



TOWN BOARD REGULAR MEETING

July 22, 2013 - 7:00 P.M.

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

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.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
4. Board Liaison Reports
 - Town Board Member Baker – Parks, Recreation & Culture Advisory Board; Cache La Poudre Trail Board Alternate
 - Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
 - Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
 - Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
 - Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
 - Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
 - Mayor Vazquez – North Front Range/MPO
5. Public Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

*Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three **(3) minutes**. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.*

B. CONSENT CALENDAR

1. Minutes of the July 8, 2013 Regular Town Board Meeting – M. Lee
2. Resolution No. 2013-38 - A Resolution Appointing a Director to the Boards of Directors for Greenwald Farms Metropolitan District Nos. 1-2 – I. McCargar
3. Resolution No. 2013-39 - A Resolution Appointing a Director to the Boards of Directors for Village East Metropolitan District Nos. 1-3 – I. McCargar
4. Resolution No. 2013-44 – A Resolution Approving Amendments to the Town of Windsor Design Criteria and Construction Specifications – Division I – Streets, Section 1.10(A) with respect to Cul-de-Sacs – D. Wagner

C. BOARD ACTION

1. Site Plan Presentation – Highlands Industrial Park Subdivision, First Filing, Lot 4, Block 5 – Maximum Safety – 7300 Greendale Road – Paul Hoffman, Hoffman Properties LLC, applicant/ Cathy Mathis, TB Group, applicant's representative
 - Staff presentation: Josh Olhava, Associate Planner

2. Financial Report
 - Staff presentation: Kelly Arnold, Town Manager

D. COMMUNICATIONS

1. Communications from the Town Attorney
2. Communications from Town Staff
3. Communications from the Town Manager
4. Communications from Town Board Members

E. ADJOURN



TOWN BOARD REGULAR MEETING

July 8, 2013 - 7:00 P.M.

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mayor Vazquez called the regular meeting to order at 7:07 p.m.

1. Roll Call

Mayor John Vazquez
Mayor Pro-Tem Kristie Melendez
Myles Baker
Don Thompson
Jeremy Rose
Robert Bishop-Cotner
Ivan Adams

Also present:

Town Manager	Kelly Arnold
Town Attorney	Ian McCargar
Management Assistant	Kelly Unger
Town Clerk	Patti Garcia
Director of Planning	Joe Plummer
Director of Parks, Recreation & Culture	Melissa Chew
Director of Public Works	Terry Walker
Chief of Police	John Michaels
Human Resources Director	Mary Robins
Manager of Economic Development	Stacy Johnson
Associate Planner	Josh Olhava
Associate Planner	Brett Walker
Parks and Open Space Manager	Wade Willis
Art and Heritage Manager	Carrie Knight

2. Pledge of Allegiance

Town Board Member Baker led the Pledge of Allegiance.

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

Mr. McCargar requested a motion to amend the Agenda by postponing Consent Calendar Items B 4 and B 5.

Town Board Member Baker moved to remove Items B 4 and B 5 from this agenda; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nayes – None. Motion passed.

4. Board Liaison Reports

- Town Board Member Baker – Parks, Recreation & Culture Advisory Board; Cache La Poudre Trail Board Alternate

Mr. Baker reported the next meeting of PReCAB will be held on July 9.

- Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority

Mr. Thompson stated the last Planning Commission meeting was cancelled; there was no report for the Tree Board or Great Western Trail Authority at this time.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Mayor Pro Tem Melendez reported the DDA will meet at Town Hall on July 10 at 7:30 a.m. The Chamber met on July 3. They are planning the New Teachers Breakfast on August 8 at Austin's Homestead, and the Business Expo on August 20 at the CRC. The MPO will meet on July 11.
- Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
Mr. Rose had no report at this time.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Mr. Bishop-Cotner told the Board the next Historic Preservation Commission meeting will be held on July 10. He then explained new holiday hours for the Clearview Library, stating hours of operation will be extended to 6:00 p.m. on the eve of holidays to give families the opportunity to check items out to use over the holiday. He also noted a new program beginning in the fall at the Library where hands-on presentations will teach cooking, crafts, etc. He encouraged participation.
- Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Mr. Adams had no update from SALT. The Cache La Poudre Trail Board is trying to schedule a meeting. Mr. Adams noted Mr. Mike Sidwell has resigned from the Board, and the process of finding a new Trail Manager will begin as soon as possible.
- Mayor Vazquez – North Front Range/MPO
Mayor Vazquez reiterated the MPO will meet on July 11.

5. Public Invited to be Heard

Jessica Kerr, a Windsor resident spoke of efforts to provide volunteer crossing guards at Grandview Elementary. She reported she will no longer be able to volunteer, and is concerned about safety of pedestrian students. She provided Mr. Arnold information and photos she has gathered about the issue, and expressed a desire to find a resolution prior to school starting in August. Chief Michaels responded the Town has been working with this community group, and will continue to do so to help find a solution to their concerns. He will report back to the Board on those efforts.

B. CONSENT CALENDAR

1. Minutes of the June 24, 2013 Regular Town Board Meeting – M. Lee
2. Advisory Board Appointments – P. Garcia
3. Report of Bills – D. Moyer
4. Resolution No. 2013-40 -A Resolution Approving and Accepting a Deed of Easement for Municipal Monument Sign near the Interchange of Colorado State Highway 392 and Interstate 25 in the Town of Windsor, Colorado – D. Wagner

Town Board Member Adams moved to approve the amended Consent Calendar; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nays – None. Motion passed.

C. BOARD ACTION

1. Ordinance No. 2013-1452 - An Ordinance Adopting by Reference the 2012 International Building Code; 2012 International Existing Building Code; 2012 International Residential Code; 2012 International Mechanical Code; 2012 International Plumbing Code; 2012 International Fuel Gas Code; 2012 International Property Maintenance Code; 2009 International Energy Conservation

Code, as Amended by the Town of Windsor, Colorado; and the 2011 National Electrical Code, as Amended by the Town of Windsor, Colorado

- Second Reading
- Legislative action
- Staff presentation: Joe Plummer, Director of Planning & Ian McCargar, Town Attorney

Mayor Pro Tem Melendez moved to approve Ordinance 2013-1452; Town Board Member Bishop-Cotner seconded the motion.

Mr. McCargar noted revisions to the International Residential Code with the addition of lot-specific testing for ground water and sump pumps in certain areas of Windsor, and removal of references to grey-water recycling systems to allow more investigation of that issue.

Mayor Vazquez asked if the building community was in agreement with the amendments. Mr. Plummer noted they are. There were no additional questions or comments.

Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nays – None. Motion passed.

2. Resolution No. 2013-41 - A Resolution Declaring the Applicability of Certain Provisions of the 2012 International Fire Code and 2012 International Fire Code Standards for Those Portions of the Town Within the Boundaries of the Windsor-Severance Fire Protection District

- Legislative Action
- Staff presentation: Joe Plummer, Director of Planning

Mayor Pro Tem Melendez moved to approve Resolution 2013-41; Town Board Member Adams seconded the motion.

Mr. Plummer reported this is a companion to Ordinance 2013-1452, which allows the Windsor-Severance Fire Protection District to enforce the fire codes.

Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nays – None. Motion passed.

3. Resolution No. 2013-42 - A Resolution Adopting the Lakeview Cemetery Master Plan

- Legislative Action
- Staff Presentation: Wade Willis, Parks and Open Space Manager
- Professional consultant: Phil Hendricks, Robert Peccia & Associates

Town Board Member Adams moved to approve Resolution 2013-42; Town Board Member Bishop-Cotner seconded the motion.

Mr. Willis reviewed the process followed by Peccia & Associates to draft the Cemetery Master Plan. Mr. Phil Hendricks, Robert Peccia & Associates, presented a brief overview of the Cemetery Master Plan and its proposed amenities. He touched on traffic flow, parking, burial statistics and trends, and noted a comparison study of neighboring cemeteries. Proposed priorities include entry signage, replacement of historic gates and irrigation upgrades, followed by upgrades to the east entrance, building the office and / or committal shelter, and completion of infrastructure to that portion of the site.

Town Board Members expressed interest in data outlining phasing of construction and costs associated with each step, a breakdown of which facets of the project can stand alone, and a report of comparison data from neighboring cemeteries. Mr. Hendricks noted this is a long-term project that could be implemented over a number of years. Board Members approved of the concept but will want to look at more detail before allocating funding, suggesting a work session at that time to review the data.

Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nays – None. Motion passed.

4. Resolution No. 2013-43 - A Resolution Adopting the Town of Windsor Museum Interpretive Landscape Plan

- Legislative Action
- Staff Presentation: Carrie Knight, Art & Heritage Manager
- Professional consultant: Mark Kosmos, Robert Peccia & Associates

Town Board Member Baker moved to approve Resolution 2013-43; Town Board Member Thompson seconded the motion.

Ms. Knight reviewed the goals of this plan. Mr. Mark Kosmos, Robert Peccia & Associates briefly outlined the museum site, the existing buildings at the museum complex, and the proposal for upgrades at the complex. He noted a need for a group shelter area with rest rooms for use by larger groups visiting the museum, and has included that for Phase 1 implementation.

Board Members discussed the many facets of the project and received clarification on several issues regarding the proposal. Ms. Melendez asked if maintenance costs are reflected in the proposal. Mr. Hendricks answered they are not. Mr. Thompson asked what is planned for the Eaton House. Mr. Hendricks noted accessibility issues at that facility, but added there will be options available for that site once those issues have been addressed.

Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nays – None. Motion passed.

5. Public Hearing – Conditional Use Grant proposal for oil and gas well facilities (Great Western–Diamond Valley Pad) to be located in the Limited Industrial (I-L) zone district located approximately 250 feet south of Eastman Park Drive and approximately ¾ mile east of State Highway 257 - Shannon Hartnett, Great Western Operating Co., applicant.

- Quasi-judicial action
- Staff presentation: Brett Walker, Associate Planner

Mayor Pro Tem Melendez moved to open the Public Hearing; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nays – None. Motion passed.

Mr. Walker presented an overview of the Conditional Use Grant proposal, reviewing location, zoning, drilling configurations, and conditions of approval. He noted changes to the standard conditions of approval that are specific to this location, including additional screening at the trail, floodplain considerations, access routes, and satisfaction of school site requirements with the Weld RE-4 School District.

Brad Grasmick of Lawrence Jones Custer Grasmick LLP, responded to questions regarding a body of water adjacent to the site noting it is a decreed water right, capturing seepage water used for irrigation, with a return flow to the Poudre River. Mr. Rose questioned a 100 foot setback from this body of water. Mr. Tom Rand of Vice President of Operations for Great Western Operating responded all permissions for use adjacent to surface water are in place.

Mayor Vazquez raised concerns regarding proposed traffic diversion to State Highway 257, suggesting northbound and eastbound traffic use State Highway 392 and County Road 23 instead. Mr. Rand responded to Town Board comments and questions stating access via State Highway 392 and County Road 23 would be preferred in some instances. He stated he would encourage access via a route other than Eastman Park Drive, adding the company does have access privileges for the proposed well head site via Great Western Drive and Howard Smith Drive . He noted problematic traffic patterns at certain times of the day when using the former Kodak truck route.

Mr. McCargar clarified the applicant agrees to use access routes other than from Eastman Park Drive, and does have access privileges necessary to use either alternate scenario – State Highway 257 to the former Kodak truck route, or State Highway 392 to County Road 23 and Great Western Drive.

There were no additional comments or questions.

Mayor Pro Tem Melendez moved to close the Public Hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion passed.

6. Conditional Use Grant proposal for oil and gas well facilities (Great Western–Diamond Valley Pad) to be located in the Limited Industrial (I-L) zone district located approximately 250 feet south of Eastman Park Drive and approximately ¾ mile east of State Highway 257 - Shannon Hartnett, Great Western Operating Co., applicant.

- Quasi-judicial action
- Staff presentation: Brett Walker, Associate Planner

Mayor Pro Tem Melendez moved to approve the Conditional Use Grant; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion passed.

Mr. McCargar clarified to the Board how to proceed regarding conditions of acceptance of the Conditional Use Grant.

Mr. Rand reiterated acceptance of the condition to prohibit truck traffic, except for crossings, on Eastman Park Drive, and agreed instead to use alternate access routes including State Highway 257 to the truck route of the former Kodak site, or State Highway 392 to County Road 23 to Great Western Drive and around to the proposed site from the southern end of the former Kodak site.

Mr. Rose raised continued concerns regarding environmental impacts of drilling operations. He referred to a Denver Post article listing impacts to air quality. He stated he can no longer, in good conscience, continue to approve these Conditional Use Grants. Mr. Baker expressed similar

concerns regarding water quality. Mr. McCargar reminded Board Members that this portion of the discussion particularly with regard to media accounts cannot be considered as evidence when determining approval of the Conditional Use Grant.

Mayor Pro Tem Melendez called for a vote.

Roll call on the vote resulted as follows:

**Yeas –Thompson, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – Baker, Rose. Motion passed.**

7. Consideration of Contract for Purchase and Sale of Vacant Land (Kyger Gravel Pit)

- Staff presentation: Kelly Arnold, Town Manager & Ian McCargar, Town Attorney

Mr. Arnold presented information regarding the Kyger Parcel and possible purchase by the Town. He reviewed the project which would serve as the primary augmentation water source for the Town with a possible future expansion option as a regional potable water treatment facility. In the near future, staff will provide data from a feasibility study to address this proposal.

Mr. McCargar reviewed the details of the real estate contract. He noted that once the site is certified as “seal tested” and will not leak water to / or from below the process can proceed. The agreement also includes easements to convey water from the Greeley #2 Ditch and from the river. There are built in options for the Town to “bow out” if conditions are not met along the way. The target closing date is in December. Purchase of this property would begin an era of significant water planning by the Town.

Town Board Member Thompson moved to approve staff moving forward with negotiations regarding this contract; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion passed.**

D. COMMUNICATIONS

1. Communications from the Town Attorney
Mr. McCargar reported a zoning violation at the Bible College has been resolved.
2. Communications from Town Staff
Ms. Chew updated the Board on the USA Pro Challenge and pointed out a water bill insert to publicize the event.
3. Communications from the Town Manager
Mr. Arnold reminded Board Members of a tour scheduled during the next Work Session. The session will conclude with a meeting to learn more about Great Western Industrial Park and the Great Western Rail Road.
5. Communications from Town Board Members
Mr. Thompson asked for an update on the new Park Regulations. Chief Michaels responded officers were on site to answer questions. He noted there was a substantial crowd for the fireworks display. He hope compliance will increase, and believes with education citizens will learn the new regulations. He noted no citations were issued at the park this year during the fireworks.

Mr. Rose reported on the Leadership Colorado program, calling it a “great way to get some exposure to the surrounding communities.” He encouraged others to participate, noting it was a great

experience. Mayor Pro Tem Melendez stated the Chamber is hoping to participate in the future, and Michal Connors is also a graduate of the program.

Mayor Pro Tem Melendez also raised concerns about the fire following the fireworks display. She asked the WSFPD speak to these safety concerns. Mayor Vazquez asked for a final report on the incident.

E. ADJOURN

Town Board Member Thompson moved to adjourn; Town Board Member Baker seconded the motion. The meeting was adjourned at 9:14 p.m.

GARY R. WHITE
KRISTEN D. BEAR
WILLIAM P. ANKELE, JR.
JENNIFER GRUBER TANAKA*
K. SEAN ALLEN
GEORGE M. ROWLEY**

WHITE • BEAR • ANKELE
PROFESSIONAL CORPORATION
ATTORNEYS AT LAW

CLINT C. WALDRON
NEIL RUTLEDGE
***ROBERT G. ROGERS
BRENT E. BUTZIN
KRISTIN J. BOWERS
****ZACHARY P. WHITE

June 24, 2013

VIA EMAIL

Mr. Ian McCargar
Town of Windsor
131 Lincoln Avenue, Suite 100
Fort Collins, CO 80524

**Re: Village East Metropolitan District Nos. 1 - 3 and Greenwald Farms
Metropolitan District Nos. 1 - 2 ("District") - Resolution Re-appointing Directors**

Dear Ian:

I am writing this letter in response to our recent telephone conversation regarding the need to appoint directors for the Districts' boards of directors (the "Boards") by the Town of Windsor as allowed for by §32-1-905(2.5), C.R.S.

The need for this appointment has arisen due to a disqualification of the Boards which occurred as the result of foreclosures by the lenders for each property. When the lenders took title to the property the previously board members lost their interests in the property which qualified them to be board members.

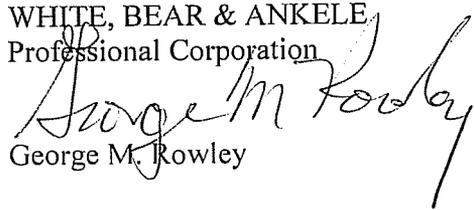
In order to allow the Districts to continue to operate, and perform their authorized functions, we propose the appointment of Debbie Delany as a director for the Village East Metropolitan District Nos. 1 - 3. Ms. Delany is a representative of Colorado Community Bank who is currently the owner of the property within these districts. For Greenwald Farms Metropolitan District Nos. 1 and 2 we propose Wayne Leistikow as a director. Wayne and his wife Jan own the property in these districts.

Accordingly, we request that the Town's Board of Trustees appoint the above-named individuals to the Boards at the upcoming July 8, 2013 meeting. Attached you will find forms of the Resolutions we propose for consideration by the Town's Board of Trustees.

I appreciate your attention to this matter. Should you have any questions or concerns in the interim please do not hesitate to contact me.

Sincerely,

WHITE, BEAR & ANKELE
Professional Corporation


George M. Rowley

Enclosure

TOWN OF WINDSOR

RESOLUTION NO. 2013-38

A RESOLUTION APPOINTING A DIRECTOR TO THE BOARDS OF DIRECTORS FOR GREENWALD FARMS METROPOLITAN DISTRICT NOS. 1 - 2

WHEREAS, the Greenwald Farms Metropolitan District Nos. 1-2 (the "Districts") are quasi-municipal corporations and political subdivisions of the State of Colorado, whose Service Plan was approved by the Town Board of the Town of Windsor, Colorado (the "Town Board"); and

WHEREAS, the Boards of Directors of Districts (the "Boards") are currently vacated due to a foreclosure on property in the district; and

WHEREAS, in recognition of the authority conferred upon the Town Board in §32-1-905(2.5), C.R.S., the Districts have made a written request to the Town Board for appointment of the Boards; and

WHEREAS, the Districts cannot proceed with the construction of the Public Improvements authorized in the Districts' Service Plan until Boards are appointed; and

WHEREAS, the Town Board desires to appoint a member to the Boards so that the Districts can achieve the goals for which they were organized.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO:

1. The Town Board determines that the conditions for the appointment of directors in §32-1-905(2.5), C.R.S. have been met.

2. The Town Board, in accordance with §32-1-905(2.5), C.R.S., hereby appoints Wayne Liestikow to the Boards of Directors of the Districts.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 8th day of July, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

TOWN OF WINDSOR

RESOLUTION NO. 2013-39

A RESOLUTION APPOINTING A DIRECTOR TO THE BOARDS OF DIRECTORS FOR VILLAGE EAST METROPOLITAN DISTRICT NOS. 1 - 3

WHEREAS, the Village East Metropolitan District Nos. 1-3 (the "Districts") are quasi-municipal corporations and political subdivisions of the State of Colorado, whose Service Plan was approved by the Town Board of the Town of Windsor, Colorado (the "Town Board"); and

WHEREAS, the Boards of Directors of Districts (the "Boards") are currently vacated due to a foreclosure on property in the district; and

WHEREAS, in recognition of the authority conferred upon the Town Board in §32-1-905(2.5), C.R.S., the Districts have made a written request to the Town Board for appointment of the Boards; and

WHEREAS, the Districts cannot proceed with the construction of the Public Improvements authorized in the Districts' Service Plan until Boards are appointed; and

WHEREAS, the Town Board desires to appoint a member to the Boards so that the Districts can achieve the goals for which they were organized.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO:

1. The Town Board determines that the conditions for the appointment of directors in §32-1-905(2.5), C.R.S. have been met.
2. The Town Board, in accordance with §32-1-905(2.5), C.R.S., hereby appoints Debbie Delany to the Boards of Directors of the Districts.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 8th day of July, 2013.

TOWN OF WINDSOR, COLORADO

By _____
Kristie Melendez, Mayor *Pro Tem*

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: July 22, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dennis Wagner, Director of Engineering
Re: Cul-de-sac design standards
Item #: B.4.

Background:

The original Town of Windsor Street Specifications Manual was developed in 1979. Many changes in engineering design criteria, technology, methods of construction, and materials have been developed that enable better roadway construction and more modern roadway alignments and design features. Staff's intention in development of new street specifications, adopted in 2009, was to incorporate these factors into a new and more precise set of specifications to guide the Town's infrastructure.

Cul-de-sacs are a popular form of closed-end street and are probably desired by most home buyers. However, cul-de-sacs are sometimes criticized by urban designers for encouraging car transport for even short distances as more direct connections are precluded by the geometry. Without a pedestrian outlet at the closed end of a cul-de-sac they typically discourage pedestrian connectivity within communities.

Staff Recommendation:

Staff's intention was not to create a condition that makes cul-de-sacs exceptions to the rules and therefore recommends approval of the attached Resolution and amendments to Section 1.10. Proposed deletions and additions are represented by red font.

TOWN OF WINDSOR

RESOLUTION NO. 2013-44

A RESOLUTION APPROVING AMENDMENTS TO THE TOWN OF WINDSOR DESIGN CRITERIA AND CONSTRUCTION SPECIFICATIONS – DIVISION I - STREETS, SECTION 1.10(A), WITH RESPECT TO *CUL-DE-SACS*

WHEREAS, the Town of Windsor has adopted a comprehensive system of land use regulations applicable to the development of land within the Town; and

WHEREAS, the *Windsor Municipal Code* requires those engaged in land use activities to adhere to street design standards as a condition of land development approvals; and

WHEREAS, the most-recent revision to Design Criteria and Construction Specifications – Division I – Streets (“Street Design and Construction Standards”) were adopted on September 28, 2009, and were memorialized in two related Town Board action items, *to wit*: Ordinance No. 2009-1355 and Resolution No. 2009-74; and

WHEREAS, since the adoption of the Ordinance No. 2009-1355 and Resolution No. 2009-74, the Town Board has received further public input on the provisions for *culdesac* street configurations; and

WHEREAS, in response to public and staff input, the Town Board is prepared to amend Section 1.10 (A) of the Street Design and Construction Standards as set forth in the attached Amendment, incorporated herein by this reference as if set forth fully; and

WHEREAS, the Director of Engineering has prepared the attached Amendment, and has recommended that the Street Design and Construction Standards be amended as provided therein; and

WHEREAS, the Windsor Town Board recognizes its authority by Resolution to amend the Street Design and Construction Standards, which amendments shall be incorporated by reference into the *Windsor Municipal Code* as if set forth fully therein; and

WHEREAS, in order to promote the efficiency of government, delivery of quality services to the public and protection of the public health and safety, the Windsor Town Board has determined that the attached amendment to Section 1.10 (A) of the Street Design and Construction Standards should be formally approved and adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. The Town of Windsor hereby adopts the attached Amended Street Design and Construction Standards (*Cul-de-Sacs*), which Standards are incorporated herein by this reference.
2. The Director of Engineering is directed to maintain the Street Design and Construction Standards, as amended, and shall make the Street Design and Construction Standards available for inspection by the public.
3. The Street Design and Construction Standards, as amended herein, shall apply to all land development proposals which have not received preliminary plat approval as of the date of this Resolution.
4. The Director of Engineering may make minor amendments and modifications to the Street Design and Construction Standards, as amended herein, but any major amendments or modifications shall not take effect unless first approved by Town Board Resolution duly adopted.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 22nd day of July, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

1.10 NON-CONNECTIVE ROADWAYS

A. GENERAL

Through streets disperse traffic and provide for vehicle and pedestrian mobility in contrast to non-connective roadways that transfer vehicles onto collectors and arterials and discourage pedestrian transit ~~unless they include a pedestrian outlet at the closed-end~~. Non-connective roadways consist of cul-de-sacs, hammerheads, eyebrows, knuckles, alleys and dead-ends. ~~Non-connective roadways actually increase traffic and safety problems and do not encourage pedestrian travel, and their design and use should be discouraged in new developments because of their effect of reducing the efficiency of traffic flow and circulation.~~

~~A cul-de-sac is a short, local access street having one end open to traffic and being permanently terminated by a circular turn-around for vehicles. Cul-de-sacs are used when a developer can either not continue the current path of a street (because of a wetland or other topographical constraint) or chooses not to continue the established street layout. Although considered a popular design configuration, cul-de-sacs present several operation and maintenance problems for the Town of Windsor. Unlike through streets, which typically have a driveway access every fifty to eighty (50' to 80') feet, typical cul-de-sacs have between five and seven (5 & 7) accesses intersecting them in very short intervals. Although the Town does not plow cul-de-sacs, the home owner's association is forced to plow snow into a pile in the middle because otherwise the driveways get buried beneath mounds of snow. Cul-de-sacs reduce emergency vehicle response time and they have a negative affect on the orderly growth and street patterns of the Town.~~

Hammerheads and eyebrows are similar to cul-de-sacs; short, local streets having one end open to traffic and being permanently terminated by a turn-around (with some geometric variation to the cul-de-sac bulb) that allow for vehicle turnarounds, usually requiring at least one backing movement. Knuckles are expanded areas of roadway that allocate greater turning radii at sharp turns to make allowance for larger design vehicles. Alleys provide access to the side or rear of individual parcels and are characterized by a narrow right-of-way and pavement width. A dead-end is a short, local street that is planned to be extended with future development.

1. Permanent no-outlet streets shall be in the form of a cul-de-sac; allowed solely on local streets. ~~and only when and where specifically permitted upon review and approval by the Town Engineer. Hammerhead design for no-outlet streets are allowed only upon approval by the Town Engineer.~~
2. Most cul-de-sac design commonly uses a circular pavement symmetrical about the centerline of the street, sometimes with a central island. Although this type of cul-de-sac operates satisfactorily, better operation is obtained if the design is offset so that the entrance-half of the pavement is in line with the approach-half of the street. One steering reversal is avoided in this design. ~~Offset cul-de-sacs are permitted only upon approval of the Town Engineer.~~
3. ~~From a stormwater perspective, cul-de-sacs create a huge bulb of impervious cover, increasing the amount of stormwater runoff. Designers should consider and pursue innovative cul-de-sac designs that reduce the total amount of impervious surface.~~
3. Cul-de-sacs are a tool, that when used sparingly, can help developers build balanced and attractive developments, however, like any other tool, cul-de-sacs have benefits and disadvantages and need to be used only in the right circumstances.
4. Cul-de-sacs shall not be used to avoid connection with an existing street, to avoid the extension of a thoroughfare or Collector street, or to avoid connection to adjoining property. In general, cul-de-sacs shall not be used to provide access to development on the boundary of the development.

5. No-outlet streets without a cul-de-sac (temporary dead-ends) shall not be allowed unless planned and designed to connect with a future street.
 - i. If the temporary no-outlet street is longer than one hundred fifty (150') feet, or serves as primary access to any lot, a temporary turn-around or a temporary paved connection to another street shall be provided.
 - ii. At least a ninety (90') foot temporary turn-around easement shall be provided when needed on temporary dead-end streets; the temporary turn-around pavement shall be an eighty (80') foot diameter, paved roadway. Any lots encumbered with a temporary turnaround easement and roadway, shall not be built on until the road is extended.
 - iii. Where a street is indicated to end into an adjacent unplatted area, the developer shall provide written approval from the adjacent landowner to discharge storm drainage from the street onto the adjacent land, and verification that the storm drainage will be properly detained.
 - iv. All stub streets (dead-ends) shall be constructed as a part of the development project. End of road markers, per Town of Windsor Standard Details, shall be installed on all stub streets that do not end on a cul-de-sac.
 - v. Temporary dead-ends shall not exceed six hundred (600') feet in length.



MEMORANDUM

Date: July 22, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Josh Olhava, Associate Planner
Subject: Site Plan Presentation – Highlands Industrial Park Subdivision, First Filing, Lot 4, Block 5 – Maximum Safety – 7300 Greendale Road – Paul Hoffman, Hoffman Properties LLC, applicant/ Cathy Mathis, TB Group, applicant's representative
Location: 7300 Greendale Road
Item #s: C.1

Background:

The applicant, Mr. Paul Hoffman, Hoffman Properties LLC, represented by Ms. Cathy Mathis of the TB Group, is proposing a new building in the Limited Industrial (I-L) zoning district in the Highlands Industrial Park Subdivision on the east side of Highland Meadows Parkway. The new building will house Maximum Safety, who wishes to relocate their existing Loveland business to Windsor. Maximum Safety specializes in providing consulting services for the oil, gas and construction industries.

The total area of the building will be approximately 6,000 square feet in size. The building contains offices, restrooms, a training room and shop area. There will be 5-8 employees on site during normal business hours. The Limited Industrial (I-L) parking standard per the Code is one space for every two employees. In addition to the building, there will be a fenced gravel yard on the east side of the building. An important note is that there will be no processing, manufacturing or storage of hazardous materials on the site. This project is being reviewed in accordance with the Highlands Industrial Park Architectural Standards.

Additionally, this Site Plan was presented to the Planning Commission at their July 17, 2013 regular meeting.

The current presentation is intended for the Town Board's information. Should the Town Board have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be conveyed to the applicant and their consultant(s). The site plan will be approved administratively through the Town's standard site plan process.

Conformance with Comprehensive Plan: The application is consistent with the following Commercial and Industrial goals and policies of the Comprehensive Plan:

Goals:

1. *All commercial and industrial development should provide a safe, aesthetically-appealing and healthy environment which does not have adverse impacts on surrounding areas.*

3. *Windsor should continue to encourage and promote commercial and industrial development, redevelopment and expansions in order to strengthen its tax base, increase revenue sources, and provide high-quality employment opportunities for its residents.*

Policies:

6. *All commercial and industrial site plans should provide landscaping plans for the exterior portions of the buildings, walkways, parking lots, and street frontages; develop specific landscaping regulations and requirements to implement this policy.*
10. *Encourage employment centers to locate in areas where traffic generation and environmental impacts will have the least impact on adjacent areas, and where connections to existing economic activity can be maximized.*

Conformance with Vision 2025: The proposed application is consistent with Goal 3 (Grow and Diversify the Windsor economy) elements of the Vision 2025 document, and the chapter on Economic Vitality.

Notification: No notifications as this item is for presentation purposes

Recommendation: No recommendation as this item is for presentation purposes.

Enclosures: application materials
site plan narrative
staff PowerPoint

pc: Paul Hoffman, Hoffman Properties LLC., applicant
Cathy Mathis, TB Group, applicant's representative

TOWN OF WINDSOR PLANNING DEPARTMENT301 Walnut Street, Windsor, CO 80550
Phone: 970-674-2415; Fax: 970-674-2456

For office use only:

Project ID No.

LAND USE APPLICATION FORM

Land use applications shall include all items listed in the application submittal checklist and the Town of Windsor Municipal Code. The Town of Windsor Planning Department reserves the right to refuse to accept incomplete submittals. Please see the Town's Municipal Code (Code) for submittal requirements.

APPLICATION TYPE:

- ANNEXATION
 MASTER PLAN
 REZONING
 MINOR SUBDIVISION
 LOT LINE ADJUSTMENT
 MAJOR SUBDIVISION
 SITE PLAN
 ADMINISTRATIVE SITE PLAN
 SITE PLAN - Qualified Commercial or Industrial (Fast Track)

STATUS:

(for MAJOR SUBDIVISIONS and SITE PLANS only)

- Preliminary
 Final

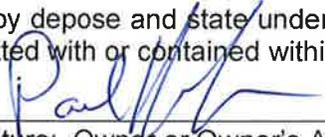
PROJECT NAME*: Highlands Industrial Park Subdivision First Filing Lot 4, Block 5 Site Plan (Maximum Safety)
LEGAL DESCRIPTION*: Lot 4, Block 5 Highlands Industrial Park Subdivision First Filing, a part of the Southeast 1/4 of Section 35, Township 6 N, R 68 W. of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado
PROPERTY ADDRESS (if available): 7300 Greendale Road, Windsor Colorado

PROPERTY OWNER (APPLICANT):	
Owner's Name(s)*:	<u>Paul Hoffman</u>
Company:	<u>Hoffman Properties LLC</u>
Address*:	<u>PO Box 1069 , Fort Collins, CO 80522</u>
Primary Phone #*:	<u>970.218.8750</u>
Secondary Phone #:	<u></u>
Fax #*:	<u></u>
E-Mail*:	<u>paul@sweetwaterlimited.com</u>

OWNER'S AUTHORIZED REPRESENTATIVE:	
Representative's Name:	<u>Cathy Mathis</u>
Company:	<u>TB Group</u>
Address:	<u>444 Mountain Avenue, Berthoud CO 80513</u>
Primary Phone #:	<u>970.532.5891</u>
Secondary Phone #:	<u>970.217.9480</u>
Fax #:	<u>970.532.5759</u>
E-Mail:	<u>cathy@tbgroup.us</u>

All correspondence will only be sent to the owner's authorized representative. It is the sole responsibility of the representative to distribute correspondence to the owner and other applicable parties, i.e. engineers, architects, surveyors, attorneys, consultants, etc.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature:  Owner or Owner's Authorized Representative**

Date

5-22-13

**Proof of owner's authorization is required with submittal if signed by Owner's Authorized Representative.

PAUL HOFFMAN
 Print Name(s)

*Required fields

May 23, 2013

Highlands Industrial Park Lot 4, Block 5 Site Plan Maximum Safety

This request is for a new building to be located on Lot 4, Block 5 of the Highlands Industrial Park Subdivision. The .5-acre site is located at the northeast corner of Highland Meadows Parkway and Greendale Road. The site is zoned I-L, Limited Industrial District.

The proposed building is approximately 6,000 square feet in size. The building will house a new facility for Maximum Safety, who wishes to relocate their existing Loveland business to Windsor. Maximum Safety specializes in providing consulting services for the oil, gas and construction industry.

Services provided by Maximum Safety include:

- Safety kits
- Safety and environmental training
- Spill containment equipment
- Clothing and other safety-related products

The building will contain offices, restrooms, a training room and a shop area. There will be no processing, manufacturing or storage of hazardous materials on the site. There will be 10 off-street parking spaces provided.

After the building is complete there will be 5-8 employees and the hours of operation will be from 7:30AM to 5:00PM M-F.

The building is placed on the site within the required setbacks. There will be a fenced gravel yard on the east side of the building. The proposed fencing will be vinyl-coated chain link.

Building materials consist of a combination of split face and ground face CMU Veneer, pre-finished metal flat panels, pre-finished ribbed metal panels and Architectural pre-finished metal horizontal panels to provide variety and interest. Accents include CMU sills, translucent, ribbed fiberglass wall panels and canvas awnings. The roof will be a pre-finished, standing seam metal roof.



SITE PLAN PRESENTATION

HIGHLANDS INDUSTRIAL PARK SUBDIVISION

FIRST FILING, LOT 4, BLOCK 5

MAXIMUM SAFETY
7300 GREENDALE ROAD

Josh Olhava, Associate Planner
July 22, 2013

Town Board

Item C.1



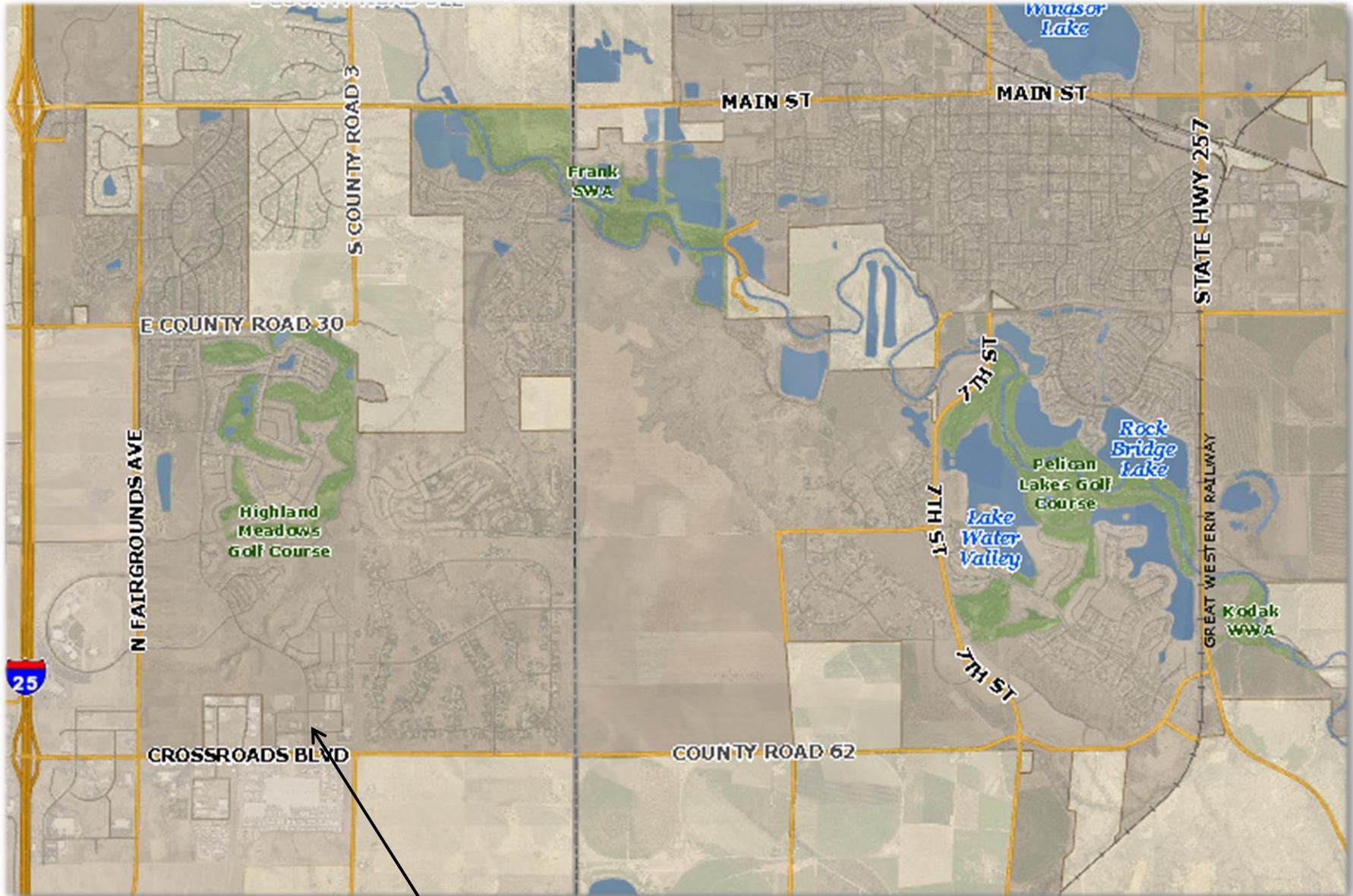
QUALIFIED COMMERCIAL & INDUSTRIAL SITE PLAN

Article IX of Chapter 17 of the Municipal Code outlines the purposes of the Qualified Commercial & Industrial Site Plan process such that:

Sec. 17-9-10. Intent and Purpose

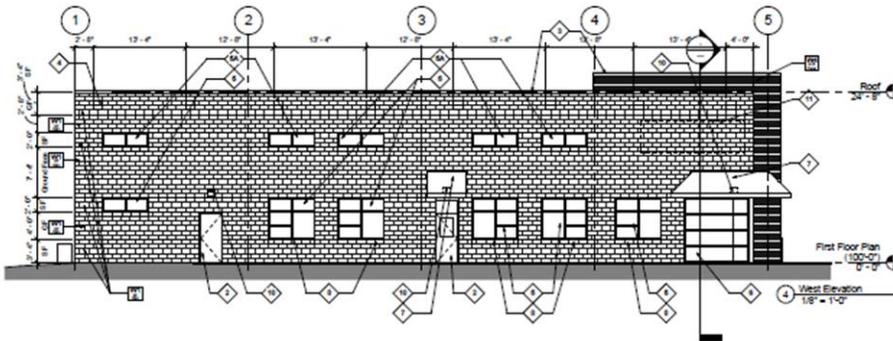
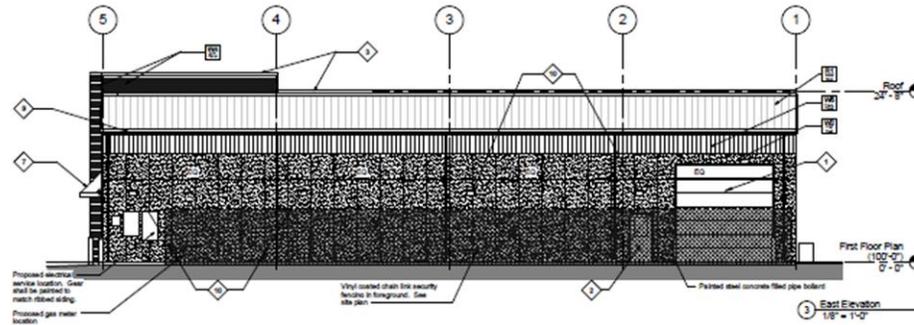
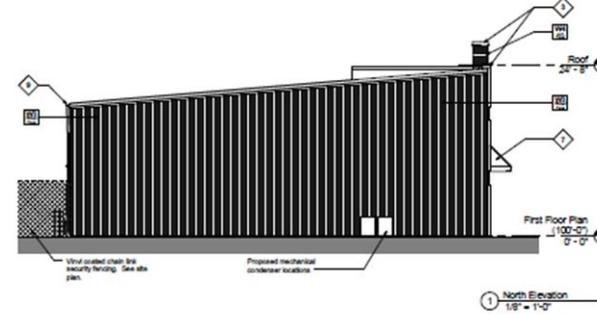
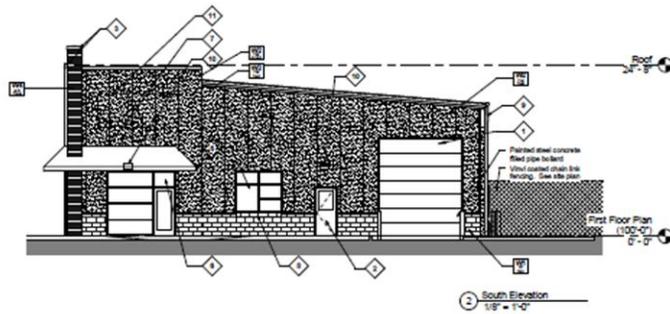
“Commercial and industrial site plans proposed to be developed on lots that have either previously been subdivided or are presently being subdivided as part of a minor subdivision shall qualify for administrative site plan review in accordance with the requirements of this Section.”

SITE VICINITY MAP



Site Location

MAXIMUM SAFETY - BUILDING ELEVATIONS



Planning Keynotes

- ◆ Pre-finished, Overhead, Insulated metal doorway
 - ◆ Painted, Hollow metal doorway and frame
 - ◆ Pre-finished, 24ga. Inset metal flashing. Color to match siding. Dark Bronze or Masonry
 - ◆ 18" x 18" CMU Accent Quoining
 - ◆ Prefinished Aluminum Slatwork. Color: Dark Bronze or Bronze, Low-C, Solar Bronze @ Glazing
 - ◆ Prefinished Aluminum Slatwork. Color: Dark Bronze or Bronze, Low-C, Solar Bronze @ Glazing and white vinyl laminate inside surface
 - ◆ Prefinished Aluminum Slatwork. Color: Ok Bronze w/ Clear, Low-C, Insulated Glazing
 - ◆ Ceramic Anodizing on Aluminum frame. Color: T20
 - ◆ Accent CMU @
 - ◆ Pre-finished metal gutter and downspout. Terminate @ concrete splashblock
 - ◆ Decorative Wall Mounted Lighting. Type: SD, Color: DDB/O Dark Bronze. Full cutoff
 - ◆ Storage location. Submittal and Review under separate cover
- Material Notes:**
- ◆ For full cycle notes refer to A.1.1
 - ◆ Split Face CMU Veneer. 8x16 Split Face CMU Veneer with integral color mortar
 - ◆ Ground Face (Smooth) CMU Veneer. 8x16 CMU Veneer with integral color mortar
 - ◆ Pre-finished 16-40: 3-1/2" Insulated Inset Embossed metal flat panel by building manufacturer. Marf. color/rel tone to be selected (appears like stucco finish)
 - ◆ Pre-finished 16-40: 3-1/2" Insulated Inset Embossed metal flat panel by building manufacturer. Marf. color/rel tone to be selected (appears like stucco finish)
 - ◆ Pre-finished ribbed metal panel by building manufacturer
 - ◆ Architectural, Pre-finished 16-16 metal horizontal panel by metal building manufacturer. Marf. color/rel tone to be selected
 - ◆ Translucent, ribbed fiberglass wall panel provided by pre-maint building manufacturer
 - ◆ Pre-finished standing seam metal roofing by building manufacturer



1118 Mosley Ave
 Suite 101
 Fort Collins, CO 80526
 Phone: 970.221.9400
 Fax: 970.221.9400
 www.maximumsafety.com

In Association with:

Maximum Safety
 221 Franklin Avenue
 Fort Collins, CO 80524
 (970) 221-9400
 (970) 221-9400
 Contact: Dan Jones
 dan@maximumsafety.com

Elder Construction General Contractor
 411 Denver Avenue
 Loveland, CO
 (970) 652-7400
 (970) 652-7400
 Contact: Steve Jones
 Steve@elderconstruction.com

Larsen Structural Design Structural Engineer
 8101 Fairview Square, Ste. 208
 Fort Collins, CO 80521
 (970) 221-2221
 Contact: Steve Larsen
 Steve@larsen.com

Integrated Mechanical Mechanical Engineer
 221 Lower St. Suite 204
 Fort Collins, Colorado 80524
 (970) 221-0271
 Contact: Tom DePuyhorn
 Tom@integratedme.com

APL Incorporated Electrical Engineer
 2011 Shields
 Denver, CO 80202
 (303) 733-8889
 Contact: Duane Frazer
 Duane@aplinc.com

TS Group Planning/Landscape
 414 Mosley Avenue
 Fort Collins, Colorado 80526
 (970) 221-9400
 Contact: Jeff Watts
 Jeff@tsgroup.com

Northern Engineering Civil
 200 South College Avenue, Suite 610/Fort
 Collins, Colorado 80524
 (970) 221-4781 (FAX)
 Contact: Barbara Thomas
 Barbara@northerneng.com

**Highlands Industrial Park Subdivision
 First Filing, Lot 4,
 Block 5
 Maximum Safety**

7300 Greendale, Windsor CO

Issue	No.	Description	Date
1		Site Plan Submittal	5-23-13

Site Plan Submittal

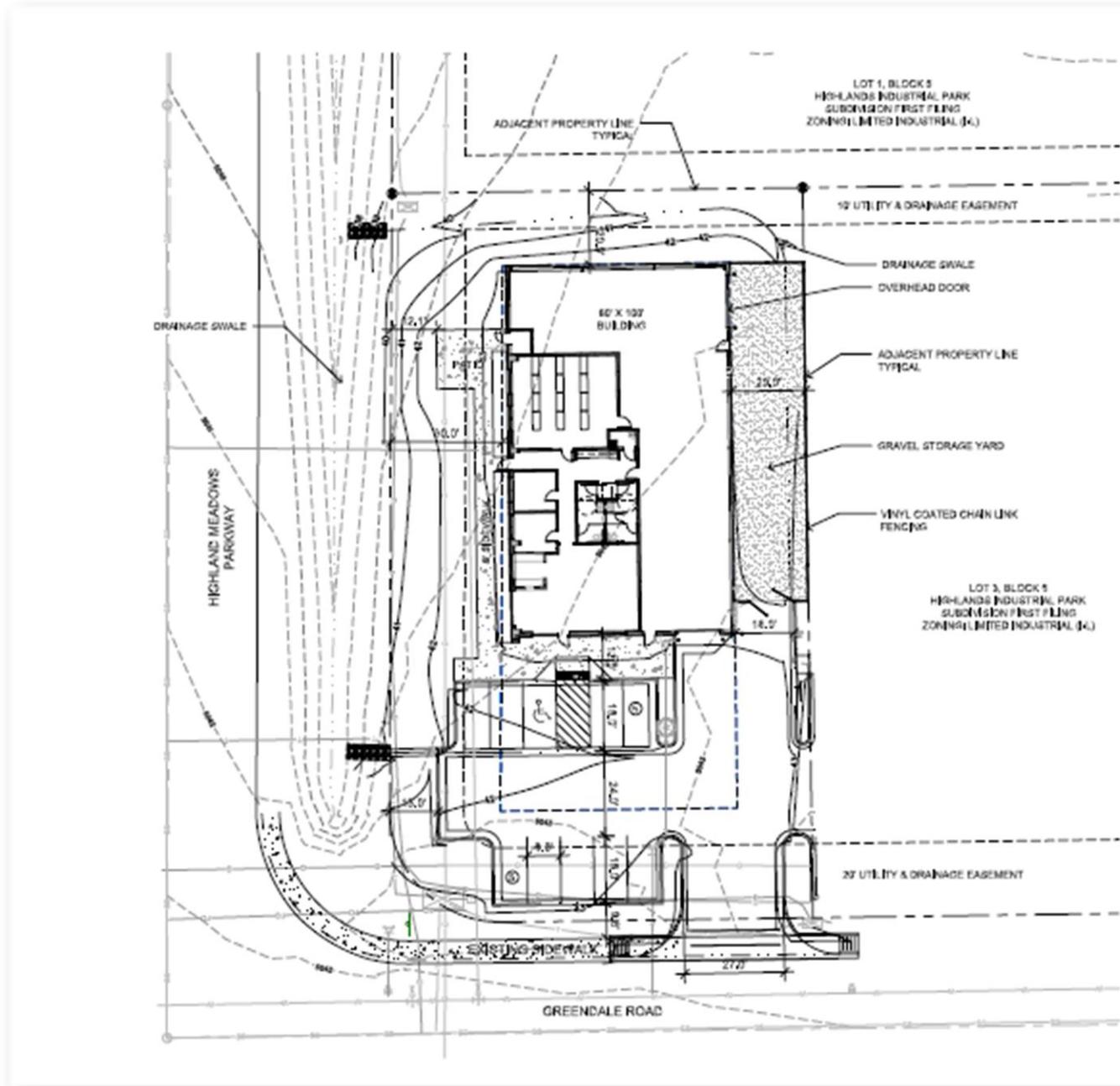
Project No.: Project Number Drawn by: Author
 Reviewed by: Checker

Exterior Elevations

Scale Accordingly if Reduced

Drawing Number
A2.1

MAXIMUM SAFETY



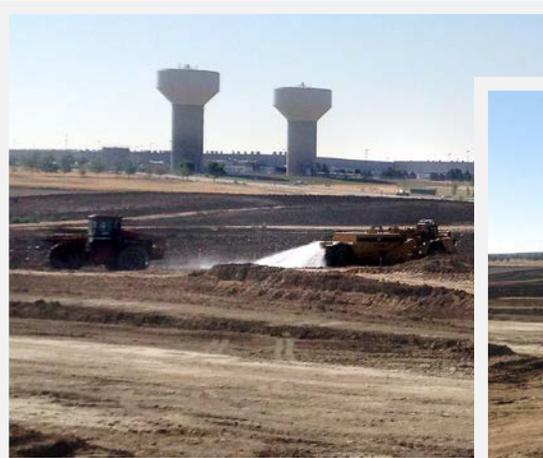
2013 MONTHLY FINANCIAL REPORT

Special points of interest:

- Highest June sales tax collection on record at \$481,826.
- Single Family Residential (SFR) building permits total 213 through the end of June. This is down slightly from the June 2012 number of 235.

Highlights and Comments

- * We recorded our highest gross sales tax collection for the single month of June.
- * June 2013 year-to-date gross sales tax increased 15.18% over June 2012.
- * Construction use tax up 5.51% over 2012.
- * Expenditure charts reflect June figures tracking as expected.
- * Year-to-date June revenue total exceeded expenditures by roughly \$5.8M.



Eagle Crossing Subdivision

Infrastructure work has begun at Eagle Crossing Subdivision, second filing. On July 15th workers started bringing the water line across N Fairgrounds Ave. \$642,342 is budgeted for 2013 for streets, water and sewer service, used as a public improvement incentive agreement with Eagle Crossing Windsor LLC.

Inside this issue:

Sales, Use and Property Tax 2

Year-to-Date Sales Tax 4

Monthly Sales Tax 5

All Fund Expenditures 6

General Fund Expenditures 7

Items of Interest

- WWTP Head Gate project is now operational.
- Summer concert and recreation seasons are underway.
- Northern Lights Park construction is complete.
- Visit us at the improved www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Sales, Use and Property Tax Update

June 2013

Benchmark = 50%	Sales Tax	Construction Use Tax	Property Tax	Combined
Budget 2013	\$5,502,998	\$1,317,445	\$4,096,598	\$10,917,041
Actual 2013	\$3,271,893	\$1,077,979	\$2,839,108	\$7,188,980
% of Budget	59.46%	81.82%	69.30%	65.85%
Actual Through June 2012	\$2,840,653	\$1,021,658	\$2,947,761	\$6,810,072
Change From Prior Year	15.18%	5.51%	-3.69%	5.56%

Ideally through the sixth month of the year you would like to see at least 50% collection rate on your annual budget number. We have reached that benchmark in all three tax categories.

At this point last year we had collected \$2,947,761 in property taxes, or 70.9% of the annual budget. We are about even with the 2012 pace.

Building Permit Chart

June 2013

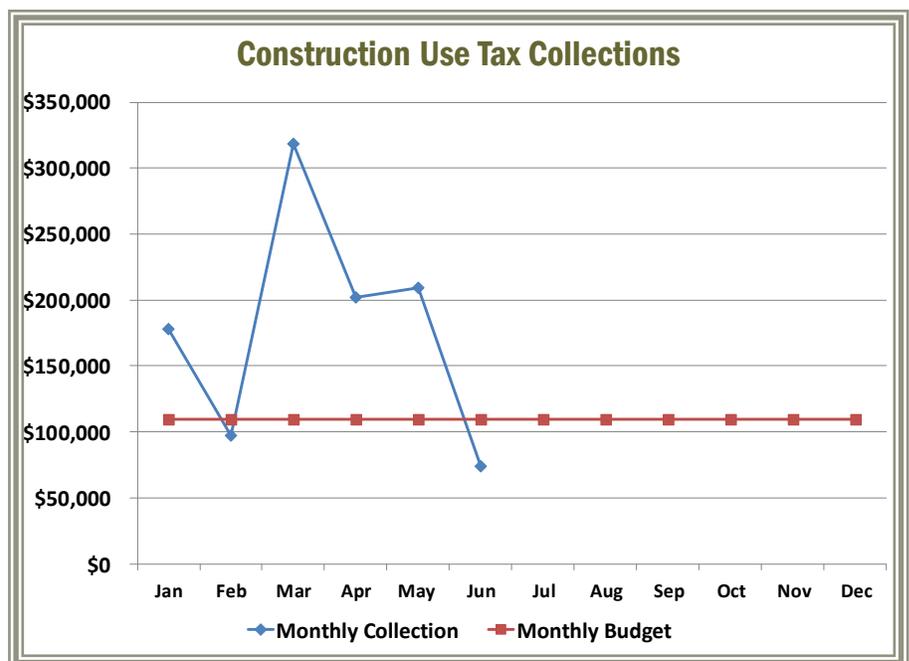
	SFR	Commercial	Industrial	Total
Through June 2013	213	0	3	216
Through June 2012	235	0	0	235
% change from prior year				-8.09%
2013 Budget Permit Total				305
% of 2013 Budget				70.82%

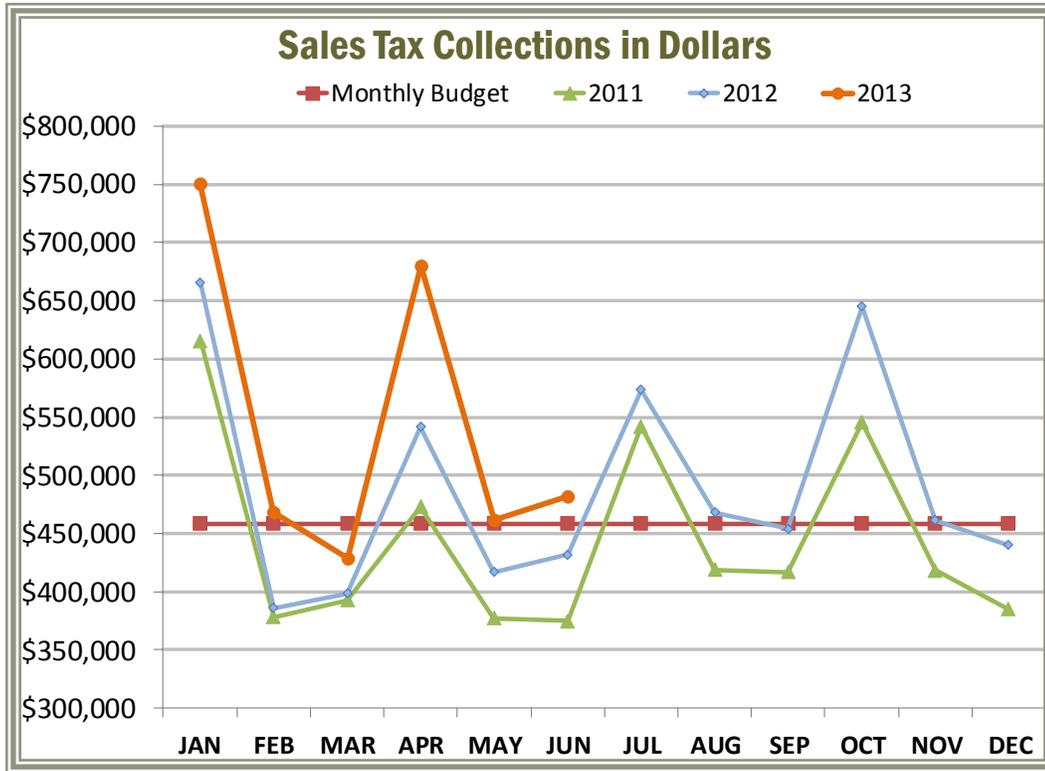
Building Permits and Construction Use Tax

We are showing a 8.09% decrease in number of permits as compared to June 2012. We issued only 16 SFR permits in June 2013 as compared to 49 in June of 2012.

Construction use tax is 5.51% ahead of last year and easily cleared the 50% collection benchmark of total collections for the year. This revenue is a key factor in funding our Capital Improvement Plan (CIP).

So far this year June has been our weakest month for issuing building permits. This marks the second time this year that we did not reach our monthly use tax collection goal of \$109,787.





Gross Sales tax collections for June 2013 were approximately \$50,000 higher than June 2012.

June Facts

June is a “single collection” month, meaning that the collections are for sales made in May. This June was our highest on record at \$481,826, producing roughly \$50,000 more in collections over June 2012.

We did not receive any one time audit payments in June. It is encouraging that without any unusual payments, we still set a record collection month for June as well as May. As shown in the chart above, May and June are usually some of our weaker months of the year.

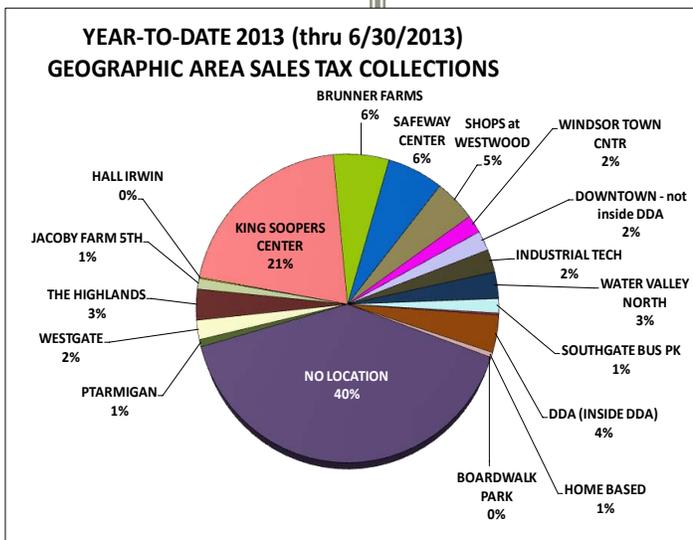
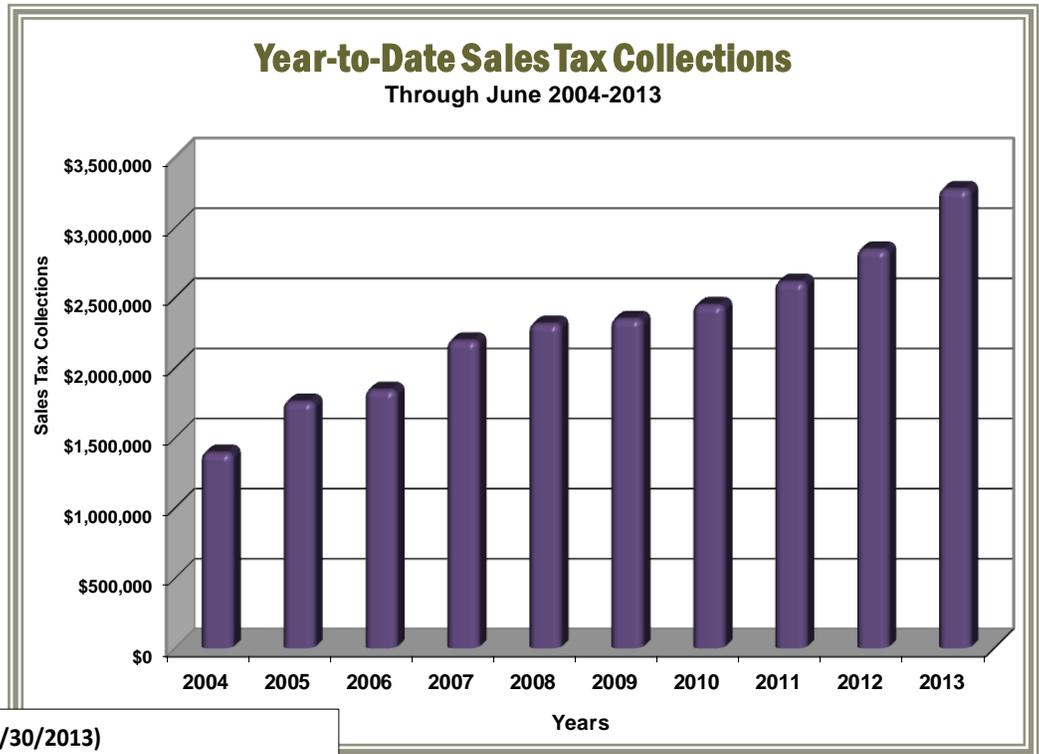
Looking Forward

We budgeted \$5.5 M in sales tax for 2013, making our average monthly collection requirement \$458,000. We surpassed that mark by \$23,826.

We are also currently working with two vendors to voluntarily remit collections from past years. We have received the returns from one of the vendors and are awaiting the check. The other vendor is gathering their information to submit the returns in question.

If we continue at this pace, we are on target to collect \$6.5 million in sales tax for 2013.

Through June we have collected nearly \$3.3M in sales tax. If we maintain this pace, we may end the year in the \$6.5M range.

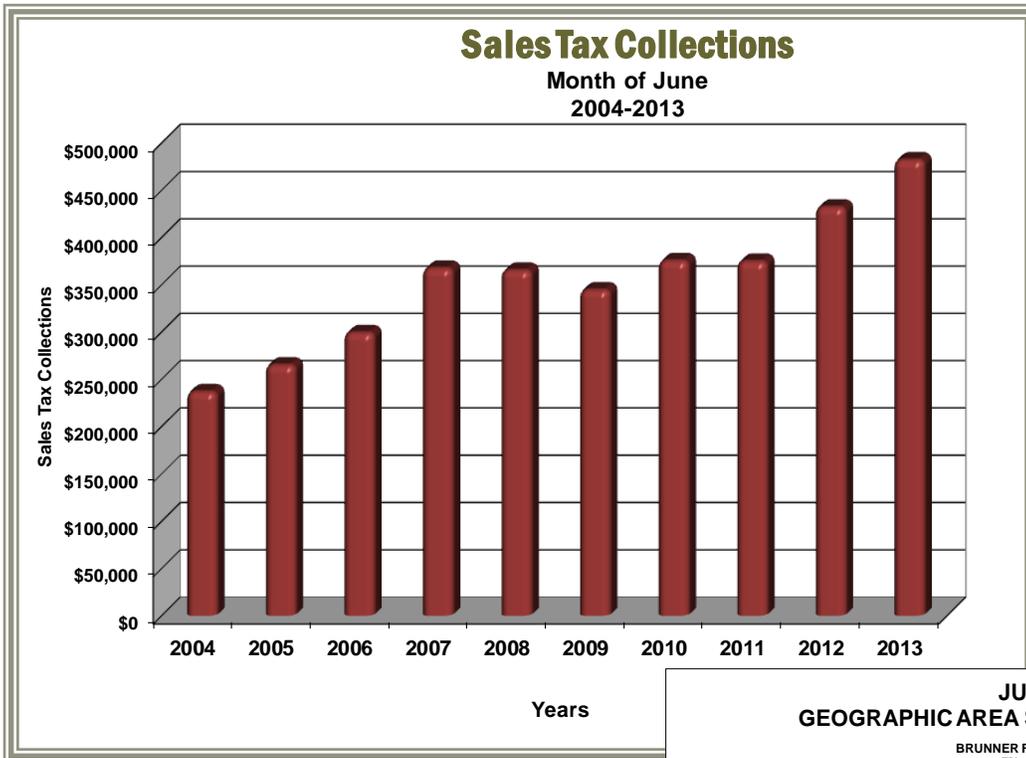


Our sales tax base is still anchored through groceries and utilities.

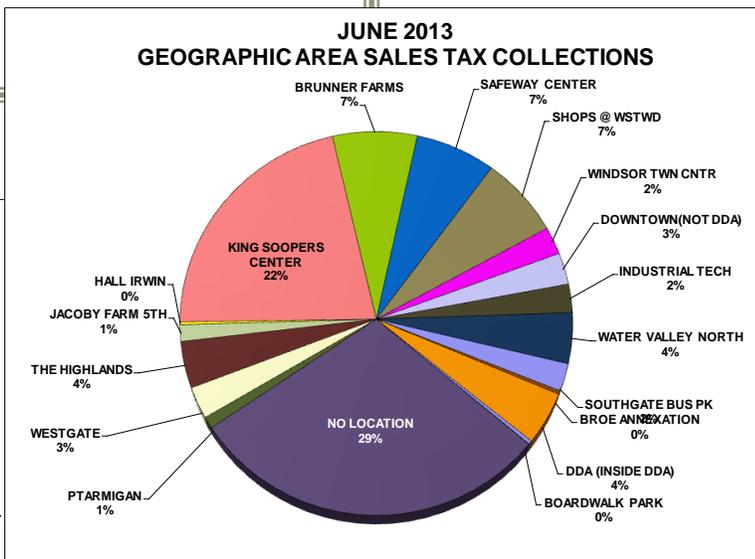
Year-to-Date Sales Tax

Our sales tax base has not changed a great deal over the past decade, with groceries and utilities leading our industry sectors in sales tax collection. Some of this increase can be attributed to an overall increase in prices and cost of living.

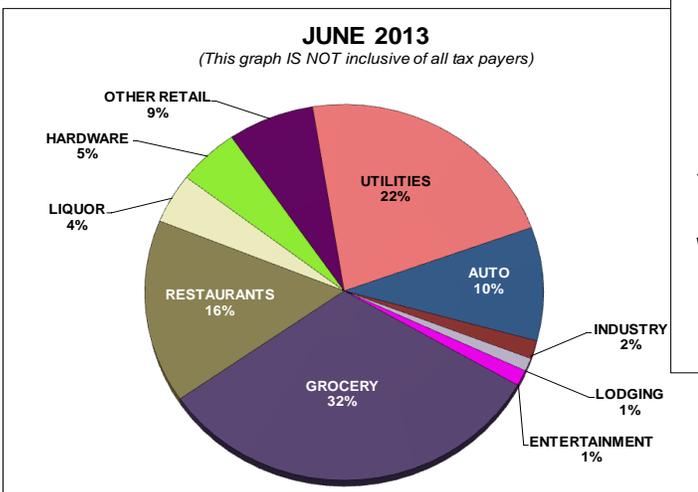
- Groceries, restaurants, liquor, hardware, general retail, entertainment and auto parts all increased collections over June 2012.
- Utility collections were basically even with June 2012. I think the exemptions we granted through utility companies supplying wholesale utilities to local manufacturers have pretty well run their course. This sector appears to have stabilized around \$100,000 per month in collections.



In June 2013, we have collected \$481,826 in sales tax.



Geographic area chart now shows a breakdown between the DDA and the rest of the Downtown



Monthly Sales Tax

- June 2013 gross collections of \$481,826 were 11.5% higher than June 2012 collections of \$431,905. June 2013 was the highest June gross sales collection on record.
- Our sales tax base is necessity driven, as demonstrated in the pie graph above. Necessities of food, utilities and automobiles comprised 82% of our May collections. This base coupled with increased population and housing continue to drive sales tax collections higher.

All Funds Expense Chart

June 2013

Benchmark = 50%

General Government	Current Month	YTD Actual	2013 Budget	% of Budget
General Fund	\$968,168	\$6,109,985	\$12,338,917	50%
Special Revenue	\$271,043	\$1,049,240	\$2,753,029	38%
Internal Service	\$133,327	\$1,153,492	\$2,355,908	49%
Other Entities(WBA)	\$12,090	\$72,545	\$145,080	50%
Sub Total Gen Govt Operations	\$1,384,628	\$8,385,262	\$17,592,934	48%
Enterprise Funds				
Water-Operations	\$216,240	\$1,062,768	\$2,700,133	39%
Sewer-Operations	\$179,821	\$708,447	\$1,238,601	57%
Drainage-Operations	\$39,058	\$226,384	\$406,995	56%
Non-Potable Operations	\$13,141	\$69,587	\$387,780	18%
Sub Total Enterprise Operations	\$448,260	\$2,067,186	\$4,733,509	44%
Operations Total	\$1,832,888	\$10,452,448	\$22,326,443	47%

plus transfers to CIF and Non-Potable for loan

Operations expenditures are tracking where they are expected through the first six months of the year.

Through June, operating and capital expenditures combined equal 36% of the 2013 Budget.

As is usually the case in the second quarter, operations comprise more spending than the capital projects.

General Govt Capital	Current Month	YTD Actual	2013 Budget	% of Budget
Capital Improvement Fund	\$259,849	\$526,239	\$5,080,214	10%
Enterprise Fund Capital				
Water	\$0	\$82,500	\$2,673,542	3%
Sewer	\$171,778	\$495,858	\$787,250	63%
Drainage	\$0	\$0	\$856,000	0%
Non-Potable	\$3,042	\$93,486	\$380,700	25%
Sub Total Enterprise Capital	\$174,820	\$671,844	\$4,697,492	14%
Capital Total	\$434,669	\$1,198,083	\$9,777,706	12%
<i>plus transfer to Non-Potable for loan</i>				
Total Budget	\$2,267,557	\$11,650,531	\$32,104,149	36%

All Funds Expenditures

As a tracking tool, we would expend no more than 50% of our annual budgeted expenditures through the month of June. Our total expenditures budget is at 36% of the total budget.

The first and second quarters are usually highest in operations as we gear up for the summer with the addition of seasonal help and more operational costs. The third and fourth quarters usually show the highest capital expenditure cost, as we pay for projects as they are completed.

General Fund Expense Chart

		2013			
Department	Current Month	YTD Actual	Budget	% of Budget	
410	Town Clerk/Customer Service	\$41,747	\$264,014	\$527,426	50.1%
411	Mayor & Board	\$30,714	\$247,947	\$470,308	52.7%
412	Municipal Court	\$18	\$6,932	\$19,659	35.3%
413	Town Manager	\$18,312	\$122,269	\$277,826	44.0%
415	Finance	\$44,183	\$292,276	\$579,638	50.4%
416	Human Resources	\$27,970	\$156,903	\$345,699	45.4%
418	Legal Services	\$34,389	\$193,832	\$370,000	52.4%
419	Planning & Zoning	\$37,020	\$550,340	\$809,677	68.0%
420	Economic Development	\$10,371	\$113,020	\$182,527	61.9%
421	Police	\$199,057	\$1,377,536	\$2,685,654	51.3%
428	Recycling	\$2,721	\$14,338	\$41,470	34.6%
429	Streets	\$65,311	\$409,576	\$949,735	43.1%
430	Public Works	\$30,315	\$201,014	\$424,111	47.4%
431	Engineering	\$46,127	\$298,434	\$600,833	49.7%
432	Cemetery	\$6,724	\$48,585	\$112,878	43.0%
433	Community Events	\$33,861	\$65,654	\$106,411	61.7%
450	Forestry	\$21,659	\$133,087	\$309,139	43.1%
451	Recreation Programs	\$151,349	\$777,905	\$1,668,558	46.6%
452	Pool/Aquatics	\$33,422	\$62,912	\$189,884	33.1%
454	Parks	\$95,465	\$534,586	\$1,178,951	45.3%
455	Safety/Loss Control	\$304	\$1,829	\$15,510	11.8%
456	Art & Heritage	\$20,438	\$124,782	\$253,595	49.2%
457	Town Hall	\$16,691	\$112,214	\$219,429	51.1%
Total General Fund Operations		\$968,168	\$6,109,985	\$12,338,917	49.5%

General Fund Expenditures

The General Fund represents the bulk of our daily operations budget. Again judging by the six month, 50% rule of thumb, expenditures are exactly where they should be after six months.

The planning department expenditures reflect the payment of \$307,000 in grant money to the Housing authority. This represents 100% of that particular line item.

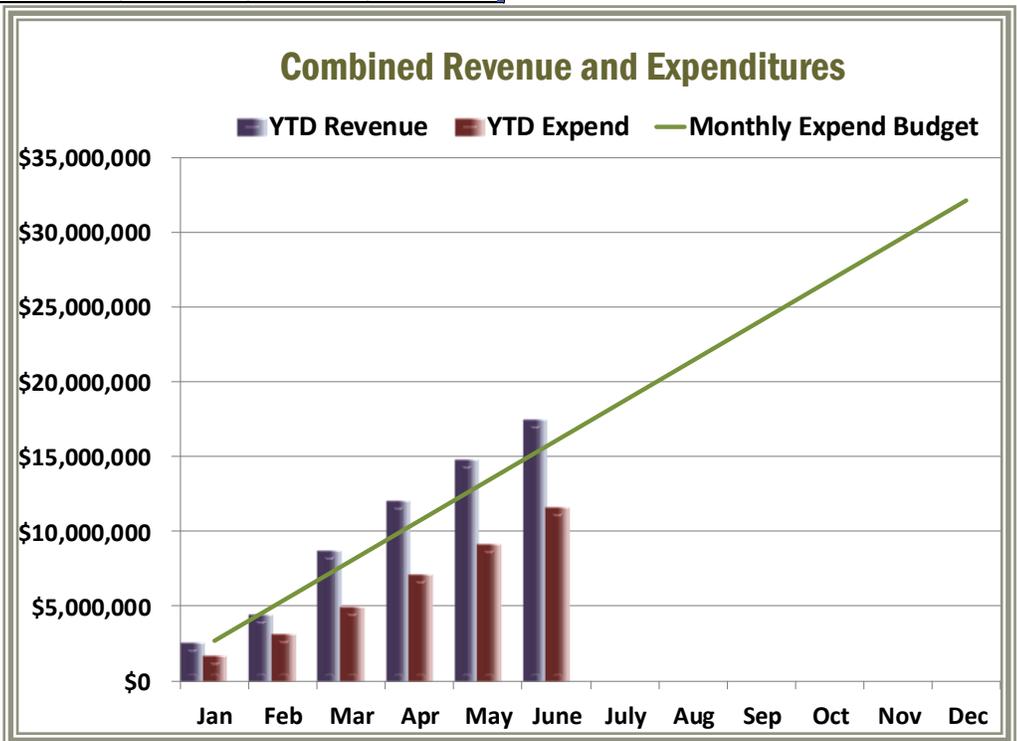
Economic development also reflects 100% expenditures in budgeted support for local organizations.

Community events is ahead of the 50% benchmark as well. This is to be expected as most of that budget is expended in three to four summer months.

Revenue and Expenditure Compared to Budget

The chart on the right shows monthly revenue compared to monthly expenditure as well as a trend line showing the total 2013 budget expended equally over twelve months.

June YTD revenue total exceeded expenditures by roughly \$5.8 million. Monthly expenditures spread over 12 months equals \$2,675,346 per month. Our total revenue for June was \$2,628,147. This YTD difference will become less as the year progresses and we pay for Capital projects.



Our Vision:

WINDSOR'S hometown feel fosters an energetic COMMUNITY SPIRIT AND PRIDE that makes our town a special place in Northern Colorado.

WINDSOR has a VIBRANT DOWNTOWN AND LAKE which is a community focal point and destination.

WINDSOR has a STRONG LOCAL ECONOMY with diverse business sectors that provide jobs and services for residents.

WINDSOR promotes quality development through MANAGED GROWTH.

WINDSOR residents enjoy a friendly community with HOUSING OPPORTUNITIES, CHOICES for LEISURE, CULTURAL ACTIVITIES, and RECREATION, and MOBILITY for all.

WINDSOR is a GOOD ENVIRONMENTAL STEWARD.



2013 Monthly Financial Report

Town of Windsor
301 Walnut Street
Windsor, CO 80550
Phone: 970-674-2400
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The Town of WINDSOR strengthens community through the fiscally responsible and equitable delivery of services, support of hometown pride, and encourages resident involvement.

The key categories coming forth from the recommended 2013 Budget are:

COMPLETING STARTED OR PROMISED PROJECTS

STEWARDSHIP OF THE COMMUNITY ASSETS

CONTINUING TO PREPARE FOR THE FUTURE

MAINTAINING A MOTIVATED (PRIDE) EMPLOYEE GROUP

We're on the Web

www.windsorgov.com



MEMORANDUM

Date: July 3, 2013
To: Town Board
From: Amy Porter, Special Events Coordinator
Re: June Special Event Monthly Report

Events in Planning:

- 4th of July- 4 hours
- Summer Concert Series- 42.5 hours
- Farmers Market-9.5 hours
- Harvest Festival-3 hours
- Relay for Life- 1 hour
- Taste of Windsor Now-2.5 hour
- USA Pro Challenge- 24 hours
- Front Range Wine Festival-0.5 hour
- Special Event Application Reviews- 8 Hours
- Office Work (includes phone, email, processing applications, correspondence, posting data, etc.)- 15 Hours

Events Conducted:

- Summer Concert Series
- Farmers Market
- Windsor Smiles Orthodontics Patient Appreciation Picnic
- Grace River Car Show
- Optimist Club Duck Race
- All Town BBQ
- Fit Families Picnic

Monthly Sales Tax collected from Special Events:

\$224.94 (Farmers Market & Summer Concert Series)



July 12, 2013

Dear Municipal Leaders:

Your leadership is needed! We urge localities to “opt out” of the retail and commercialization aspects of Amendment 64; or, at a minimum, to enact a moratorium until the countless uncertainties have been resolved at the state level. Unlike the state, municipalities can take the time they need to make these critical policy determinations and to include citizens in the decision making process. Coloradans voted for every municipality to have that right.

Colorado voters passed Amendment 64, which amended the state constitution to set broad parameters for recreational marijuana use by those 21 or older. Amendment 64 is widely considered the world's most expansive marijuana law. The risks of hasty implementation are significant. Let's make sure we don't become a cautionary tale about what can go wrong. Let's ensure we limit negative and unintended consequences as much as possible.

A great deal of work was done by the Governor's task force and the legislature, however, many public safeguards are still not in place. As evidenced by the emergency rules released last week, countless uncertainties and issues were left to be resolved through an ongoing rulemaking process, which won't be completed for months.

As we've learned from the recent state audit, medical marijuana has not been adequately regulated. Regulators have vowed that changes are in place; however, funding was one of the largest obstacles to adequate oversight. Taxes to cover the unknown regulatory costs for recreational marijuana still need to be voted on *and* passed in November. And even then, since Colorado is the first state to commercialize recreational marijuana, no one knows for certain whether the tax structure will be sufficient to fund essential oversight.

The list of uncertainties is long:

- will taxes pass in November?
- will adequate consumer safety protections be assured?
- when will legal and economic costs and risks be fully assessed?
- when will important enforcement issues such as, what constitutes “open and public consumption” be determined?
- when will the state implement a system to monitor, track, enforce, and ensure regulatory compliance?

Only when these and other uncertainties are resolved can municipalities begin to make informed decisions regarding their options. Let's be responsible and not rush this.

Smart Colorado formed in early March when a group of citizens involved in the Governor's task force proceedings saw firsthand how the policy making process was being guided by those seeking to profit from the rapid expansion of commercial marijuana production and sales. Smart Colorado believes our elected officials should not implement Amendment 64 in a way that compromises the public health, safety and well-being of our kids, our communities, or the future of the State. Most importantly, we believe that everyday citizens should have a voice in the decision making process. Smart Colorado is a volunteer led organization with no financial stake or motive in this issue. For more information, go to [www. SMARTCOLORADO.ORG](http://www.SMARTCOLORADO.ORG).