



## TOWN BOARD REGULAR MEETING

June 9, 2014 - 7:00 P.M.

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

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### 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 – Water & Sewer Board; Poudre River Trail Corridor Board
  - Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
  - Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
  - Town Board Member Rose – Clearview Library Board
  - Town Board Member Bishop-Cotner – Historic Preservation Commission; North Front Range/MPO alternate
  - Town Board Member Adams – Tree Board; Student Advisory Leadership Team (SALT)
  - Mayor Vazquez – Windsor Housing Authority; 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 Deputy Town Clerk prior to the start of the meeting.*

#### **B. CONSENT CALENDAR**

1. Minutes of the May 27, 2014 Regular Town Board Meeting – M. Lee
2. Report of Bills for May 2014 – D. Moyer

#### **C. BOARD ACTION**

1. Resolution 2014-32 – A Resolution Approving the Master Plan for the Neighborhood Park Site in the Belmont/Fossil Ridge Subdivision within the Town of Windsor
  - Legislative action
  - Staff presentation: Wade Willis, Parks and Open Space Manager
2. Resolution 2014-33 – A Resolution Approving the Name of the Neighborhood Park Site in the Belmont/Fossil Ridge Subdivision within the Town of Windsor, Colorado
  - Legislative action
  - Staff presentation: Wade Willis, Parks and Open Space Manager

3. Site Plan Presentation – Highlands Industrial Park Subdivision, Second Filing, Lot 2, Block 3 Site Plan (AP Restoration , 4487 Bents Drive) – Jeff Mauck, MBM Development, LLC, applicant / Randal King, King Contracting, LLC, applicant’s representative
  - Staff presentation: Paul Hornbeck, Associate Planner

**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**



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# Flood Update

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County Line Road 13  
Highway 257  
Xcel Power  
7<sup>th</sup> Street



## ■ Spring Run Off and Weather for the Past Two Weeks

- Pre-Spring run-off work session was correct in terms of flooding areas; the duration and size was unpredictable.
- May 30<sup>th</sup> weekend- Warm weather & rain caused Poudre River to reach flood warning.
- River peaked at 6,000 CFS- compared to historic flows for this period it was causing high-level flooding.
- No irrigation diversion until today.



- County Line Road 13
  - Closed High-Level & Low-Level Flooding
- Today, Poudre River is flowing below 3,000 CFS which is below low-level flooding levels.
- In order to keep Road open, road shoulders will need to be continuously monitored.



 **Property**
 **Recreation**

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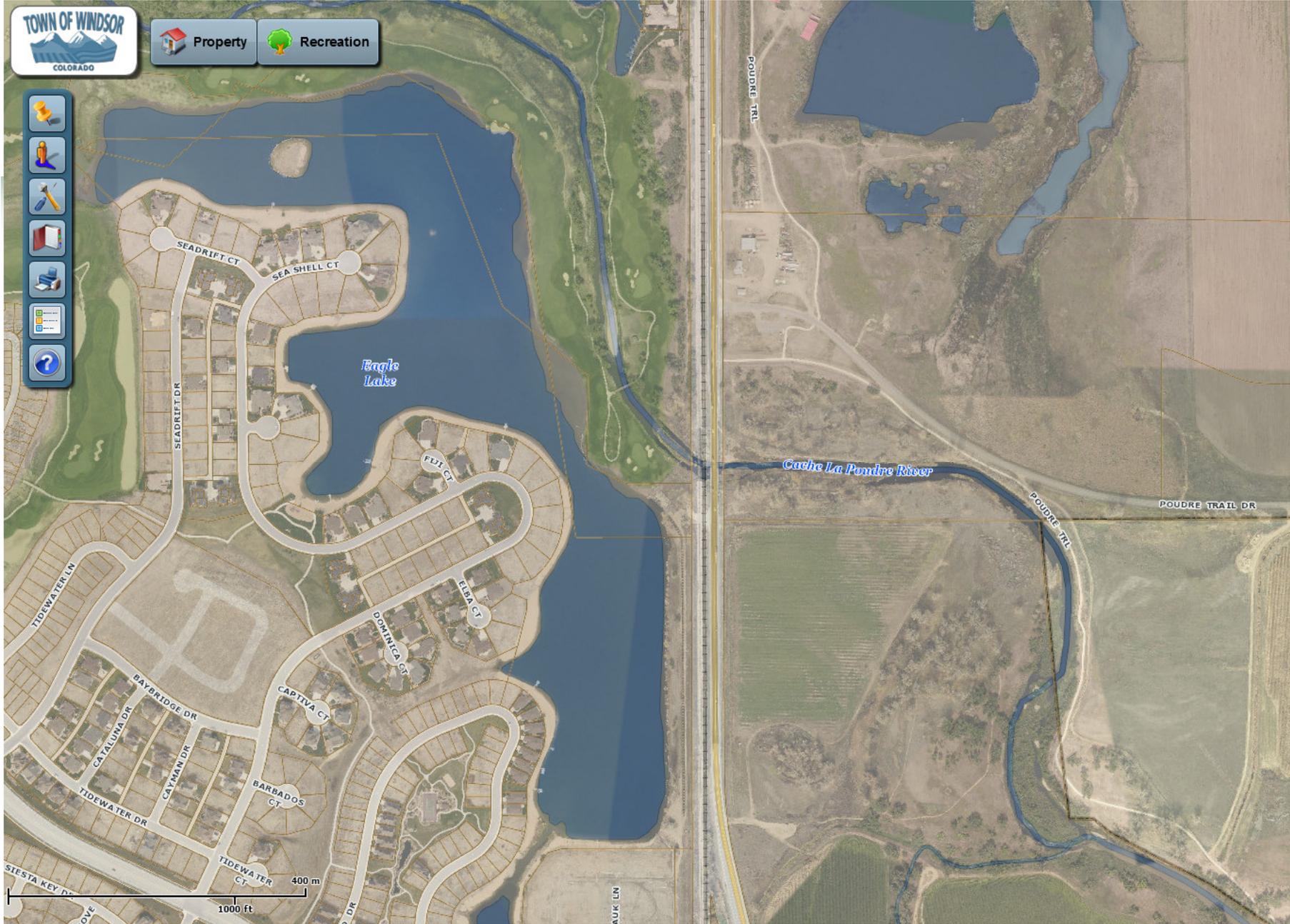


- Highway 257
  - Closed For High-Level Flooding.
- When High-Level Flooding occurs, north & south transportation through Windsor is inhibited.
- Worked closely with CDOT on 3 day closure and attempted to communicate closures/detours.
- Reviewing sedimentation west of railroad tracks as causing a possible re-route of river water.



Property Recreation

- Pin
- Home
- Layers
- Measure
- Info
- Search
- Help





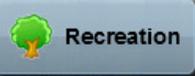
## ■ Xcel and Power

- Known Problem Since 2010/11 Spring Run-off's.
- Transformer boxes are in a known flood area.
- Town has been communicating with Xcel since November to move or modify boxes so problem would be addressed. Xcel provided solution to move the boxes on May 28<sup>th</sup>; by then too late for this year.
- June 3<sup>rd</sup>, new Xcel Field Manager brought forth solution to add height. Boxes were heightened on June 5<sup>th</sup>. Possible permanent fix.



## ■ 7th Street – High Level Flood

- When Poudre River flows at 3,000 or more CFS, the River will flow over it's banks onto south Eastman Park unimproved area.
- At 4,500 CFS or more, it will likely fill the unimproved area and close 7<sup>th</sup> Street near that area. It would be cost prohibitive to construct improvements to stop high-level flood events from flooding 7<sup>th</sup> street.
- Review the Poudre River south bank for possible new deterioration that is causing more or new route flow.





- 7<sup>th</sup> Street & River Place Drive– Low Level Flood
  - Street floods at 3,000 CFS
  - Town Board authorizes study in 2011 to review/develop mitigation projects for low-level floods.
  
- Results were:
  - Poudre Heights HOA raises the sides of the outlet box on irrigation lake to stop Poudre River backing into the lake.
  - Study also calls for 7<sup>th</sup> Street culvert to be built. After reviewing, developer of Water Valley is concerned that culvert will impact Water Valley's flood conveyance system.



- After Concerns on 7<sup>th</sup> Street Culvert were expressed, the study was shelved due to cost for additional study and construction.
  
- This past two weeks have verified:
  - Box on Poudre Heights outlet is functioning properly; and
  - There may be a better solution further upstream to divert Eaton Ditch water which could keep it off 7<sup>th</sup> Street.



- At 3,000 CFS or more, the Eaton ditch overflows to the east. This water flows through open field and moves to low points which includes 7<sup>th</sup> Street and River Place Drive.
- If water is diverted, then there will be no more water flowing and could mitigate the accumulation of water on 7<sup>th</sup> Street during low-level flooding events.



- Study the idea of expanding an existing ditch that will divert the water and put it back into the Poudre River at a point just east of the overtopping area now; instead of a half mile southeast at 7<sup>th</sup> Street.
- If it is a solution attempt to construct new diversion project by next 2015 Spring run-off.



TOWN BOARD REGULAR MEETING

May 27, 2014 - 7:00 P.M.

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

Minutes

A. CALL TO ORDER

In the Mayors absence, Patti Garcia called the regular meeting to order at 7:00 p.m.

1. Roll Call

Myles Baker
Christian Morgan
Kristie Melendez
Robert Bishop-Cotner
Ivan Adams
Mayor John Vazquez
Jeremy Rose

Absent

Also present: Town Manager
Town Attorney
Town Clerk
Chief of Police
Director of Planning
Management Assistant
Director of Engineering
Associate Planner
Associate Planner

Kelly Arnold
Ian McCargar
Patti Garcia
John Michaels
Joe Plummer
Kelly Unger
Dennis Wagner
Paul Hornbeck
Josh Olhava

Mr. Bishop-Cotner moved to appoint Mr. Adams to Chair tonight's meeting; Mr. Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas - Baker, Morgan, Melendez, Bishop-Cotner, Adams Nays - None. Motion passed.

2. Pledge of Allegiance

Mr. Morgan 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. Baker moved to approve Agenda as presented; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows: Yeas - Baker, Morgan, Melendez, Bishop-Cotner, Adams Nays - None. Motion passed.

4. Board Liaison Reports

Town Board Member Baker - Water & Sewer Board; Cache la Poudre Trail Board Mr. Baker stated no meetings have taken place since his last report.

Town Board Member Morgan - Parks, Recreation & Culture; Great Western Trail Authority Mr. Morgan stated no meetings have been held since his last report either.

Town Board Member Melendez - Downtown Development Authority; Chamber of Commerce Ms. Melendez reported the Chamber has not met, but reminded Board Members of the All Town BBQ scheduled for 6/5 from 5-7 p.m. at Boardwalk Park. She reiterated the need for volunteers, and encouraged Board Members to participate.

Ms. Melendez went on to review proceedings of the 5/21 DDA Meeting, stating the first facade application is expected in early June; web training will begin in a few weeks, and the new web site will host newsletters, members list, and a calendar of events among other things; the next meeting will be held on 6/25 to discuss the mill feasibility study with the facilitators.

Town Board Member Rose - Clearview Library Board

Mr. Rose was not in attendance.

Town Board Member Bishop-Cotner – Historic Preservation Commission; North Front Range/MPO alternate

Mr. Bishop-Cotner had nothing new to report at this time.

Town Board Member Adams – Tree Board; Student Advisory Leadership Team (SALT)

Mr. Adams reported he met for the first time with the Tree Board just prior to this meeting. He reviewed Arbor Day events, stating the committee wishes to increase participant numbers for the 5K next year. He added Sick Tree Day is scheduled for 6/24. Mr. Adams also reported SALT will be meeting once per month in the summer.

Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO

Mayor Vazquez was not in attendance, but Ms. Melendez stated the MPO has not met since the last report.

5. Public Invited to be Heard

There was no public comment.

**B. CONSENT CALENDAR**

1. Minutes of the May 12, 2014 Regular Town Board Meeting – M. Lee
2. Resolution No. 2014-29 - A Resolution to Appropriate Water Rights for Kyger Reservoir and Approving Filing of an Application for Water Storage Rights in Kyger Reservoir with the Division 1 Water Court - I. McCargar
3. Resolution No. 2014-30 – A Resolution Approving the Terms of Legal Services to be Provided to the Town of Windsor by the Law Firm of Butler Snow, and Authorizing the Town Manager to Execute Same - I. McCargar

Mr. Baker inquired if the Town could be denied the water rights in question in Resolution 2014-29. Mr. McCargar responded denial is possible but not likely, adding adjudication of the water rights is preferred, and sets the priority for appropriation and decree process. Ms. Melendez inquired if the fee arrangement noted in Resolution 2014-30 is correct; if the bond is not passed, the Town owes nothing? Mr. McCargar confirmed that is the case, it is a contingent fixed fee. Mr. Arnold added a similar agreement will follow from the bond underwriters as well.

**Ms. Melendez moved to approve the Consent Calendar as presented; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

**C. BOARD ACTION**

NOTE: The official record of this evening's proceedings shall include applications, staff memos and recommendations, packet materials and supporting documents, and all testimony received.

1. Ordinance 2014-1474 – An Ordinance Approving the Transfer of Certain Town-Owned Real Property to the Town of Windsor Downtown Development Authority, and Authorizing the Mayor to Execute a Bargain and Sale Deed to Effectuate the Transfer
  - Second Reading
  - Legislative action
  - Staff presentation: Ian D. McCargar, Town Attorney

**Ms. Melendez moved to approve Ordinance 2014-1474; Mr. Morgan seconded the motion.**

Mr. McCargar reviewed the details of the Ordinance, noting there have been no changes since first reading. He reminded the Board this transfer must be carried out via an Ordinance per the Charter.

Mr. Baker inquired as to the benefit of a sale to the DDA, and if the property could subsequently be sold by them. Mr. McCargar noted the purpose is to assist the DDA, with a goal of providing pedestrian connectivity to the property north of Main Street. He noted the level of trust in the DDA warrants this action without deed restrictions, and is intended to preclude prospects of forfeiture. Ms. Melendez stated initial conceptual designs include walkways, possibly with kiosk-style vendors along this space. She noted a primary goal of the DDA is to clean up the lot. Mr. Morgan inquired if a walkway is allowed under current zoning, or if future variances would be required. Mr. McCargar responded Central Business District zoning allows less intense and non-commercial uses. Mr. Baker reiterated the validity of the need for a walkway, wondering if the Town is in a better position to assure it comes to pass. There were no public comments.

**Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

2. Site Plan Presentation – Town of Windsor Subdivision, Lots 26, 28, 30 and 32, Block 11 Site Plan (201-205 4th Street – 392 Tap House Business Lofts) – Eric Peratt and Jim Lohr, P and L Properties, LLC., applicant/Randell Johnson, RJohnson Architecture, applicant’s representative
  - Staff presentation: Josh Olhava, Associate PlannerMr. Olhava began by stating the applicants, Mr. Eric Peratt and Mr. Jim Lohr, P and L Properties, LLC, represented by Mr. Randell Johnson of RJohnson Architecture, is proposing site improvements to an existing building within the Central Business District (CBD) zoning district in the Town of Windsor Subdivision, located at 201-205 4th Street. The Site Plan will be approved administratively by staff. He described the project including location, zoning, building elevations and renderings, improvements and permits required. Mr. Olhava also informed Board Members staff is working with both the DDA and CDOT regarding the deck structure and proposed parking configuration changes.

Ms. Melendez inquired if the rendering being presented is the final option, and if it has been approved by CDOT. Mr. Olhava responded it is the version under review, adding the structure is outside of the CDOT clear zone. Mr. Morgan inquired if the proposed pillars would interfere with future expansion of the roadway. Mr. Wagner responded the bulb-out would have to be shrunk, but the columns would not impede expansion along that segment of Highway 392. Mr. Baker inquired as to the historic significance of the building. Mr. Peratt responded the building once served as the Windsor Opera House, but is not on the historic registry. Mr. Adams suggested roof-top seating. Mr. Peratt noted the roof is not flat or designed to take the load, but that has been discussed in passing. Ms. Melendez asked if the area shown in green represents grass. Mr. Peratt responded it is, and will be maintained by the building owners.
3. Site Plan Presentation – Highlands Industrial Park Subdivision, 1st Filing, Lot 1, Block 2 Site Plan (7245 Greenridge Drive – Office Warehouse) – Rachel Oliver-Pankewicz, O Investment Properties, LLC, applicant/Tyler Texeira, Beacon Construction, LLC, applicant’s representative
  - Staff presentation: Paul Hornbeck, Associate PlannerMr. Plummer introduced Mr. Hornbeck to the Board. Mr. Hornbeck began his presentation by reporting the applicant, Ms. Rachel Oliver-Pankewicz, O Investment Properties, LLC, represented by Mr. Tyler Texeira of Beacon Construction, LLC, is proposing a new building in the Limited Industrial (IL) zoning district in the Highlands Industrial Park Subdivision, located at 7245 Greenridge Road. The building will be constructed as an office and warehouse building and outdoor storage lot to house Cast in Place Concrete, which specializes in residential foundations, and will employ a staff of approximately six. He reviewed the location, zoning, landscaping, and building elevations.

Mr. Baker inquired if the storage lot is in fact for storage or rather for parking. Mr. Hornbeck responded predominantly for parking. Mr. Morgan asked if the facility will be open at night. Mr. Hornbeck replied they will be open during the day.

4. Public Hearing – Final Major Subdivision Plat for Water Valley South Subdivision, 18th Filing in the Town of Windsor, CO –Trollco, Inc./Water Valley Land Company, applicant/ Patrick McMeekin and Mark Foster, applicant’s representatives

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Ms. Melendez moved to open the public hearing; Mr. Bishop-Cotner seconded the motion.**

**Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

Mr. Olhava stated Mr. Patrick McMeekin of Trollco, Inc./Water Valley Land Company, has submitted a final major subdivision plat, known as Water Valley South Subdivision, Eighteenth Filing. The subdivision as a whole encompasses approximately 109.97 acres and is zoned Residential Mixed Use (RMU). This is divided into two sections separated by New Liberty Road. A total of approximately 117 single family residential lots and approximately fourteen (14) tracts are proposed. The single family residential lot sizes range from the upper 4,000 square foot range to the upper 7,000 square foot range. All lots within this subdivision are subject to the *Development Standards for Small Residential Tracts in Water Valley Guidelines*. Mr. Olhava reviewed the location, zoning, landscaping, lot configuration proposals, and notification process for the subdivision.

Mr. Baker asked if Baja Drive is a dead end. Mr. Olhava noted the current configuration includes a bulb-out to allow motorists to turn around, but that Baja Drive is primarily access for golf maintenance and drilling operations. Mr. Baker inquired if that number of residents utilizing a single access point is safe. Mr. McMeekin addressed the Board to show additional access points for emergency vehicles. He pointed out an easement requested by the Fire Marshall for emergency access and clarified the proposed lot line reconfiguration is a reduction in density. Mr. McMeekin also identified which lots are being reconfigured; noted that construction will exhibit four-sided architecture for all residences; clarified there are no requested variations to the set-back requirements; and reviewed a neighborhood meeting, stating residents were supportive of the proposal. There were no additional questions.

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

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

5. Resolution No. 2014-31 – Final Major Subdivision Plat for Water Valley South Subdivision, 18th Filing in the Town of Windsor, CO –Trollco, Inc./Water Valley Land Company, applicant/ Patrick McMeekin and Mark Foster, applicant’s representatives

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

Mr. Olhava stated at their 5/21 meeting the Planning Commission recommended approval of the Final Plat subject to the following condition:

1. That any staff comments be addressed prior to recordation.

**Ms. Melendez moved to approve Resolution 2014-31; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

6. Public Hearing – Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lot 4 – Raindance SESW – Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Ms. Melendez moved to open the public hearing; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

Mr. Olhava told Commissioners the applicant, Great Western Operating Company, LLC, is requesting conditional use grant approval to drill four (4) additional oil and gas wells on Water Valley West Lot 4 (Raindance SESW Pad Site) originally approved on June 11, 2012 and amended on August 13, 2012 by the Town Board to drill eight (8) wells. If approved, the CUG would allow a total of twelve (12) wells on this site. The applicant has obtained permits for the wells from the Colorado Oil and Gas Conservation Commission (COGCC).

Mr. Olhava reviewed the Municipal Code regarding Conditional Use Grants. He pointed out items of specific concern including visual impact/location of structures on the site, proposed drilling plan, landscape requirements, zoning, and floodplain considerations. He also reviewed the notification process for this project, noting good turnout at a Neighborhood Meeting held on 4/3/2014, with significant information exchange between the applicant and those in attendance. At their 5/21 meeting, the Planning Commission forwarded a recommendation of approval, subject to the stated conditions.

Mr. Olhava concluded his presentation by stating, staff recommends approval of the conditional use grant subject to the following conditions:

1. Prior to the commencement of drilling, the applicant shall submit comprehensive “Drilling and Site Improvement Plans” for review and approval by the Town. Such plans shall address initial drilling activities, initial installation of site improvements and details, and on-going perpetual maintenance of the subject site including, but not limited to, the following:
  - a. Site access plan. The Drilling and Site Improvement Plans and supplemental information shall address site access points and haul routes for review and approval.
  - b. Public street clean-up and tracking prevention. The Drilling and Site Improvement Plans and supplemental information shall include a tracking pad for review and approval.
  - c. Site grading. The Drilling and Site Improvement Plans and supplemental information shall address site grading, including any earth berms for emergency containment.
  - d. Site lighting. The Drilling and Site Improvement Plans and supplemental information shall include details regarding site lighting fixtures and locations. Security and other site lighting shall utilize full cutoff light fixtures to mitigate light pollution.
  - e. Temporary screening. The applicant shall install a buffer to screen the initial drilling activities and installation of site improvements from surrounding neighborhoods and streets. The temporary buffer shall include hay bales to enclose the drilling operations to provide noise mitigation.
  - f. Permanent screening. Given the close proximity to residential neighbors, the Drilling and Site Improvement Plans shall depict proposed long-term screening materials including landscaping, earth berms and any other screening methods to mitigate visual impacts.

- g. Fencing. The Drilling and Site Improvement Plans shall depict fencing of the perimeter of the site. Fencing materials shall be reviewed for approval by the Town based upon the character of the surrounding neighborhood.
- h. Oil and gas equipment.
  - (1) The applicant shall utilize electric motors in order to mitigate the noise impacts to the neighboring properties.
  - (2) The applicant shall ensure that the wells and tanks are of the minimum size required to satisfy present and future functional requirements to mitigate visual impacts.
  - (3) Low profile tanks shall be utilized and shall be installed in the least visible manner possible.
  - (4) All tanks and equipment shall be painted to blend-in with the surrounding landscape.
- i. Air quality.
  - (1) The applicant shall participate in any required Environmental Protection Agency (EPA) air quality monitoring and/or testing by allowing EPA to install equipment on site for said monitoring and testing.
  - (2) The applicant shall install and operate an emissions control device (ECD) capable of reducing Volatile Organic Compound (VOC) emissions on the subject oil and gas equipment in accordance with Colorado Oil and Gas Conservation Commission (COGCC) and/or the Colorado Department of Public Health and Environment (CDPHE) rules and regulations.
  - (3) The applicant shall submit to the Town copies of all air emissions reporting as required by the COGCC and/or the CDPHE's Air Pollution Control Division.
- j. Water quality.
  - (1) The applicant shall ensure that any hydrocarbon discharges from the site comply with all state and federal water quality requirements.
  - (2) The applicant shall provide test results from Groundwater Baseline Sampling and Monitoring required by COGCC Rule 318A.e(4) to the Town. (condition updated 10/28/13 to reflect updated COGCC rule)
- k. Emergency containment. The secondary containment berm surrounding all storage vessels shall be designed and constructed to contain a minimum of 110% of the volume of the largest vessel located within the containment area or to State of Colorado standards, whichever requirements are more stringent.
- l. Waste disposal. The applicant shall submit to the Town copies of all waste management reports as required by the COGCC and/or the CDPHE rules and regulations.
- m. The following certification blocks shall be included on the Drilling and Site Improvement Plans:
  - (1) A signed owner's acknowledgement certification block.
  - (2) A signed drilling operator's acknowledgement certification block.
- n. The following notes shall be included on the Drilling and Site Improvement Plans:
  - (1) The applicant shall comply with all rules and regulations of the Colorado Oil and Gas Conservation Commission (COGCC).
  - (2) The applicant shall comply with all rules and regulations of the Colorado Department of Public Health and Environment (CDPHE).
  - (3) The applicant shall maintain on-going compliance with all conditions of the Town and Windsor-Severance Fire Rescue.

- (4) The facilities shall be kept clean and otherwise properly maintained at all times.
- (5) The existing access may be utilized for oil and gas well activities. This access point is temporary and will be required to be removed at such time that permanent access is available in the future.

2. The applicant shall address and comply with the conditions of Windsor-Severance Fire Rescue.

Ms. Melendez asked if the previously approved wells have been drilled, and if all will be drilled at one time. Ms. Hartnett responded one well has been drilled, and data generated from that operation will determine how quickly additional drilling will take place. She noted the State encourages multiple drilling at a single pad. Ms. Hartnett also clarified the amount of equipment on site is directly proportional to the amount of drilling taking place. Mr. Morgan inquired if safety requirements change based upon the number of drill sites. Ms. Hartnett responded they do not. She also stated the conditions of the CUG are acceptable.

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

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

7. Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lot 4 – Raindance SESW - Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Mr. Morgan moved to approve the Conditional Use Grant; Ms. Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

8. Public Hearing - Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lots 4 & 5 – Raindance SESE - Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Mr. Bishop-Cotner moved to open the public hearing; Mr. Baker seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

Mr. Olhava began by stating the applicant, Great Western Operating Company, LLC, is requesting conditional use grant approval to drill six (6) oil and gas wells on Water Valley West Lot 4 and 5 (Raindance SESE Pad Site). Drilling operations will use the same access road as the adjacent Tekton site. The applicant has obtained permits for the wells from the Colorado Oil and Gas Conservation Commission (COGCC). He pointed out items of specific concern including structures on the site, landscape requirements, location, zoning, and floodplain considerations, noting a drilling improvement plan will also be reviewed and will address issues including dust mitigation, screening, tracking pad requirements and other details. He reviewed the notification process for this project, again noting good turnout at a Neighborhood Meeting held on 4/3/2014, with significant information exchange between the applicant and those in attendance. At their 5/21 meeting, the Planning Commission forwarded a recommendation of approval, subject to the conditions stated in the previous Public Hearing presentation.

Mr. Olhava concluded by stating staff recommends approval of the conditional use grant subject to the same conditions as those delineated in the previous Board Action Item. Mr. Baker asked for clarification of the drilling location and tank placement with respect to the Town water tanks. He inquired if special considerations were appropriate considering the proximity to the Town water storage facility, and if drilling would take place under the storage tanks. Mr. Olhava responded the State had no additional requirements. Mr. Scot Donato, Regulatory Manager for Great Western Operating Company addressed the Board, confirming there are no known State restrictions in addition to those reported by staff. He added any potential for spill would be greater at the storage facility to the west. Ms. Hartnett noted well heads are checked daily by Great Western staff, and verified drilling would in fact take place several thousand feet below the tanks.

Mr. Morgan inquired if stability of the soil in the area is a concern. Mr. Donato noted engineers review that information prior to drilling, as a level and stable subsurface is imperative. Mr. Wagner also responded activity on the site should have no effect on the water tanks. He explained the soil is over-excavated by about five feet then filled with structural material prior to setting the tanks in place. Mr. Wagner stated projected storage at the site once the second tank is complete should be adequate for many years, but added there is enough additional room for another tank if the need arises. Mr. Arnold reminded Board Members there is already drilling activity at a site closer to the storage tanks than this one. Mr. Adams asked for clarification of screening at the site. Ms. Hartnett stated screening will be utilized on the north side as well to mitigate sound. Ms. Melendez asked for the general sentiment of participants at the neighborhood meeting. Mr. Donato responded mostly curiosity, wanting answers to questions, and relief that County Road 13 will not be used for access to the site. He noted hay bales are scarce and present challenges structurally; so using them for screening is not feasible. He added screening walls are preferable and that option has been discussed with the Planning Commission. Mr. Donato stated, otherwise the conditions of approval are acceptable.

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

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**  
**Nays – None. Motion passed.**

9. Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lots 4 & 5 – Raindance SESE - Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Ms. Melendez moved to approve the Conditional Use Grant; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**  
**Nays – None. Motion passed.**

10. Review of enclave and pending oil/gas activity on property located west of and adjacent to County Line Road (WCR 13); approximately 1¼ miles south of Main Street (SH 392)

- Staff presentation: Joe Plummer, Director of Planning

Mr. Arnold asked Board Members to think about this issue giving special consideration to HB1371. Mr. Plummer began by reminding Board Members there will at some point be drilling operations at this site along County Line Road. Since this site is not annexed into the corporate limits of the Town of Windsor, but has existed as an enclave since 1998, Conditional Use Grant regulations normally imposed at drilling sites by the Town will not apply at this location. He urged the Board to consider if annexation of this parcel is desired. Ms. Melendez inquired if the property owners have been approached regarding annexation. Mr. Plummer responded he has not

spoken with them in a dozen or more years, but they were notified in the past. Mr. Baker asked if time is a factor in this decision. Mr. Arnold responded there is some time before drilling begins, but an exact timetable is not available. He noted staff will develop a side-by-side comparison of State restrictions and those of the Town regarding drilling. Mr. Plummer clarified the site is forty acres of unimproved property.

11. Review draft 2014-2016 Strategic Plan

- Staff presentation: Kelly Unger, Management Assistant

Ms. Unger recapped the 2014-2016 Strategic Planning process and timeline moving forward, noting recent minor modifications. She reported the top three tag-lines were included in the information packet for Board consideration. Ms. Unger pointed out upcoming dates that might be good opportunities for community outreach, and shared plans to seek adoption of the plan by September. Mr. Baker stated discrepancies in the past with school schedules, and asked staff to try to work around those dates.

**D. COMMUNICATIONS**

1. Communications from the Town Attorney

Mr. McCargar reminded the appointment of the Liquor License Authority will expire in the near future, and inquired as to how to proceed. He will arrange for detailed reports of activities of the Authority and will forward that information to the Board for review, and will schedule additional discussions if desired by the Board.

2. Communications from Town Staff

There were no additional communications from staff.

3. Communications from the Town Manager

Mr. Arnold noted the river is receding, but some road closures will remain in effect for a few days. He cautioned Board Members that additional flooding may occur, but staff is monitoring the situation closely. He reminded Board Members of upcoming compensation study discussions, noting a new consultant will do this year's review. Mr. Arnold also recapped the schedule of upcoming work sessions, noting August will be busy.

4. Communications from Town Board Members

Mr. Baker raised concerns about signage at crosswalks along County Road 5 near the ice rink. Staff will investigate. Mr. Adams thanked the Mayor and those who attended Memorial Day services. He also reminded Board Members of a \$20,000 donation from Great Western Oil & Gas to Tozer Primary School, and expressed thanks to those in attendance for their patience with his first attempt at chairing a Board Meeting.

**E. ADJOURN**

**Mr. Bishop-Cotner moved to adjourn; Mr. Baker seconded the motion. All members voted yes. The meeting was adjourned to 8:46 p.m.**

**TOWN OF WINDSOR**

**REPORT OF BILLS**

May 31, 2014

*At the regular meeting of the Town Board of the Town of Windsor, Colorado, held in the Town Hall Board Room on June 9, 2014 the following claims were presented, examined, and approved by the Windsor Town Board.*

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>FUND</b>	<b>AMOUNT</b>
Lind, Edward	sold back cemetery lots	GF	1,100.00
1st Bank of Colorado	bi-weekly employee payroll deductions	HIF	8,335.45
1st Bank of Colorado	bi-weekly employee payroll deductions	HIF	8,323.69
4 Rivers Equipment	canopy, grip handle, relay switch	FMF	225.51
Absolute Shredding	CRC shredding	CRCF	120.00
Accutest Mountain States Inc	sample testing	WF	864.00
ACZ Labs	wastewater lab testing	SF	210.00
AFLAC	employee payroll deducts	GF	884.60
Agfinity	fuel/credit	FMF	8,724.68
Air Comfort	HVAC quarterly/semi-annual service	GF	517.50
Alcaraz, Robert	reimburse for parking at training	GF	71.00
All Four Season's Towing	tow for PD	GF	128.50
Aller-Lingle-Massey architects	shop master plan study	CIF	1,750.00
Alsco	rental linens	GF	71.80
American Public Works Assoc	renewal fee	GF	174.00
Amersco Inc	monthly monitoring	FS	389.00
Anderson Consulting Engineers	Cargill flood study review, john las design svcs	SDF	26,914.52
Andrews, Jill	photography svcs	GF	300.00
Anton, Collins, Mitchell	audit services	GF	16,000.00
Apex Legal	legal classes	GF	414.00
Apex Legal	will class instruction	GF	483.00
Arapahoe Rental	lift for repairs TH	FS	77.70
Araphahoe Roofing & Sheet metal	roofing damage repair in parks/buildings	CIF	260,120.45
Araphoe Rental	mortar mixer, brick saw, event stanchion	GF	668.83
Associated Landscape Contractors	membership renewal	GF	200.00
AT&T Mobility	phone service	GF	67.40
B&G Equipment	mower blades, filters	FMF	296.26
B&J Locks	keys for treatment plant	SF	40.00
Barefoot farms	snow removal 4/14/14	GF	637.50
Bobcat of the Rockies	filter, oil	FMF	139.39
Bomgaars	fertilizer spreader	GF	84.99
Bomgaars	poly sheeting	CIF	219.98
Bomgaars	uniforms	SF	53.98
Brandenburg & Emil PC	court prosecutor April 2014	GF	5,250.00
Buntin Disposal	trash service	GF	749.50
Bunting Disposal	trash service	CRCF	113.75
Bunting Disposal	trash service	SF	32.34
By All Means	SCS 07/26/14	GF	1,000.00
Canteen Refreshment Svcs	monthly coffee service	GF	218.09
Carters Creative Catering	cate board strategic plan meeting	GF	352.28
Cash-Wa Dist	concessions	GF	272.45
Cedar Supply North	treated poles	GF	27.98
CEM Sales & svc	magic lube	FS	146.39
CEM Sales & svc	whisperflo seal kit, pool chemicals	GF	1,786.40
Centurylink	utilities	GF	502.09
Centurylink	utilities	SF	386.03
Centurylink	utilities	GF	623.06
Centurylink	utilities	CRCF	623.06
Centurylink	utilities	GF	421.78
Centurylink	telephone service-long distance	GF	201.03

VENDOR	DESCRIPTION	FUND	AMOUNT
Centurylink	utilities	CRCF	480.25
Centurylink	telephone service-long distance	CRCF	5.01
Centurylink	telephone svc	WF	0.49
Centurylink	utilities	SF	106.64
Centurylink	utilities	FS	48.49
Cherokee Trail High School	shootout tourny baseball fees	GF	2,300.00
Children's Play structures	playground equipment	GF	801.00
CIRSA	workman's comp payroll audit,insur covge PW bldg, claims	GF	12,332.92
CIRSA	hail storm deduct	CIF	22,419.10
CIRSA	workman's comp payroll audit	CRCF	719.06
CIRSA	workman's comp payroll audit	WF	508.86
CIRSA	workman's comp payroll audit	SF	557.08
CIRSA	workman's comp payroll audit	SDF	189.72
CIRSA	workman's comp payroll audit, insur coverage PW bldg	FMF	910.26
CIRSA	workman's comp payroll audit	ITF	31.62
CIRSA	workman's comp payroll audit	FS	850.76
CIRSA	reimb for claim overpayment	GF	132.70
City of Fort Collins Athletics	Spring flag football fees x 99	GF	2,970.00
City of Greeley	1st Qtr 2014 Southgate bus park	GF	12,574.76
City of Greeley	water purchased	WF	157.72
City of Greeley	water purchased	WF	657.09
Clear Water Solutions	augmentationplan, general water rights	WF	9,754.74
Clear Water Solutions	Windsor general water rights	WF	1,793.02
Coca-cola Entpr	concessions/teen nigt beverages	GF	1,872.87
Colorado Analytical Lab	wastewater lab testing	SF	108.00
Colorado Analytical Lab	lab testing	SF	256.00
Colorado Association of Chiefs	2014 CACP conf registration	GF	375.00
Colorado Bullhide	spray-on bed liner for new vehicles	FMF	1,275.00
Colorado dept of agriculture	certified operator's license	GF	100.00
Colorado dept of agriculture	certified operator's license	GF	100.00
Colorado Dept of Public Health	biosolids annual fee	SF	938.52
Colorado dept of revenue	sales tax payable	GF	156.00
Colorado Health Medical group	DOTphysicals	GF	300.00
Colorado Medical Waste	biowaste containers	FS	35.00
Colorado Mosquito Control	mosquito control spraying	SDF	13,379.27
Colorado Parks & Rec Assoc	CPSI course	GF	585.00
Colorado Society of Certified Public Accts	annual dues	GF	310.00
Colorado Standby	PM svc on pump house/lift station	WF	880.00
Colorado Standby	PM svc on pump house/lift station	SF	2,815.00
Colorado Stonecrafts	engraving retired board member	GF	175.00
Comcast Cable Communications	internet	IT	6.16
Comcast Cable Communications	cable/internet CRC	CRCF	238.40
Comcast Cable Communications	internet	ITF	429.30
Comcast Cable Communications	internet PD	ITF	6.16
Compliance Solutions Occupational Training	training for PW, Parks, Water	GF	1,400.00
Compliance Solutions Occupational Training	training for PW, Parks, Water	WF	525.00
Compliance Solutions Occupational Training	training for PW, Parks, Water	SF	350.00
Compliance Solutions Occupational Training	training for PW, Parks, Water	SDF	175.00
Compliance Solutions Occupational Training	training for PW, Parks, Water	FS	175.00
Connell Resources Inc	Pumping from Poudre to Kyger Resv	WF	23,500.00
Connell Resources Inc	Great Western Trail Construction	CTF	25,050.60
Coren Printing	printing-bus cards,badges,receipts,warning notices	GF	893.00
Coren Printing	printing-receipts, bus cars	CRCF	148.00
Coren Printing	printing-name badges	IT	11.00
Coren Printing	printing-bus cards,property tags,stickers,envelopes,permits	GF	1,139.00
Coren Printing	printing-door hangers PW	WF	36.00
Cornerstone Baptist Church	roundabout land acquisition	CIF	475.00
Country Johns	new portable restroom eastman park	GF	1,864.58
Country Johns	portable restroom service-lake, cemetery	GF	610.95
Country Johns	portable restroom service	GF	170.00

VENDOR	DESCRIPTION	FUND	AMOUNT
Cox, David	APA Conf reimbursement	GF	506.75
Data West Corp	web hosting-epay water bills	ITF	585.00
Dataprint	water bill epay transactions	WF	361.43
DBC Irrigation	sprinkler parts	GF	350.20
DBC Irrigation	sprinkler parts, toro supplies	GF	1,314.45
Dean Contracting	replace post @ diamond valley	GF	4,200.00
Dean Pendleton	ratchet drive	FMF	100.00
Dean Pendleton	hand soap	FMF	39.90
Dean Pendleton	universal swivel	FMF	40.80
Department of Labor & employment	pool slide inspection	GF	630.00
Diamond Vogel Paint	paint for striping	GF	874.80
Digipix signs	deposit on exhibit signange	GF	5,611.93
Dyer, Deneice	April ballet instruction	GF	386.40
Eaton Sales & Service	gauge	FMF	28.50
Eaton Sales & Service	fuel station parts	FMF	531.66
Egbert, Stephanie	senior classes	GF	60.00
Election Systems & Software	env composit-cancelled election	GF	450.00
Enviropest	pest control	WF	75.00
Enviropest	pest control	FS	112.00
Enviropest	pest control	GF	90.00
Enviropest	pest control	GF	90.00
Enviropest	pest control	FS	112.00
Ewing Irrigation Prod	sprinkler parts	GF	379.52
Family Support registry	wage assignment	GF	296.57
Family Support registry	wage assignment	GF	276.92
Family Support registry	wage assignment	GF	296.57
Family Support registry	wage assignment	GF	276.92
Fine Tree Svc	tree removal/trimming	GF	1,850.00
Fish Window Cleaning	window cleaning PD	FS	415.00
Five Star Timing	timing service for Arbor day 5K	GF	377.00
Fort Collins Wholesale Nursery	oak tree for board member retirement	GF	275.00
Fort Collins-Loveland Water Dist	water purchased	GF	25.74
Fort Collins-Loveland Water Dist	water purchased	WF	29,426.33
Frank, Robert	APA Conf reimbursement	GF	331.57
Freedom Pump controls & service	repair pump	GF	253.86
Frelund, Wayne	APA Conf reimbursement	GF	239.43
From Drab to Fab	museum fabrication	GF	1,800.00
Frontier Precision	GPS unit	IT	1,124.07
Fuller Landscaping	mowing I-25/392 exit	GF	4,020.00
Garden Valley Vet hospital	cremation	GF	60.00
Garretson's Sport Centers	baseball equipment	CIF	6,268.60
General Air	Welding supplies	GF	62.39
General Air	liquid CO2 for pool	FS	12.47
GLH Construction	tree removal Frank State park	GF	1,250.00
GLH Construction	tree removal Frank State park	SDF	1,250.00
Golf & Sport Solutions	top dressing	GF	1,743.80
Golf & Sport Solutions	field maint	GF	1,838.55
Grainger	hard hats for Pub Works	GF	112.62
Grainger	drain cover, laser distance meter, ballast cRC	FS	187.24
Grainger	solenoid valve	WF	143.43
Grainger	filters,linear lamp,ballast crc, filter,flourescent lighting	FS	805.20
Great Western Oil & Gas	partial refund of reservation	CRCF	7.50
Greeley Lock & Key	keys, repair door a matic	FS	255.30
Greeley Lock & Key	keys for TH	FS	90.60
Green earth environmental inc	lakeview irrigation renovations	CIF	82,824.32
Greg Young	dock repair @ Windsor lake	GF	1,280.00
Ground Engineering Consultants	WCR 21 Bridge testing svcs	CIF	2,371.00
Gulley Greenhouse	annuals/flowers	GF	2,842.74
Harbor Freight Tools	air scraper, couplers, plugs, brushing, tool	FS	505.84
Harbor Freight Tools	tools for new water staff	WF	243.58

VENDOR	DESCRIPTION	FUND	AMOUNT
Harmony Gardens	trees for Arbor day	GF	360.00
Hearsmart	CPR/AED staff certifications	GF	152.95
Hensley Battery	battery	FMF	112.33
Highland Park Lanes	adaptive field trip	GF	235.20
Hill Petroleum	diesel fuel	FMF	484.10
Hireright Solutions	April 2014 background check charges	GF	2,247.07
Huber Technology	bag system for headworks	SF	715.00
Huffines, Jay	staff mileage/supplies reimbursement	GF	23.39
Hydro Construction Co	3MG water tank constr-estimate	WF	25,270.48
Internatinal Institute of Municipal Court Clerks	master municipal clerk application	GF	390.00
Interstate all battery of Ft. Collins	batteries	GF	28.56
Interstate all battery of Ft. Collins	batteries	IT	9.50
Interstate all battery of Ft. Collins	batteris	GF	91.44
Interwest Consulting Group	Cornerstone roundabout engineering svcs	CIF	1,776.00
Iron Mountain Truck & Auto	vehicle repair	GF	2,913.49
Jag's Enterprises	retainage payable	PIF	8,727.15
Jason's Deli	north front range MPO mtg food	GF	578.98
Jax inc	uniforms	WF	105.98
Jax inc	uniforms	SF	29.98
John Frey	contract legal services-monthly fee	GF	3,750.00
Johnson Drug Testing	employee post accident UA test	GF	75.00
Jub Engineers	WCR21 bridge engineering svcs	CIF	421.64
K&W Printing	trash can stickers	GF	180.00
Kelly Madson	May 2014 mini tennis class instruction	GF	350.00
Kenz & Leslie Dist	additives for fleet vehichles	FMF	205.20
Kenz & Leslie Dist	additives for fleet vehichles	FMF	260.20
King Soopers	Senior,Concession,Adaptive supplies,event meals/snacks	GF	773.68
King Soopers	rental supplies	CRCF	36.49
Kinsco	sirts/belt/buckle PD	GF	69.44
Kinsco	paints, shirts	GF	189.37
Kinsco	uniforms	GF	135.00
Klimek, Rick	reimburse for payroll deduction taken by mistake	GF	658.40
L&M Enterprises	monthly landscape maint-3 parks	GF	1,563.74
Larimer County Sales & Use Tax	Use Tax collections April 2014	GF	15,213.02
Lawrence Jones Custer Grasmick	legal services Kern/water	GF	3,055.30
Lawson Products	lock nuts, ty-rap	FMF	67.79
Lee, Cheryl	refund of Larimer County plan fee	GF	37.38
Lesh Drilling	pump repair	GF	885.73
Lewan & Assoc	CISCO unity project	ITF	15,213.75
Lewis & Assoc	POS terminal	ITF	399.10
Liley, Rogers & Martell	legal svcs-DDA April 2014	DDA	564.00
Lind & Ottenhoff	legal counsel oil and gas	GF	1,749.00
LL Johnson Dist Co	sprinkler parts	GF	52.08
LL Johnson Dist Co	field maint	GF	844.00
Mac Equipment	starter assembly, bracket nozzle	FMF	55.64
Mac Equipment	buffer, manifold	FMF	170.55
Mac Equipment	hydraulic hose assembly	FMF	418.84
Mail N Copy	shipping/postage/printing	GF	129.02
Mail N Copy	mailing	WF	11.92
Mail N Copy	mailing	SF	29.97
Maley, Paul	SCS 06/12/14	GF	500.00
Manweiler Hardware	file,coupler,clamps,drain,eye bolts,cleaning supp,sprinkler parts	GF	226.10
Manweiler Hardware	lights,nozzle, B tape, Parks monthly supplies	CIF	282.41
Manweiler Hardware	nipple,coupler,ball valve,pvc cement	WF	94.98
Manweiler Hardware	scraper's, male plugs	SF	47.12
Manweiler Hardware	concrete, tape measure, connector	FS	67.58
Martin Marietta Materials Inc	pot hole patching on CR15	GF	17,358.00
McNairy, Cameron	water refund	SDF	592.00
Medical Center of the Rockies	secure blood draws	GF	252.00
Megan Smith	employee banquet enteratainment deposit	GF	600.00

VENDOR	DESCRIPTION	FUND	AMOUNT
Meisenheimer, Britt	Tier I pride award winner April 2014	GF	25.00
Metal Dist	Original invoice short paid	GF	0.90
Michael Manning	municipal court judge services	GF	1,410.00
Michael Todd & Co	road signs	GF	6,201.85
Mines & Associates	employee assistance pgm May 2014	GF	255.96
Mines & Associates	employee assistance pgm May 2014	CRCF	16.20
Mines & Associates	employee assistance pgm May 2014	WF	12.96
Mines & Associates	employee assistance pgm May 2014	SF	12.96
Mines & Associates	employee assistance pgm May 2014	SDF	3.24
Mines & Associates	employee assistance pgm May 2014	FMF	9.72
Mines & Associates	employee assistance pgm May 2014	IT	9.72
Mines & Associates	employee assistance pgm May 2014	FS	19.44
Mines & Associates	employee assistance pgm June 2014	GF	249.48
Mines & Associates	employee assist pgm June 2014	CRCF	16.20
Mines & Associates	employee assist pgm June 2014	WF	12.96
Mines & Associates	employee assist pgm June 2014	SF	12.96
Mines & Associates	employee assist pgm June 2014	SDF	3.24
Mines & Associates	employee assist pgm June 2014	FMF	9.72
Mines & Associates	employee assist pgm June 2014	ITF	9.72
Mines & Associates	employee assist pgm June 2014	FS	19.44
Minitman Supply Co	misc nuts/bolts	GF	9.52
Moore, Kelly	April/May 2014 cheer instruction	GF	2,649.50
Morey's Glass	replace broken window at depot	GF	133.42
Morey's Glass	steel for rust control, used aluminum	FMF	50.74
Mountain Constructors inc	WCR21 bridge construction svcs	CIF	298,272.94
MSR Entertainment	SCS 06/17/14	GF	2,000.00
My office etc	business cards	GF	29.15
Myers Tire Supply	robinair test kit, plugs, patch sealer, cement	FMF	108.44
Myers Tire Supply	hose,exhaust hose extensions, loom kit	FMF	429.75
Napa	oil	SF	42.12
Napa	trans fluid,filter,air flow sensor, gas cap,chain	FMF	791.81
National Alliance for Youth Sports	soccer/baseball coaches	GF	300.00
National Meter & Automation	meter bodies, transmitters	WF	6,901.08
National Meter & Automation	service agreement, indoor meter yokes	WF	4,936.20
National Recreation & Park Assoc	membership renewals 2014	GF	411.75
National Recreation & Park Assoc	membership renewals 2014	CRCF	137.25
NCCG-Northern Colorado Communication Group	legal notices	GF	484.40
NCCG-Northern Colorado Communication Group	legal notices	CTF	56.00
NCCG-Northern Colorado Communication Group	bid waterline improvement project	WF	81.00
NCCG-Northern Colorado Communication Group	employment ads, legal notice	GF	307.60
NCCG-Northern Colorado Communication Group	print/distribute Link Summer catalog 2014, Legal notice	GF	4,657.10
NCCG-Northern Colorado Communication Group	legal notices	GF	67.20
Newco Inc	Lighting Ballast CRC	FS	394.30
Newegg	printer for TH front desk	ITF	700.98
No Co Energy Star Homes	short form grant 2014	GF	1,000.00
North Colorado Medical Center	May CPR class	GF	168.00
North Weld County Water Dist	water purchased	WF	57,172.14
Northern Colorado Economic	advertising project	GF	500.00
Northern Colorado Paper	gloves, sure step cleaner	FS	300.56
Northern Colorado Water	additional funding NISP phase 3A	WF	41,250.00
NYS Child support processing center	wage assignment	GF	304.82
NYS Child support processing center	wage assignment	GF	333.92
Occupational health centers	DOT physical, drug tests	GF	338.00
Office Depot	clock, office supplies	GF	744.44
Office Depot	office supplies	CRCF	0.84
Office Depot	office supplies	ITF	1.26
Office Depot	office supplies	FS	2.52
Office Depot	office supplies	GF	590.52
Office Depot	office supplies	CRCF	1.90
Office Depot	office supplies	ITF	2.85

VENDOR	DESCRIPTION	FUND	AMOUNT
Office Depot	office supplies	FS	5.68
Office Depot	office supplies	GF	66.56
OJ Watson Equipment	lighting/cab protect unit 37	FMF	1,298.00
OJ Watson Equipment	lighting,boxes,sno plow install,cab protect	FMF	14,421.46
Old National Bank	energy efficiency lease purchase	FS	3,455.41
Olhava, Joshua	mileage reimb	GF	19.04
O'Rielly Auto Parts	brake cleaner, wiper blades	FMF	51.68
Painted Ladies	Donation-cans of paint	GF	52.50
Painted Ladies	Donation-cans of paint	FS	52.50
Payflex Systems	May 2014 payflex employee deductions	GF	286.00
Personnel Systems & Svcs	consult fee-comp survey phase	GF	1,884.00
Petersens' Flooring & Design	tile repair @ cRC	FS	441.00
Petty Cash	reimbursement for petty cash expenses	GF	74.33
Petty Cash	reimbursement for petty cash expenses	GF	88.20
Petty Cash	reimbursement for petty cash expenses	GF	101.20
Petty Cash	reimburse petty cash	FMF	9.09
Petty Cash	petty cash reimbursement	GF	41.03
Petty Cash	Chimney Park concess bag replacement, concess mgr bag #2	GF	200.00
Pioneer Sand	soil/rocks Treasure Island	GF	444.72
Pioneer Sand	mulch,compost,planter's mix	GF	814.95
Pioneer Sand	weigh new vehicle	FMF	10.00
Poudre Valley REA	utilities	GF	3,367.88
Poudre Valley REA	utilities	WF	1,133.09
Poudre Valley REA	utilities	GF	324.99
Poudre Valley REA	utilities	WF	31.43
Poudre Valley REA	utilities	SF	293.35
Quality Door	svc call-door roller broken PW	FS	102.00
Quill Corp	toner cartridges	IT	275.40
Quill Corp	coffee & supplies/toner/board snacks	GF	92.19
Quill Corp	toner/town board snacks	ITF	352.77
Quill Corp	board mtg snacks	GF	12.74
Quill Corp	toner	ITF	117.59
Quill Corp	toner	ITF	46.19
Red Dog Signs & Wraps	Park rules signs PD	GF	185.00
Red Dog Signs & Wraps	fossil park meeting signs	PIF	60.00
Red Dog Signs & Wraps	town logos	FMF	315.00
Red Dog Signs & Wraps	corrugated signs Belmont Park	GF	60.00
Red Dog Signs & Wraps	door lettering for TH	FS	50.00
Red Wings Shoes	uniforms	FMF	202.46
Revenue Recovery Group	audit services-sales tax	GF	7,830.00
Rex Oil	oil sample kits	FMF	236.10
Rhonda Procopio	March/April classes	GF	86.00
Richard Ochoa	special event/teen night DJ	GF	625.00
Rocky Mountain Power Generation	6 month generator svc	FS	390.00
Rosenberg, Ellen	farmer's mkt musician	GF	50.00
Rotary Club of Windsor	membership dues 2nd Qtr 2014	GF	175.00
Safebuilt	bldg permit fees April 2014	GF	66,540.29
Safety & Construction Supply	barricade lights, sand bags	GF	642.20
Safety & Construction Supply	strobe lights unit 56	FMF	187.84
Safety & Construction Supply	strobe light	FMF	100.54
Safety Kleen Corp	svc on unit-parts washer	FMF	443.02
Safeway	training refreshments	GF	26.56
Safeway	rental supplies	CRCF	23.99
Safeway	catering-adv bd mtg, board mtg refresh	GF	146.54
Sam's Club	concessions, SALT/teen night supplies, clocks, rags, paper goods	GF	2,529.79
Sam's Club	clocks, rags, candy, paper goods	FMF	139.80
Schaefer Enterpr	shredding svcs	GF	184.60
Scheffel, Steve	APA Conf reimbursement	GF	444.96
Schindler Elevator Corp	elevator svc renewal	FS	2,153.69
Sean Grogan	sports officials/baseball and softball	GF	20,000.00

VENDOR	DESCRIPTION	FUND	AMOUNT
Securitas Security Services	rental security	CRCF	55.05
Security & Sound Design	svc call-repair fire system,user codes CRC	FS	267.10
Serna, Lee	reimb parking permit for training	GF	8.00
Skyline Display & Design	serpentine exhibit wall-balance due	GF	4,343.89
Soul School	summer concert series deposit 6/5/14	GF	2,000.00
Spradley Barr ford	weatherstrip, new vehicles	FMF	80,381.52
Spradley Barr ford	petentiometer	FMF	75.85
Spradley Barr ford	2014 Ford police interceptors x 2	FMF	51,126.00
Spradley Barr ford	2014 Ford vehicle	FMF	53,544.00
Springbrook Software	training travel expenses	ITF	1,815.56
Stalker Radar	speed trailer, equipment	CIF	6,373.00
Standard Insurance Co	employer paid long/short term disability	GF	3,357.65
Standard Insurance Co	employer paid long/short term disability	GF	3,402.11
Staples	toner cartridges	ITF	603.20
State of Colorado/OIT	frame/ATM internet Svc	ITF	1,249.79
Swank Motion Pictures	summer movie series (7) CRC	GF	2,533.00
Sweetwine Entertainment Group	summer concert series deposit 7/10/14	GF	1,500.00
T&T Tire	alignment	FMF	59.95
Talon, Victor	APA Conf reimbursement	GF	365.05
Tenant Sales & Svc	detergent floor scrubber CRC	FS	129.00
The Birdsell Group	Belmont Ridge park project	PIF	3,057.00
The Colorado Weed Mgmt Assoc	weeds 101 seminar-code officer	GF	80.00
The Pawnee Group	car wash tokens	FMF	148.85
The Water Shed	thread	GF	2.13
The Water Shed	grass timer	FMF	299.00
Timberline Electric & Control	prepare system for spring use	WF	331.25
Tire Centers	2 tires	FMF	1,043.45
Tire Centers	roam fill deck tires	FMF	78.55
Trane US	maintenance on cooling tower	CIF	2,125.00
UMB-card services	Metro institute testing	GF	63.00
UMB-card services	ink, labels, holster, vest, stamp	GF	823.78
UMB-card services	business meeting meals, website renewal	GF	172.50
UMB-card services	subscription, DML register, book, meal	GF	2,792.76
UMB-card services	seedlings/frame, meeting meal	GF	440.82
UMB-card services	regional water treatment meeting	GF	221.87
UMB-card services	ipad cases	GF	119.97
UMB-card services	movie/supplies/meals/tickets	GF	68.78
UMB-card services	Event supplies, escort meals, tix	GF	113.11
UMB-card services	CPR/AED staff certifications/supplies, copies	GF	225.90
UMB-card services	ARC/LG recert, supplies, pool	GF	662.83
UMB-card services	Promo supp,job fair meal, clock	GF	2,088.65
UMB-card services	mtg refresh, interview meal, lunches	GF	115.33
UMB-card services	exhibit supplies, training, poster	GF	1,374.03
UMB-card services	LTAP train, mtg meals/refreshments	GF	152.89
UMB-card services	LTAP train, mtg meal,plates	GF	210.96
UMB-card services	returned lodging chgs	GF	-168.00
UMB-card services	water bottles	CTF	754.96
UMB-card services	light/plug,pedestals, exhibit supplies, training, poster	CIF	2,470.46
UMB-card services	movie/supplies/meals/tickets/promo supplies,job fair meal,clock	CRCF	90.91
UMB-card services	LTAP training,mtg meal,plates	FMF	77.20
UMB-card services	Springbrook sftwr training refresh,shipping,phone cable/usb adapt	ITF	105.39
UMB-card services	subscription, DML register, book, meal	DDA	860.00
Unisource Worldwide	cleaner, mop	FS	97.22
United Way	employee contribution	GF	15.00
United Way	employee donation	GF	15.00
USA Blue book	root-X pipeline root control	SF	408.44
Utility Notification Center	locate transmissions	WF	498.78
Valpak of Northern Colo	coupon for recruitment	GF	450.00
Vartec Telecom	telephone service-fax machine	GF	8.85
Vartec Telecom	telephone service-fax machine	SF	1.26

VENDOR	DESCRIPTION	FUND	AMOUNT
Verizon Wireless	cell phone charges	GF	1,204.48
Verizon Wireless	cell phone charges	CRCF	29.16
Verizon Wireless	cell phone charges	ITF	171.23
Victory Sales	apparel-board appreciation jackets, arbor day 5K shirts	GF	3,978.37
Victory Sales	CML shirts	GF	517.00
Vision Service Plan	employer's share vision May 2014	GF	1,786.36
Vision Service Plan	employers share vision June 2014	GF	1,794.98
Walter, Charwon	tuition reimbursements	WF	375.00
Wanco	shipping of character assembly	GF	16.00
Waste Mangement	recycle site pulls	GF	869.89
Weld County Clerk & Recorder	filing fee-lien	WF	11.00
Weld County Drug Task Force	court collections April 2014	GF	1,078.00
Weld County School Dist RE4	paper	GF	2,718.32
Weld County School Dist RE4	paper	WF	129.44
Weld County School Dist RE4	paper	SF	64.72
Weld County School Dist RE4	paper	SDF	32.36
Weld County School Dist RE4	paper	ITF	161.81
Weld County School Dist RE5	paper	FMF	32.36
Weld County School RE4	paper	FS	97.11
West Publishing Corp	Westlaw subscription April 2014	GF	679.00
Western States Land Svcs	roundabout land acquisition svcs	CIF	551.72
Williams Equipment Co	spray down gun	SF	324.69
Williams Equipment Co	vavle, hose reel	FMF	429.20
Windsor Ace Hardware	sanitizer, rake,garden weale, wrench, screw driver,sprayer	GF	261.27
Windsor Ace Hardware	credit, PVC cap, wire ties, plywood	CIF	45.19
Windsor Ace Hardware	key/holder, metal tape, flex tube	FMF	73.87
Windsor Ace Hardware	cleaner,masking tape,coupling,soap,acid,flashlight,brace,clamp	FS	97.67
Windsor Chamber of Commerce	annual funding for chamber	GF	25,000.00
Windsor Meadow Apartments	water refund	WF	6,868.31
Windsor Meadow Apartments	water refund	SDF	963.58
Windsor Performance & Exhaust	tool boxes for unit 37	FMF	1,976.00
Windsor Valley Auto Wash	car wash tokens	FMF	120.00
Windsor-Severance Fire Protection	Town's portion of museum electricity	GF	29.15
Windsor-Severance Fire Protection	fire dept bldg permits fee collections	GF	21,425.00
Workspace Innovations	new furniture for IT	IT	4,368.58
Wyoming Child Support Enforcement	wage assignment	GF	184.61
Xcel	utilities	GF	2,577.31
Xcel	office supplies	GF	205.17
Xcel	utilities	GF	5,935.03
Xcel	utilities	CRCF	5,480.70
Xcel	utilities	GF	32,599.66
Xcel	utilities	WF	62.87
Xcel	utilities	SF	749.37
Xcel	utilities	GF	19.50
Xerox Corp	monthly copier maint	ITF	3,160.01
Zexhags	AHC cleaning	GF	50.00
Zexhags	museum cleaning	GF	700.00
Zexhags	April CRC cleaning	CRCF	261.00
		GF	

1,711,411.29

PAYROLL 357,831.47  
(wages/ 2 pay periods)

2,069,242.76

TOTAL



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## MEMORANDUM

**Date:** June 9, 2014  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Wade Willis, Parks and Open Space Manager  
**Re:** Resolution 2014-32 Adopting Belmont/ Fossil Ridge Neighborhood Park Master Plan  
**Item #:** C.1.

### **Background / Discussion:**

The 2014 Park Improvement Fund budget includes design for the Belmont/ Fossil Ridge neighborhood park site. Through a public Request for Proposal (RFP) process, TB Group was selected as our landscape architect. For the past several weeks, TB Group has been conducting a public process and developing conceptual site plans for the park site. The process has been well received by the public with good participation, and great input. The process included:

1. Meeting with staff to determine typical neighborhood parks amenities and general direction (4/3/14)
2. Meeting with residents at the park location (5/1/14)
3. Hosting public meeting #1 with residents to obtain input for desired park amenities (5/1/14)
4. Producing four concepts for the site and posting on web site prior to the second neighborhood meeting
5. Hosting public neighborhood meeting #2 with residents to refine the four concepts into one final concept (5/22/14)
6. Posting Public Hearing Legal Notice (5/20/14)
7. Posting final concept on web site prior to hearing (5/29/14)
8. Public Hearing with Parks, Recreation & Culture Advisory Board (6/3/14)
9. Recommendation from PReCAB to Town Board for preferred design to be adopted as master plan (6/9/14)

Tonight, TB Group will provide a brief overview of the process and share how all of the feedback submitted by residents has been distilled down to create the final concept for the site.

### **Financial impact:**

Design was included in the 2014 budget; construction placeholder funds are in the 2015 budget. TB Group is contracted to generate a budget estimate once the final design is approved.

### **Relationship to Strategic Plan:**

- 1A. Increase the safe and secure feeling of Windsor residents
- 1D. Encourage healthy, family-friendly neighborhoods.
- 1F. Provide for diverse and healthy lifestyle choices in leisure, cultural activities and recreation.
- 1G. Lead through stewardship of natural resources.

**Recommendation:**

1. **Move to approve Resolution 2014-32 adopting the master plan for the Belmont/  
Fossil Ridge Park site.**

**Attachments:**

- b. Resolution 2014-32
- c. Belmont/Fossil Ridge Park site master plan – final concept

TOWN OF WINDSOR

RESOLUTION NO. 2014-32

A RESOLUTION APPROVING THE MASTER PLAN FOR THE NEIGHBORHOOD PARK SITE IN THE BELMONT/FOSSIL RIDGE SUBDIVISION WITHIN THE TOWN OF WINDSOR, COLORADO

WHEREAS, the citizens of the Town of Windsor place high value on recreational amenities and facilities for their natural beauty, recreational opportunities and cultural benefits; and

WHEREAS, the Town has through a competitive process secured the services of TB Group to assist with design, community outreach and advisory board review of the proposed neighborhood park site; and

WHEREAS, the following specific steps have been taken to assure proper consideration of the proposed neighborhood park site:

- TB Group meetings to determine typical neighborhood parks amenities and general direction;
- TB Group and staff meeting with residents at the proposed park location;
- TB Group hosting an initial public meeting with residents to obtain input for desired park amenities;
- TB Group producing four concepts for the proposed park site, with posting on the Town's web site prior to public meetings;and
- TB Group and staff hosting a second public meeting with residents to refine the three concepts into one final concept; and
- Town posting the final concept on web site prior to Parks, Recreation and Culture Advisory Board public hearing on June 3, 2014; and
- A formal public hearing before the Parks, Recreation and Culture Advisory Board on June 3, 2014; and
- Recommendation by Parks, Recreation and Culture Advisory Board for adoption of the concept and approved Master Plan for the proposed park site on June 3, 2014;

and

WHEREAS, attached hereto is the final TB Group rendering (“Master Plan”) for the proposed park site, which Master Plan is incorporated herein by this reference as if set forth fully; and

WHEREAS, the Master Plan has been reviewed by the Parks, Recreation and Culture Advisory Board and has been recommended as the vision for the proposed park site; and

WHEREAS, the Windsor Town Board has considered the recommendations of the Parks, Recreation and Culture Advisory Board, and has concluded that the recommendations should be followed in the interest of community recreation and community participation in the parks planning process.

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

1. Upon recommendation of the Parks, Recreation and Culture Advisory Board, the Town Board hereby adopts the attached Master Plan for the neighborhood park site located in the Belmont/Fossil Ridge Subdivision.
2. The Director of Parks and Recreation is authorized to continue to manage the design and construction of the park in accordance with the Master Plan adopted hereby.
3. The Town of Windsor hereby authorizes the Mayor to execute said Master Plan on behalf of the Town.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 9<sup>th</sup> day of June, 2014.

TOWN OF WINDSOR, COLORADO

By \_\_\_\_\_  
John S. Vazquez, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Clerk

# Belmont Ridge Park

Windsor, Colorado



**PREFERRED CONCEPT**

05/30/2014





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## MEMORANDUM

**Date:** June 9, 2014  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Wade Willis, Manager of Parks and Open Space  
**Re:** Resolution 2014-33 Belmont/Fossil Ridge Park Naming  
**Item #:** C.2.

### **Background / Discussion:**

The Parks, Recreation & Culture Advisory Board (PReCAB) initiated the park naming process in May for Belmont/ Fossil Ridge Park. Notice was provided on the Website and as a part of the public meetings for the park design process. Submissions were received and posted on the Town website. Submitted names were then posted on the Town website enabling visitors to vote on their favorite. Submitted names included Aladar Acres Park, Arroyos Park, Belmont Ridge Park, Christopher Birdwell Park, Coyote Gulch Park, Highland Natural Park, Ridge Park, and Windsor Ridges Park. Votes have been tallied with Ridge Park, Belmont Ridge Park, Highland Natural Park and Coyote Gulch Park receiving the majority of votes. Staff has provided a summary of the votes broken down by IP address. This provides an indication of how many votes came from a single computer. These votes could have been submitted by a single individual or possibly multiple residents within a single house hold.

The entire subdivision was originally named Fossil Ridge then was renamed Belmont Ridge with the north portion choosing to be called Highland Acres.

At their June 3, 2014 meeting, PReCAB voted to recommend naming the park Coyote Gulch Park.

### **Financial impact:**

N/A.

### **Relationship to Strategic Plan:**

Goal 1: Build Community Spirit and Pride.

### **Recommendation:**

**Move to adopt Resolution 2014-33 naming the Park site Coyote Gulch Park.**

### **Attachments:**

- b. Resolution 2014-33 Adopting Coyote Gulch Park as the park name.
- c. Summary of Votes
- d. Park Naming Guidelines

TOWN OF WINDSOR

RESOLUTION NO. 2014-33

A RESOLUTION APPROVING THE NAME OF THE NEIGHBORHOOD PARK SITE IN THE BELMONT/FOSSIL RIDGE SUBDIVISION WITHIN THE TOWN OF WINDSOR, COLORADO

WHEREAS, the citizens of the Town of Windsor place high value on recreational amenities and facilities for their natural beauty, recreational opportunities and cultural benefits; and

WHEREAS, the Town Board has approved the Master Plan for the Park; and

WHEREAS, a public process has generated a number of suggested names by which the Park may be henceforth known; and

WHEREAS, the Parks, Recreation and Culture Advisory Board has reviewed the various suggestions, and has recommended that the Park be henceforth known as “Coyote Gulch Park”; and

WHEREAS, the Windsor Town Board has considered the recommendations of the Parks, Recreation and Culture Advisory Board, and has concluded that the recommendations should be followed.

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

1. Upon recommendation of the Parks, Recreation and Culture Advisory Board, the Town Board hereby directs that the neighborhood park site located in the Belmont/Fossil Ridge Subdivision shall henceforth be known as Coyote Gulch Park.
2. The Director of Parks and Recreation is authorized to incorporate the name adopted herein in all future references to the park site.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 9<sup>th</sup> day of June, 2014.

TOWN OF WINDSOR, COLORADO

By \_\_\_\_\_  
John S. Vazquez, Mayor

ATTEST:

\_\_\_\_\_  
Patti Garcia, Town Clerk

**Ridge Park**

<b>30 Total Votes</b>									
1	69.174.87.60								
2	71.218.157.51								
3	50.134.184.27	50.134.184.27	50.134.184.27	50.134.184.27	50.134.184.27	50.134.184.27			
4	50.183.136.53	50.183.136.53	50.183.136.53	50.183.136.53	50.183.136.53	50.183.136.53	50.183.136.53	50.183.136.53	50.183.136.53
5	23.24.139.133	23.24.139.133	23.24.139.133	23.24.139.133	23.24.139.133				
6	76.25.126.239								
7	71.218.145.194								
8	174.29.140.114								
9	75.166.179.175								
10	75.71.139.44								
11	174.29.5.117								
12	174.29.85.87								

**Belmont Ridge Park**

<b>26 Total Votes</b>					
1	204.58.233.6				
2	129.82.170.163				
3	198.59.47.100				
4	75.166.184.32				
5	24.56.179.42	24.56.179.42			
6	174.29.85.13				
7	50.170.246.165	50.170.246.165	50.170.246.165	50.170.246.165	
8	216.228.40.17				
9	23.24.139.133	23.24.139.133	23.24.139.133	23.24.139.133	23.24.139.133
10	50.183.136.65	50.183.136.65			
11	174.29.91.201				
12	173.164.56.113				
13	75.71.108.13				
14	174.16.215.160				
15	174.29.178.35				
16	174.29.9.69				

**Highland Natural Park**

<b>20 Total Votes</b>			
1	129.19.6.125		
2	50.170.247.30		
3	173.15.33.28		
4	72.19.134.135		
5	50.183.138.158		
6	71.33.201.73		
7	50.155.158.234		
8	70.198.71.106		
9	50.152.34.187	50.152.34.187	50.152.34.187
10	76.120.32.127	76.120.32.127	76.120.32.127
11	50.183.136.53		
12	174.29.73.39		
13	174.29.79.185		
14	24.9.83.255		
15	75.71.115.49		

**Coyote Gulch Park**

<b>20 Total Votes</b>		
1	174.16.205.228	
2	75.171.69.169	
3	65.116.244.34	
4	129.82.74.77	
5	50.152.34.187	
6	75.166.189.206	75.166.189.206
7	184.96.188.227	
8	174.29.86.176	
9	50.170.247.30	
10	67.161.137.73	
11	174.29.188.72	
12	75.166.188.89	
13	156.108.56.142	156.108.56.142
14	50.183.137.201	50.183.137.201
15	50.170.246.178	50.170.246.178

**GUIDELINES CONCERNING THE NAMING OR RENAMING OF  
RECREATIONAL FACILITIES, PARKS AND OPEN SPACE AREAS  
IN THE TOWN OF WINDSOR**

**I. PURPOSE**

In accordance with the Parks and Recreation Master Plan and duties delegated to the Windsor Parks and Recreation Advisory Board (PRAB), it is the responsibility of PRAB to recommend to the Windsor Board of Trustees appropriate names for new or existing recreational facilities, parks and open space areas in the Town of Windsor. In order to ensure a free, open and thorough process in making such recommendations, PRAB hereby adopts the following GUIDELINES.

**II. GUIDELINES**

**A. Naming of Recreational Facilities, Parks and Open Space Areas:**

1. PRAB shall call for nominations from the general public when considering recommendations to the Town Board for the naming of recreational facilities, parks and open space areas. Nominations shall remain open for a minimum of thirty (30) days. Upon receipt of the nominations, PRAB shall consider same in an open meeting wherein public comment may be received, and shall thereafter make its recommendation to the Board of Trustees in writing within sixty (60) days.
2. PRAB shall favor names for recreational facilities, parks and open space areas that are reflective of the geographical location; historic location; descriptive name, including the name of a residential area or adjacent school; organizations that may have made significant contributions to the creation of the facility, park or open space area; and individuals, living or dead, who have made significant contributions to the Windsor community.
3. PRAB shall reject names descriptive of alcohol or tobacco products or other names deemed inconsistent with its mission.

**B. Renaming of Existing Recreational Facilities, Parks and Open Space Areas:**

The renaming of any existing recreational facility, park or open space area is strongly discouraged. In the event the Town Board is considering the renaming of an existing recreational facility, park or open space area, PRAB shall follow the procedures and criteria set forth in II.A. above in making its recommendation to the Board of Trustees.



## MEMORANDUM

**Date:** June 9, 2014  
**To:** Mayor and Town Board  
**Via:** Joseph P. Plummer, AICP, Director of Planning  
**From:** Paul Hornbeck, Associate Planner  
**Subject:** Site Plan Presentation – Highlands Industrial Park Subdivision, Second Filing, Lot 2, Block 3 – AP Restoration – Jeff Mauck, MBM Development, LLC, applicant / Randal King, King Contracting, LLC, applicant's representative  
**Location:** 4487 Bents Drive  
**Item #s:** C.3

### **Background:**

The applicant, Mr. Jeff Mauck, MBM Development, LLC, represented by Mr. Randal King of King Contracting, LLC, is proposing a new building in the Limited Industrial (I-L) zoning district in the Highlands Industrial Park Subdivision, located at 4487 Bents Drive. The building will be constructed as an office and warehouse building to house AP Restoration.

The proposed development is summarized as follows:

- a 14,000 square foot building including;
  - a 29' ridge height and;
  - a metal building façade with scored CMU wainscot
- 32 off street parking spaces; and
- a landscaped area of approximately 17% of the site.

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 addressed during staff's review of the project. The site plan will be reviewed and approved administratively by staff, however, if the project review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Town Board for review.

**Conformance with Comprehensive Plan:** The application is consistent with the following Commercial 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 various elements of the Vision 2025 document, particularly the chapter on Economic Vitality.

**Notification:** The Municipal Code does not require notification 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: Jeff Mauck, MBM Development, LLC, applicant  
Randal King, King Contracting, LLC, applicant's representative

**TOWN OF WINDSOR PLANNING DEPARTMENT**

301 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 (Code). The Town of Windsor Planning Department reserves the right to refuse to accept incomplete submittals. Please see the 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\*:** AP Restoration

**LEGAL DESCRIPTION\*:** Lot 2, Block 3, Highlands Industrial 2nd

**PROPERTY ADDRESS (if available):** 4487 Bents Drive

**PROPERTY OWNER (APPLICANT):**

Owner's Name(s)\*: MBM Development, LLC

Company: \_\_\_\_\_

Address\*: 7355 Greenridge Drive, Windsor, CO, 80550

Primary Phone #: 970-213-1900 Secondary Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail\*: jmauck2504@gmail.com

**OWNER'S AUTHORIZED REPRESENTATIVE:**

Representative's Name: Randal F. King

Company: King Contracting, Inc

Address: 1564 Taurus Court, Loveland, Co, 80537

Primary Phone #: 970-669-3077 Secondary Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail: randy@kingcontracting.com

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.

Randy King 5-9-2014

Signature: Owner or Owner's Authorized Representative\*\* Date

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

Randal F. King



March 31, 2014

Town of Windsor Planning Department  
301 Walnut Street  
Windsor, Colorado 80550

Re: Narrative

Planners:

AP Restoration is developing a central corporate location within Highlands Industrial Park adjacent the east side of the existing complex they now occupy. This includes closing and relocating their southern location into this as a state of the art restoration and contents facility.

The uses for the new structure include damaged contents cleaning, repair and replacement area; training room; reception area; technician personnel work area and contents storage area.

The owners are expecting 8 employees to staff this facility on a regular full time basis. Some of the technical field staff currently staging out of 7355 Greenridge Drive will be moved into this new facility. Therefore the average estimated traffic will include about 12 employees that will access this facility during working days. The owners estimate only about one salesperson and one associate colleague will access the facility each day. Only during special training programs will the traffic count increase to the capacity of the typical training session totaling 24 people.

This project will be construction and built in one phase.

Sincerely,  
King Contracting, Inc.

Randal F. King  
President

**Design/Build ♦ General Contracting ♦ Real Estate Development ♦ Construction Consulting**

1564 Taurus Court • Loveland, Colorado 80537 • 970.669.3077  
www.kingcontracting.com • email: info@kingcontracting.com





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# **SITE PLAN PRESENTATION**

## **HIGHLANDS INDUSTRIAL PARK SUBDIVISION, SECOND FILING, LOT 2, BLOCK 3**

**AP RESTORATION  
4487 BENTS DRIVE**

**Paul Hornbeck, Associate Planner  
June 9, 2014**

Town Board

Item C.3



# 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.”

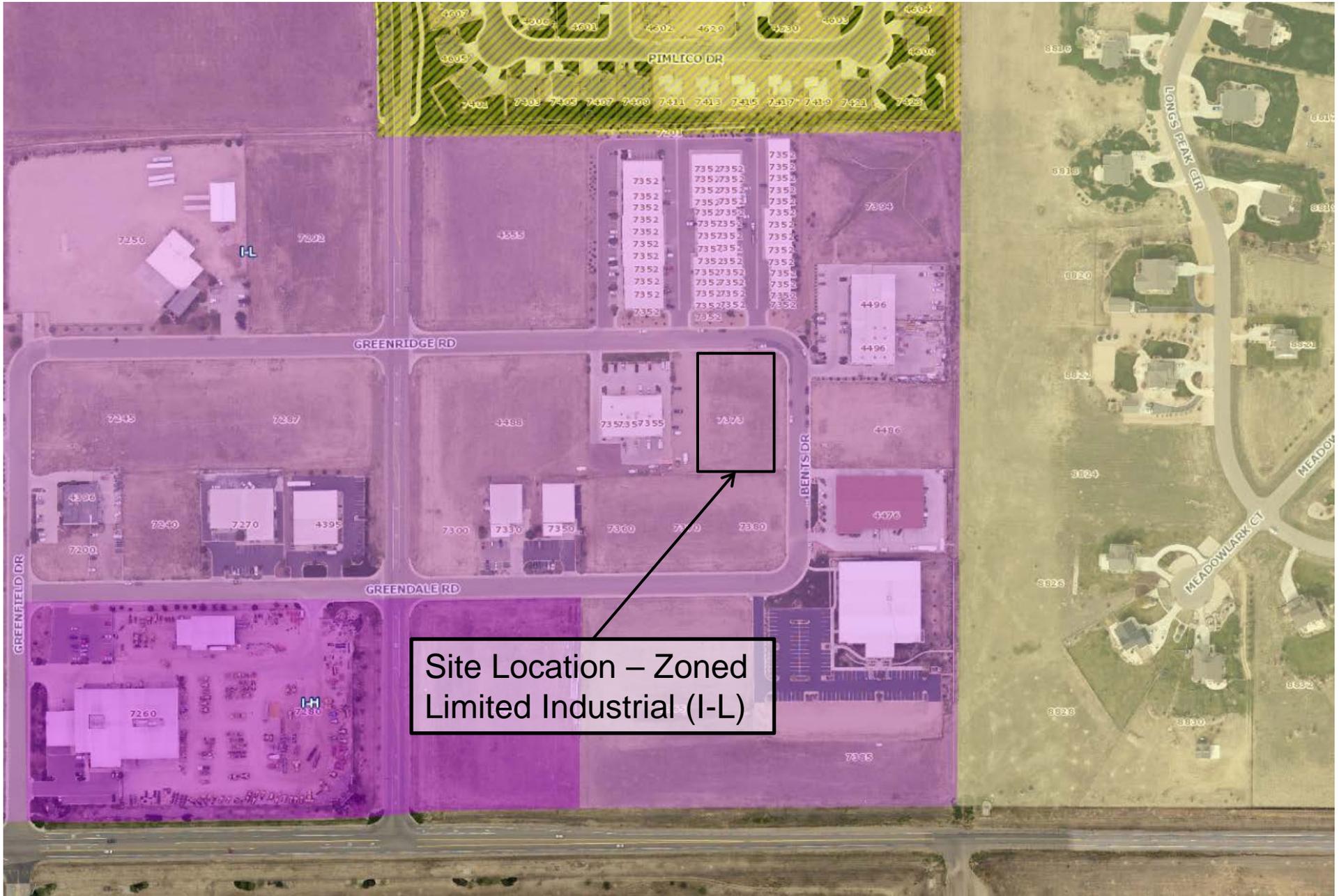


# SITE VICINITY MAP





# SITE PROXIMITY ZONING MAP



Site Location – Zoned Limited Industrial (I-L)



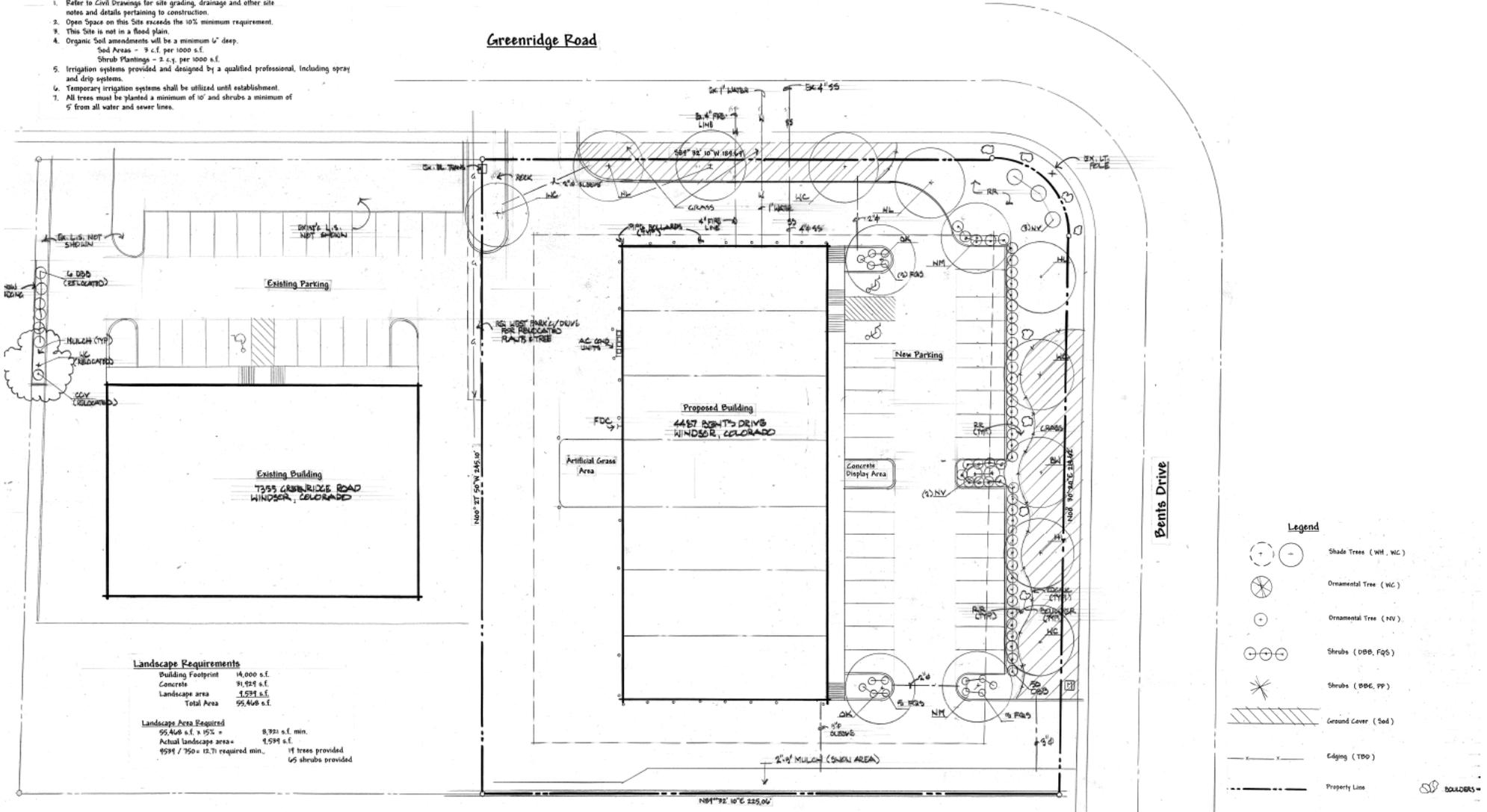


# AP RESTORATION – LANDSCAPE PLAN

**NOTES**

1. Refer to Civil Drawings for site grading, drainage and other site notes and details pertaining to construction.
2. Open Space on this Site exceeds the 10% minimum requirement.
3. This Site is not in a flood plain.
4. Organic Soil amendments will be a minimum 4" deep.  
Soil Areas = 3 c.f. per 1000 s.f.  
Shrub Plantings = 2 s.f. per 1000 s.f.
5. Irrigation systems provided and designed by a qualified professional, including spray and drip systems.
6. Temporary irrigation systems shall be utilized until establishment.
7. All trees must be planted a minimum of 10' and shrubs a minimum of 5' from all water and sewer lines.

Greenridge Road



**Landscape Requirements**

Building Footprint	14,000 s.f.
Concrete	91,929 s.f.
Landscape area	1,539 s.f.
Total Area	95,468 s.f.

**Landscape Area Required**

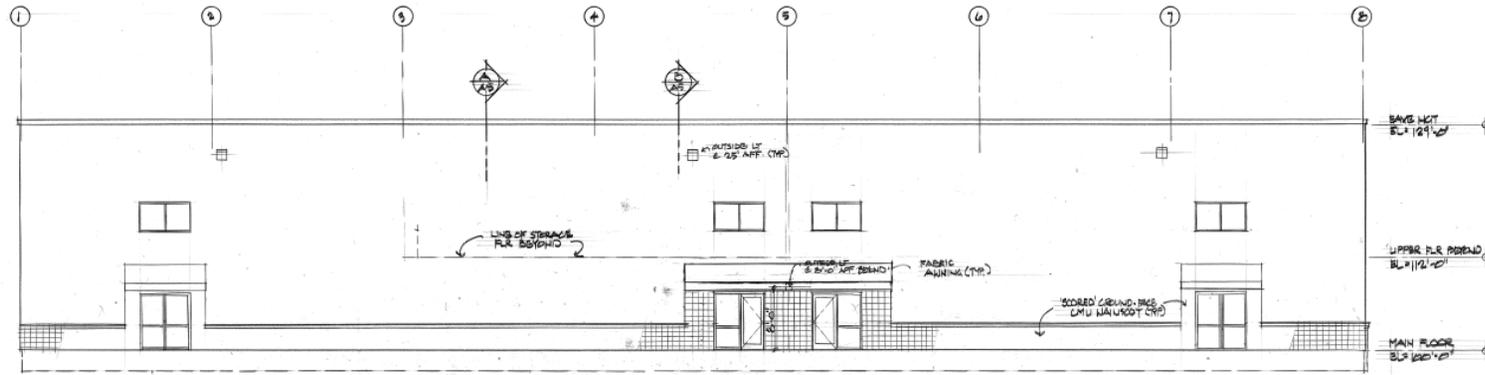
95,468 s.f. x 15% =	14,320 s.f. min.
Actual landscape area =	1,539 s.f.
9594 / 750 = 12.71 required min.	19 trees provided
	65 shrubs provided

**Legend**

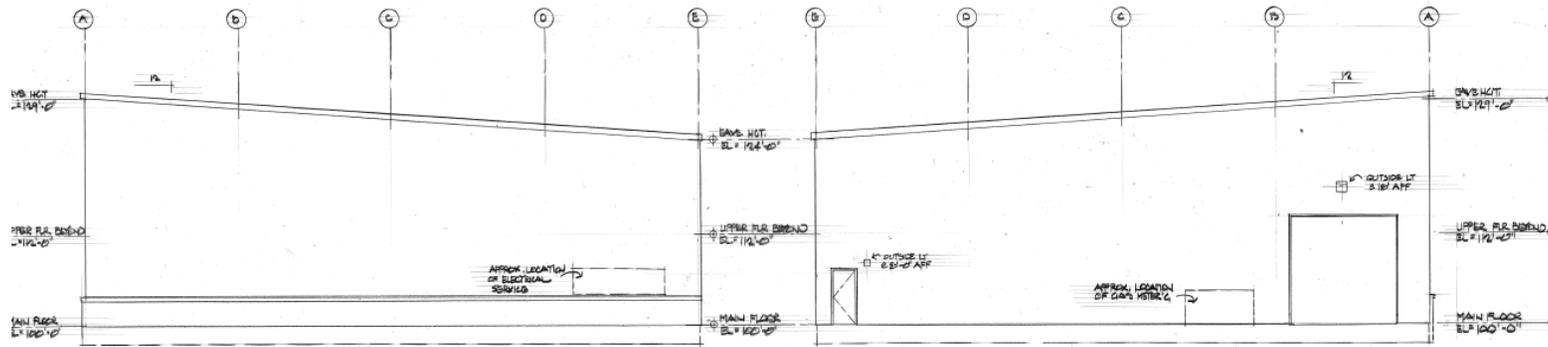
- Shade Trees (WH, WC)
- Ornamental Tree (WC)
- Ornamental Tree (NV)
- Shrubs (DBB, FQ6)
- Shrubs (BDE, PP)
- Ground Cover (Sod)
- Edging (TDO)
- Property Lines



# AP RESTORATION – BUILDING ELEVATIONS

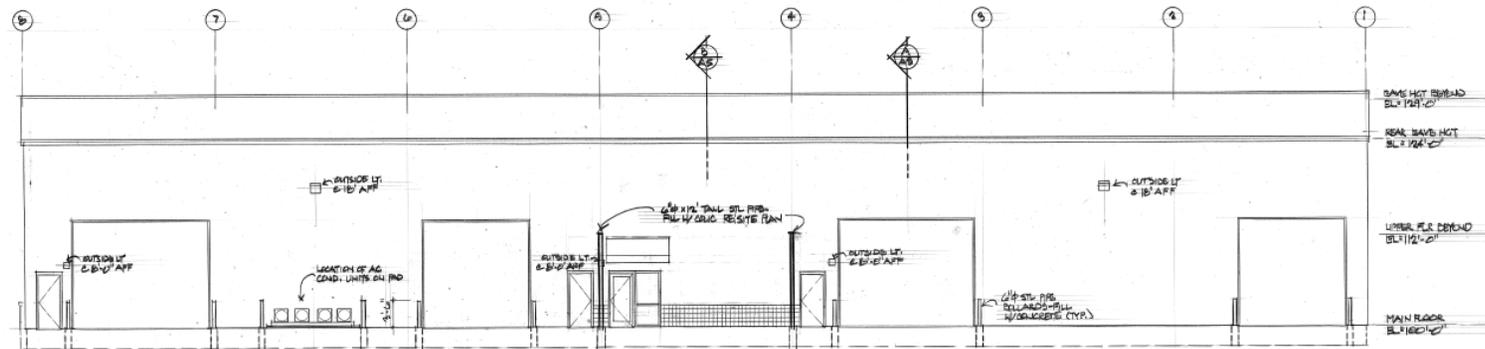


East Building Elevation 1/8" = 1'-0"



North Building Elevation 1/8" = 1'-0"

South Building Elevation 1/8" = 1'-0"



West Building Elevation 1/8" = 1'-0"