, if they have any issues, questions or just want to, they are welcome to attend any meeting and speak during the public portion of that meeting.

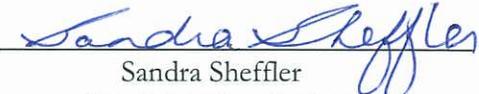
E. Adjourn.

**Ms. Compton made a motion to adjourn the meeting at 8:32 p.m., until the February 2, 2010 meeting, or call of the chair. Mr. Nielsen seconded the motion. All members present voted Aye. Motion carried.**

**CERTIFICATION:**

Approved by the Windsor Parks and Recreation Advisory Board on the 2nd day of February 2010.

Submitted by:

  
Sandra Sheffler  
Administrative Assistant