TOWN BOARD REGULAR MEETING
January 12, 2015 - 7:00 P.M.
Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

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
   - Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
   - 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; Planning Commission
   - Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
   - Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO

5. Presentation to Town of Windsor from Broe Family Foundation

6. 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 December 8, 2014 Regular Town Board Meeting – P. Garcia
2. Resolution No. 2015-01 – A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings – P. Garcia
3. Resolution No. 2015-02 - A Resolution Approving An Intergovernmental Agreement Between The Town Of Windsor, Colorado, And Larimer County Law Enforcement Agencies For The Purpose Of Coordinated Law Enforcement Services, And Authorizing The Mayor To Execute Same – I. McCargar & J. Michaels
4. Resolution No. 2015-03 – A Resolution Approving an Amendment to the Town's Contract with Safebuilt Colorado with Respect to Building Inspection Services – J. Plummer
5. Letter of Intent - Larimer County Multi-Jurisdictional Hazard Mitigation Plan – J. Michaels
6. Report of Bills for December 2014 – D. Moyer

7. Acceptance of Demographics and Housing Study – J. Plummer

C. BOARD ACTION

1. Ordinance No. 2014-1489 - Ordinance Annexing Certain Municipally-owned Land Pursuant to the Provisions of § 31-12-106, C.R.S.
   Super-majority vote required for adoption on second reading
   - Second reading
   - Legislative action
   - Staff presentation: Ian D. McCargar, Town Attorney

2. Public Hearing - Compliance with a Conditional Use Grant approved in 2013 for the property located at 217 2nd Street, Lot 17, Burlington Subdivision – Continued from December 8, 2014 Regular Town Board Meeting
   - Staff presentation: Josh Olhava, Associate Planner

3. Compliance with a Conditional Use Grant approved in 2013 for the property located at 217 2nd Street, Lot 17, Burlington Subdivision
   - Quasi-judicial action
   - Staff presentation: Josh Olhava, Associate Planner

4. Public Hearing – Zoning of Certain Property Known as the Pace Annexation –Sherry J. McCoy, applicant / John McCoy, property owner's representative
   - Staff presentation: Joe Plummer, Director of Planning

5. Ordinance No. 2015-1490 - An Ordinance Pursuant to Chapter 16 of the Windsor Municipal Code Approving a Zoning Designation for the Pace Annexation to the Town of Windsor
   - First reading
   - Legislative action
   - Staff presentation: Joe Plummer, Director of Planning

6. Public Hearing – Rezoning certain property known as Westwood Village Subdivision Fourth Filing, Tract A and Lot 4 – 14th Street Real Estate LLC., applicant/ Cathy Mathis, TB Group, applicant's representative
   - Staff presentation: Josh Olhava, Associate Planner

7. Ordinance No. 2015-1491 – Rezoning certain property known as Westwood Village Subdivision Fourth Filing, Tract A and Lot 4 – 14th Street Real Estate LLC., applicant/ Cathy Mathis, TB Group, applicant's representative
   - First reading
   - Quasi-judicial action
   - Staff presentation: Josh Olhava, Associate Planner

8. Site Plan Presentation – Highland Meadows Golf Course Eighth Filing, Lot 6 – Fitness and Tennis Center – Jon Turner, applicant/ Dennis Fulgenzi, applicant's representative
   - Staff presentation: Josh Olhava, Associate Planner

9. Determination regarding administrative site plan review in accordance with Section 17-9-20(7) – Bill Thomas, Schlumberger Lift Solutions, LLC, applicant/ Jason Jacobowski, DCB Construction Company, applicant's representative
    - Quasi-judicial action
    - Staff presentation: Paul Hornbeck, Associate Planner

10. Ordinance No. 2015-1492 - An Ordinance Fixing The Compensation of The Municipal Court Judge and Municipal Court Clerk for The Town Of Windsor in Compliance With Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the *Windsor Municipal Code*
    - First reading
    - Legislative action
    - Staff presentation: Ian D. McCargar, Town Attorney

11. November 2014 Financial Report – Dean Moyer, Director of Finance

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. EXECUTIVE SESSION

An executive session pursuant to § 24-6-402 (4) (e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators – Economic Development Prospect (Stacy Johnson)

F. ADJOURN

TOWN BOARD REGULAR MEETING
December 8, 2014 - 7:00 P.M.
Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER 7:04 pm

1. Roll Call

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

Also present:	Town Manager	Kelly Arnold
	Town Attorney	Ian McCargar
	Assistant to the Town Manager/Town Clerk	Patti Garcia
	Director of Finance	Dean Moyer
	Director of Engineering	Dennis Wagner
	Chief Planner	Scott Ballstadt
	Management Assistant	Kelly Unger

2. Pledge of Allegiance
Town Board Member Rose 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
Per Town Attorney McCargar it is recommend an addition under Board Action (as Item C.5.) for review and consideration of Agreement for Lease of Kyger Reservoir Water between the Town of Windsor and Stone Creek Consultants, LLC.

Town Board Member Melendez motioned to approve the agenda as amended; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

4. Board Liaison Reports
   - Mayor Pro-Tem Baker – Water & Sewer Board
     Mayor Pro Tem Baker stated he has no update as there have been no meetings. Next scheduled meeting is February 11, 2015.

   - Town Board Member Morgan – Parks, Recreation & Culture (PReCAB); Great Western Trail Authority (GWTA)
     No report - absent

   - Town Board Member Melendez – Downtown Development Authority (DDA); Chamber of Commerce
     Town Board Member Melendez reported that the Town, the DDA, and the Chamber of Commerce sends their thanks to Great Western for bringing Santa Claus on the train to

DRAFT

the event. Early estimates are that approximately 1,200-1,500 attended, with well over 400 of those being children.

The Chamber of Commerce in the middle of Board election which closes 12/15/14 and from this 2 new Directors will join the Board. The Chamber got the opportunity to attend the WACE Conference in February, they perhaps will send the Board President. They are going to schedule a retreat in late February or early March of 2015. The next plan is the Annual dinner.

- Town Board Member Rose - Clearview Library Board
  Town Board Member Rose stated no report and the Board meets this Wednesday at 5:30 pm.

- Town Board Member Bishop-Cotner –Historic Preservation Commission; Planning Commission
  Town Board Member Bishop-Cotner reported that the Historic Preservation Committee meets on Wednesday. The Planning Commission met last week on Wednesday and from that item #1 for tonight was tabled by them.

- Town Board Member Adams – Poudre River Trail Corridor Board (PRTCB); Tree Board
  Town Board Member Adams reported that the Tree Board decided on a theme for the poster contest with the schools. They heard a report from the town forester on all that takes place with their reviews. Dates were set to include the tree sale on 4/17/15 and 4/18/15,and sick tree day on 6/23/15.

  PRTCB discussed the corridor master plan status which is moving along and ready to be finalized. They discussed the appraisals that the still are working on along the trail. They also discussed working with Great Western Railroad on moving the trail to be able to work with the railroad. It will end up being the City of Greeley, Town of Windsor, and the Trail Board all working together.

- Mayor Vazquez – Windsor Housing Authority (WHA); North Front Range/MPO
  Mayor Vazquez reports that the North Front Range MPO met last Thursday where they discussed that the transportation commission will be voting on whether to appropriate $30 million to the Crossroads and I-25 interchange which will include widening and a grade match. MPO has approved all call for projects and Windsor has qualified for some funding. However, Windsor's share was rather small so the Windsor funds were appropriated to the 65th Avenue project for Evans and Greeley. Evans and Greeley extend their thanks to the Town of Windsor.

  Dr. Jones, from the Great Western Trail Authority gave the news that they have received a $500,000 award which is appropriated to make the trail connect from Severance to Eaton.

5. Public Invitation to be Heard

Mayor Vazquez opened the meeting for public comment, there was none.

B. CONSENT CALENDAR

1. Minutes of the November 24, 2014 Regular Town Board Meeting – B. Roome
2. Resolution No. 2014-77 - A Resolution of The Windsor Town Board Pursuant to Section 9.1 (A) Town of Windsor Home Rule Charter Reaffirming the Appointment of and Amending The Terms of Representation Between The Town of Windsor and Town Attorney Ian D. McCargar
3. Resolution No. 2014-78 - A Resolution Ratifying, Approving, and Confirming the Terms and Conditions of the Employment Agreement, as Amended, Between the Town of Windsor and Town Manager Kelly E. Arnold
4. Report of Bills – November 2014 – D. Moyer

Mayor Pro-Tem Baker motioned to approve the Consent Calendar as presented; Town Board Member Melendez seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

C. BOARD ACTION

NOTE: The official record of this evening's proceedings shall include the application, staff memos and recommendations, packet materials and supporting documents, and all testimony received for the following Board Action items.

1. Public Hearing - Compliance with a Conditional Use Grant approved in 2013 for the property located at 217 2nd Street, Lot 17, Burlington Subdivision
    a. Staff presentation: Ian D. McCargar, Town Attorney

Town Board Member Adams motioned to open the public hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

Staff Presentation:
Per Mr. McCargar, **i**n May 2013, the Planning Commission and Town Board approved a conditional use grant for Lot 18, Burlington Subdivision, to continue the outdoor storage use on the vacant, unimproved property. This conditional use grant was subject to specific conditions, with set deadline dates, agreed to by the applicants, but all of those conditions have not been met. In accordance with Section 16-7-40 of the Municipal Code, a public hearing before the Planning Commission was scheduled on December 3, 2014 for the Planning Commission to receive testimony and make a recommendation to Town Board on this issue. However, the property owners were not in attendance at that meeting, and the Planning Commission continued its public hearing until January 7, 2015 in order for the property owners to be present at the public hearing. Since that public hearing was continued, the Planning Commission was unable to make its recommendation to the Town Board. As such, it is appropriate for the Town Board to also continue tonight's public hearing until January 12, 2015 in order to receive the Planning Commission's recommendation that will be rendered on January 7, 2015 and to receive testimony and take action on this issue.

Town Board Member Bishop-Cotner motioned to continue the public hearing until January 12, 2015; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

2. Resolution No. 2014 –79 - A Resolution Supporting the Efforts of the Windsor Housing Authority in Seeking Financial Support from the Colorado Department of Local Affairs with Respect to Phase 2 of the Windsor Meadows Workforce Housing Project, and Specifying the Financial Support Available from the Town for the Benefit of the Windsor Housing Authority in Conjunction Therewith.
    a. Legislative action
    b. Staff presentation: Ian D. McCargar, Town Attorney

Town Board Member Melendez motioned to approve Resolution 2014-79; Town Board Member Bishop-Cotner seconded the motion.

Staff Presentation:
Per Mr. McCargar, at the October 20th and November 24th work sessions, Chairman John Moore of the Windsor Housing Authority (WHA) met with the Town Board to discuss building permit fee waivers for Phase 2 of the Windsor Meadows Apartments. During the discussions, Mr. Moore requested that the Town consider waiving the same building permit fees for Phase 2 of the project as were waived for Phase 1, with the exception of the raw water fee which the WHA will be paying. At the November 24th work session it was the consensus of the Town Board to waive the building permit fees that are outlined in Section 2 of the enclosed Resolution No. 2014–79.

Staff recommends approval of Resolution 2014-79 as written.

Mr. Moore thanked the Board for their time and support. Phase 2 is well on its way to being very successful, hopefully as much as Phase 1 was.

Ms. Melendez asked if applicants are allowed to complete paperwork in 2014
Per Mr. Moore, they are already receiving "placeholders" which will become official after January 1, 2015

Ms. Melendez asked when they will receive the final word that the project is a go.
Mr. Moore answered this would happen in February

Mayor Vazquez asked how many other projects area applying for this funding.
Mr. Moore answered that there is only one other and it is in Loveland.

Mayor Vazquez asked if the project in Loveland is competing for the same funds or can both projects stand alone on their merits and be awarded.
Per Mr. Moore, the projects are stand alone and both should qualify.

Mayor Vazquez asked if the Loveland Housing Authority is the guarantor on the project.
Per Mr. Moore, they are

Roll call on the vote resulted as follows: Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

3. Resolution No. 2014-80 - A Resolution Establishing Rates For Town Of Windsor Water Service Customers, And Authorizing The Implementation Of Such Rates
    a. Legislative action

b. Staff presentation: Dean Moyer, Director of Finance

Town Board Member Melendez motioned to approve Resolution 2014-80; Town Board Member Bishop-Cotner seconded the motion.

Staff Presentation:
Per Mr. Moyer, the current rate structure was developed in response to the worst part of the drought in 2003, as well as the 2011 water rate study recommendations. The Town added a third tier to this system in 2012 to target those customers that use on a monthly basis more water than was dedicated with their property when annexed, especially targeting single family homes without a non-potable irrigation system. The tiers are tied to the annual CBT water share allocation, one tier at the historical allocation of 16,000 gallons per month, the second tier being 16,001 up to 22,500 gallons per month and the third tier being over 22,500 gallons per month. The 22,500 gallons per month equates to 100% CBT allocation spread over 12 months.

Historically the Town has passed along any increases from our suppliers and cost of service increases to our customers by adjusting the dollars charged per 1,000 gallons. The Town adopted a policy of not increasing the rates until the January of the following year. The Town has learned from Greeley that the cost for 2015 water should increase by 4%. The Town also learned that North Weld will not be increasing our rate for 2015. Our contract with South Ft. Collins does not call for any cost increase in 2015 water. Water purchase records show that we purchase about 33% of our water supply from the City of Greeley.

Using a weighted average approach to apply the cost increase, an increase of rates by 1.33% for 2015 is proposed. This is figured by dividing a 4% increase by the 33% portion of our overall water supply.

Staff recommends adopting the rate structure as presented effective beginning January 15, 2015. This recommendation was approved by the Water and Sewer Board at their meeting on October 8, 2014.

Mayor Pro-Tem Baker asked what the base fee goes towards.
Per Mr. Moyer this goes part towards infrastructure and part to ensure that no matter how much water the Town sells there is still enough funding to operate.

Mayor Vazquez wanted to clarify that this rate increase is merely a pass through because the City of Greeley raised their rates.

Ms. Melendez asked if the base fee will remain the same and the upper tiers will be increased.
Per Mr. Moyer this is correct.

Roll call on the vote resulted as follows: Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

4. October Financial Report
   - Staff presentation: Dean Moyer, Director of Finance

Staff Presentation:

Mr. Moyer first explained to the Town Board about one specific payment to the City of Greeley. This is for the Southgate IGA payment which is the business park by Peak Kia at Hwy 34 and CR7. This IGA was made when Windsor annexed the land and the agreement was for the sales tax to be split with Greeley with 40% going to Greeley.

Mr. Moyer presented the October 2014 financial report highlighting the following:

- The Town recorded the highest gross sales tax collection for the single month of October.
- October 2014 year-to-date gross sales tax increased 20.20% over October 2013.
- Through October the Town has collected $6.7M in sales tax, which is roughly $1,000,000 higher than through October2013.
- Construction use tax through October is at 73% of the annual budget at $1,277,292.
- Single Family Residential (SFR) building permits total 217 through October. This is down from the October 2013 number of 309
- 20 business licenses were issued in October, 9 of which were sales tax vendors.
- Operations expenditures are on track as a whole, expending 79% of the annual budget compared to the benchmark of 83%.

Mayor Vazquez asked how difficult it would be to keep the table on capital projects updated in the financial monthly reports.

Mr. Arnold stated it is updated monthly and it is on the webpage. Staff will continue to include it in the monthly financial report if that is the direction that the Board wants to go.

Mr. Bishop-Cotner asked what category is orange in the chart.

Per Mr. Moyer this is storm drainage

Mr. Bishop-Cotner noted the steady pace of 20% above last year for sales tax for the entire year and asked why that is.

Per Mr. Moyer one reason for this was in January there was the single large $320,000 payment which immediately put the Town at a much higher collection rate. With that payment removed we are at 12% above last year.

Mayor Pro-Tem Baker stated that next year should be higher again because of ballot increase, how will it be displayed

Per Mr. Moyer he will use a separate chart to accurately track those funds which will also ensure it doesn't skew the percentages of increase or decrease from the previous year.

Mayor Vazquez asked Mr. Moyer to provide data as to whether or not the Costco in Timnath has affected our stores and he would like to see it tracked through the first quarter of 2015.

5. Review and consideration of Agreement for Lease of Kyger Reservoir Water between the Town of Windsor and Stonecreek Consultants, LLC
   - Staff presentation: Dennis Wagner, Director of Engineering

Town Board Member Melendez motioned to approve the Agreement for Lease of Kyger Reservoir Water between the Town of Windsor and Stone Creek Consultants, LLC; Town Board Member Bishop-Cotner seconded the motion.

<u>Staff Presentation:</u>

Per Mr. Wagner this is an agreement with Stone Creek Consultants for them to lease up 165 acre feet of water stored in Kyger Reservoir for the calendar year of 2015 at a cost of $1,000 per acre foot. The water would be pumped from the Kyger Reservoir to the Poudre River, they won't use trucks to haul the water. Stone Creek is responsible for providing and maintaining the pumps.

Mr. Baker asked if the money goes into the water enterprise fund.
Per Mr. Wagner it will go into the Non-potable water fund.

Mr. Baker asked if he thinks that $1,000 is a fair price.
Mr. Wagner answered that it is market value for water. The water is planned for augmenting the river for hydraulic fracturing of oil and gas wells and this is market price for that.

Mr. Baker asked if there have been any other inquiries about leasing water.
Mr. Wagner answered that right now there is one other company and he will most likely bring something to the Town Board in January. This request might be up to 400 acre feet of water.

Mayor Vazquez asked if this is a contract with a water broker who might turn around and sell the water to oil and gas users. The Town is not actually selling water directly to the oil and gas users.
Mr. Wagner stated this is a broker

Mayor Vazquez confirmed that this is an augmentation use where water is released directly into the river system and Stone Creek does the accounting. The water is not loaded up into trucks and hauled off to an oil and gas site, which means there is no more truck traffic being created by this agreement.

Mr. Baker asked if free water is still happening.
Mr. Wagner answered that the Poudre River is still free.

Mr. Baker asked if we are going to replenish our water supply for free.
Mr. Arnold stated it costs $24,000 a month to set up and operate a pump so it needs to be debated if this is something the town wants to pursue.

Roll call on the vote resulted as follows: Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

D. COMMUNICATIONS

1. Communications from the Town Attorney –
Mr. McCargar stated no communications

2. Communications from Town Staff -
No communications

3. Communications from the Town Manager
Mr. Arnold stated that next week at the Community Recreation Center the Work Session is a joint session with the Planning Commission. There will be a presentation on demographics and the housing study. There will be a Regional Tourism Act Update by the GoNoCo Board. There also will be preliminary information on residential LED light conversion process. Following the

agenda items Mr. Arnold and Mr. McCargar will host a holiday two hour reception with the Mayor and Town Board. This will be posted as per law.

4. Communications from Town Board Members
Ms. Melendez asked whether or not the December 22, 2014 meeting is cancelled or not.
Per Mr. Arnold it is cancelled.

Mayor Vazquez asked the community to keep the Denver Police Department officer who was stuck by a car in their thoughts and hope for his recovery.

This is the last Board meeting of 2014 and wishes everyone happy holidays, Happy Hanukah and Merry Christmas.

E. ADJOURN
Upon a duly made motion, the Regular Meeting was adjourned at 7:50 p.m.

Bruce Roome

Bruce Roome, Deputy Town Clerk

TOWN OF WINDSOR

RESOLUTION NO. 2015-01

A RESOLUTION DESIGNATING A PUBLIC PLACE FOR THE POSTING OF NOTICES CONCERNING PUBLIC MEETINGS

WHEREAS, in compliance with the Colorado Open Meetings Law and amendments thereto, the Town Board desires to designate a public place for the posting of notices concerning public meetings;

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

1. That a bulletin board has been placed in the reception area of Windsor Town Hall at 301 Walnut Street, Windsor, Colorado, and that such bulletin board is hereby designated as a public place for the purpose of giving full and timely notice of public meetings.

2. That the designation of a public place by this Resolution shall not be deemed to preclude the Town from providing other or different notice of public meetings, so long as such notice is full and timely and otherwise in compliance with the Colorado Open Meetings Law and subsequent amendments thereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of January, 2015.

TOWN OF WINDSOR

By:_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Regular meeting packets, January 12, 2015
From: Ian D. McCargar, Town Attorney
Re: Resolution approving Larimer County law enforcement IGA
Item #: B.3.

Background / Discussion:

The Larimer County Sheriff's Office provides law enforcement services in that portion of Windsor that lies within Larimer County. In 2012, the Sheriff's Office reached out to other municipalities and CSU with a proposal to "deputize" local law enforcement officers, so that the municipal and CSU law enforcement personnel can legally enforce state law and carry out arrests within Larimer County. The Town Board approved this arrangement in November, 2012. The attached IGA extends these terms for another four years, subject to extension as the Sheriff may request. Chief Michaels has considered this version and has given his approval. The Recitals in the attached Resolution give further explanation of the basis for the proposal.

The attached IGA contains the terms by which the Town's peace officers are given authority to serve in this capacity. The Agreement does not change the Town's practices or procedures, and does not create any employment relationship with the County. The peace officers are simply serving as county law enforcement only to the extent of being authorized to enforce state law and make arrests within the County.

The Agreement acknowledges that each entity is by law prohibited from indemnifying the others, but then goes on to say such duty exists to the extent permitted by law. This is a legal fiction, and does not reduce the Town's defenses to a claim for indemnification by the other parties.

Financial Impact: None.

Relationship to Strategic Plan: Safety and Security.

Recommendation: Approve attached Resolution 2015-02 (simple majority required).

Attachments: Resolution No. 2015-02 and Intergovernmental Agreement Regarding The Authorization of Peace Officers to Enforce Laws and Arrest Throughout Larimer County; Resolution Approving An Intergovernmental Agreement Between The Town Of Windsor, Colorado, And Larimer County Law Enforcement Agencies For The Purpose Of Coordinated Law Enforcement Services, And Authorizing The Mayor To Execute Same

TOWN OF WINDSOR

RESOLUTION NO. 2015-02

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR, COLORADO, AND LARIMER COUNTY LAW ENFORCEMENT AGENCIES FOR THE PURPOSE OF COORDINATED LAW ENFORCEMENT SERVICES, AND AUTHORIZING THE MAYOR TO EXECUTE SAME

WHEREAS, the Town of Windsor ("Town") is partially located within Larimer County, Colorado ("County"); and

WHEREAS, the Town enjoys a cooperative relationship with the Larimer County Sheriff's Office; and

WHEREAS, other neighboring communities, including the City of Fort Collins, the City of Loveland, the Town of Johnstown, the Town of Estes Park, the Town of Berthoud, the Town of Timnath (collectively, "Towns") and Colorado State University ("CSU") likewise have a cooperative relationship with the Larimer County Sheriff's Office; and

WHEREAS, pursuant to Colorado Revised Statutes Section 29-1-203(1), the County is authorized to cooperate with the Towns and the Colorado State University Board of Governors ("CSU") to provide any function or service lawfully authorized to each; and

WHEREAS, the County, the Towns, and CSU ("Parties") recognize that cooperative and coordinated multi-jurisdiction law enforcement is the most effective and efficient way to impact criminal activity and to alleviate the strain on law enforcement resources devoted to problems that cross jurisdictional boundaries within Larimer County; and

WHEREAS, the Parties believe that the authorization of commissioned Peace Officers employed by each party to enforce laws and effectuate arrests throughout Larimer County allows for a greater impact on crime and potential reduction of harm to the overall community than any one agency could achieve within its own jurisdictional boundaries; and

WHREAS, the primary objectives of the Parties participating in cross-jurisdictional law enforcement and arrest authority are to impact crime locally and regionally through a balanced enforcement approach and to provide a deterrent to cross-jurisdictional crime by increasing the risk to offenders of detection, apprehension, prosecution and conviction; and

WHEREAS, the Parties have negotiated the attached Intergovernmental Agreement Regarding the Authorization of Peace Officers to Enforce Laws and Arrest throughout Larimer County ("Agreement"), and by its terms desire to provide for the most effective performance of cross-jurisdictional law enforcement impacting and benefiting these regional governmental entities; and

WHEREAS, the Windsor Chief of Police has reviewed the attached Agreement, and has requested that the Town Board approve it and authorize its execution; and

WHEREAS, the Town Board has reviewed the attached Agreement and finds that it promotes the public health, safety and welfare.

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

1. The attached Agreement, incorporated by this reference as if set forth fully herein, is hereby approved by the Town Board for the Town of Windsor.

2. The Chief of Police is hereby authorized to execute the said Agreement in the form attached hereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of January, 2015.

TOWN OF WINDSOR, COLORADO

By:_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

Agreement For Law Enforcement Authorization

Colorado State University Police Department
Estes Park Police Department
Fort Collins Police Services
Johnstown Police Department
Larimer County Sheriff's Office
Loveland Police Department
Windsor Police Department
Timnath Police Department

INTERGOVERNMENTAL AGREEMENT REGARDING THE

Authorization of Peace Officers to enforce laws and arrest throughout Larimer County

This Agreement is made and entered into this _____day of _____, 2014, by and between the Larimer County Sheriff's Office and Larimer County, a political subdivision of the State of Colorado; the City of Fort Collins, Colorado, a municipal corporation on behalf of Fort Collins Police Services; the City of Loveland, Colorado, a municipal corporation on behalf of Loveland Police Department; the Town of Windsor, Colorado, a municipal corporation on behalf of Windsor Police Department; the Town of Estes Park, Colorado, a municipal corporation on behalf of Estes Park Police Department; the Town of Timnath, a municipal corporation on behalf of Timnath Police Department; the Town of Johnstown, a municipal corporation on behalf of Johnstown Police Department; and the Board of Governors of the Colorado State University System, acting by and through Colorado State University for use of its Police Department, collectively referred to as the "Parties".

WITNESSETH:

Whereas, the County is a political subdivision of the State of Colorado duly organized and existing in accordance with Colorado law. The City of Fort Collins, City of Loveland, Town of Timnath and the Town of Windsor are home rule municipalities and the Town of Estes Park and the Town of Johnstown are statutory towns, all duly organized and existing in accordance with Colorado law; and

Whereas, pursuant to C.R.S. Section 29-1-203(1), the County of Larimer, the City of Fort Collins, the City of Loveland, the Town of Windsor, the Town of Estes Park, the Town of Timnath, the Town of Johnstown, and the Board of Governors of the Colorado State University System are authorized to cooperate with one another to provide any function or service lawfully authorized to each and are therefore each authorized under C.R.S. Section 29-1-203(1) to enter into this Agreement; and

Whereas, the Parties recognize that cooperative and coordinated multi-jurisdiction law enforcement is the most effective and efficient way to impact criminal activity and to alleviate the strain on law enforcement resources devoted to problems that cross jurisdictional boundaries within Larimer County; and

Whereas**,** the Parties believe that the authorization of commissioned Peace Officers employed by each party to enforce laws and effectuate arrests throughout Larimer County allows for a greater impact on crime and potential reduction of harm to the overall community than any one agency could achieve within its own jurisdictional boundaries; and

Whereas, the objectives of the Parties participating in this authorization of cross-jurisdictional law enforcement and arrest authority are to impact crime locally and regionally through a balanced enforcement approach and to provide a deterrent to cross-jurisdictional crime by increasing the risk to offenders of detection, apprehension, prosecution and conviction; and

Whereas, some of the Parties to this agreement have previously entered into agreements providing for the formal commissioning of peace officers throughout Larimer County and although the previous agreements and commissions have been mutually beneficial, the Parties desire to provide for the most effective performance of cross-jurisdictional law enforcement impacting and benefiting these regional governmental entities.

NOW, THEREFORE, in consideration of the Parties' mutual promises and agreements contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereto agree as follows:

1. Termination of Prior Intergovernmental Agreements: Those Parties to previous Intergovernmental Agreements, Memorandums of Understanding or Commissions of Peace Officers to act within the jurisdiction of unincorporated Larimer County agree that this Agreement shall replace, terminate and supersede in all respects any previous agreement, understanding, deputization or commission between the Parties and individual Peace Officers concerning cross-jurisdictional authorization throughout Larimer County.

2. Definitions:

A. Foreign Officer: a Peace Officer employed by a jurisdiction other than where he is enforcing state laws or effectuating an arrest, as contemplated by C.R.S. § 16-3-102 and 16-3-106.

B. Home Jurisdiction: the jurisdiction within the territorial boundary in which the peace officer is employed.

C. Peace Officer: All references and authorizations under this agreement to "Peace Officers" shall be limited to Peace Officers certified by the Peace Officers Standards and Training Board.

D. Unincorporated Larimer County: The territory between the county boundaries, exclusive of the territory of incorporated towns and cities that exists within Larimer County and exclusive of the original territory known as Rocky Mountain National Park.

3. Term of Agreement: The term of this Agreement shall begin January 1, 2015 and continue until January 31, 2019, unless sooner terminated as provided herein or extended by mutual written agreement of the Parties. If no written extensions or separate agreements are enacted, this Authorization shall automatically terminate at the end of January 31, 2019.

Any party may immediately terminate its participation in this Agreement by providing notice of such termination to all other Parties. Termination pursuant to this paragraph will not affect any authorization provided by statute.

4. Local Authorization: Commissioned Peace Officers employed by a Party agency, are hereby authorized to enforce state laws and effectuate arrests throughout Larimer County.

A. Notice: Foreign Officers acting under this agreement shall notify the local jurisdiction, as applicable, prior to taking action under this agreement, or if circumstances make prior notification unreasonable, they shall notify the local jurisdiction as soon as reasonable after taking action within that jurisdiction.

B. Agency: Foreign Officers acting under this agreement shall remain the employees of their home agency. Nothing contained in this Agreement, and no performance under this Agreement by personnel of the Parties hereto shall in any respect alter or modify the status of officers, agents, or employees of the respective Parties for purposes of workers' compensation or their benefits or entitlements, pension, levels or types of training, internal discipline, certification, or rank procedures, methods, or categories, or for any purpose, or other conditions or requirements of employment.

C. Home Jurisdiction Policy: A Peace Officer enforcing state laws or effectuating an arrest throughout Larimer County under this agreement, must comply with their home jurisdiction's policies, procedures or other requirements.

D. Investigative Authority. This Agreement does not limit, restrict or hinder a Law Enforcement Agency or Peace Officer from conducting an investigation or require them to obtain prior authorization before conducting an investigation throughout Larimer County. This Agreement does not authorize a Law Enforcement Agency or Peace Officer to execute a search warrant unless in compliance with state law, including but not limited to C.R.S. §16-3-305.

5. Indemnification: The Parties acknowledge that each are governmental entities that may not be permitted under current Colorado law to indemnify another entity, and further acknowledge that each party's agreement to indemnify the other is limited by applicable constitutions, statutes and case law. As such, to the extent expressly authorized by law, and consistent with the requirements of the Colorado Governmental Immunity Act (C.R.S. Section 24-10-101, et seq.), the Parties hereby indemnify and hold harmless the others from any loss, liability or damage, including attorneys' fees that each party may incur arising out of any negligent acts or omissions of the others in exercising authority in another jurisdiction granted under this Agreement. No term or condition in this Agreement shall constitute a waiver of any provision of the Colorado Governmental Immunity Act.

6. Liability: The Parties acknowledge that each is a governmental entity that may be

covered by the Colorado Governmental Immunity Act.

A. The Parties agree that during the time a Peace Officer employed by a Party exercises their authority under this agreement to enforce state laws or effectuate an arrest throughout Larimer County, any liability which accrues under the provisions of the Colorado Governmental Immunity Act, C.R.S. Section 24-10-101, et seq., on account of a negligent or other tortious act or omission of the Peace Officer while exercising authority under this agreement throughout Larimer County shall be imposed upon the Party employing such Peace Officer.

B. Each Party, to the extent permitted by federal and state law, shall be liable for the acts or omissions of its respective personnel. Nothing herein shall be deemed a waiver of the notice requirements, defenses, immunities and limitations of liability that the Parties and their respective officers and employees may have under the Colorado Governmental Immunity Act (C.R.S. Section 24-10-101, et seq.) and under any other law.

C. Each Party, to the extent permitted by law, waives all claims and causes of action against the other Parties for compensation, damages, personal injury or death occurring as a consequence, direct or indirect, of the exercise of authority under this Agreement. Each Party shall be responsible for any worker's compensation claims filed by its respective personnel arising from injuries sustained as a result of exercising authority under this agreement within the course and scope of their employment.

7. Revocation of Authority: Each Party at its discretion may revoke the authorization of individual Peace Officers from exercising authority under this Agreement. Once authorization for a specific Peace Officer has been revoked, that Officer's authority to act throughout Larimer County shall be limited as outlined by law, including but not limited to C.R.S. § 16-3-102 and 16-3-106. Revocation shall be issued by the Sheriff or by the chief law enforcement officer employing the Peace Officer, and shall be effective upon transmission of the revocation action to the other Parties' chief law enforcement officer.

8. No Third Party Beneficiaries: This Agreement is made for the sole and exclusive benefit of the Parties hereto and shall not be construed to be an agreement for the benefit of any third party or parties and no third party shall have a right of action hereunder for any cause whatsoever.

9. Waiver: No waiver by any of the Parties hereto of any of the terms and conditions of this Agreement shall be deemed to be or be construed as a waiver of any other term or condition of this Agreement, nor shall a waiver of any breach of this Agreement be deemed to constitute a waiver of any subsequent breach of the same provision of this Agreement.

10. Severability: If any provision of this Agreement, or the application of such provision to any person, entity or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons, entities, or circumstances other than those in which it is held invalid, shall not be affected thereby.

11. Relationship of Parties: The Parties hereto enter into this Agreement as separate and independent governmental entities and each shall maintain such status throughout the term of this Agreement.

12. Signature Authority: The persons who sign and execute this Agreement represent that they are duly authorized to execute this Agreement in their individual or representative capacity.

13. Binding Effect: The Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

14. Counterpart Signatures: The Parties agree that counterpart signatures of this Agreement shall be acceptable and that execution of the Agreement in the same form by each and every party shall be deemed to constitute full and final execution of the Agreement.

_____

Brian Phillips, Chief, Johnstown Police Department Date

_____

Scott Harris, Chief, CSU Police Department Date

_____

Wes Kufeld, Chief, Estes Park Police Department Date

_____

John Hutto, Chief, Fort Collins Police Services Date

_____

Justin Smith, Sheriff, Larimer County Date

_____

Luke Hecker, Chief, Loveland Police Department Date

_____

John Michaels, Chief, Windsor Police Department Date

_____

Sherri Wagner, Chief, Timnath Police Department Date

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Re: Approving an Amendment to the Town's Contract with Safebuilt with Respect to Building Inspection Services
Item #: B.4.

Discussion:

As seen in the enclosed contract, in 2005 the Town renewed its agreement for services with our contract inspection agency, Safebuilt Colorado (Safebuilt). At the time this renewal occurred, Safebuilt had not created the database which they now use for tracking all data associated with building permits, including all data associated with Windsor's building permit program.

This relatively new database is known as Meritage and is an exclusive software system designed and copyrighted by Safebuilt. Since the Meritage system was created after the contract was renewed, there is not any language in the contract that discusses how Windsor's data – that is kept within the Meritage system – will be disseminated and transferred to the Town in the event the contract expires or is terminated for any reason.

The enclosed Resolution includes an amendment to the contract that ensures that all materials relative to Windsor's building permit program will be disseminated and transferred to the Town within ten (10) days of any such expiration or termination of the contract and without any cost to the Town.

Lastly, in speaking with the local building official for Safebuilt, Mr. Russ Weber, the information that is included in the enclosed amendment is standard language that is now included in all new Safebuilt contracts.

Recommendation: Approval of Resolution No. 2015-03 as presented.

Attachment: Resolution No. 2015-03

pc: Mike McCurdie, President, M2E, Inc. dba Colorado Inspection Agency dba Safebuilt Colorado
Russ Weber, Building Official, Safebuilt Colorado

TOWN OF WINDSOR

RESOLUTION NO. 2015-03

A RESOLUTION APPROVING AN AMENDMENT TO THE TOWN'S CONTRACT WITH SAFEBUILT COLORADO WITH RESPECT TO BUILDING INSPECTION SERVICES

WHEREAS, the Town of Windsor ("Town") is a Colorado home rule municipality with all powers and authority provided by Colorado law; and

WHEREAS, Safebuilt Colorado ("Safebuilt") is in the business of providing high-quality building inspection and related services to municipalities in Colorado and elsewhere; and

WHEREAS, in 2005, the Town entered into that certain Agreement By and Between the Town of Windsor, and M2E, Incorporated *dba* Colorado Inspection Agency for Building Department Services ("Agreement"), under which the Town and the predecessor to Safebuilt have successfully served the community; and

WHEREAS, each year, the Director of Planning reviews the Agreement and discusses potential amendments with Safebuilt; and

WHEREAS, the Town and Safebuilt have negotiated the attached Amendment to October 24, 2005, Agreement By and Between the Town of Windsor, and M2E, Incorporated *dba* Colorado Inspection Agency for Building Department Services ("Amendment"), the terms of which are incorporated herein by this reference as if set forth fully; and

WHEREAS, the Town Board has reviewed the attached Amendment, and has concluded that its terms promote the public health, safety and welfare; and

WHEREAS, the Town Board wishes to approve the Amendment, and to authorize the Mayor to execute it on the Town's behalf.

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

1. The attached Amendment to October 24, 2005, Agreement By and Between the Town of Windsor, and M2E, Incorporated *dba* Colorado Inspection Agency for Building Department Services is hereby approved.

2. The Mayor is hereby authorized to execute the said Amendment on the Town's behalf.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of January, 2015.

TOWN OF WINDSOR, COLORADO

By:_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

AN AGREEMENT BY AND BETWEEN THE TOWN OF WINDSOR, AND M2E, INCORPORATED d/b/a COLORADO INSPECTION AGENCY FOR BUILDING DEPARTMENT SERVICES

This agreement is made and entered into this 24th day of October ,2005 by and between the Town of Windsor, Colorado, a Colorado home rule municipality, hereinafter referred to as the "Town", and M2E, Incorporated d/b/a Colorado Inspection Agency, a Colorado corporation, hereinafter referred to as the "Corporation".

WHEREAS, the Town has previously contracted with the Corporation to provide certain plan review and building inspection services; and

WHEREAS, the Corporation and the Town desire to continue this contractual relationship based upon the recitals contained in this Agreement; and

WHEREAS, in order to clearly set forth the responsibilities, powers, and rights of each of the parties, the Town and the Corporation enter into this Agreement;

NOW, THEREFORE, in consideration of the recitals, promises, and covenants herein set forth, and any other good and valuable consideration receipted for, the parties agree as follows:

1. The Town authorizes the Corporation to perform all required plan reviews and inspections of buildings and structures within the incorporated boundaries of the Town based upon the Town's adopted Building Code, Mechanical Code, Plumbing Code, Electrical Code; and any other adopted codes and amendments or applicable State and Federal requirements, and other Town-adopted regulations, standards, and requirements related to building construction (collectively, the "Town's Codes").

2. The services to be provided by the Corporation to the Town are listed in "Attachment A – List of Services." Services may be added, deleted, or modified from time to time if jointly agreed upon in writing by both parties. The parties further agree that the fees listed in "Attachment B – Fee Schedule" may be modified in writing if jointly agreed upon by both parties in the event services provided by the Corporation to the Town are added, deleted or modified from those stated in Attachment A at the time this Agreement is signed. Any modification of "Attachment B-Fee Schedule" not related to such additions, deletions or modifications shall require both the written agreement of the parties and the subsequent approval of such modification by the Windsor Town Board.

3. The Corporation shall utilize the Town's Codes as its governing criteria in all plan reviews and inspections performed by the Corporation. The Corporation shall, from time to time, at the request of the Town or as deemed appropriate by the Corporation, make recommendations for

improvements, updates, additions, or deletions to the Town's Codes to maintain the building standards desired by the Town.

4. The Corporation shall provide plan review and building inspection services at no cost or expense to the Town for all Town-owned improvements and structures that are newly constructed, altered, modified, or renovated by the Town.

5. In consideration of the Corporation providing such services and in accordance with payment methods established by the Town and the Corporation, the Town shall pay the Corporation for the services performed on each building permit in accordance with the fee schedule included herein as "Attachment B – Fee Schedule". Ten percent (10%) of collected fees shall be rebated monthly to the Town to cover the Town's administrative and other costs. These fees are for building department services provided by the Corporation for other than Town-owned buildings. All fees will be billed and submitted by the Corporation to the Town on a monthly basis.

6. Building permit fees shall be based on project valuation as determined by the Corporation, shall be defined as the total value of all construction work for which the permit is issued, and shall include but not be limited to: all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, permanent equipment, architectural/engineering services, and contractor's profit. The methodology for project valuation may be adjusted annually by the Town upon the presentation to it of evidence satisfactory to justify such modification.

7. The Corporation shall investigate complaints of Town Code violations when directed by an administrative officer of the Town or the Town Board, or when such complaints are received directly from a resident of the Town, a construction professional working in the Town, or other credible source. Following such investigation, the Corporation shall report to the Town's Director of Planning and, when instructed to do so, shall provide a written summary of such investigation to the Town's Director of Planning. All investigations and reporting shall be performed by the Corporation at no cost or expense to the Town; provided that, upon prior approval of the Town's Director of Planning, the Corporation may charge a standard investigation fee to the owner as stated in "Attachment B". At the request of the Town and upon approval of the Corporation, and subject to payment at the hourly rate identified on "Attachment B" for such services, the Corporation shall assist the Town in pursuing administrative, criminal, and/or civil remedies against any violator of the Town's Codes including but not limited to, providing testimony by Corporation inspectors in any proceedings regarding the violation.

8. The Town shall not be liable for the direct payment of any salaries, wages, payroll taxes, unemployment benefits, or any and all other forms or types of compensation or benefit to any personnel performing inspection services herein for said Town. The Corporation acknowledges that neither it nor its employees are covered by the Town's Workers' Compensation policy. Accordingly, the Corporation acknowledges and agrees that the Corporation is statutorily required to have in place, make available, and provide Workers' Compensation insurance for all of its employees.

9. The Corporation agrees to indemnify and hold harmless the Town, its officers and employees from and against all liability, claims and demands on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss, or damage to the extent caused by the negligent act, omission, or error of Corporation, or any officer, employee, representative or agent of Corporation.

10. To the extent permitted by law the Town shall indemnify the Corporation for claims against the Corporation arising from the proper enforcement of any of the Town's Codes, as defined herein, which are determined by a court of competent jurisdiction to be unconstitutional or otherwise invalid.

11. The Corporation or its employees shall not be deemed to assume any liability for intentional or negligent acts of the Town or any of its officers, agents, or employees. To the extent permitted by law, the Town agrees to indemnify and hold harmless the Corporation from any and all claims arising from such acts. The Town further agrees to investigate, handle, respond to, and to provide defense for and defend against or at the Town's option to pay the attorney's fees for defense counsel of the Town's choice for, any such liability, claims, or demands.

12. The Corporation agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to ensure against all liability, claims, demands, and other obligations of the Corporation, in forms, amounts and through insurers acceptable to the Town.

13. For the purposes of providing the building department services described herein, the Town appoints the Corporation as the sole building official for the Town and grants the Corporation all rights and privileges established by ordinance or statute for this position.

14. Either party to this Agreement may terminate this Agreement upon ninety (90) days' written notice to the other party. If such termination does occur, all structures that have had inspections made but are not completed at the time of termination may be completed through final inspection at the agreed fee rate if the Town so requests and if the Corporation agrees to do so, provided that the work to reach such completion and finalization does not exceed ninety (90) days. The Town shall pay all outstanding fees owed to the Corporation for the work accomplished to the date of termination within thirty (30) days of the termination.

15. This Agreement may be renewed annually by written notice from the Town to the Corporation of intent to renew. At that time, the Agreement may be changed or amended as negotiated by the parties. In the absence of a written notice from the Town to the Corporation stating its intent to renew, this Agreement will continue in force until such time as the Town notifies the Corporation of its desire to terminate this Agreement pursuant to the terms and conditions herein. It remains understood and agreed that in all circumstances renewal of this Agreement remains subject to annual monetary appropriations by the Windsor Town Board sufficient to fund any obligations not otherwise covered by the payment of fees as provided for herein.

16. The Corporation shall perform its services with reasonable care, skill and diligence required of other entities providing similar services under similar conditions.

17. This Agreement shall be construed and enforced in accordance with the provisions of Colorado law and the codes, resolutions and ordinances of the Town related to the services covered herein

18. In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules, before resorting to arbitration, litigation, or some other dispute resolution procedure.

19. This Agreement constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supercede any and all previous communications and representations, whether oral or written, with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Town, by resolution duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Clerk. Likewise, the officers of the Corporation have subscribed to this Agreement by affixing their signatures all on the day and year first above written.

TOWN OF WINDSOR, COLORADO

By: _____
Mayor

Attest: _____
Town Clerk

M2E Incorporated d/b/a Colorado Inspection Agency

By: _____
Mike McCurdie, President

Attest: _____
Secretary

ATTACHMENT A TO TOWN OF WINDSOR AGREEMENT

List of Services

Agreement dated: October 24, 2005

Note: This list of services can be updated and amended as necessary to ensure the Town's needs are met and the services provided satisfy the Town, property owners, and the building community.

Plan review services being provided as part of this contract

Perform plan review on all building projects in the Town. These include, without limitation, single-family residence construction; basement finish projects; new commercial buildings; tenant improvements in existing commercial buildings; decks, porches, carports, and garages; pole barns and agriculture buildings; and existing home upgrades and remodels.

Plan Review Turnaround Times:

Project	Maximum turn-around time
New residential	☐ 5 working days
New commercial	☐ As negotiated
Alter residential	☐ 5 working days
Alter commercial	☐ 10 working days
Miscellaneous	☐ 5 working days

List of inspections being provided as part of this contract

Yes	No	
☒	☐	▪ Setbacks*
☒	☐	▪ Footings*
☒	☐	▪ Wall steel (rebar)*
☒	☐	▪ Underground plumbing
☒	☐	▪ Underground electric
☒	☐	▪ Rough electric
☒	☐	▪ Rough plumbing
☒	☐	▪ Rough heating (flues and vents)
☒	☐	▪ Rough framing
☒	☐	▪ Insulation
☒	☐	▪ Drywall
☒	☐	▪ Final electric
☒	☐	▪ Final plumbing
☒	☐	▪ Final heating
☒	☐	▪ Final building

**For the case of setbacks, footings, and wall steel, Colorado Inspection Agency will either perform the inspections or, alternatively, administer a program requiring written engineering approval of the footings and wall steel (i.e., engineer's letters) and a written surveyor's approval of the setbacks (i.e., a location improvement certificate or similar document).*

In addition to the above inspections, commercial projects may include above-ceiling mechanical and electrical inspections, roof top mechanical inspections, electrical inspections of high-voltage systems, coordination with the local fire department/district on areas of overlap between the fire code and building codes, and multi-stage electric, plumbing, heating, and framing inspections.

Records Management services being provided as part of this contract

Yes	No	
☒	☐	▪ Document Storage and Maintenance (plan review and inspection documents): ☐ at Town location ☒ at CIA controlled location
☒	☐	▪ Document Retention and Destruction (plan review and inspection documents) in accordance with Record Retention and Destruction Plan adopted by the Town.

Other services being provided as part of this contract

Yes	No	
☒	☐	▪ Phone and in-office support and consultation
☒	☐	▪ Field consultation with homeowners, builders, and contractors
☒	☐	▪ Code enforcement for building code-related matters
☒	☐	▪ Fire and disaster response
☒	☐	▪ Recommendation of codes for adoption and/or amendment
☒	☐	▪ Pre-construction reviews on major projects
☒	☐	▪ Training and support for Town staff
☒	☐	▪ Access to CIA's web-based building department software package
☒	☐	▪ AM/PM inspection requests

Additional services available for additional fee

Yes	No	
☐	☒	▪ Water pipe connection inspections
☐	☒	▪ Sewer pipe connection inspections
☐	☒	▪ Administration of the State of Colorado Manufactured Home Inspection Program

ATTACHMENT B TO TOWN OF WINDSOR AGREEMENT

Fee Schedule

Agreement dated: October 24, **2005**

As compensation for the services outlined in the Agreement, the Town agrees to pay Colorado Inspection Agency in accordance with the following:

Valuation				Fee	Valuation				Fee
$1.00	to	1,000.00	=	27.00	23,001.00	to	24,000.00	=	262.45
1,001.00	to	1,100.00	=	29.15	24,001.00	to	25,000.00	=	272.15
1,101.00	to	1,200.00	=	31.30	25,001.00	to	26,000.00	=	279.20
1,201.00	to	1,300.00	=	33.50	26,001.00	to	27,000.00	=	286.20
1,301.00	to	1,400.00	=	35.65	27,001.00	to	28,000.00	=	293.20
1,401.00	to	1,500.00	=	37.80	28,001.00	to	29,000.00	=	300.25
1,501.00	to	1,600.00	=	39.95	29,001.00	to	30,000.00	=	307.25
1,601.00	to	1,700.00	=	42.10	30,001.00	to	31,000.00	=	314.25
1,701.00	to	1,800.00	=	44.30	31,001.00	to	32,000.00	=	321.30
1,801.00	to	1,900.00	=	46.45	32,001.00	to	33,000.00	=	328.30
1,901.00	to	2,000.00	=	48.60	33,001.00	to	34,000.00	=	335.35
2,001.00	to	3,000.00	=	58.30	34,001.00	to	35,000.00	=	342.35
3,001.00	to	4,000.00	=	68.05	35,001.00	to	36,000.00	=	349.40
4,001.00	to	5,000.00	=	77.75	36,001.00	to	37,000.00	=	356.40
5,001.00	to	6,000.00	=	87.50	37,001.00	to	38,000.00	=	363.40
6,001.00	to	7,000.00	=	97.20	38,001.00	to	39,000.00	=	370.45
7,001.00	to	8,000.00	=	106.90	39,001.00	to	40,000.00	=	377.45
8,001.00	to	9,000.00	=	116.65	40,001.00	to	41,000.00	=	384.50
9,001.00	to	10,000.00	=	126.35	41,001.00	to	42,000.00	=	391.50
10,001.00	to	11,000.00	=	136.10	42,001.00	to	43,000.00	=	398.50
11,001.00	to	12,000.00	=	145.80	43,001.00	to	44,000.00	=	405.55
12,001.00	to	13,000.00	=	155.50	44,001.00	to	45,000.00	=	412.55
13,001.00	to	14,000.00	=	165.25	45,001.00	to	46,000.00	=	419.60
14,001.00	to	15,000.00	=	174.95	46,001.00	to	47,000.00	=	426.60
15,001.00	to	16,000.00	=	184.70	47,001.00	to	48,000.00	=	433.60
16,001.00	to	17,000.00	=	194.40	48,001.00	to	49,000.00	=	440.65
17,001.00	to	18,000.00	=	204.10	49,001.00	to	50,000.00	=	447.65
18,001.00	to	19,000.00	=	213.85	50,001.00	to	51,000.00	=	452.50
19,001.00	to	20,000.00	=	223.55	51,001.00	to	52,000.00	=	457.40
20,001.00	to	21,000.00	=	233.30	52,001.00	to	53,000.00	=	462.25
21,001.00	to	22,000.00	=	243.00	53,001.00	to	54,000.00	=	467.10
22,001.00	to	23,000.00	=	252.70	54,001.00	to	55,000.00	=	471.95

55,001.00	to	56,000.00	=	476.80
56,001.00	to	57,000.00	=	481.70
57,001.00	to	58,000.00	=	486.55
58,001.00	to	59,000.00	=	491.40
59,001.00	to	60,000.00	=	496.25
60,001.00	to	61,000.00	=	501.10
61,001.00	to	62,000.00	=	506.00
62,001.00	to	63,000.00	=	510.85
63,001.00	to	64,000.00	=	515.70
64,001.00	to	65,000.00	=	520.55
65,001.00	to	66,000.00	=	525.40
66,001.00	to	67,000.00	=	530.20
67,001.00	to	68,000.00	=	535.15
68,001.00	to	69,000.00	=	540.00
69,001.00	to	70,000.00	=	544.85
70,001.00	to	71,000.00	=	549.70
71,001.00	to	72,000.00	=	554.60
72,001.00	to	73,000.00	=	559.45
73,001.00	to	74,000.00	=	564.30
74,001.00	to	75,000.00	=	569.15
75,001.00	to	76,000.00	=	574.00
76,001.00	to	77,000.00	=	578.90
77,001.00	to	78,000.00	=	583.75
78,001.00	to	79,000.00	=	588.60
79,001.00	to	80,000.00	=	593.45
80,001.00	to	81,000.00	=	598.30
81,001.00	to	82,000.00	=	603.20
82,001.00	to	83,000.00	=	608.05
83,001.00	to	84,000.00	=	612.90
84,001.00	to	85,000.00	=	617.75
85,001.00	to	86,000.00	=	622.60
86,001.00	to	87,000.00	=	627.50
87,001.00	to	88,000.00	=	632.35
88,001.00	to	89,000.00	=	637.20
89,001.00	to	90,000.00	=	642.05
90,001.00	to	91,000.00	=	646.90
91,001.00	to	92,000.00	=	651.80
92,001.00	to	93,000.00	=	656.65
93,001.00	to	94,000.00	=	661.50
94,001.00	to	95,000.00	=	666.35
95,001.00	to	96,000.00	=	671.20
96,001.00	to	97,000.00	=	676.10
97,001.00	to	98,000.00	=	680.95
98,001.00	to	99,000.00	=	685.80
99,001.00	to	100,000.00	=	690.65

$100,001 to $500,000 = $690.65 for the first $100,000 plus $3.78 for each additional $1,000.00 or fraction thereof, to and including $500,000

$500,001 to $1,000,000 = $2202.65 for the first $500,000 plus $3.25 for each additional $1000.00 or fraction thereof, to and including $1,000,000

$1,000,001 and up = $3827.65 for the first $1,000,000 plus $1.62 for each additional $1000.00 or fraction thereof

Fees for Additional Inspections and Services

Plan review fees

- Single and multi-family residences: Thirty (30%) percent of the building permit fee
- Small commercial projects: Thirty (30%) percent of the building permit fee
- New commercial projects: Sixty-five (65%) percent of the building permit fee
- Multi-family residences reviewed under the IRC: Thirty (30%) percent of the building permit fee
- Multi-family residences reviewed under the IBC: Sixty-five (65%) percent of the building permit fee

Stock model/"Same as" plan review fees for previously reviewed models

- No changes.....$ 45.00
- Minor changes..... $100.00
- All other changes..... Full Plan Review Fee

Mobile Home, Manufactured Home, and Factory-built Units

Placed in an approved mobile home park..... $190.00
$150.00 mobile home, $40.00 Elec.
Used as temporary storage or as an accessory structure.....$ 75.00
If Elec. installed add $40.00

*****Fees for a mobile home, manufactured home, or factory-built unit set on a permanent foundation in other than an approved mobile home park will be calculated as detailed in the "Manufactured Homes" section of this fee schedule.**

Other inspections and fees

Inspections outside of normal business hours (two hour minimum)..... $50/hr
Reinspection fee.....$45.00
Inspections for which no fee is specifically indicated.....$45/hr
Additional plan review required by changes, additions, or revisions.....$50/hr
Investigation fee..... .....50% of the permit fee

Pre-Move inspections for dwellings

Within 30 miles of the Town..... $150.00
More than 30 miles from the Town $250.00

Electrical Fees

Residential: This includes single-family dwellings, site-built and modular/factory-built homes, duplexes, condominiums, and townhouses.

Not more than 1000 sq. ft. $46.00
Over 1000 sq. ft. and not more than 1500 sq. ft. $51.75
Over 1500 sq. ft. and not more than 2000 sq. ft. $63.25
Per 100 sq. ft. in excess of 2000 sq. ft. .....$ 3.45

All other electrical fees: Except as provided above, electrical fees shall be computed on the dollar value of the electrical installations including time, material, and contractor profit. Such fees shall be calculated as follows:

Valuation of work:
Not more than $300.....$46.00

More than $300, but not more than $2000 .....$51.75

More than $2000, but not more than $50,000.....$19.55
Per thousand or fraction thereof of total valuation

More than $50,000 but not more than $500,000.....$18.40
Per thousand or fraction thereof of total valuation PLUS..... $57.50

More than $500,000.....$17.25
Per thousand or fraction thereof of total valuation PLUS.....$632.50

Mobile homes in a mobile home park.....$46.00

Reinspection on any of the above.....$51.75

Construction meter..... $40.00

[Note: Fees are based on the most current version of the fee schedule provided by the State of Colorado Electrical Board] (+or-15%)

Manufactured Homes

For the purposes of this fee schedule, "manufactured homes" will mean UBC, ICC or HUD-certified mobile, factory-built, or manufactured homes on a permanent foundation. Permanent foundations shall be constructed of pressure-treated wood, masonry or concrete in accordance with the building code.

- **Fees for "blocked and tied" manufactured homes will be $250 plus a $40 fee for the construction meter inspection for a total base fee of $290.** This will include homes placed on piers and welded to rebar anchors.

- **Fees for a manufactured home placed on a permanent foundation over crawl space will be calculated as:**
  - Building Permit fee based on valuation of crawl space foundation work.
  - The base fee of $290 will then be added to the above fee to arrive at the total building permit fee.

- **Fees for a manufactured home placed on a permanent foundation over an unfinished basement will be calculated as:**
  - Building Permit fee based on valuation of unfinished basement foundation work.
  - The base fee of $290 will then be added to the above fee to arrive at the total building permit fee.

- **Fees for a manufactured home placed on a permanent foundation over a finished basement will be calculated as:**
  - Building Permit fee based on valuation of finished basement.
  - The base fee of $290 will then be added to the above fee to arrive at the total building permit fee.

Single Stop Projects

The following fee schedule has been developed for projects that typically require a single inspection. Note that in almost all cases these fees are lower than those calculated by the current method of using the total project valuation. Plan reviews are not necessary for these projects, so Town Hall may issue permits "over the counter" using the fee schedule below. Many of these projects require that the homeowner be present at the time of inspection. We will do our best to accommodate individual homeowner's schedules, but it is the responsibility of the homeowner to make sure someone is available at the site for the inspection if necessary. Since the fees below are based on a "single stop", a reinspection fee will be assessed if the homeowner is not available, if the work is not readily accessible, or if the work is not complete.

Project	Inspection fee
Furnace/Air Conditioner	$45.00
Roof (re-shingle)	$45.00
Water heater	$30.00
Sprinkler system	$30.00
Siding or Window replacement*	$45.00
Sales trailer or similar modular units	$75.00
Demolition	$50.00
Temp Electric meter	$40.00
Reinspection for any of the above***	$45.00

*For window replacement projects where the window sizes are not changing, this fee schedule applies. However, if window sizes are being changed or structural changes are being made to accommodate new windows, it will be necessary for CIA to perform a plan review on the project, and the fees will be based on the total project valuation.

***A reinspection fee will be charged for any of the "flat fee" inspections that cannot be completed when called for.

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: John Michaels, Chief of Police
Re: Larimer County Multi- Jurisdictional Hazard Mitigation Plan
Item #: B.5.

Background / Discussion:
Before you is the letter of intent to participate in the Larimer County Multi- Jurisdictional Hazard Mitigation Plan which is updated every five years. This is in accordance with the Federal Emergency Management Agency's Local Hazard Mitigation Plan requirement, under 44CFR 201.6.

The Multi-Hazard Mitigation Plan is a requirement of the Federal Disaster Mitigation Act. The development of a local plan is required in order to maintain eligibility for certain federal disaster assistance and hazard mitigation funding programs.

We are involved in the same process with Weld County for updating the 2009 plan.

The letter of intent describes the process in detail and there is no hard dollar cost associated with the project only a time commitment to participate in the planning and development of the plan.

Financial Impact:
None

Relationship to Strategic Plan:
Goal 1: Promote safety and security.

Recommendation:
Authorize the participation in the Mitigation Plan

Attachments:
Letter of Intent to Participate in Larimer County Multi-Jurisdictional Hazard Mitigation Plan

LETTER OF INTENT TO PARTICIPATE

January 12, 2015

Lori R. Hodges
Larimer County Emergency Management
200 West Oak Street
Fort Collins, CO 80526

Re: "Statement of Intent to Participate" as a participating jurisdiction in the Larimer County Multi-Jurisdictional Hazard Mitigation Plan (HMP)

Dear Ms. Hodges,

In accordance with the Federal Emergency Management Agency's (FEMA) Local Hazard Mitigation Plan (HMP) requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the Town of Windsor is submitting this letter of intent to confirm that Town of Windsor has agreed to participate in the Larimer County Multi-Jurisdictional Hazard Mitigation Planning effort.

Further, as a condition to participating in the mitigation planning, Town of Windsor agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Larimer County OEM to complete the plan in conformance with FEMA requirements.

Town of Windsor understands that it must engage in the following planning process, as more fully described in FEMA's *Local Mitigation Planning Handbook* dated March 2013 including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, John Vazquez, Mayor commit Town of Windsor to the Larimer County Multi-Jurisdictional Hazard Mitigation Planning effort.

Executed this 12th day of January _____

TOWN OF WINDSOR
COLORADO

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dean Moyer, Director of Finance and Information Systems
Re: Report of Bills Format
Item #: B.6.

Background / Discussion:

The report of bills has a different look than in years past. As you know, we moved to a new financial software package in 2014 in an effort to streamline our accounting operation. With our previous software we had to produce the list for the packet by taking a report from the accounting software and the manually creating the report for the packet. This was quite time consuming.

The version of the report in your packet tonight can be pulled from the financial software into an excel file and then formatted for the packet, thus eliminating double entry. The report is also broken down by fund and department in greater detail than on previous reports. The report is produced in less than 30 minutes as opposed to 2 hours on the previous system.

This is what I hope to be the first of many reporting improvements gleaned from the software conversion. Please offer any questions or concerns.

Financial Impact:

N/A

Relationship to Strategic Plan (optional):

N/A

Recommendation:

N/A

Attachments:

Report of bills for December 2014

Bank Reconciliation

Board Audit

User: dmoyer
Printed: 01/06/2015 - 10:29AM
Date Range: 12/01/2014 - 12/31/2014
Systems: 'AP'

Town of Windsor
301 Walnut Street
Windsor, CO 80550
www.windsorgov.com

(970)674-2400
Mon-Fri 8am to 5pm

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 01 GENERAL FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
71393	VISION SERVICE PLAN	EMPLOYERS SHARE OF VISION DEC	12/05/2014	1,925.28
71396	CHERYL TURNER	REFUND FOR OVERDRAW OF LOAN	12/05/2014	356.33
71399	UNITED WAY OF WELD COUNTY	EMPLOYEE DONATION	12/05/2014	15.00
71400	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/05/2014	276.92
71401	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/05/2014	296.57
71416	STANDARD INSURANCE COMPANY	EMPLOYER PD LONG/SHORT TERM 1	12/05/2014	3,390.73
71425	MILLER & COHEN, P.C. TRUST ACCOUNT	WAGE ASSIGNMENT	12/05/2014	179.32
71442	AFLAC	EMPLOYEE PAYROLL DEDUCTION 2	12/12/2014	861.68
71508	PEAK VETERINARY SPECIALISTS	SIGN PERMIT FEE REFUND	12/12/2014	50.00
71509	HENDRICKSON REMODELING	REFUND BLDG PERMIT FEE	12/12/2014	62.50
71520	UNITED WAY OF WELD COUNTY	EMPLOYEE DONATION	12/19/2014	15.00
71521	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/19/2014	296.57
71522	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/19/2014	276.92
71544	COLORADO DEPARTMENT OF REVENUE	SALES TAX PAYABLE	12/19/2014	71.00
71550	MILLER & COHEN, P.C. TRUST ACCOUNT	WAGE ASSIGNMENT	12/19/2014	179.32
		Total for Department: 000 NO PROJECT CODE		8,253.14
Department: 410 TOWN CLERK/CUSTOMER SERVI				
71407	NCCG-NORTHERN COLORADO COMM GR	LEGAL NOTICES	12/05/2014	130.00
71408	NCCG-NORTHERN COLORADO COMM GR	LEGAL PUBLICATIONS	12/05/2014	89.00
71429	COREN PRINTING, INC.	TOWN CLERK STAMPS	12/12/2014	74.00
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	142.34
71453	MANWEILER APPLIANCE	PURCHASE NEW DISHWASHER FOR	12/12/2014	375.50
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	8.52
71485	CARD SERVICES	CMCA CONF LODGING	12/12/2014	659.48
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	3.27
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	379.75
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	40.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	18.04
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	35.98
71597	NCCG-NORTHERN COLORADO COMM GR	LEGAL PUBLICATIONS	12/24/2014	81.50
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	12.55
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	3.26
		Total for Department: 410 TOWN CLERK/CUSTOM		2,053.19
Department: 411 MAYOR & TOWN BOARD				
71485	CARD SERVICES	TOWN HALL WREATHS	12/12/2014	176.29
		Total for Department: 411 MAYOR & TOWN BOAR		176.29
Department: 412 MUNICIPAL COURT				
71434	MICHAEL E MANNING	MUNICIPAL COURT JUDGE SVCS-NC	12/12/2014	1,410.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	2.97
		Total for Department: 412 MUNICIPAL COURT		1,412.97

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 413 TOWN MANAGER				
71392	MARGUERITE TREMELLING	2014 PRIDE OF WINDSOR AWARD	12/05/2014	300.00
71435	MANWEILER HARDWARE, INC	PAINT FOR END OF YEAR CELEBRA	12/12/2014	8.98
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	2.23
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	2.45
71485	CARD SERVICES	EVENT SUPPLIES-EMPLOYEE BANQ	12/12/2014	12.30
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.95
71504	MEGAN SMITH	TOWN EMPLOYEE BANQUEST ENTE	12/12/2014	600.00
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	108.50
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71525	KEN KAWAMURA	PRIDE TIER I WINNER AWARD	12/19/2014	25.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	10.01
71554	CATERING TO YOU BY JAMES	STAFF END OF YEAR BANQUET CAT	12/19/2014	3,639.25
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	3.60
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.96
		Total for Department: 413 TOWN MANAGER		4,715.76
Department: 415 FINANCE				
71429	COREN PRINTING, INC.	PRINTING-ENVELOPES	12/12/2014	314.00
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	5.58
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	9.75
71485	CARD SERVICES	CGFOA CONF LODGING	12/12/2014	852.24
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	2.38
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	271.25
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	80.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	22.06
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	72.89
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	14.36
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	2.38
71625	CENTRO PRINT SOLUTIONS	W-2 FORMS, 1099S, ENVELOPES	12/24/2014	396.05
		Total for Department: 415 FINANCE		2,044.47
Department: 416 HUMAN RESOURCES				
71405	HIRERIGHT SOLUTIONS INC	NOV 2014 BACKGROUND CHECKS	12/05/2014	675.78
71415	OCCUPATIONAL HEALTH CENTERS OF THE SC	VACCINATIONS	12/05/2014	258.00
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	11.79
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	2.43
71485	CARD SERVICES	EMPLOYEE MTG REFRESH	12/12/2014	321.63
71489	OCCUPATIONAL HEALTH CENTERS OF THE SC	IMMUNIZATIONS	12/12/2014	86.00
71493	RON SCHUMACHER	TOWN EMPLOYEE BANQUET ENTEF	12/12/2014	950.00
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	1.43
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	162.75
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	3.87
71528	MOUNTAIN STATES EMPLOYERS COUNCIL	WORKER'S COMP	12/19/2014	195.00
71559	LIL FLOWER SHOP	FLOWERS FOR STAFF	12/24/2014	224.85
71572	VICTORY SALES, INC	TURKEY TROT SHIRTS	12/24/2014	351.00
71597	NCCG-NORTHERN COLORADO COMM GR	EMPLOYMENT AD	12/24/2014	355.00
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	3.58
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	1.42
71626	PELICAN JO'S	INTERVIEW MEAL	12/24/2014	75.45
		Total for Department: 416 HUMAN RESOURCES		3,679.98

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 418 LEGAL SERVICES				
71422	JOHN P FREY	CONTRACT LEGAL SERVCS	12/05/2014	3,750.00
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	1.12
71485	CARD SERVICES	FILING FEES	12/12/2014	33.49
71494	SPENCER FANE AND GRIMSHAW LLP	BLDG AUTHORITY MTG LEGAL SVC	12/12/2014	103.50
71496	JAMES M. MOCK PLLC	LEGAL SVCS-GREAT WESTERN PLAI	12/12/2014	380.00
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.48
71499	BRANDENBURG AND EMIL PC	COURT PROSECUTOR SVC NOV 2014	12/12/2014	5,025.20
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	54.25
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	8.62
71538	LAWRENCE JONES CUSTER GRASMICK	LEGAL SERVICES	12/19/2014	2,069.50
71547	WEST PUBLISHING CORPORATION	WESTLAW SUBSCRIPTION NOV 2014	12/19/2014	679.00
71613	LIND AND OTTENHOFF, LLP	OIL/GAS LEGAL COUNSEL	12/24/2014	132.50
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.48
		Total for Department: 418 LEGAL SERVICES		12,238.14
Department: 419 PLANNING & ZONING				
71407	NCCG-NORTHERN COLORADO COMM GR	LEGAL NOTICES	12/05/2014	139.20
71429	COREN PRINTING, INC.	NAME PLATE DAVID COX	12/12/2014	11.00
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	18.12
71473	PITMAN AN AGFA COMPANY	ADNESIVE CARRIER STRIP	12/12/2014	430.89
71475	ECONOMIC & PLANNING SYSTEMS, INC	DEMOGRAPHICS&HOUSING STUDY	12/12/2014	8,285.00
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	6.09
71485	CARD SERVICES	PLAN-CREDIT FOR APA CONF LODG	12/12/2014	-16.85
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	2.38
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	271.25
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	40.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	20.78
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	15.21
71597	NCCG-NORTHERN COLORADO COMM GR	LEGAL NOTICE	12/24/2014	46.00
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	8.97
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	2.38
		Total for Department: 419 PLANNING & ZONING		9,281.95
Department: 420 ECONOMIC DEVELOPMENT				
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	1.12
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	1.23
71485	CARD SERVICES	PKG-CO LENDING SOURCE MTG	12/12/2014	242.20
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.48
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	54.25
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	10.94
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	1.81
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.48
		Total for Department: 420 ECONOMIC DEVELOPM		312.51
Department: 421 POLICE DEPARTMENT				
71390	CENTURYLINK	UTILITIES	12/05/2014	289.46
71429	COREN PRINTING, INC.	BUSINESS CARDS	12/12/2014	115.00
71431	VERIZON WIRELESS SERVICES LLC	WIRELESS SVC	12/12/2014	1,198.52
71436	XCEL ENERGY	UTILITIES-PD	12/12/2014	2,433.84
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	6.67
71449	MAIL N COPY	POSTAGE FOR TAZER REPAIR	12/12/2014	11.95
71452	THOMAS R ECKRICH	AWARD PLAQUES RUSCH HOGSETT	12/12/2014	80.00
71469	THE HUMANE SOCIETY OF WELD COUNTY	CARE & HOUSING	12/12/2014	696.31
71471	GARDEN VALLEY VET HOSPITAL	ANIMAL SVCS	12/12/2014	188.51
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	39.00
71485	CARD SERVICES	PD-DISPOSABLE MOUTH PIECES	12/12/2014	99.55
71486	ANIMAL CARE EQPT AND SERVICE	LEASHES QTY 50	12/12/2014	55.07
71497	INTERSTATE ALL BATTERY OF FT C	AA BATTERIES	12/12/2014	9.50
71507	SUSANNAH VARGAS	MILEAGE REIMB-COURT SUBPOENA	12/12/2014	235.42
71510	SPEX CRIMINALISTICS	DRUG TEST KITS	12/12/2014	97.65
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	120.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	32.17
71556	CHEMATOX LABORATORY INC	2 BAC 1 DRUG SCREEN	12/24/2014	350.00
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	101.72
71595	LEXISNEXIS MATTHEW BENDER	NOV 2014 -SEARCH ENGINE/DATAB	12/24/2014	85.00
71596	KINSCO, LLC	PD UNIFORMS	12/24/2014	164.96
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	57.42
71606	SAFARILAND, LLC	STATIC SHIELDING BUBLE BAGS PD	12/24/2014	164.56
71614	MEDICAL CENTER OF THE ROCKIES	2 BLOOD DRAWS 1 SANE	12/24/2014	677.00
71622	INTERSTATE ALL BATTERY OF FT C	AA, AAA, CR123A BATTERIES	12/24/2014	42.94
		Total for Department: 421 POLICE DEPARTMENT		7,352.22

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 428 RECYCLING				
71432	WASTE MANAGEMENT OF COLORADO	RECYCLE SITE PULLS	12/12/2014	1,242.70
		Total for Department: 428 RECYCLING		1,242.70
Department: 429 STREETS & ALLEYS				
71394	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/05/2014	3,578.65
71431	VERIZON WIRELESS SERVICES LLC	BILLBOARDS WIRELESS SVC	12/12/2014	22.08
71436	XCEL ENERGY	UTILITIES-TRAFFIC SIGNALS	12/12/2014	26,023.74
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	190.63
71465	BAREFOOT FARMS INC.	SNOW REMOVAL @ CRC	12/12/2014	1,996.25
71515	ENVIROTECH SERVICES INC	ICE SLICER	12/19/2014	23,101.20
71517	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/19/2014	331.60
71561	MICHAEL TODD AND COMPANY, INC.	SIGNS	12/24/2014	2,886.24
71571	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/24/2014	5,955.80
		Total for Department: 429 STREETS & ALLEYS		64,086.19
Department: 430 PUBLIC WORKS DEPARTMENT				
71390	CENTURYLINK	UTILITIES	12/05/2014	46.23
71395	WINDSOR HARDWARE, LLC	CLEANING SUPPLIES	12/05/2014	7.98
71431	VERIZON WIRELESS SERVICES LLC	WIRELESS SVC	12/12/2014	31.99
71433	GENERAL AIR SERVICE AND SUPPLY CO	WELDING SUPPLIES	12/12/2014	62.39
71436	XCEL ENERGY	UTILITIES-PW	12/12/2014	1,716.42
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	54.87
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	31.68
71485	CARD SERVICES	LTAP TRAINING/ICE CREAM SOCIAL	12/12/2014	503.33
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	6.52
71532	AT AND T MOBILITY	PHONE SVC PW	12/19/2014	79.50
71536	BOMGAARS	UNIFORMS	12/19/2014	122.96
71565	GRAINGER, INC.	METAL BIN FOR RECYCLE MATERIA	12/24/2014	1,072.68
71566	CENTURYLINK	UTILITIES	12/24/2014	47.20
71568	ZEP SALES AND SERVICE	HAND SOAP	12/24/2014	133.69
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	42.38
71593	CAROLINE I ELLIOTT	HATS	12/24/2014	180.00
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	46.64
		Total for Department: 430 PUBLIC WORKS DEPAR		4,187.99
Department: 431 ENGINEERING DEPARTMENT				
71431	VERIZON WIRELESS SERVICES LLC	WIRELESS SVC	12/12/2014	0.38
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	22.42
71473	PITMAN AN AGFA COMPANY	ADNESIVE CARRIER STRIP	12/12/2014	430.89
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	6.09
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	2.38
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	271.25
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	13.84
71597	NCCG-NORTHERN COLORADO COMM GR	LEGAL NOTICE	12/24/2014	135.00
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	8.97
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	2.38
		Total for Department: 431 ENGINEERING DEPART		895.13
Department: 432 CEMETERY				
71435	MANWEILER HARDWARE, INC	BULBS, BUNGEE CORDS, TARP, TWI	12/12/2014	252.09
71440	JAX INC.	UNIFORM	12/12/2014	139.99
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	1.22
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	1.79
		Total for Department: 432 CEMETERY		395.09

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 433 COMMUNITY EVENTS				
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	1.12
71485	CARD SERVICES	EVENT HOLIDAY DECORATIONS	12/12/2014	121.69
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.48
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	54.25
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	0.22
71545	SLATE COMMUNICATIONS	125TH TOWN ANNIV SVC CONTRAC	12/19/2014	1,550.00
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.48
		Total for Department: 433 COMMUNITY EVENTS		1,728.24
Department: 450 FORESTRY				
71395	WINDSOR HARDWARE, LLC	CLEANER	12/05/2014	4.99
71435	MANWEILER HARDWARE, INC	LIGHT CLIPS, GFI TESTER	12/12/2014	19.50
71440	JAX INC.	UNIFORM	12/12/2014	207.45
71448	GALETON, INC	WATERPROOF GLOVES	12/12/2014	47.70
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	6.09
71485	CARD SERVICES	NEW TREE BOARD MTG LUNCH	12/12/2014	922.47
71490	FERGUSON ENTERPRISES, INC.	DOWN TOWN LIGHTING SHIPPING	12/12/2014	7.50
71506	PAUL PECK	TREE INVENTORY FINAL PYMT	12/12/2014	2,236.44
71578	WINDSOR HARDWARE, LLC	LIGHT BULBS-DEPOT	12/24/2014	11.98
71590	FINE TREE SERVICE, INC	TREE REMOVAL MAIN PARK	12/24/2014	8,300.00
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	8.97
		Total for Department: 450 FORESTRY		11,773.09
Department: 451 RECREATION				
71402	VERMONT SYSTEMS, INC.	ANNUAL MAINTENANCE CONTRAC	12/05/2014	7,100.82
71410	POWER TO PLAY SPORTS LLC	2015 POWER TO PLAY WINTER LEA	12/05/2014	4,200.00
71411	STEPHANIE EGBERT	SEPT/OCT FOOT CARE - SENIORS	12/05/2014	90.00
71418	KELLY DIANE MOORE	NOVEMBER CHEER	12/05/2014	2,299.75
71429	COREN PRINTING, INC.	NAME BADGE DICK WOOD	12/12/2014	16.00
71435	MANWEILER HARDWARE, INC	CHAINS AND LOCKS FOR SOCCER G	12/12/2014	145.90
71457	EWING IRRIGATION PRODUCTS INC	FIELD MAINTENANCE	12/12/2014	37.24
71460	KING SOOPERS	PARENT NIGHT OUT SUPPLIES	12/12/2014	295.79
71461	SEAN GROGAN	YOUTH BASKETBALL OFFICIALS/SU	12/12/2014	10,302.00
71478	MARK MANICONE	BUSINESS EXPO FOOD PREP AND SE	12/12/2014	300.00
71484	CASH-WA DISTRIBUTING CO.	FOAM CUPS	12/12/2014	136.15
71485	CARD SERVICES	FITNESS PRGM AWARDS	12/12/2014	1,531.17
71498	DENEICE J DYER	NOV/DEC BALLET	12/12/2014	2,265.20
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	80.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	23.30
71541	RON SCHUMACHER	SENIOR'S NEW YEARS EVE PARTY C	12/19/2014	575.00
71552	JAMES L EHRLICH	SENIORS NEW YEARS EVE PARTY B	12/19/2014	300.00
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	225.44
71598	HIGHLAND PARK LANES	ADAPTIVE BOWLING TRIP	12/24/2014	274.40
71602	POWER TO PLAY SPORTS LLC	WINTER POWER TO PLAY LEAGUE	12/24/2014	11,900.00
71604	SAI NORTH TEAM SPORTS	BASKETBALLS	12/24/2014	2,992.00
		Total for Department: 451 RECREATION		45,090.16
Department: 452 AQUATICS/SWIMMING POOL				
71436	XCEL ENERGY	UTILITIES-POOL	12/12/2014	317.40
71485	CARD SERVICES	LAKE PADDLES	12/12/2014	907.39
71527	COLORADO PARKS & WILDLIFE	2015 BOAT REGISTRATION/LAKE	12/19/2014	35.25
71566	CENTURYLINK	UTILITIES	12/24/2014	120.70
71580	C.E.M. SALES AND SERVICE	TEST KIT FOR NEW SLIDE BLDGE	12/24/2014	829.83
71615	WELD CO DEPT OF PUBLIC HEALTH	INSPECTION PROGRAM	12/24/2014	200.00
		Total for Department: 452 AQUATICS/SWIMMING		2,410.57

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 454 PARKS				
71389	GRAINGER, INC.	EAR PLUGS	12/05/2014	150.05
71390	CENTURYLINK	UTILITIES	12/05/2014	36.37
71395	WINDSOR HARDWARE, LLC	ANTI-FREEZE	12/05/2014	76.45
71435	MANWEILER HARDWARE, INC	PARKS NOVEMBER CHARGES	12/12/2014	107.14
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	29.36
71447	WINDSOR-SEVERANCE FIRE PROTECT	TOWN'S PORTION-MUSEUM UTILITY	12/12/2014	32.89
71455	COUNTRY JOHNS	HIGHLAND PARK RESTROOM SERVI	12/12/2014	741.67
71456	DBC IRRIGATION SUPPLY	SNOW SHOVEL	12/12/2014	154.88
71458	NAPA WINDSOR	PIN STRIPPING	12/12/2014	2.69
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	18.28
71485	CARD SERVICES	TRAIL MAPS	12/12/2014	1,470.24
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.48
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	54.25
71513	XCEL ENERGY	UTILITIES-PARKS	12/19/2014	4,996.55
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	2.23
71533	NEW WINDSOR METROPOLITAN DISTR	WATER USE ASSESSMENT	12/19/2014	59.50
71542	POUDRE HEIGHTS MASTER HOA	2014 POUDRE HEIGHTS PARK WATE	12/19/2014	8,106.18
71558	FORT COLLINS-LOVELAND WATER DISTRICT	IRRIGATION-YONKEE DR	12/24/2014	19.53
71565	GRAINGER, INC.	SAFETY GLASSES	12/24/2014	62.40
71570	CHURCHICH RECREATION LLC	BOARDWALK PARK SURFACE REPA	12/24/2014	5,548.75
71573	ARAPAHOE RENTAL	COMPACTOR RENTAL	12/24/2014	69.06
71578	WINDSOR HARDWARE, LLC	FILLER/GLUE	12/24/2014	38.97
71588	AQUA SIERRA, INC.	REPLACE CHECK VALVE	12/24/2014	4,574.20
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	26.91
71603	HIGHLAND MEADOWS GOLF COURSE,	POND & DITCH MAINTENANCE	12/24/2014	1,054.13
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.48
		Total for Department: 454 PARKS		27,435.17
Department: 455 SAFETY/LOSS CONTROL				
71482	SENTRY FIRE AND SAFETY	FIRE EXTINGUISHER INSPECTION/SV	12/12/2014	476.40
71485	CARD SERVICES	SAFETY COMMITTEE MTG MEAL	12/12/2014	67.59
		Total for Department: 455 SAFETY/LOSS CONTRO		543.99
Department: 456 ART & HERITAGE				
71390	CENTURYLINK	UTILITIES	12/05/2014	49.89
71436	XCEL ENERGY	UTILITIES-MUSEUM	12/12/2014	687.31
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	2.23
71476	CANTEEN REFRESHMENT SERVICES	SUPPLIES	12/12/2014	8.52
71485	CARD SERVICES	MUSEUM SUPPLIES	12/12/2014	219.56
71492	AIR COMFORT, INC	HVAC BLOWER MOTOR REPAIR-DEI	12/12/2014	484.11
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.95
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	108.50
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	0.37
71566	CENTURYLINK	UTILITIES	12/24/2014	177.77
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	9.79
71601	CANTEEN REFRESHMENT SERVICES	MONTHLY COFFEE SUPPLIES	12/24/2014	12.55
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.96
		Total for Department: 456 ART & HERITAGE		1,764.04
Department: 457 TOWN HALL				
71390	CENTURYLINK	UTILITIES	12/05/2014	125.26
71513	XCEL ENERGY	UTILITIES-TOWN HALL	12/19/2014	3,499.96
71514	CENTURYLINK	CELLULAR SERVICE	12/19/2014	624.65
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	32.11
71563	XCEL ENERGY	UTILITIES-TOWN HALL STREET LIGI	12/24/2014	19.59
71566	CENTURYLINK	UTILITIES	12/24/2014	64.46
		Total for Department: 457 TOWN HALL		4,366.03
		Total for Fund:01 GENERAL FUND		217,439.01

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 02 PARK IMPROVEMENT FUND				
Department: 454 PARKS				
71549	THE BIRDSALL GROUP	BLEMONT RIDGE PARK	12/19/2014	3,101.00
		Total for Department: 454 PARKS		3,101.00
		Total for Fund:02 PARK IMPROVEMENT FUND		3,101.00
Fund: 04 CAPITAL IMPROVEMENT FUND				
Department: 429 STREETS & ALLEYS				
71426	CONCRETE WORKS OF COLORADO	WATERLINE REPLACMNT PRJCT-RO	12/05/2014	17,210.81
71518	GLH CONSTRUCTION, INC.	CORNERSTONE/EPD ROUNDABOUT	12/19/2014	84,183.91
71519	ANDERSON CONSULTING ENGINEERS	EATON DITCH FLOOD PROTECTION	12/19/2014	6,842.75
71560	CONNELL RESOURCES INC.	ROADWAY IMPRVMNT PRJCT	12/24/2014	513,414.35
71585	FELSBURG HOLT AND ULLEVIG, INC	TIGER GRANT DESIGN SVCS NOV 20	12/24/2014	15,574.07
		Total for Department: 429 STREETS & ALLEYS		637,225.89
Department: 451 RECREATION				
71564	GARRETSON'S SPORT CENTER	BASEBALL CATCHERS SETS/BATTIN	12/24/2014	5,003.10
71600	GOLF AND SPORT SOLUTIONS, LLC	INFIELD DIRT	12/24/2014	12,894.75
		Total for Department: 451 RECREATION		17,897.85
Department: 452 AQUATICS/SWIMMING POOL				
71424	GROUND ENGINEERING CONSULTANTS	TEST CONCRETE AT POOL	12/05/2014	697.00
71565	GRAINGER, INC.	GRAB BAR	12/24/2014	180.18
71611	GREELEY LOCK AND KEY	INSTALL DEADBOLT POOL SHED	12/24/2014	317.00
		Total for Department: 452 AQUATICS/SWIMMING		1,194.18
Department: 454 PARKS				
71419	FRACHETTI ENGINEERING INC	BIDDING/CONSTRUCTION PHASE	12/05/2014	5,338.44
71420	COLORADO DESIGNSCAPE INC	WEST PARK IRRIGATION RENOVATI	12/05/2014	12,411.75
71454	AQUA ENGINEERING, INC.	WINDSOR WEST IRRIGATION DESIG	12/12/2014	500.00
71462	PIONEER SAND COMPANY	ROCK/LANDSCAPE MATERIA ADA	12/12/2014	151.70
71543	COLORADO DESIGNSCAPE INC	WEST PARK IRRIGATION RENOVATI	12/19/2014	80,886.80
71570	CHURCHICH RECREATION LLC	ADA REPAIRS	12/24/2014	14,992.49
71586	CTL/THOMPSON, INC.	BOARDWALK PARTK SHELTER & C(	12/24/2014	210.00
		Total for Department: 454 PARKS		114,491.18
Department: 456 ART & HERITAGE				
71511	DISCOUNT SAFE OUTLET	4 DRAWER LATERAL FILE CABINET	12/12/2014	2,799.00
71599	MONTE CASKEY	MUSEUM DEPOT ADA COMPLIANCE	12/24/2014	175.00
		Total for Department: 456 ART & HERITAGE		2,974.00
		Total for Fund:04 CAPITAL IMPROVEMENT FUND		773,783.10
Fund: 05 COMMUNITY & REC CENTER FUND				
Department: 490 COMMUNITY RECREATION CENT				
71421	ALSCO INC	RENTAL LINENS - WEDDING RECEP	12/05/2014	96.58
71431	VERIZON WIRELESS SERVICES LLC	WIRELESS SVC	12/12/2014	38.39
71436	XCEL ENERGY	UTILITIES-CRC	12/12/2014	6,284.09
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	1.12
71460	KING SOOPERS	RENTAL SUPPLIES	12/12/2014	234.21
71485	CARD SERVICES	FD CHAIRS	12/12/2014	1,256.67
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.48
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	54.25
71514	CENTURYLINK	CELLULAR SERVICE	12/19/2014	624.65
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	0.24
71566	CENTURYLINK	UTILITIES	12/24/2014	484.15
71587	COMCAST CABLE COMM. LLC	CABLE CRC	12/24/2014	506.18
71618	THE LOCAL PAGES TELEPHONE DIRECTORIES	CHAMBER OF COMM COMMUNITY I	12/24/2014	1,345.00
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.48
		Total for Department: 490 COMMUNITY RECREAT		10,926.49
		Total for Fund:05 COMMUNITY & REC CENTER F		10,926.49

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 06 WATER FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
71551	BLANDING DIRT WORK	WATER METER RENTAL DEPOSIT RI	12/19/2014	2,100.00
		Total for Department: 000 NO PROJECT CODE		2,100.00
Department: 471 WATER SYSTEM				
71387	NORTH WELD COUNTY WATER DISTRICT	WATER PURCHASED	12/05/2014	62,443.72
71394	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/05/2014	1,417.58
71417	SOLDIER CANYON FILTER PLANT	CBT CARRYOVER WATER FOR 2014	12/05/2014	21,996.60
71426	CONCRETE WORKS OF COLORADO	WATERLINE REPLACMNT PRJCT-WA	12/05/2014	29,456.09
71427	HYDRO CONSTRUCTION COMPANY	3-MG WATER TANK CONSTRUCTION	12/08/2014	444,518.62
71430	DANA KEPNER COMPANY, INC.	WATER LINE REPAIR PARTS	12/12/2014	202.00
71435	MANWEILER HARDWARE, INC	CHAIN, TAMPING BAR, HAMMERS, I	12/12/2014	197.46
71438	UTILITY NOTIFICATION CENTER OF COLORAD	LOCATE TRANSMISSION	12/12/2014	310.59
71440	JAX INC.	UNIFORM	12/12/2014	153.96
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	88.63
71517	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/19/2014	31.43
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	40.00
71526	CENTURY LINK	TELEPHONE SVC	12/19/2014	0.05
71531	DATAPRINT SERVICES, LLC	EPAY WATER BILLING/PROCESSING	12/19/2014	356.87
71536	BOMGAARS	UNIFORMS	12/19/2014	201.90
71539	SOLDIER CANYON FILTER PLANT	CBT DIFFERENTIAL CHG N POUDRE	12/19/2014	11,142.26
71548	HYDRO CONSTRUCTION COMPANY	3-MG WATER TANK CONSTRUCTION	12/19/2014	147,698.45
71558	FORT COLLINS-LOVELAND WATER DISTRICT	WATER PURCHASED-WINDSOR VAL	12/24/2014	30,483.86
71567	CITY OF GREELEY WATER DEPARTMENT	WATER PURCHASED	12/24/2014	597.32
71571	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/24/2014	32.54
71573	ARAPAHOE RENTAL	CARBORANDUM BLADE	12/24/2014	39.80
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	51.18
		Total for Department: 471 WATER SYSTEM		751,460.91
Department: 484 NON-POTABLE/KERN RESERVOIR				
71388	XCEL ENERGY	UTILITIES-KERN	12/05/2014	62.71
71470	CLEAR WATER SOLUTIONS INC	KERN/WCSD RE-4 12-120	12/12/2014	8,325.74
71513	XCEL ENERGY	UTILITIES-KERN	12/19/2014	62.66
		Total for Department: 484 NON-POTABLE/KERN R		8,451.11
		Total for Fund:06 WATER FUND		762,012.02
Fund: 07 SEWER FUND				
Department: 481 SEWER SYSTEM				
71390	CENTURYLINK	UTILITIES	12/05/2014	192.63
71395	WINDSOR HARDWARE, LLC	KEY & KEY HOLDER	12/05/2014	45.45
71436	XCEL ENERGY	UTILITIES-WATER/SEWER	12/12/2014	619.12
71440	JAX INC.	UNIFORMS	12/12/2014	153.93
71444	DALE'S ENVIRONMENTAL SERVICES,	SEWER LINE INSPECTIONS	12/12/2014	350.00
71474	CUMMINS ROCKY MOUNTAIN LLC	PM SVC ON GENERATOR @ WWTP	12/12/2014	1,341.32
71517	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/19/2014	49.24
71557	DANA KEPNER COMPANY, INC.	4" SEWER TEST PLUG	12/24/2014	156.00
71566	CENTURYLINK	UTILITIES	12/24/2014	48.61
71574	SCOTT'S ELECTRIC AND BUCKET TRUCK SERV	SERVICE CALL- LS# 2 GENERATOR F	12/24/2014	247.50
		Total for Department: 481 SEWER SYSTEM		3,203.80

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 482 DISPOSAL PLANT				
71390	CENTURYLINK	UTILITIES	12/05/2014	192.10
71395	WINDSOR HARDWARE, LLC	EYE BOLT & COUPLER	12/05/2014	18.44
71435	MANWEILER HARDWARE, INC	GLOVES	12/12/2014	1.07
71439	USA BLUE BOOK	LAB SUPPLIES	12/12/2014	302.42
71440	JAX INC.	UNIFORMS	12/12/2014	159.99
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	26.51
71480	MICHAEL RICHARD	ACTIVATED SLUDGE SAMPLES	12/12/2014	350.00
71485	CARD SERVICES	TEMPERATURE PROBES WWTP	12/12/2014	751.00
71487	WEIR SPECIALTY PUMPS	RASP PUMP	12/12/2014	22,249.00
71516	VARTEC TELECOM	TELEPHONE SVC-FAX MACHINES	12/19/2014	1.53
71517	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/19/2014	369.66
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	40.00
71546	OVIVO USA LLC	CALIFIER PARTS	12/19/2014	886.40
71566	CENTURYLINK	UTILITIES	12/24/2014	59.12
71571	POUDRE VALLEY RURAL ELECTRIC ASSOCIAT	UTILITIES	12/24/2014	17,009.01
71574	SCOTT'S ELECTRIC AND BUCKET TRUCK SERV	SERVCIE CALL COOLING FAN FOR R	12/24/2014	2,203.76
71578	WINDSOR HARDWARE, LLC	FASTENERS & THREADED ROD	12/24/2014	80.29
71579	HOME DEPOT USA, INC	SHEATHING, CABLE TIES, CONCRET	12/24/2014	84.11
71583	COLORADO ANALYTICAL LABORATORY	LAB TESTING	12/24/2014	30.00
71616	FARNSWORTH GROUP, INC.	WWTP NUTRIENT STUDY	12/24/2014	7,351.00
		Total for Department: 482 DISPOSAL PLANT		52,165.41
		Total for Fund:07 SEWER FUND		55,369.21
Fund: 08 STORM DRAIN FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
71386	Sindi and Jason Hammer	Refund Check	12/02/2014	1,490.89
71555	Richard & Jean Alexander	Refund Check	12/19/2014	144.16
		Total for Department: 000 NO PROJECT CODE		1,635.05
Department: 483 STORM DRAINAGE SYSTEM				
71397	ANDERSON CONSULTING ENGINEERS	JOHN LAW CHANNEL DESIGN SVCS	12/05/2014	10,554.21
71479	PERRY LEWIS	REIMBURSTMENT FOR DRIVERS LIC	12/12/2014	35.00
		Total for Department: 483 STORM DRAINAGE SYS		10,589.21
		Total for Fund:08 STORM DRAIN FUND		12,224.26
Fund: 10 FLEET MANAGEMENT FUND				
Department: 491 FLEET MANAGEMENT				
71395	WINDSOR HARDWARE, LLC	OUTLET TESTER & VOLTAGE DETEC	12/05/2014	27.98
71404	T AND T TIRE OF WINDSOR, INC.	FLAT REPAIR	12/05/2014	50.00
71437	SAFETY-KLEEN CORP.	SERVICE ON UNIT -PARTS WASHER	12/12/2014	442.03
71441	J. J. KELLER AND ASSOCIATES	DOT INSPECTION SHEETS	12/12/2014	207.74
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	33.75
71446	KENZ AND LESLIE DISTRIBUTING	ADDITIVES FOR FLEET VEHICLES	12/12/2014	656.30
71450	O.J. WATSON EQUIPMENT	TRAILER PLUG	12/12/2014	48.18
71451	MAC EQUIPMENT INC.	SERVICE ON TURF MOWER	12/12/2014	508.09
71458	NAPA WINDSOR	HAMMER	12/12/2014	763.12
71459	KIMBALL MIDWEST	UTILITY KNIFE, WIRE TIE, PAINT	12/12/2014	142.94
71462	PIONEER SAND COMPANY	WEIGHT ON NEW VEHICLE	12/12/2014	10.00
71463	REX OIL COMPANY	BULK OIL	12/12/2014	1,014.11
71464	MCCANDLESS TRUCK CENTER, LLC	HEAT TUBING	12/12/2014	100.00
71466	HENSLEY BATTERY LLC	BATTERIES	12/12/2014	304.50
71467	OREILLY AUTO PARTS	GEAR WRENCHES	12/12/2014	99.98
71477	TIRE CENTERS LLC	TIRES & CREDIT FOR RETURN TIRES	12/12/2014	56.00
71481	EATON SALES AND SERVICE, LLC	FUEL STATIONS PARTS	12/12/2014	531.66
71485	CARD SERVICES	ASE TESTING REGISTRATION	12/12/2014	69.00
71491	KUBAT EQUIPMENT & SERVICE CO	BLANK CHIP KEYS	12/12/2014	252.89
71495	DEAN A PENDLETON	12V JUMP PACK	12/12/2014	189.99
71500	MOTION AND FLOW CONTROL PRODUCTS	HOSE FITTINGS FOR FUELING STATI	12/12/2014	468.35

Check No.	Vendor/Employee	Transaction Description	Date	Amount
71505	LAB ONE INC	OIL SAMPLE	12/12/2014	52.00
71523	THOMAS R ECKRICH	ANNIVERSARY PLAQUES	12/19/2014	40.00
71530	THE WATER SHED LLC	PLOW BLADES	12/19/2014	1,509.31
71536	BOMGAARS	UNIFORMS	12/19/2014	198.93
71540	AGFINITY, INCORPORATED	FUEL FOR FLEET	12/19/2014	12,569.94
71562	MOREY'S GLASS AND METALS INC	WINDSHIELD & MOULDING	12/24/2014	303.00
71565	GRAINGER, INC.	EXTENSION CORD	12/24/2014	355.30
71573	ARAPAHOE RENTAL	PROPANE	12/24/2014	48.45
71575	LL JOHNSON DISTRIBUTING CO.	RESERVOIR CAP	12/24/2014	24.05
71576	OFFICE DEPOT	OFFICE SUPPLIES	12/24/2014	55.37
71577	KENZ AND LESLIE DISTRIBUTING	ADDITIVES FOR FLEET VEHICLES	12/24/2014	592.80
71578	WINDSOR HARDWARE, LLC	FASTENERS	12/24/2014	191.25
71581	O.J. WATSON EQUIPMENT	7 WAY RV PLUG	12/24/2014	40.71
71584	MAC EQUIPMENT INC.	SERVICE BILLY GOAT VAC	12/24/2014	921.35
71589	T AND T TIRE OF WINDSOR, INC.	TIRES FOR UNIT 115	12/24/2014	545.00
71591	AMSOIL INC #774148	2-CYCLE OIL, GAS STABILIZER, & FU	12/24/2014	231.02
71592	REX OIL COMPANY	5W30 EC OIL	12/24/2014	124.12
71608	EATON SALES AND SERVICE, LLC	LIFT INSPECTION	12/24/2014	604.00
71609	RHINNES SMALL ENGINES LLC	PM SERVICE ON UNIT T--1182	12/24/2014	194.30
71612	SAFETY AND CONSTRUCTION SUPPLY	LED STROBE LIGHT	12/24/2014	159.98
71617	IRON MOUNTAIN TRUCK & AUTO	PAINT UNIT 5	12/24/2014	1,203.45
71623	MOTION AND FLOW CONTROL PRODUCTS	BUSHINGS & O-RING	12/24/2014	69.79
71624	WINDSOR VALLEY CAR WASH	CAR WASH TOKENS	12/24/2014	150.00
		Total for Department: 491 FLEET MANAGEMENT		26,160.73
		Total for Fund:10 FLEET MANAGEMENT FUND		26,160.73

Fund: 11 INFORMATION TECHNOLOGY FUND
Department: 492 INFORMATION TECHNOLOGY

71403	COMCAST CABLE COMM. LLC	INTERNET PD	12/05/2014	8.14
71409	LUMENSION SECURITY	SUBSCRIPTION RENEWAL	12/05/2014	3,675.00
71412	NEWEGG INC	TONER	12/05/2014	623.51
71423	SPRINGBROOK SOFTWARE INC	SPRINGBROOK SOFTWARE IMPLEMI	12/05/2014	2,516.24
71431	VERIZON WIRELESS SERVICES LLC	WIRELESS SVC	12/12/2014	211.16
71443	XEROX CORPORATION	XEROX LEASE PYMT	12/12/2014	3,258.03
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	45.34
71485	CARD SERVICES	WEBSITE SSL 3 YEAR CERTIF	12/12/2014	733.85
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	1.43
71503	CRW SYSTEMS INC	CRW SYSTEM IMPLEMENTATION-TE	12/12/2014	39,137.50
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	162.75
71524	COMCAST CABLE COMM. LLC	INTERNET SVC	12/19/2014	212.90
71535	NEWEGG INC	PRINTER/KEYBOARDS FOR INVESTI	12/19/2014	1,137.20
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	1.42
		Total for Department: 492 INFORMATION TECHNO		51,724.47
		Total for Fund:11 INFORMATION TECHNOLOGY		51,724.47

Fund: 17 FACILITY SERVICES FUND
Department: 496 CUSTODIAL SERVICE

71391	NORTHERN COLORADO PAPER	FLOOR STRIPER	12/05/2014	114.62
71395	WINDSOR HARDWARE, LLC	VELCRO TAPE & DISH WASHER SOA	12/05/2014	19.48
71406	HILLYARD INC	TISSUE & PAPER TOWELS	12/05/2014	530.64
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	1.12
71460	KING SOOPERS	CAKE AND ICE CREAM	12/12/2014	22.79
71485	CARD SERVICES	TAPE FOR TARPS AT CRC	12/12/2014	197.23
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.48
71502	UNISOURCE WORLDWIDE INC	CLEANERS, LINERS, ETC.	12/12/2014	213.79
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	54.25
71553	BRANDON CIPTAK	CUSTODIAL TRAINING	12/19/2014	650.00
71569	NORTHERN COLORADO PAPER	E-Z GLIDE REPAIR KIT	12/24/2014	90.24
71578	WINDSOR HARDWARE, LLC	DOOR STOPPER	12/24/2014	62.82
71582	DOMINOS PIZZA	TRAINING REFRESHMENTS	12/24/2014	38.32
71619	TENNANT SALES AND SERVICE COMPANY	PARTS FOR AUTO-SCRUBBER	12/24/2014	140.00
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.48
		Total for Department: 496 CUSTODIAL SERVICE		2,136.26

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 497 FACILITY MAINTENANCE				
71389	GRAINGER, INC.	NON-DIMMABLE LIGHT	12/05/2014	620.55
71395	WINDSOR HARDWARE, LLC	ELBOWS, ADAPTERS, BALL VALVE,	12/05/2014	196.91
71398	ENVIROPEST	PEST CONTROL-PUMP STATION	12/05/2014	187.00
71414	GREELEY LOCK AND KEY	SERVICE CALL-REPAIR PANIC BAR	12/05/2014	370.50
71428	BIG R OF GREELEY, INC.	UNIFORMS	12/12/2014	283.94
71433	GENERAL AIR SERVICE AND SUPPLY CO	CARBON DIOXIDE	12/12/2014	12.47
71435	MANWEILER HARDWARE, INC	GFCI, FURNACE FILTERS, TAPE, PAS	12/12/2014	84.32
71445	OFFICE DEPOT	OFFICE SUPPLIES	12/12/2014	2.23
71453	MANWEILER APPLIANCE	DISHWASHER REPAIR AT TOWN HA	12/12/2014	85.00
71468	POWERS PRODUCTS CO	MAINT. ON MOVABLE WALL AT CR(	12/12/2014	400.00
71482	SENTRY FIRE AND SAFETY	FIRE EXTINGUISHER INSECPTION	12/12/2014	335.20
71488	TRANE U.S. INC	HVAC REPAIR @ TOWN HALL	12/12/2014	706.50
71492	AIR COMFORT, INC	HVAC REPAIRS @TOWN HALL	12/12/2014	1,974.53
71497	INTERSTATE ALL BATTERY OF FT C	AAA AND AA BATTERIES	12/12/2014	0.95
71501	SECURITY AND SOUND DESIGN	SERVICE CALL	12/12/2014	749.90
71512	COREN PRINTING, INC.	ENVELOPES	12/19/2014	108.50
71529	DAVID FRENCH	MILEAGE REIMB FAC MGMT SEMIN/	12/19/2014	112.00
71534	OLD NATIONAL BANK	ENERGY EFFICIENCY LEASE PURCH	12/19/2014	3,455.41
71565	GRAINGER, INC.	EXIT LIGHT BATTERIES CRC	12/24/2014	1,327.26
71566	CENTURYLINK	UTILITIES	12/24/2014	48.88
71574	SCOTT'S ELECTRIC AND BUCKET TRUCK SERV	WIRE NEW CUBICLES	12/24/2014	99.00
71578	WINDSOR HARDWARE, LLC	SNAP BOLT SWIVEL FLAGS CRC	12/24/2014	72.45
71594	QUALITY DOOR, INC	MAINT ROLLING DOORS PD	12/24/2014	142.00
71605	FRONT RANGE FIRE PROT. INC	ANNUAL INSPECTION & BACKFLOW	12/24/2014	995.00
71607	EDWARDS REFRIGERATION	ICE MACHINE REPAIR AT PW SHOP	12/24/2014	155.00
71610	AMERESCO	MONTHLY MONITORING	12/24/2014	403.00
71620	ZLIGHT USA	RE-LAMP PW WATER OFFICE	12/24/2014	246.14
71622	INTERSTATE ALL BATTERY OF FT C	BATTERIES	12/24/2014	0.96
		Total for Department: 497 FACILITY MAINTENAN		13,175.60
		Total for Fund:17 FACILITY SERVICES FUND		15,311.86
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORI				
Department: 486 DOWNTOWN DEVELOPMENT AU				
71407	NCCG-NORTHERN COLORADO COMM GR	DDA-LEGAL NOTICES	12/05/2014	338.00
71472	NCCG-NORTHERN COLORADO COMM GR	DDA PAGE	12/12/2014	633.00
71483	LILEY, ROGERS, AND MARTELL LLC	LEGAL SERVICES THROUGH NOVEM	12/12/2014	714.00
71621	COLORADO SPECIAL DISTRICT	BOARD MEMBER WC COVERAGE 20	12/24/2014	194.00
		Total for Department: 486 DOWNTOWN DEVELOP		1,879.00
		Total for Fund:19 DOWNTOWN DEVELOPMENT A		1,879.00
		Accounts Payable Total		1,929,931.15
		Payroll (2 pay periods)		$353,695.98
		Grand Total		$2,283,627.13

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Re: Acceptance of Demographics and Housing Study Final Report
Item #: B.7.

Discussion:

In 2013 the Town Board and Planning Commission met to discuss what the demographic make-up and housing needs of the Town may look like in the future. After discussing potential scenarios, it was the consensus of the boards to have a demographics and housing study prepared. The consulting firm of Economic & Planning Systems (EPS) was selected to prepare the study (Study), and the Study was launched last May.

On September 15, 2014 and December 15, 2014, EPS presented drafts of the Study at joint work sessions with the Town Board, Planning Commission and Housing Authority Board. At the December 15th work session, the Boards requested that additional analyses be performed and findings be included in the Study relative to the senior population cohort. The Boards also requested that a section on economic drivers that would provide additional information on the major employers in the region be included in the Study. EPS researched this additional demographic data, and the following inclusions have been added to the Study:

Page 3: Addition of a new Section 8 which contains a finding relevant to further analysis of population trends and forecasts by age, specifically regarding the forecast of population above 65 years of age.

Page 23: Addition of a section on "economic drivers" to the larger "employment" section that provides more detail and information of the most significant employment drivers in the region as well as locally. This modification includes the addition of another data table.

Page 66: Addition of a paragraph that discusses the age breakdown of the population forecast, which provides context to the additional finding on senior population demand.

The Planning Commission has reviewed these additional findings and has determined that they have been adequately addressed and incorporated in the enclosed final report and therefore did not have any further comments on the Study.

Recommendation: At the January 7, 2015 planning commission meeting, the Planning Commission voted to recommend to the Town Board acceptance of the final report as presented, and staff concurs with this recommendation.

Attachment: Demographics and Housing Study Final Report

pc: David Schwartz, Project Manager, Economic & Planning Systems, Inc.
Daniel Guimond, Principal, Economic & Planning Systems, Inc.

Final Report

Demographics and Housing Opportunities Study

The Economics of Land Use

Prepared for:

Town of Windsor, Colorado

Prepared by:

Economic & Planning Systems, Inc.

January 12, 2015

EPS #143007

Economic & Planning Systems, Inc.
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Denver, CO 80202-3511
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303 623 9049 fax

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Sacramento
Denver
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1. EXECUTIVE SUMMARY

Background

The Town of Windsor has experienced strong growth in the past and is well-positioned to be the beneficiary of considerable growth and demand pressure in the future. Its prime location and access to I-25 have made it an ideal community for workers from the entire Northern Front Range. The Town has made considerable progress toward becoming a strong and self-sustaining economy, working effectively to recruit and retain business—in particular, it has continued to work aggressively on expanding its retail base.

Over the past decade and a half, the Town has taken a progressive and comprehensive approach to addressing the community's broader needs, particularly in regards to developing a suitable inventory of workforce housing. After adoption of the Town's Comprehensive Plan in 2002, the Economic Incentives Resolution for housing was passed in 2004, which granted various incentives to developers who provide workforce housing as a part of their development. The Town also commissioned a study of workforce housing needs and community preferences in 2007 and completed in 2009, which identified the extent of housing needs, gaps, and general preferences regarding community needs and issues.

To better understand these issues and to plan for the potentially changing housing needs of the future, the Town hired Economic & Planning Systems (EPS) to produce this Demographics and Housing Opportunities study to address the following issues:

- Identify how demographics in the community have changed;
- How the demographics might change in the future;
- Where development has been occurring;
- Where development can occur in the future;
- Whether encouraging infill development or greenfield development, as a matter of policy is a good idea;
- What the fiscal impacts to this type of policy might be, let alone the potential impacts that facilitating or meeting housing needs of the future might have on the Town's ability to provide municipal services, and
- Suggest strategies and measures the Town can adopt to address these trends and direct growth in a fiscally-responsible manner.

Scope of Work

This report outlines economic and demographic trends and conditions, and provides guidance as to where development is occurring and is expected to occur in the future. It also provides guidance on how various developments could impact the long-term fiscal health of the Town as well as recommendations as to how the Town might encourage more favorable types of development.

Findings

General

The following findings represent a few of the many findings from EPS' research across the western U.S., and are indicative of certain shifts in the demographics among working and home-buying aged households that reflect some of the broader trends that are affecting the Town of Windsor as a component of a larger regional economy.

1. ***Younger generations are increasingly expressing different preferences for their housing, neighborhoods, and larger communities.***

   As demographics across the country are changing, drivers of housing demand are increasingly favoring preferences for neighborhoods with different housing types, higher-densities, mixed-use environments, and walkability to services, entertainment, and employment. In choosing where to live, a greater number of households are seeking amenity- and proximity-driven housing options.

2. ***Nearly 80 percent of households place greater importance on neighborhood characteristics than building characteristics.***

   It is the quality of the neighborhood, not the size of the house, that is most important for a majority of households in choosing where to live. A neighborhood and larger community are characterized by a multitude of attributes that embody "sense of place", such as the quality of schools, perception of safety and security, privacy, well-designed sidewalks and bike paths, access to parks, proximity to work, shops, entertainment, schools, and other daily needs.

3. ***Perceptions about school quality can attract or deter growth.***

   School quality is a commonly cited response when asked what motivates households to move. In under-funded districts, poor school quality can serve as a deterrent to household, population, and economic growth. In well-funded districts, good school quality can be a driver of demographic and economic growth. While frequently outside the purview of demographic and housing studies such as this, cooperation with local school districts is an essential component of a comprehensive economic and community development strategy.

4. ***A sense of safety and security is the most important neighborhood characteristic to households.***

   Another common response among questions regarding the importance of housing, neighborhood, and community characteristics is the importance of a sense of safety and security. As with school quality as a motivator, the lack of a sense of safety and security can discourage households from choosing to live in certain parts of a city, and the presence of it can drive growth. Findings of the 2009 study survey did not indicate that this issue was top of mind for residents, and the growth in the community would suggest that many people perceive their needs for a sense of safety and security to be met in Windsor.

5. ***Households are willing to pay to live in an area that contributes to their 'sense of place' and 'quality of life'.***

   There are many terms for this concept – sense of place, sense of community, or quality of life. One thing is often consistent among EPS' research of this topic: households are generally willing to pay a greater amount for their housing if they perceive some tangible value in the additional amenities, proximities, or benefits to their sense of community or

quality of life. For example, many households are willing to pay more for housing to cut their commute time; many will also pay more if they can walk to work or shops; and many households (especially households with children) will also pay more for their housing to locate near higher quality schools.

Windsor Specific

The following findings are specific and unique to Windsor and the surrounding region.

6. ***Windsor has attracted both households with children and empty-nester and retiree households.***

   Between 2000 and 2010, according to U.S. Census information, the Town grew by more than 8,700 people, more than 15 percent of which were under 10 years of age, and a third of which were between the ages 35 and 55, indicating strong growth among households with children. Of that total growth, 30 percent were also over 55 years of age, indicating not just aging of the existing population, but of a net increase in the population in those age categories. Additionally, over the next 25 years, the population of residents between 35 and 64 years of age is estimated to nearly double over 2010 levels.

7. ***The median age of the population has increased more quickly than in surrounding communities.***

   The population of Windsor is, on average, getting older. Between 2000 and 2010, the median age increased from 32.7 to 37.6, and several factors have contributed to this trend: the aging of the Baby Boomers; the target age cohort for executive housing in the 1990's are now 10 to 15 years older; and the scarcity of entry-level housing affordable to younger families with young children.

8. ***The number of residents over 65 years will nearly triple by 2040 over 2010 levels.***

   Based on an analysis of the Town's capture of population by age cohort, EPS estimates that the number of Windsor residents over the age of 65 will increase from approximately 1,900 in 2010 to 5,300 by 2040, an increase of 280 percent. While specific data regarding the portion of those that may require assisted living facilities, nursing care, or independent living arrangements are not generally available (beyond a survey), an increase of this magnitude indicates that some planning for the housing needs of this population should take place in the near future.

9. ***High-density, amenity-driven mixed-used developments in proximity to services, entertainment, and shopping are possible, but over the long-term.***

   Demand for such developments must be considered in its regional economic context. Most of the region's employment opportunities are located in Fort Collins, and Windsor has increasingly become a bedroom community for certain households of many of those workers who seek a certain type of community feel.

10. ***There will continue to be a large component of each generation (Baby Boomers, Generation X, Generation Y (Millenials), etc.) that seek the type of housing Windsor development offers.***

    Demographic data analysis shows that the Town's population increase has been driven by an influx of families with children and retirees. Windsor has successfully developed its character

as a "hometown" community, and it is likely that this aspect of its community character will continue to serve as its draw and attractiveness.

11. Increased activity in the oil and gas industry has contributed to some employment increases in the Town of Windsor, and possibly some housing impacts.

Oil and gas employment related to exploration has increased in the Town, but not by the same magnitude as in the region. While the direct and indirect oil and gas related industries added more than 2,800 jobs between 2000 and 2013, related firms in Windsor added approximately 190 jobs, accounting for just 7 percent of the total industry growth in the region. In terms of housing, similarly detailed information is not readily available to identify the extent to which more households of the industry's jobs have chosen to live in Windsor. Given the price of housing with respect to the region, and the transience and mobility associated with the more job-intensive phases of the industry's exploration and production cycle, it is likelier that new Windsor households with workers in the industry are associated with higher-paid positions that are more regional and administrative in nature.

The following findings are related to the conditions and trends highlighted as findings in EPS' 2009 study of workforce housing issues in Windsor. Many of the trends and conditions assessed then have continued on their path.

12. Windsor residents account for less than 20 percent of the local workforce, and 90 percent of employed Windsor residents work somewhere else in the region.

In the employer survey conducted as a part of the 2009 study, EPS identified that most of Windsor's jobs were held by non-residents, and that most of Windsor's residents held jobs elsewhere in the region. The finding was that "*the economic expansion has resulted in a larger community that is more reliant and integrated into the regional economy.*" The Town has increasingly become a community of households who hold jobs somewhere else.

Overall, out-commuting has increased by 110 percent since 2004 and in-commuting has risen by 50 percent. According to this report's analysis, approximately 84 percent, or approximately 5,460, commuted in from elsewhere, which means that only 16 percent of Windsor's local jobs are held by workers who live locally. And of the more than 11,500 Town of Windsor residents who held a job, approximately 10,500 of them commuted out for work, more than 90 percent, which means that only 10 percent of all job-holding residents work locally.

13. Housing prices continue to rise faster than incomes.

In line with the findings of EPS' 2009 study, as the average price of housing built in Windsor has increased over time, so has the average household income of the households who live there. In 2009, the household survey revealed that households that had moved to Windsor within the last 5 years had average household incomes 15 percent higher than longer-term residents, indicating a socio-economic shift in the community. This trend has continued to date.

The median income of Windsor households increased 3.2 percent annually between 2000 and 2012, but median housing sales prices increased 4.4 percent annually during the same period. From a regional perspective, i.e. from the perspective of households living elsewhere who may wish to live in Windsor, median incomes rose only 1.4 to 1.6 percent. In terms of affordability, housing is largely affordable to those already living in Windsor, but the gap

between the median sales price of Windsor's housing and what households in the region are able to afford has widened substantially since 2000.

14. Households are spending more of their income on housing.

Housing costs are consuming an ever-larger portion of households' income. Between 2000 and 2010, the portion of households spending 30 percent or more of their incomes on housing increased from 30 to 34 percent. While approximately 60 percent of households with incomes under $50,000 per year were cost-burdened (a statistic that did not change statistically from 2000 to 2010), there was a 70 percent increase in the number of cost-burdened households earning $50,000 to $75,000, and a 10-fold increase in cost-burdened households earning more than $75,000.

Land Use and Policy Context

The following findings relate to the land use supply and regulatory context of Windsor.

15. The Economic Incentives Resolution has had limited and narrow effectiveness.

The Resolution 2004-39, which offers the possibility of three types of development incentives, including fee deferral, expedited review, and a density bonus, has not had broad use, largely because it was never codified. It also has an unusually stringent definition of what constitutes a primary work force housing project.

16. The Residential Mixed-Use (RMU) zoning classification allows for sufficient flexibility of residential, but in terms of residential development, has not produced densities significantly different from the E-2 zoning classification.

An analysis of 16 existing and planned developments showed that the current zoning tools allow for gross residential efficiency of 0.4 to 2.1 units per acre, when factoring in land usage for ROW, OS, and other uses. That is, net residential development was found to vary from approximately 60 to 85 percent. And except for the E-1 districts, average lot sizes did not vary considerably among the other major zoning classifications: lots in SF-1 districts were approximately one quarter acre (0.23 acre); 2.23 acres in E-1 districts; one quarter acre (0.25 acre) in E-2 districts; and also one quarter acre (0.23 acre) in RMU district developments.

17. The price of CBT water has recently increased to more than triple its level several years ago.

The recent threefold increase in water per unit prices should be cause for concern, and it was mentioned by several of the stakeholders interviewed during this study. It was noted that during the 1990s, CBT unit prices were around $2,000 and increased to the $10,000 to $14,000 level around 2000. Since that time, and particularly in the last three years, prices have spiked to $25,000 to $35,000. According to some, it is not likely that the price of water will return to lower levels given supply constraints and continued demand pressures in the Northern Front Range. If unabated, a continuation of this trend will make development costly and adversely affect the economics of development, and this will adversely affect Windsor's competitiveness for producing or increasing its supply of workforce housing opportunities.

Recommendations

General

The following are recommendations related to preceding findings.

1. ***The Town should take a balanced approach to its community and economic development initiatives.***

   One of the most frequently noted primary characteristics of Windsor's appeal is its "hometown" feel. But, along such traditional lines, Windsor is not a traditional economy. As the findings suggest, only 20 percent of local jobs are held by residents, and only 10 percent of its residents work locally. The Town should put as much of its resources and attention to the task of building its local employment base as it should in ensuring that its housing stock is meeting the demands of its future residents.

2. ***Building the Town's employment base should strategically link quality of jobs with location.***

   The dramatic commuting patterns indicate that Windsor is heavily reliant on regional job-holders to fill its positions, some of which are manufacturing, but that it is also a net exporter of labor to a number of other cities (primarily Fort Collins, Greeley, and Loveland), where 90 percent of employed Windsor residents work somewhere else.

   Attracting, recruiting, and retaining good-paying jobs is central to economic development officials' missions, but it should not be the only objective of the Town. While municipal fiscal structures often place communities in a position of competing for sales tax against one another, the Town should not lose sight of building its employment base in quality industries that are more "export-driven", i.e. manufacturing, professional and technical services, administrative and management, financial services, etc. Additionally, taking more control of where this employment might be located would positively contribute to the long-term development and invigoration of its old town area. As such, the Town should look for and evaluate infill and redevelopment opportunities within its core that would be appropriate for catalytic development sites. Succeeding at these efforts would be major achievements in increasing the overall attractiveness of the central part of the Town as not only a place to do business, but a place to live, shop, etc.

3. ***Look for opportunities to increase the density of housing in the Town's core.***

   Related to the previous point, an increase in housing density in the core of the old town area does not necessarily mean suddenly permitting mid- or high-rise development. Rather, as the core of the Town becomes more attractive, it will become more attractive to households seeking a greater diversity of housing options, including rental or even condominiums. Along these lines, the Town should also evaluate sites within a defined area that would be appropriate for infill or redevelopment as residential or mixed-use.

4. ***The Town should promote housing development that meets the needs of a more diverse and wider spectrum of incomes (especially for workforce housing).***

   Some points of analysis, such as the increase in cost-burdened households earning over $75,000, point to a mismatch in housing supply. The housing gaps analysis also points to an undersupply of housing affordable to households earning less than $50,000 per year. Along these lines, it is not clear whether households are choosing to place themselves in a cost

burden situation or not. And the analysis of the distribution of commuters by industry illustrates that most of the manufacturing jobs, for example, in the Town are held by non-residents.

5. ***The Town's minimum lot size within the central parts of Town should be lowered.***

   As noted above, if the Town makes a strategic long-term effort to plan for a denser, more vibrant urban environment in its core, reducing the minimum lot sizes, which are 6,000 square-feet in most of the areas surrounding the old part of Town, will facilitate this. This does not mean that a new zoning classification should be created, but that, especially through the Town's comprehensive planning process, the zoning classifications of this part of central Windsor should be reexamined and aligned with the possibility of increasing overall residential densities and facilitating the longer-term goal of creating a mixed-use environment. Given that the RMU zoning, as well as the E-2 classification allow for the use of higher-density zoning, EPS does not believe that a mere lowering of the minimum lot size will immediately result in the transformation or densification of the core of the Town. Rather, the intent in lowering the minimum lot size is to *permit* such development, so that, when demand exists, development may provide such inventory.

Policy Recommendations

The following recommendations are related specifically to the refinement of the economic incentives resolution 2004-39, which pertains to affordable housing development.

6. ***A "primary work force housing project" defined as including 20 percent affordable units is overly aggressive and cuts into the economics of market-oriented development projects.***

   This language is derived from the structures of Inclusionary Housing Ordinances in which a "set-aside" requirement is established. The City of Boulder's set-aside requirement, for example, is 20 percent, and the City of Denver's is 10 percent. It is a hotly contested aspect of these land use control mechanisms and one that faces high developer opposition. EPS recommends lowering this figure to 10 percent, or scaling the set-aside percentage so that it is appropriately balanced with the economic value of the incentives offered: e.g. a 10 percent set-aside would be granted a limited type of incentive, whereas a higher set-aside could be granted more incentive.

7. ***The definition of a "primary work force housing unit" should be modified.***

   While it is compelling to include utilities into the equation of affordability for work force housing households, industry practice typically omits this because of the administrative difficulty in qualifying the units and households. Relatedly, the total household income limit should be reduced to 30 percent of income, not 35 percent. This would also align the policy to industry standard practice. And additionally, income should be defined as "area median income", not "average household income", which in Windsor's case is a much higher number resulting in a policy that incentivizes what other communities actually deem "work force housing" needs in the 100 to 140 percent AMI categories.

8. ***The value of bonus density should be more appropriately estimated to align with actual market economic value.***

Ordinarily, a bonus density is one of the most economically valuable incentive tools available under similar land use regulations. In lower-density environments, however, where there is little to no market support or interest in greater density, the incentive has little economic value. In Fort Collins, for example, the bonus density of its economic incentives policy is also viewed by the development community as holding little economic value. The current 10 percent bonus, as only calculated from the number of work force housing units provided, is too small and is unlikely to influence development community behavior.

9. ***The fast-tracked development process holds debatable value.***

   It is fairly debatable whether expedited review holds real economic value to a developer. In terms of quantifying what is at stake (i.e. where the economic value in this incentive lies), for a market-rate development, a developer might have his or her own money, staff, attorney or any other staff time involved during the entitlement process. Another element that may quantify the entitlement process is the degree of entitlement risk involved in a project, i.e. a risk premium that is figured into the hurdle rate for proceeding with a project. Each of these aspects for quantifying the value of the planning and entitlement review process speaks, however, to predictability. Developers look for predictability, and if this incentive is to have any quantitative value, it should be defined in actual terms of how much the process is expedited – e.g. number of months. Otherwise, many developers see little to no value in this incentive.

10. ***Fee deferrals may not impact developer bottom-line, i.e. influence behavior, enough.***

    Deferrals differ from fee "waivers", which are in use in surrounding communities and in most communities with these types of incentives. Regionally, Loveland waives (and essentially back fills with General Fund dollars) the development review fees, which can be a substantial incentive to the project, and Fort Collins is in the process of reevaluating its policy with regard to fee waivers for housing projects, as well. The Town should reevaluate whether it can afford to fund fee waivers for projects that are likely to come forward.

11. ***The Town should proactively pursue alternative sources of water.***

    While it is beyond the scope of this study to assess the merits of the Town's water provision and development policy, there were several policy considerations noted by stakeholders that are worth mentioning. Support the Northern Integrated Supply Project (NISP), but be more proactive about finding alternative and local water sources so that the cost of water does not become a deterrent to development.

12. ***The Town should conduct a survey of its residents during the Comprehensive Plan Process.***

    Surveys can be a valuable means to collect primary data on socio-economic and demographic characteristics that are not available through commonly available secondary sources. Such a tool would also enable the Town to identify the extent to which job-holders in new households to Windsor are employed in the oil and gas industry. In its longer-term strategy, and especially in the next comprehensive planning effort, the Town should include a household and employee survey component to identify some of the "choice" issues that have surfaced through this analysis with questions that evaluate what type of financial trade-offs households may have made to move to Windsor, whether they have intentionally chosen to put themselves in a cost-burden situation, and for employees, whether the availability of lower cost housing would motivate them to live in Windsor.

2. ECONOMIC AND DEMOGRAPHIC FRAMEWORK

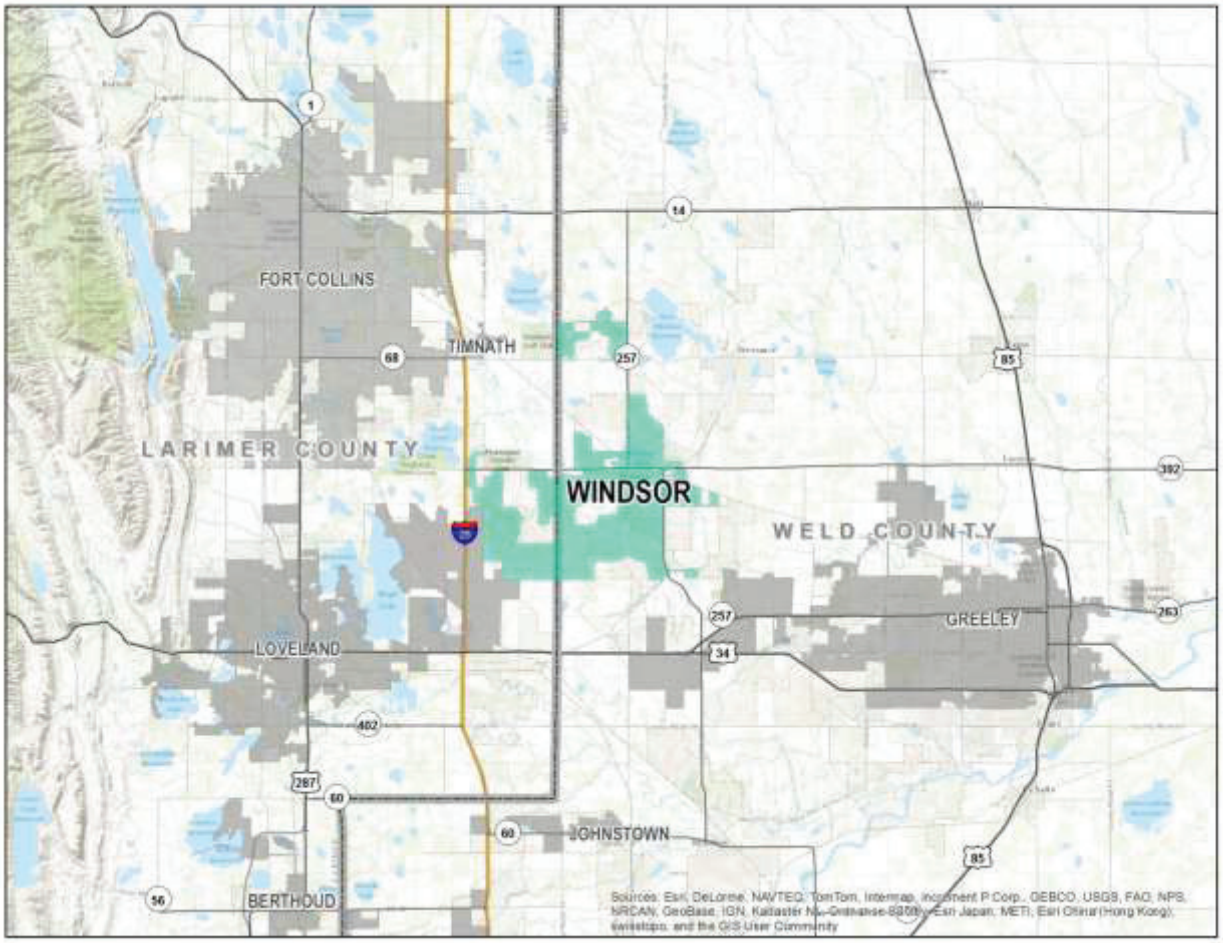
In order to better understand the current and future housing needs of the community it is necessary to provide an economic and demographic framework for the Town and the surrounding area. This chapter provides a description of historical trends, a summary of current conditions, as well as forecasts of projected changes in local economics and demographics. Specifically, EPS uses data gathered from both public and private sources to provide an economic and demographic framework that summarizes trends and conditions in the following areas:

- Population and Households
- Employment and Income
- Commuting Patterns
- Housing Market Conditions and Pricing

Market Area

The Town of Windsor is located along the foothills of northern Colorado immediately east of Interstate 25 and along Highway 392, as shown in **Figure 1**. For the purposes of understanding the local and regional context detailed in subsequent sections of this chapter, EPS has defined a market area that includes Windsor and the surrounding cities of Fort Collins, Greeley, and Loveland. These communities represent major destinations for commuters either employed in Windsor but live in surrounding communities or live in Windsor and work in one of the surrounding communities. In addition, due to the size and proximity of these other 3 communities, their economies are closely tied with the economy of Windsor.

Figure 1
Town of Windsor and Surrounding Communities



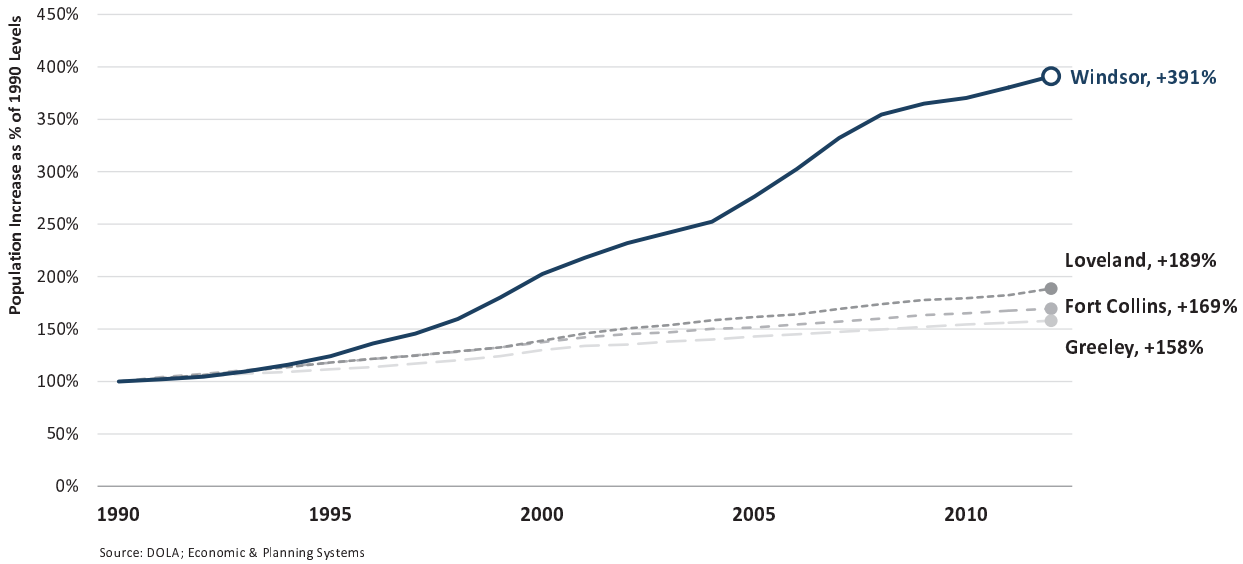
Demographics

This section provides a brief overview of the major demographic trends in the Town of Windsor and the surrounding market area. This information will provide context to the subsequent sections that describe housing market trends and opportunities and will detail how Windsor has performed relative to surrounding communities.

Historic Trends

Over the past two decades, the population of Windsor has nearly quadrupled. Although the Town is still relatively small in comparison to Fort Collins, Loveland, and Greeley, its population growth rate has consistently outpaced that of surrounding communities, as illustrated in **Figure 2**, which shows the change of each community's population based on an index that uses 1990 as the base year. The figure provides a baseline for changes in population in subsequent years. Between 1990 and 2012, the population of Windsor increased by nearly 300 percent, which is approximately twice the growth rate of surrounding communities. Windsor's share of the market area population continues to grow, moving from 3 percent in 1990 to 6 percent in 2012.

Figure 2
Population Index, 1999-2012



Current Conditions

Table 1 illustrates that the region, including Ft. Collins, Greeley, Loveland, and Windsor, grew at a rate of 2.3 percent per year between 2000 and 2010, according to information from the U.S. Census. While 2012 (or recent) data are not available for all these jurisdictions from the Census, the Town of Windsor estimates that its local population has grown further to more than 22,500, according to Planning Department estimates as of the end of 2013.

Table 1
Population and Households, 2000 and 2010

			2000-2010		
	2000	2010	Total	Ann. #	Ann. %
Population					
Fort Collins	118,652	143,986	25,334	2,533	2.0%
Greeley	76,930	92,889	15,959	1,596	1.9%
Loveland	50,608	66,859	16,251	1,625	2.8%
Windsor	9,896	18,644	8,748	875	6.5%
Region	**256,086**	**322,378**	**66,292**	**6,629**	**2.3%**
Households					
Fort Collins	45,882	56,678	10,796	1,080	2.1%
Greeley	27,647	33,326	5,679	568	1.9%
Loveland	19,741	27,746	8,005	801	3.5%
Windsor	3,563	6,743	3,180	318	6.6%
Region	**96,833**	**124,493**	**27,660**	**2,766**	**2.5%**

Source: US Census Bureau; Economic & Planning Systems

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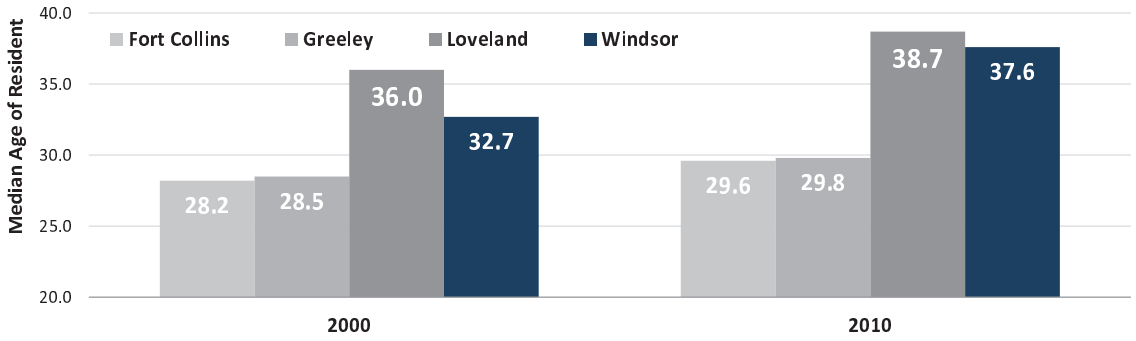
As is the case with many cities across the United States, the population of Windsor is, on average, getting older. Using the most recently-available data from the U.S. Census, the Town's median age has increased from 32.7 in 2000 to 37.6 in 2010, as shown in **Figure 3**. Several related factors have contributed to this trend, including:

- The aging of the Baby Boomers, the largest demographic group who are now 50 to 68 years of age.
- The target age cohort for Windsor executive housing built in the 1990's were move-up buyers in the 35 to 54 age cohort and are now 10 to 15 years older.
- The lack of entry-level housing in Town that is affordable to younger families with young children.

This trend is also caused by the fact that as Windsor continues to grow and develop it becomes a more appealing location for individuals who are in the later stages of their career or are retired.

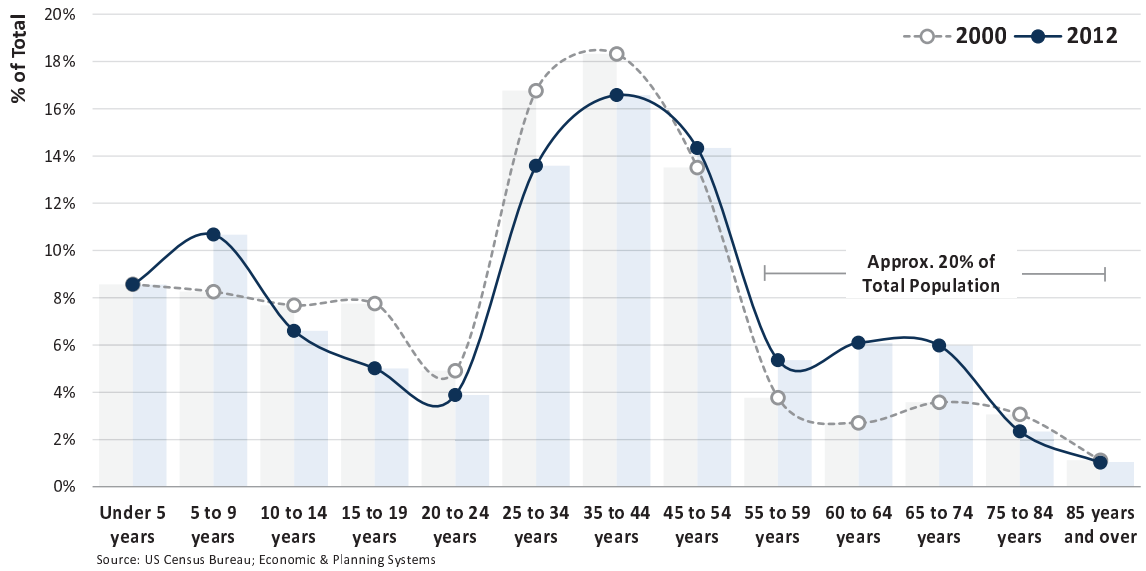
Figure 3
Median Age of Residents, 2000 and 2010



Source: US Census Bureau; Economic & Planning Systems

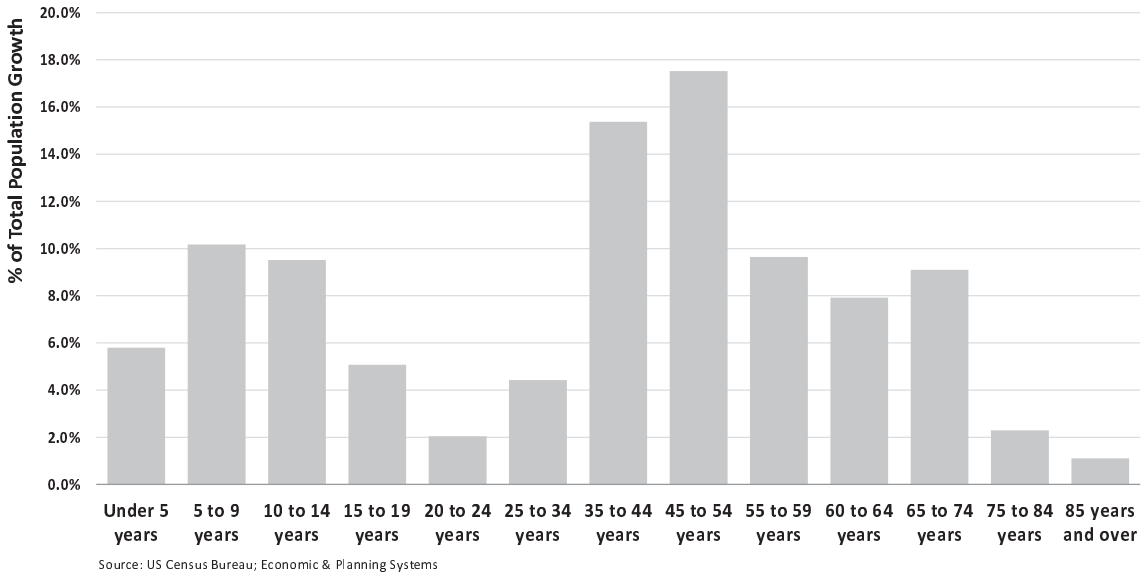
As shown in **Figure 4**, the population distribution in Windsor has become more heavily weighted in age group over the age of 55. Between 2000 and 2012, the proportion of individuals living in Windsor between the ages of 10 and 44 decreased, while the proportion of individuals under the age of 10 and over the age of 55 increased.

Figure 4
Windsor Population Distribution, by Age, 2000 and 2012



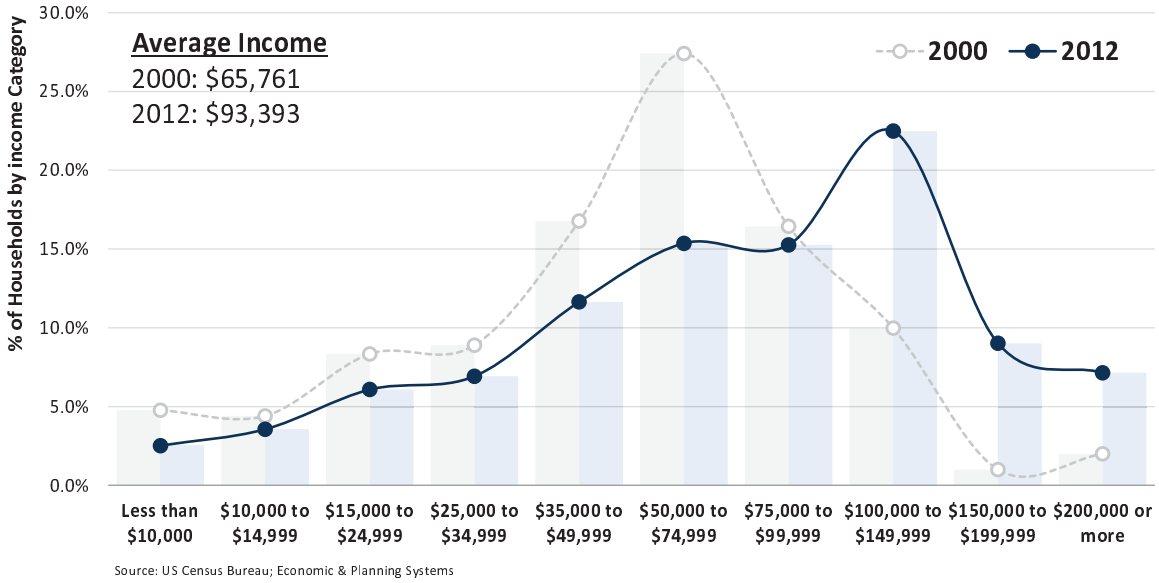
Between 2000 and 2012, there was also a significant increase in the number of individuals between the ages of 35 and 54. These age groups captured the greatest percentage of growth between 2000 and 2012, 15 and 17 percent, respectively, as shown in **Figure 5**.

Figure 5
Percent of Total Growth, by age, 2000-2012



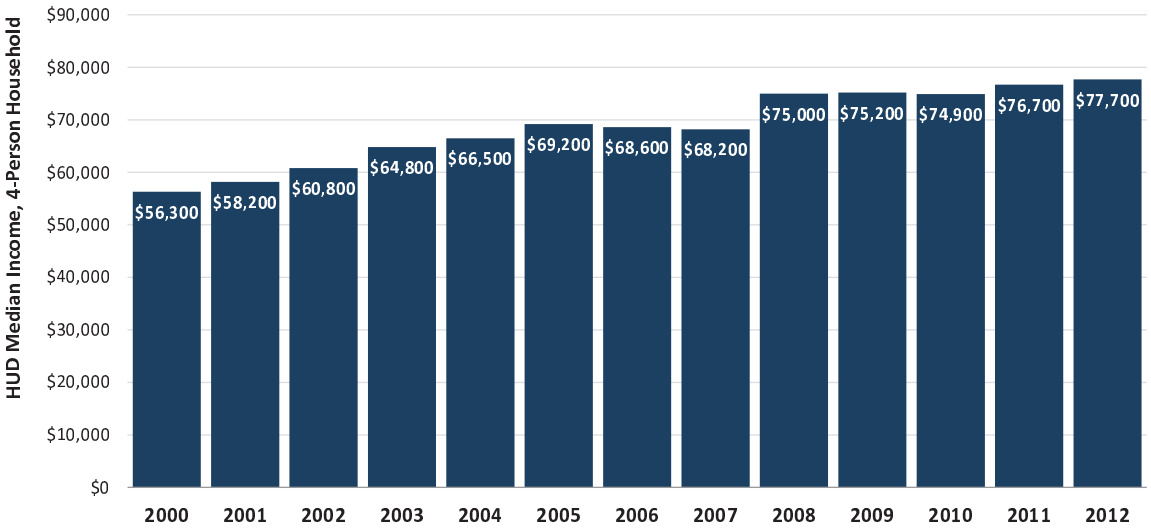
In addition to a strong growth in the number of individuals over the age of 55, there has also been significant shift in the number of households earning more than $100,000 per year, as shown in **Figure 6**. While households earning more than $100,000 made up only 13 percent of the total population in 2000, in 2012, households earning more than $100,000 per year made up nearly 40 percent of the total population of Windsor.

Figure 6
Windsor Household Income Distribution, 2000 and 2012



The median household income in the Fort Collins-Loveland Metropolitan Statistical Area (MSA) was $77,700 for a household of four people in 2012, as shown in **Figure 7**. Since 2000, the median household income in the area has increased by approximately 2.7 percent per year.

Figure 7
Area Median Income (AMI), Fort Collins-Loveland MSA, 2000-2012



Note: 4-person household
Source: HUD; Economic & Planning Systems

Population Forecast

The Colorado Department of Local Affairs (DOLA) produces annual population forecasts for Colorado counties and the state as a whole. Based on recently (October 2013) released DOLA forecasts, the population of Colorado is expected to grow at approximately 1.5 percent per year between 2015 and 2040, resulting in approximately 2.3 million additional residents, as shown in **Table 2**. Over the same period, growth rates in Larimer and Weld County are expected to be approximately 1.6 percent and 2.8 percent, respectively. On both a state and county level, population growth rates are expected to rise over the next five to 10 years, at which point they are expected to stabilize and begin to decline over the following two decades. In Weld County, growth rates are expected to grow at a much faster rate over a longer period of time than in the region as a whole.

Table 2
Population Forecast, 2015-2014

				2015-2040			2015-2030			2030-2040		
Description	2015	2030	2040	Total	Ann. #	Ann. %	Total	Ann. #	Ann. %	Total	Ann. #	Ann. %
State of Colorado	**5,456,067**	**6,926,150**	**7,772,466**	**2,316,399**	**92,656**	**1.4%**	**1,470,082**	**98,005**	**1.6%**	**846,316**	**84,632**	**1.2%**
Larimer County	328,390	426,691	484,787	156,396	6,256	1.6%	98,301	6,553	1.8%	58,096	5,810	1.3%
Weld County	283,503	446,211	568,600	285,097	11,404	2.8%	162,708	10,847	3.1%	122,389	12,239	2.5%

Source: DOLA; Economic & Planning Systems
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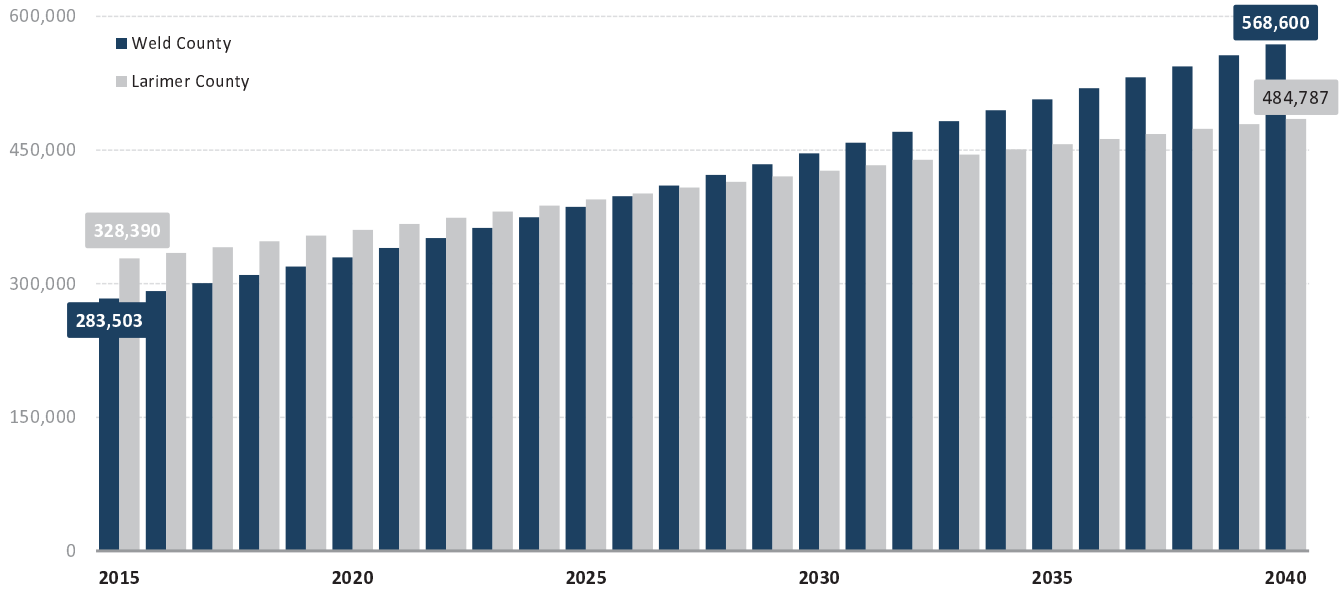
Total population projections for both Larimer and Weld County are shown in **Figure 8** and illustrate the effects of projected higher growth rates in Weld County. Although there are currently nearly 45,000 more people in Larimer County than there are in Weld County, the population in Weld County is expected to surpass that of Larimer County by 2027. In 2040, the population in Weld County is projected to be nearly 570,000 people, while the population in Larimer County is expected to be approximately 485,000 people.

Figure 8
Population Forecast, Larimer and Weld County, 2015-2040



Source: DOLA; Economic & Planning Systems

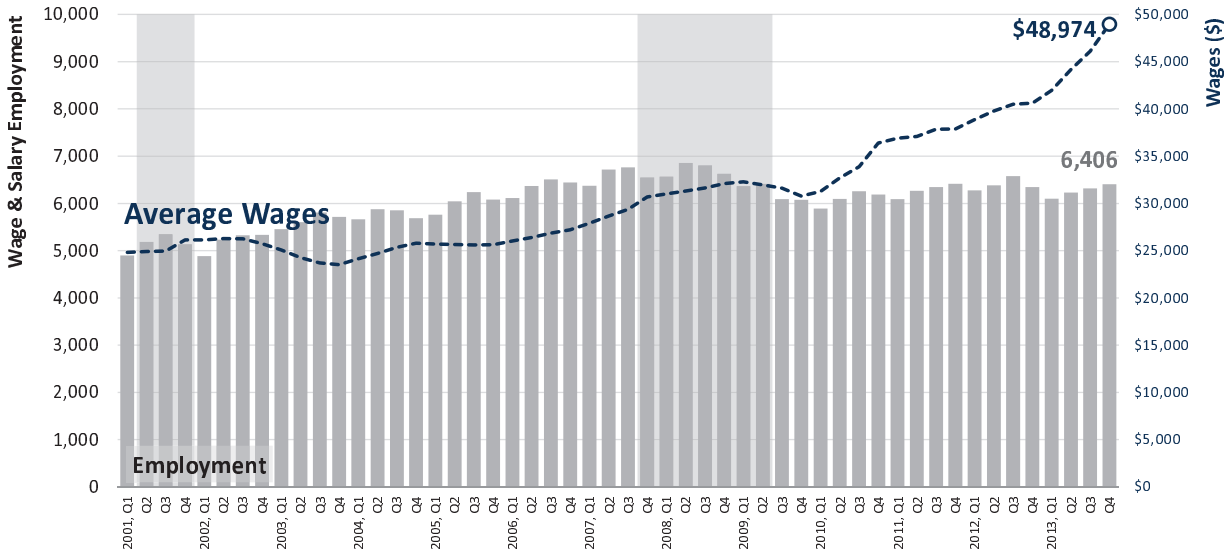
Employment, Incomes, and Commuting

Population growth and subsequent housing demand is largely fueled by employment and income growth. This section provides details on the growth in wage and salary jobs in Windsor, median household incomes as defined by the Department of Housing and Urban Development, and commuting patterns between Windsor and the surrounding communities. This section provides a summary of data collected from the U.S. Census Bureau, the Colorado Department of Labor and Employment (CDLE), and the U.S. Census Bureau's Longitudinal and Employer-Household Survey program (LEHD).[1]

Trade Area Employment and Wages

According to information provided by the CDLE, total wage and salary employment in Windsor increased by an average of 1.5 percent per year between 2001 and 2013,[2] shown in **Table 3** and **Figure 9**. Increases in total employment in Windsor outpaced growth rates in Fort Collins and Greeley but lagged behind growth rates in Loveland, which increased at a rate of 1.9 percent per year between 2001 and 2013. As of the fourth quarter of 2013, total wage and salary employment in the Town of Windsor was 6,406 (at the end of the 4th quarter, as opposed to 6,230 jobs on average for 2013).

Figure 9
Employment and Average Wages, Windsor, Colorado, 2001-2013



Note: Shaded area represents U.S. Recession (March 2001 through November 2001; December 2007 through June 2009)
Source: CDLE; Economic & Planning Systems

[1] Due to administrative issues within the LEHD program, data is only available through 2011. Updates, which will include 2012 data, are forthcoming but the exact timing is unknown.

[2] The BLS reports county-level seasonally-adjusted employment information tracked by individual state departments of labor and employment. The information it reports are wage and salary jobs (i.e. those jobs for which unemployment insurance records are filed by employers). Sole proprietors (i.e. the self-employed, as typically represent 20 to 30 percent of a total workforce) are not included in this overview.

Table 3
Employment and Average Wages, Market Area, 2001-2013

Description	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2001-2013 Total	2001-2013 Ann. #	2001-2013 Ann. %
Employment																
Fort Collins	76,754	73,729	76,528	80,648	81,852	81,902	83,893	84,913	82,050	82,208	83,787	84,034	88,861	12,107	1,009	1.2%
Greeley	41,900	40,593	41,856	43,396	42,933	43,891	44,488	44,717	43,487	42,410	43,044	44,426	46,064	4,164	347	0.8%
Loveland	29,363	27,863	29,254	29,817	30,812	33,086	34,569	34,803	33,150	33,558	33,774	35,246	36,670	7,307	609	1.9%
Windsor	5,188	5,232	5,604	5,878	6,046	6,367	6,714	6,851	6,409	6,088	6,262	6,378	6,230	1,042	87	1.5%
Average Wages																
Fort Collins	$26,576	$26,529	$25,253	$27,123	$27,710	$29,289	$30,265	$31,473	$30,914	$31,984	$34,360	$35,944	$38,547	$11,971	$998	3.1%
Greeley	$24,522	$24,993	$24,583	$26,688	$26,308	$27,117	$29,160	$31,648	$29,264	$30,549	$31,762	$34,976	$37,073	$12,551	$1,046	3.5%
Loveland	$26,530	$27,332	$25,438	$25,829	$26,741	$28,181	$29,036	$30,589	$29,050	$33,485	$32,094	$33,871	$36,059	$9,529	$794	2.6%
Windsor	$24,985	$25,584	$22,348	$24,589	$24,471	$25,900	$29,028	$30,134	$28,721	$34,502	$35,161	$38,766	$45,432	$20,447	$1,704	5.1%

[Note: Values reflect second quarter of each year]

Source: CDLE; Economic & Planning Systems

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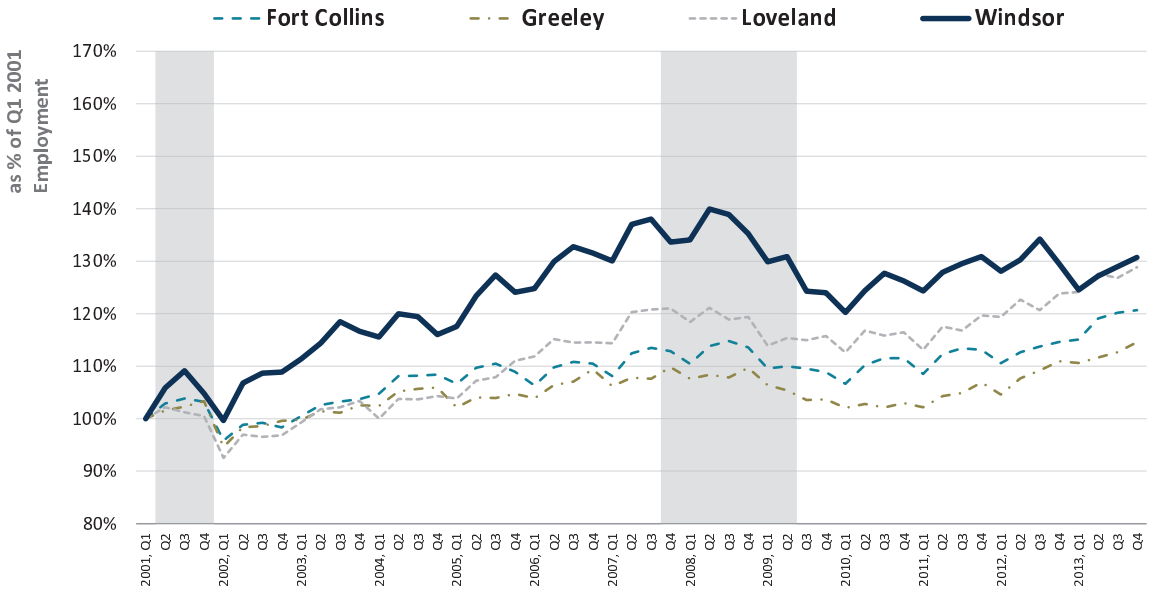
Employment

Windsor experienced strong employment growth in the years leading up to the Great Recession (November 2007 through December 2009), but lost a relatively large number of jobs in the years following the Great Recession, shown in **Figure 10**. During this period, there was a significant decrease in Construction and Manufacturing jobs. Retail Trade and Professional, Scientific, and Technical Services also lost a sizeable number of jobs during this period but have since been able to recover many of the jobs that were lost. Health Care and Social Assistance experienced relatively strong growth during this period.

Total wage and salary employment in the Town has recovered at a slower pace than in other communities included in the market area. This is primarily a result of a significant decrease in the number of manufacturing jobs (approximately 530) that occurred between 2012 and 2013.

Figure 10
Employment Index, Market Area, 2000-2013

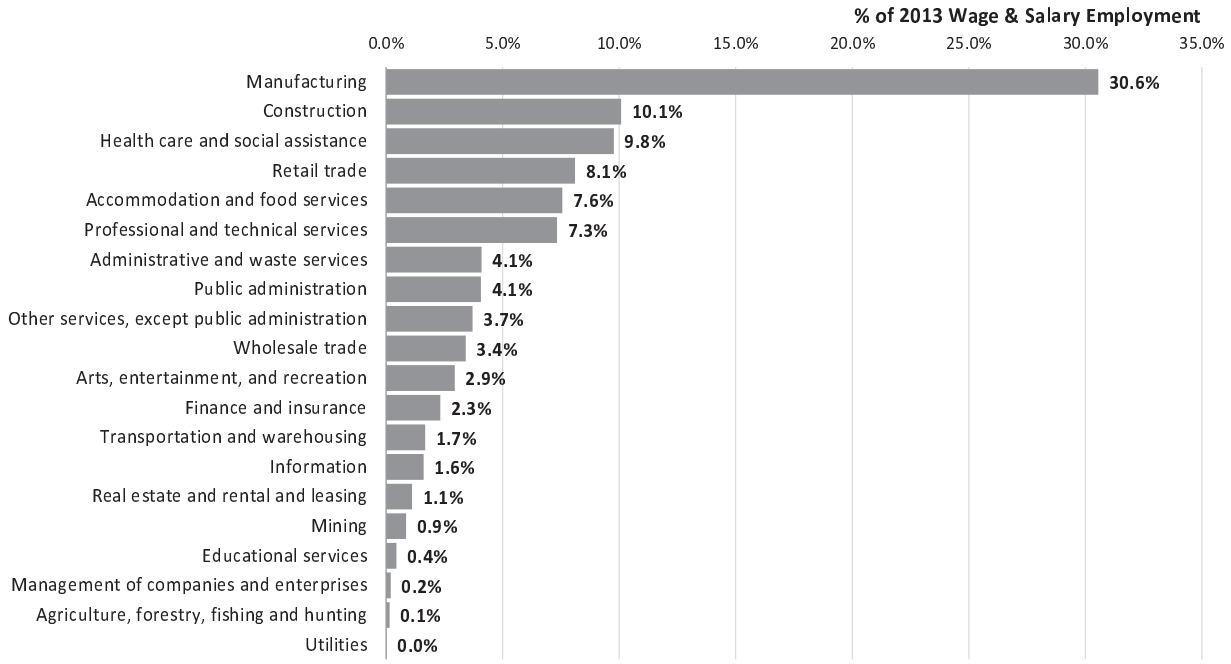


Note: Shaded area represents U.S. Recession (March 2001 through November 2001; December 2007 through June 2009)
Source: CDLE; Economic & Planning Systems

In general, Windsor's total employment has not recovered from the negative effects of the recession. **Table 4** shows that total wage and salary employment peaked in 2008 with more than 6,800 jobs, but by 2013 had only reached 90 percent of that total (6,230 jobs). One of the biggest contributors to the overall loss in jobs was the loss of nearly 1,000 manufacturing jobs over the 2001 to 2013 period. In 2001, manufacturing accounted for 36 percent of total wage and salary employment, and by 2013, that portion had dropped to 30 percent. On the positive side, the Health Care and Social Assistance sector grew from 3 percent of the workforce in 2001 to approximately 10 percent in 2013. Another notable increase in good-paying jobs was the growth in the professional and technical services sector, which experienced growth of more than 400 jobs.

Among the smaller sectors, but fast-growing were arts, entertainment, and recreation, which grew by 22 percent annually, and wholesale trade, which grew by 16 percent annually. Although the construction industry still accounts for approximately 10 percent of the workforce today (approximately 600 jobs), it had reached 13 percent of the workforce before the recession in 2006.

Figure 11
Major Employment Industry Distribution, Windsor, 2013



Source: CDLE; Economic & Planning Systems

Table 4
Employment by Industry, Windsor, 2001-2013

Description	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2001-2013 Total	2001-2013 Ann. #	2001-2013 Ann. %
Industry																
Agriculture, forestry, fishing and hunting	39	25	35	18	23	26	31	23	19	20	26	28	8	-31	-3	-12.4%
Natural Resources and Mining	72	79	98	88	86	92	92	11	13	14	24	22	47	-25	-2	-3.5%
Utilities	0	0	0	0	0	0	0	0	0	1	1	1	1	1	0	---
Construction	555	634	756	781	777	824	801	754	609	600	555	511	608	53	4	0.8%
Manufacturing	2,781	2,703	2,593	2,484	2,380	2,476	2,444	2,456	2,534	2,186	2,223	2,391	1,857	-924	-77	-3.3%
Wholesale trade	36	42	36	40	54	81	118	130	136	123	164	162	215	179	15	16.0%
Retail trade	299	298	350	460	494	438	566	709	578	412	421	477	505	206	17	4.5%
Transportation and warehousing	140	77	194	139	64	61	90	82	79	59	73	87	106	-34	-3	-2.3%
Information	39	34	84	78	109	111	106	95	90	82	89	89	104	65	5	8.5%
Finance and insurance	90	94	114	145	168	184	177	162	137	152	154	136	143	53	4	3.9%
Real estate and rental and leasing	46	41	52	59	72	79	86	86	80	84	62	52	68	22	2	3.4%
Professional and technical services	119	136	166	261	346	481	525	498	312	365	392	501	465	346	29	12.0%
Management of companies and enterprises	3	7	6	8	5	6	10	11	10	11	13	13	13	10	1	13.0%
Administrative and waste services	122	192	162	163	186	196	264	321	252	249	293	174	275	153	13	7.0%
Educational services	12	0	1	7	6	6	2	2	6	20	28	24	26	14	1	6.5%
Health care and social assistance	176	211	233	285	291	346	429	453	506	633	625	637	611	435	36	10.9%
Arts, entertainment, and recreation	17	31	38	85	187	155	144	219	212	187	220	179	184	167	14	21.9%
Accommodation and food services	405	384	426	479	437	484	459	453	401	435	443	451	491	86	7	1.6%
Other services, except public administration	93	82	87	124	143	107	138	151	168	187	172	196	227	134	11	7.7%
Public administration	144	162	173	174	218	214	232	235	267	268	284	247	277	133	11	5.6%
Total	**5,188**	**5,232**	**5,604**	**5,878**	**6,046**	**6,367**	**6,714**	**6,851**	**6,409**	**6,088**	**6,262**	**6,378**	**6,230**	**1,042**	**87**	**1.5%**

Source: CDLE; Economic & Planning Systems

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Regional Economic Drivers

Regionally, employment increased by approximately 25,000 jobs between 2001 and 2013, as shown in **Table 5**. Job growth in Fort Collins accounted for nearly 50 percent of that total, followed by job growth in Loveland accounting for 30 percent. The remaining 20 percent was job growth in Greeley followed by Windsor.

On the positive side of regional employment change were a few industries that stand out as a part of the engine of economic growth: the health care and social services sector (34 percent of net growth); accommodations and food services (15 percent of growth); educational services (12 percent); administrative services (12 percent); and professional and technical services (12 percent). On the negative side of growth were losses in the manufacturing industry (nearly 5,100 jobs lost regionally), followed by net construction job losses of 1,900.

With this regional context, the following is a brief summary of which localities experienced a majority of growth in these economic drivers:

- **Windsor**: Although a small increase, Windsor was the only municipality to have experienced positive net growth in the construction industry; its growth in professional and technical services exceeded the level of the Town's regional share of total employment growth, as did its growth in the arts, entertainment, and recreation, other services, and public administration. Windsor's health care industry, as mentioned previously, represented one of its largest growth sectors.
- **Greeley**: Greeley has been the primary beneficiary of the growth in the oil and gas industry. Its growth in this sector accounted for 98 percent of the overall growth in this industry regionally. Greeley was also the only municipality with a positive net increase in manufacturing jobs, and its growth in the transportation and warehousing sector accounted for nearly 60 percent of all regional growth in the industry. As with the region, Greeley's health care sector grew by nearly 1,200 jobs.
- **Fort Collins**: While Fort Collins lost the highest number of manufacturing jobs, it also captured the largest share of jobs in most of the growth industry: health care; educational services; administrative services, as well as accommodation and food services.
- **Loveland**: Loveland also lost a substantial number of manufacturing jobs, but gained more than 80 percent of the regional retail jobs, and nearly half of all accommodations and food service jobs.

Table 5
Change in Regional Employment, 2001-2013

	Change in Employment (2001-2013)				
	Windsor	Fort Collins	Greeley	Loveland	Total
Industry					
Agriculture, forestry, fishing and hunting	-25	102	-71	-17	-10
Mining	-6	18	1,560	20	1,592
Utilities	1	114	37	10	162
Construction	60	-1,135	-731	-105	-1,911
Manufacturing	-857	-2,794	546	-1,968	-5,073
Wholesale trade	170	-138	18	745	795
Retail trade	216	-137	236	1,452	1,766
Transportation and warehousing	-24	532	734	32	1,274
Information	66	-178	-235	131	-216
Finance and insurance	58	608	19	373	1,058
Real estate and rental and leasing	22	229	-39	149	360
Professional and technical services	336	2,253	-224	690	3,055
Management of companies and enterprises	8	221	412	246	887
Administrative and waste services	143	2,221	338	344	3,046
Educational services	19	2,607	-9	451	3,068
Health care and social assistance	430	4,352	1,171	2,650	8,604
Arts, entertainment, and recreation	167	547	-65	122	771
Accommodation and food services	65	1,521	448	1,781	3,814
Other services, except public administration	145	633	-39	347	1,086
Public administration	129	546	251	-21	904
Total	**1,120**	**12,122**	**4,358**	**7,430**	**25,030**

Source: CDLE, QCEW Microdata; Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-Employment-December 2014.xlsm]TABLE 3 - Regional Emp Change

Oil and Gas Industry

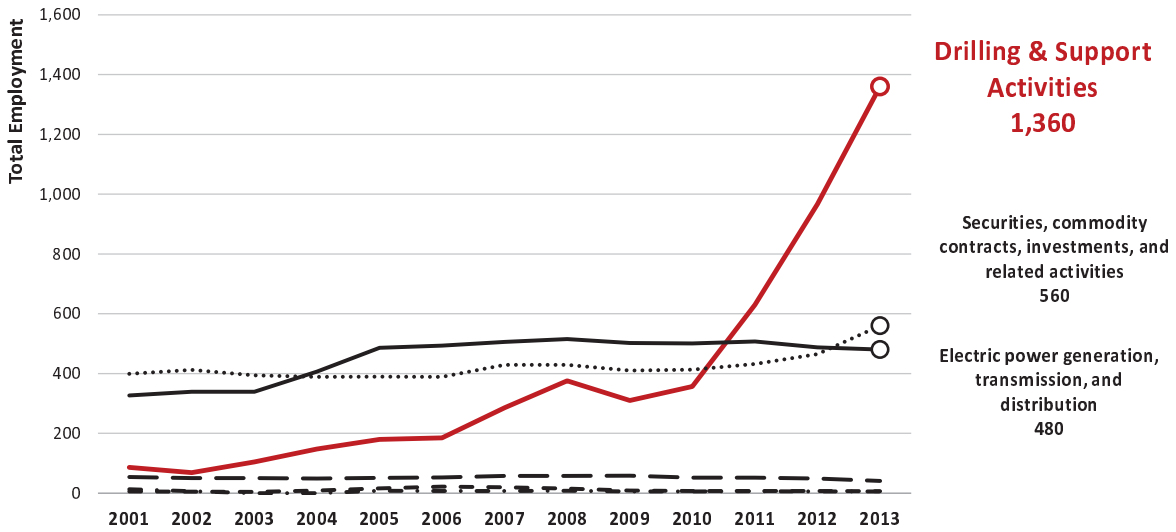
During the past decade, advances in oil and gas extraction techniques have resulted in renewed interest in oil and gas exploration in Northern Colorado, among many other regions in the U.S. The increase in drilling sites along the Northern Front Range has made this trend apparent. This brief section identifies the magnitude and location of oil and gas industry employment directly and indirectly related to exploration, extraction, and ongoing support activities. Using 3-digit NAICS categories, EPS has identified the direct and indirect employment industries as the following:

- Drilling oil and gas wells / Support activities for oil and gas operations (213)
- Electric power generation, transmission, and distribution / Natural gas distribution (221)
- Petroleum refineries / Petroleum lubricating oil and grease manufacturing (324)
- Petrochemical manufacturing / Industrial gas manufacturing (325)
- Mining and oil and gas field machinery manufacturing (333)
- Securities, commodity contracts, investments, and related activities (523)
- Lessors of nonfinancial intangible assets (533)
- Architectural, engineering, and related services (541)
- Custom computer programming services (541)
- Computer systems design services (541)
- Management, scientific, and technical consulting services (541)
- Environmental and other technical consulting services (541)
- All other miscellaneous professional, scientific, and technical services (541)

Regional Employment

Between 2001 and 2013, employment in these sectors grew at a rate of 2.4 percent per year or more than 2,800 jobs. **Figure 12** illustrates the growth in industries directly and indirectly related to the oil and gas industry in Ft. Collins, Greeley, Loveland, and Windsor (excluding professional and technical services). Excluding professional and technical services, which often encompass a broader spectrum of firms, the industry added more than 1,500 jobs, growing at a rate of 8.9 percent per year.

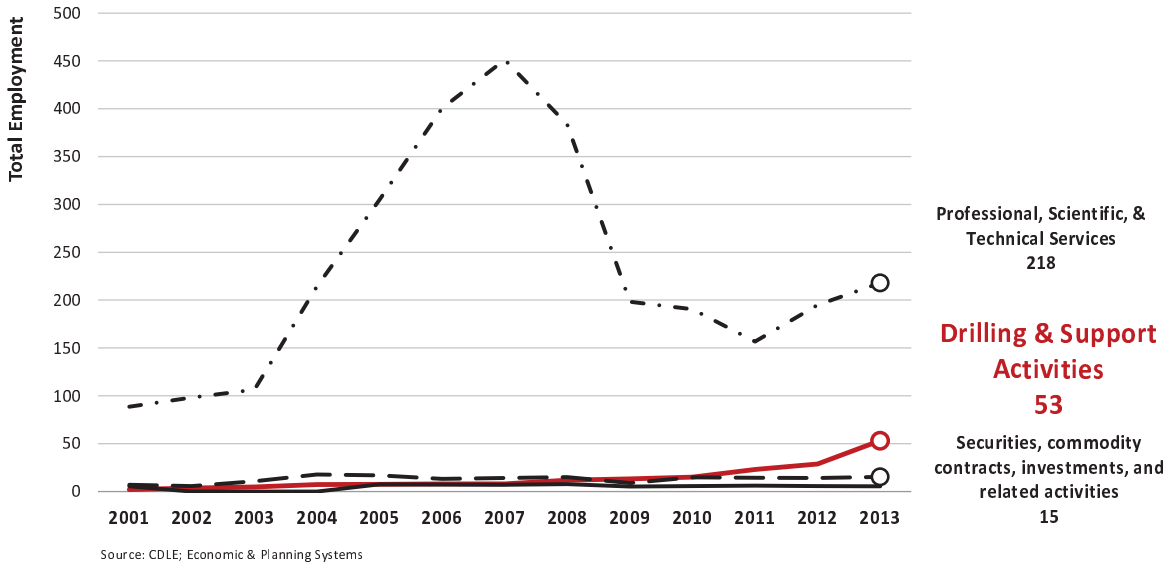
Figure 12
Regional Oil and Gas Employment, 2001-2013



Source: CDLE; Economic & Planning Systems

In the Town of Windsor, employment related to oil and gas exploration has increased, but not by the same magnitude as for the entire region. **Figure 13** illustrates, including professional and technical services, a total of approximately 300 jobs in various industry sectors in 2013. In 2001, there were fewer than 5 drilling and support activity jobs with physical locations in Windsor, and that average has increased to more than 50 in 2013. The non-professional and technical services employment of Windsor, however, has only accounted for approximately 2 to 3 percent of the industry's regional employment.

Figure 13
Town of Windsor Oil and Gas Employment, 2001-2013

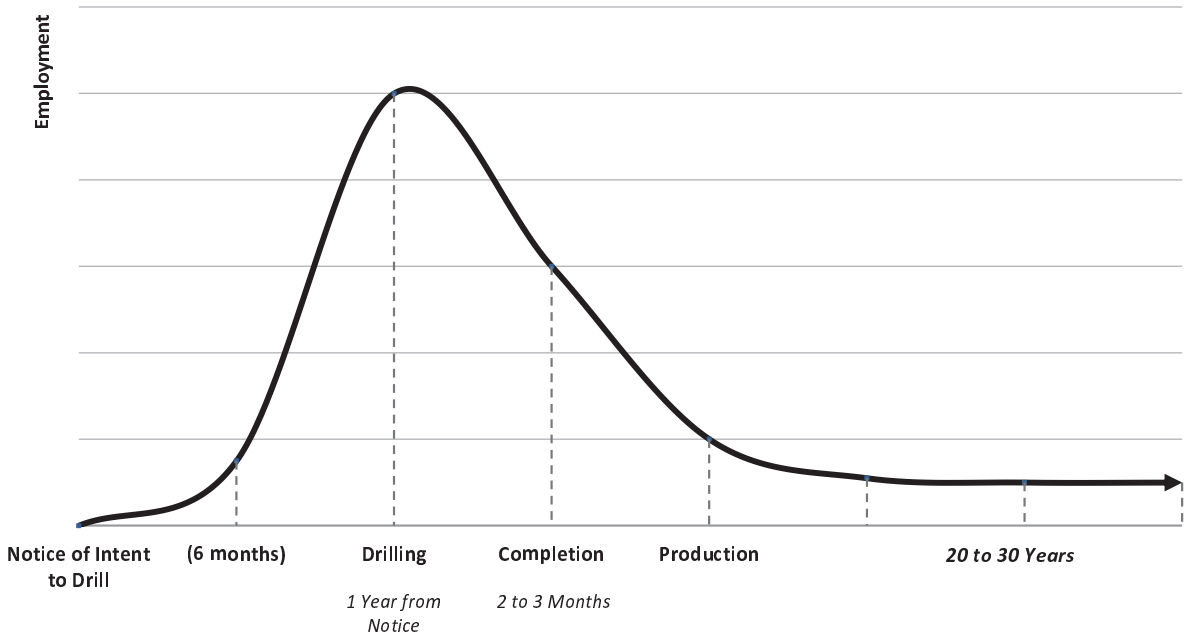


Source: CDLE; Economic & Planning Systems

While much of the immediate employment benefits of the industry have been realized by surrounding communities, particularly Greeley, there is less information on where workers reside. Employment in this industry is cyclical and much more employment-intensive during the exploration phases. Based on EPS' research, **Figure 14** illustrates the general employment cycle of the industry. There are 4 crucial phases that describe the industry's activity:

- **Planning**: during this time, land leases are made, which typically last between 3 and 5 years, followed by notices of intent to drill, which expire usually one year from approval. The employment impacts in this early phase are typically approximately 200 landmen per 1,500 square miles. In the industry, these positions are usually regionally based and not necessarily headquartered in the location of the notice of intent to drill.
- **Drilling**: this phase is typically the most employment intensive of all, where one rig can typically service 9 wells per year, where there are approximately 2 construction jobs per rig and approximately 50 total jobs per rig as well. This phase, however, typically lasts only the length of time it takes to set up a rig, which is 2 to 3 months. Based on interviews with industry representatives, it is very common for rig workers to "follow the rig", i.e. not look for housing locally, but rely on temporary solutions such as nearby apartments or even hotels for housing while on the job.
- **Completion**: this phase involves capping of the well head, which typically requires between 15 and 30 workers per rig and also lasts approximately 2 to 3 months, after which the hit rate for a productive well is anywhere from 10 to 50 percent.
- **Production**: if a well becomes productive, the industry allocates approximately 100 jobs per 10,000 barrels of oil equivalent per day. The typical life of a productive well can be between 20 and 30 years.

Figure 14
Oil and Gas Exploration Employment Cycle



Source: Economic & Planning Systems

Wages

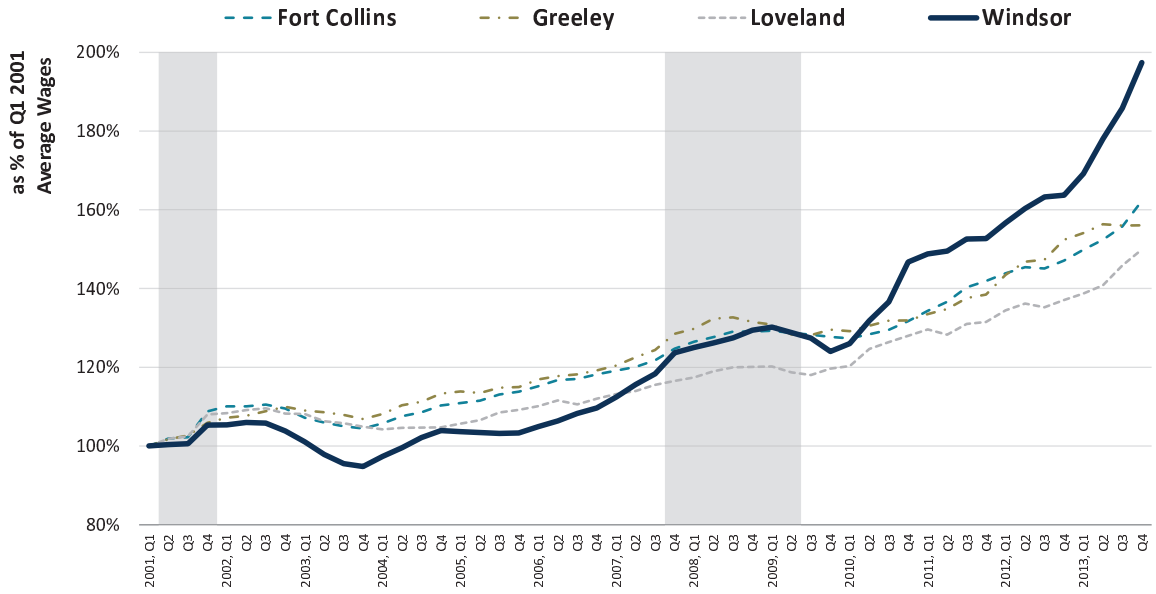
In 2013, the average wage in Windsor was approximately $45,000, shown in **Table 3**. Between 2001 and 2013, average wages increased by 5.1 percent per year. However, following the Great Recession,[3] average wages in Windsor experienced significantly higher year over year increases than in previous years, indicating a strong recovery following the recession. Increases in annual wages were significantly higher in Windsor than in the other communities included in the market area, shown in **Figure 15**, which shows the relative change in average wages compared to 2001 levels.

In industries with over 100 employees, the highest average annual wages were in Finance and Insurance ($102,000 per year), while the lowest were in Accommodation and Food Services ($17,000 per year).

Between 2001 and 2013, the industries with over 100 employees with the fastest growing wages included Real Estate and Rental Leasing (12 percent annual growth); Finance and Insurance (10 percent annual growth); and Wholesale Trade (8 percent annual growth), as shown in **Table 6**. The industries with over 100 employees with the slowest growing or shrinking wages included Information (-4 percent annual growth); Arts, Entertainment, and Recreation (1 percent annual growth); and Public Administration (1 percent annual growth).

[3] According to the National Bureau of Economic Research, the official arbiter of U.S. recessions, the Great Recession as it has been called, began in December 2007 and ended in June 2009.

Figure 15
Average Wage Index (4-Quarter moving average), Market Area, 2000-2013



Note: Shaded area represents U.S. Recession (March 2001 through November 2001; December 2007 through June 2009)
Source: CDLE; Economic & Planning Systems

Table 6
Average Wages by Industry, Windsor, 2001-2013

Description	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2001-2013 Total	2001-2013 Ann. #	2001-2013 Ann. %
Industry																
Agriculture, forestry, fishing and hunting	$22,512	$21,159	$25,865	$27,576	$22,602	$21,379	$22,385	$26,494	$22,041	$23,254	$37,968	$43,132	$54,311	$31,799	$2,650	7.6%
Natural Resources and Mining	18,686	25,957	28,371	22,689	29,581	32,877	24,302	46,960	44,352	44,777	33,741	19,526	37,319	18,634	1,553	5.9%
Utilities	0	0	0	0	0	0	0	0	0	207,460	155,112	159,864	165,760	165,760	13,813	---
Construction	24,516	29,779	24,256	26,753	26,045	24,932	26,384	27,386	24,305	23,534	27,409	26,525	32,258	7,742	645	2.3%
Manufacturing	29,170	30,158	33,597	36,529	34,714	34,456	42,972	39,662	40,953	42,934	48,290	59,514	54,953	25,783	2,149	5.4%
Wholesale trade	33,779	45,362	35,396	39,817	34,530	44,424	56,952	62,949	50,532	73,243	70,763	86,522	81,174	47,395	3,950	7.6%
Retail trade	17,275	16,183	17,392	17,394	16,562	18,320	18,082	17,092	18,547	18,404	18,944	20,902	20,866	3,592	299	1.6%
Transportation and warehousing	22,011	28,725	28,050	24,290	28,402	20,132	25,160	22,053	28,555	25,317	30,850	33,428	35,628	13,618	1,135	4.1%
Information	66,940	28,040	18,477	18,812	16,650	22,162	57,071	22,731	25,036	37,882	33,971	43,530	41,993	-24,947	-2,079	-3.8%
Finance and insurance	34,407	26,742	33,869	34,084	39,649	35,080	40,449	35,061	31,911	42,225	37,571	47,444	102,821	68,414	5,701	9.6%
Real estate and rental and leasing	12,186	19,916	11,397	15,991	16,165	20,767	23,163	32,885	32,494	35,862	42,418	41,381	45,468	33,282	2,774	11.6%
Professional and technical services	30,806	37,198	25,880	30,435	27,784	35,040	40,393	38,149	31,652	44,000	40,212	44,451	53,914	23,108	1,926	4.8%
Management of companies and enterprises	85,068	54,639	56,210	45,181	57,312	84,328	60,991	81,626	64,828	120,030	98,695	116,511	89,084	4,016	335	0.4%
Administrative and waste services	13,102	12,720	14,365	15,939	16,911	18,229	28,607	24,897	24,551	21,222	32,792	24,948	29,862	16,760	1,397	7.1%
Educational services	30,225	0	9,000	28,467	23,493	31,498	836	8,891	15,506	40,430	48,932	23,353	19,815	-10,410	-867	-3.5%
Health care and social assistance	30,808	29,000	27,625	29,117	26,766	26,675	26,610	37,992	40,280	45,289	34,974	38,881	39,770	8,962	747	2.2%
Arts, entertainment, and recreation	16,840	13,632	14,765	9,609	19,810	8,451	13,066	14,476	17,735	16,416	17,665	17,583	18,747	1,907	159	0.9%
Accommodation and food services	9,883	8,468	6,945	8,941	12,310	10,721	10,244	9,431	9,979	12,394	12,365	17,937	17,070	7,187	599	4.7%
Other services, except public administration	18,246	17,313	17,255	19,065	15,488	18,407	15,310	19,111	20,747	18,832	18,798	23,291	25,219	6,974	581	2.7%
Public administration	30,030	32,677	25,580	30,221	29,575	33,931	34,677	32,198	33,152	21,089	33,921	35,680	34,539	4,509	376	1.2%
Total	**$24,985**	**$25,584**	**$22,348**	**$24,589**	**$24,471**	**$25,900**	**$29,028**	**$30,134**	**$28,721**	**$34,502**	**$35,161**	**$38,766**	**$45,432**	**$20,447**	**$1,704**	**5.1%**

Source: CDLE; Economic & Planning Systems

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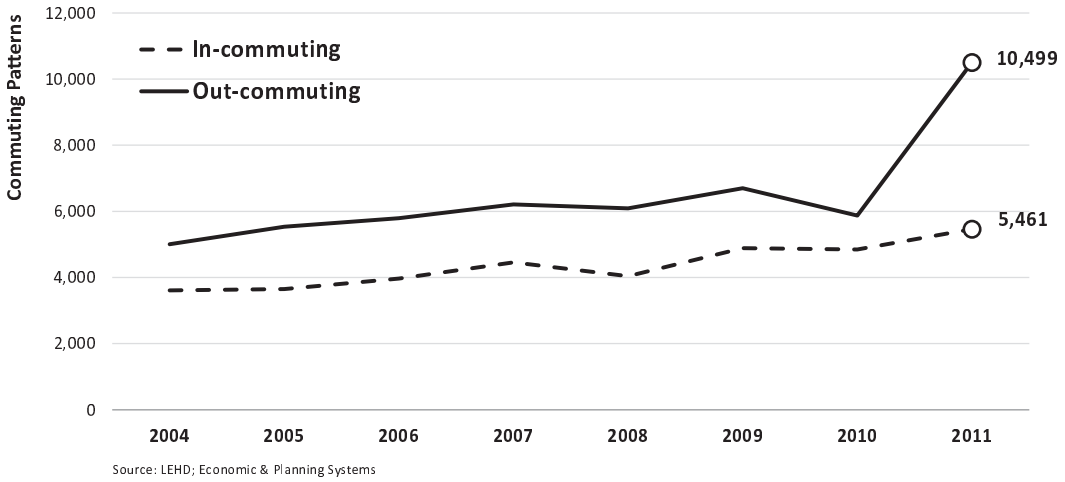
Commuting Patterns

In conjunction with the previous material on jobs, **Figure 16** illustrates two basic components to the commuting patterns of local resident job-holders and those who work in Windsor. As noted previously, the Town of Windsor had approximately 6,260 jobs in 2011. According to information from the U.S. Census Longitudinal Employer Household Dynamics data series, approximately 84 percent, or approximately 5,460, commuted in from other locations (primarily Fort Collins, Greeley, and Loveland, which collectively accounted for more than 50 percent of all in-commuters). This means that only 16 percent of Windsor's workforce lives locally. And of the more than 11,500 Town of Windsor residents who held a job, approximately 10,500 of them commuted out for work, more than 90 percent. This means that only 10 percent of all job-holding residents work locally.

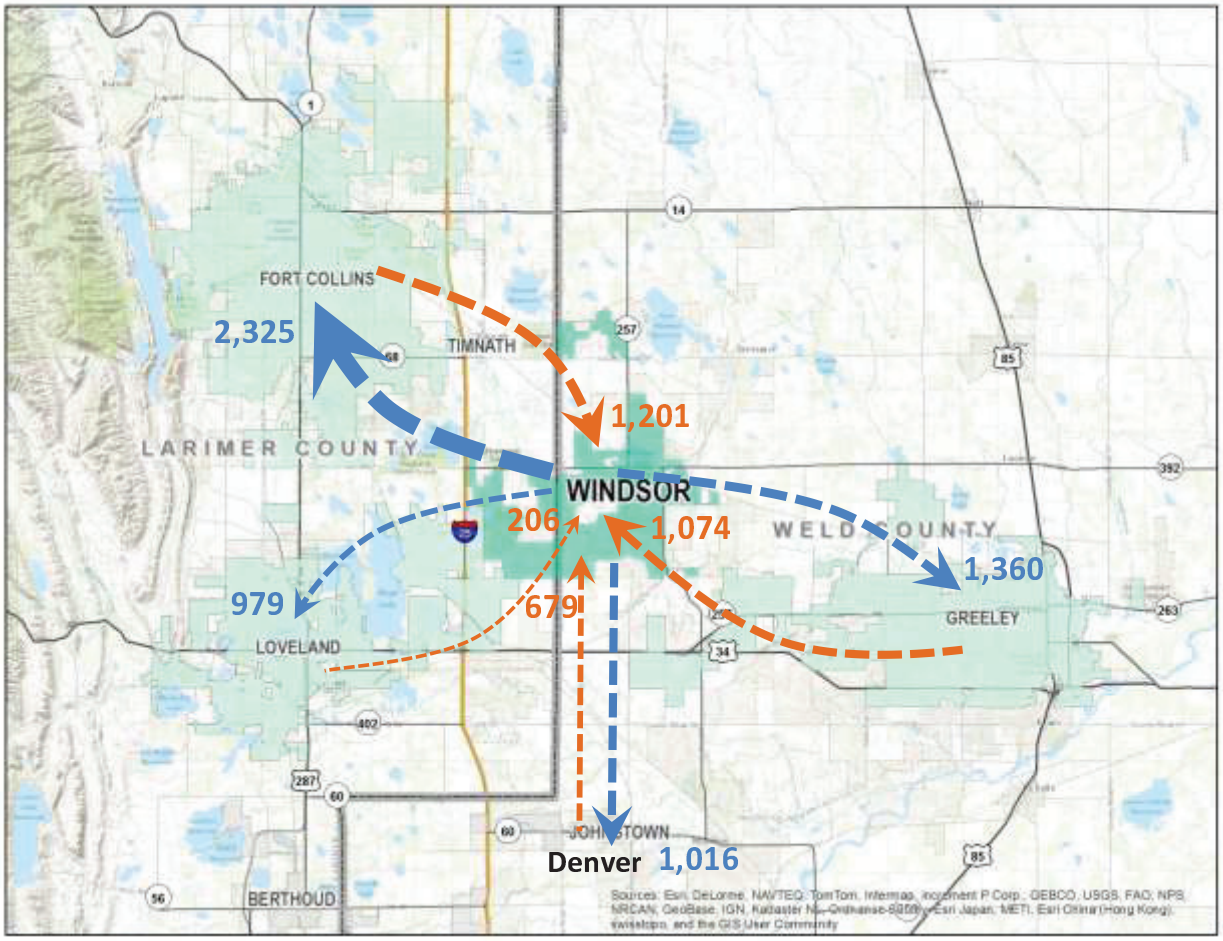
In general, the proportion of in-commuters has remained relatively constant across this 8-year period – fluctuating between 80 and 85 percent of total Windsor jobs. The proportion of out-commuters has also stayed relatively constant – fluctuating between 85 and 90 percent of Windsor residents with jobs. In terms of growth, however, whereas the Town added slightly more than 2,050 jobs between 2004 and 2011, in-commuting has increased by 50 percent (more than 1,800 jobs – nearly 90 percent of all new jobs to Windsor commuted in from other locations). On the other hand, the number of job-holding Windsor residents increased by approximately 5,700 between 2004 and 2011, and the number of out-commuters rose by approximately 5,500. That means that 96 percent of new job-holding Windsor residents commuted out for their jobs.

Figure 16
In- and Out-Commuting, Windsor, 2004-2011



In addition to the findings of the previous analysis, **Figure 17** illustrates the magnitudes of in- and out-commuting to and from three primary destinations, including Fort Collins, Greeley, and Loveland. Between 2004 and 2011, approximately 50 to 55 percent of Windsor's workforce commuted in from these three communities (and the remaining 25 to 30 percent from elsewhere in the region), and between 50 and 60 percent of Windsor's working residents commuted out.

Figure 17
Major Commuting Destinations, 2011



Housing Market

This section documents trends and conditions in the housing market in Windsor. Where available, housing market trends and conditions in surrounding communities are evaluated, particularly in the ownership housing market.

Housing Inventory

Regionally (including Windsor, Ft. Collins, Greeley, and Loveland), the housing inventory grew from approximately 97,000 units to more than 125,000 units between 2000 and 2010, as shown in **Table 7**. The number of owner-occupied housing, which accounted from 61 percent in 2000, grew at a rate of 2.3 percent per year, and the number of renter-occupied housing, which accounted for 39 percent in 2000, grew at a rate of 3.0 percent per year. In actual units, the largest contributors to the shift in tenure were Fort Collins, which added approximately 630 rental units per year during this time, followed by Loveland, which added more than half that number (320 units per year).

By comparison to the region and its neighbors, the Town of Windsor is predominately owner housing. Since 2000, approximately 80 percent of its housing inventory has been owner-occupied, compared to 55 percent owner-occupancy in Ft. Collins and 66 percent owner-occupancy in Loveland.

Table 7
Housing Inventory by Tenure, 2000-2012

	2000		2010		2000-2010		
	#	%	#	%	Total	Ann. #	Ann. %
Occupied Housing Units							
Fort Collins							
Owner	26,175	57%	31,864	55%	5,689	569	2.0%
Renter	19,707	43%	25,965	45%	6,258	626	2.8%
Total	**45,882**	**100%**	**57,829**	**100%**	**11,947**	**1,195**	**2.3%**
Greeley							
Owner	16,142	58%	18,909	57%	2,767	277	1.6%
Renter	11,505	42%	14,518	43%	3,013	301	2.4%
Total	**27,647**	**100%**	**33,427**	**100%**	**5,780**	**578**	**1.9%**
Loveland							
Owner	13,699	69%	17,898	66%	4,199	420	2.7%
Renter	6,042	31%	9,255	34%	3,213	321	4.4%
Total	**19,741**	**100%**	**27,153**	**100%**	**7,412**	**741**	**3.2%**
Windsor							
Owner	2,822	79%	5,408	80%	2,586	259	6.7%
Renter	741	21%	1,324	20%	583	58	6.0%
Total	**3,563**	**100%**	**6,732**	**100%**	**3,169**	**317**	**6.6%**
Regional							
Owner	58,838	61%	74,079	59%	15,241	1,524	2.3%
Renter	37,995	39%	51,062	41%	13,067	1,307	3.0%
Total	**96,833**	**100%**	**125,141**	**100%**	**28,308**	**2,831**	**2.6%**

Source: US Census Bureau; Economic & Planning Systems

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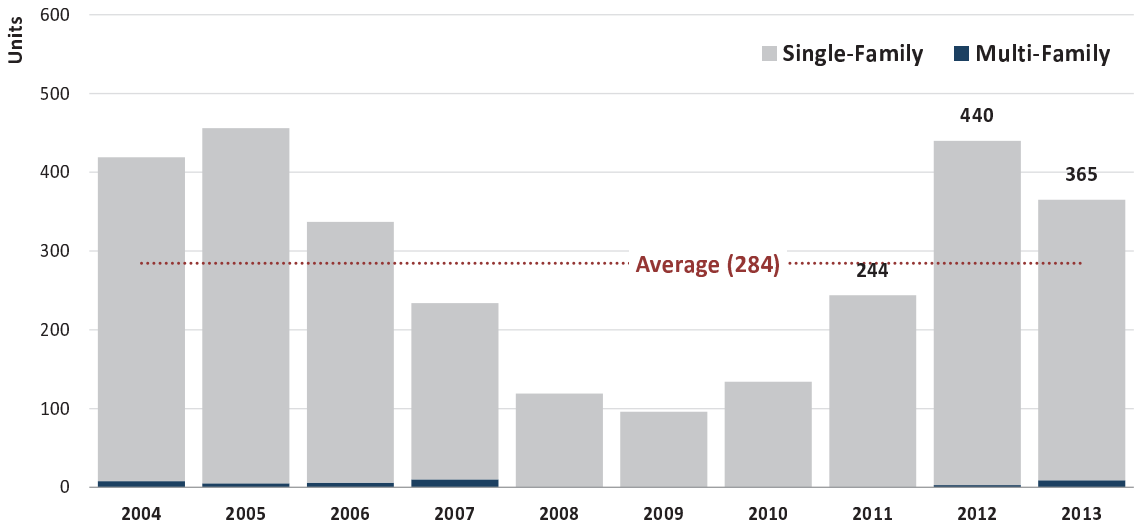
Residential Construction Trends

Between 2004 and 2007, there was an average of 284 residential units constructed per year, as shown in **Figure 18**. Nearly all of the building activity that has occurred over the past decade has been focused on the development of single family homes. Between 2004 and 2013, there were only 41 multifamily units constructed. During the same period, there were approximately 2,800 single family units constructed.

Between 2008 and 2010, there was a significant decline in residential development activity. However, activity has increased with an average of approximately 350 residential units constructed per year between 2011 and 2013, as shown.

As of July 2014, there were 159 single family building permits issued in the Town of Windsor. This is approximately 35 percent below the number of single family building permits issued through July 2013 (246 units) and 43 percent below the number of single family permits issued through July 2012 (277 units).

Figure 18
Windsor Construction Trends, 2004-2013

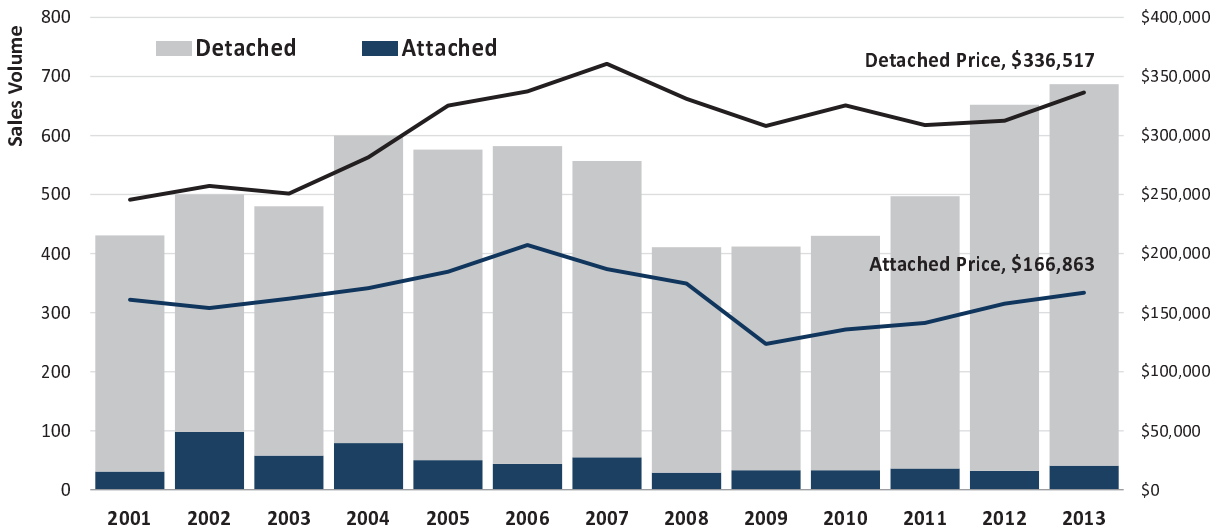


Source: Town of Windsor; Economic & Planning Systems

Residential Sales Volume and Housing Prices

Since the end of the recession, residential sales volume and prices have significantly increased in communities across the Front Range and the nation as a whole. In 2013, sales volume in Windsor had nearly doubled following the trough that occurred in 2008, as shown in **Figure 19** and **Table 8**.

Figure 19
Windsor Sales Volume and Average Prices, 2001-2013



Source: Elevation Real Estate; Economic & Planning Systems

Table 8
Residential Sales Volume, 2001-2013

Description	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2002-2013 Avg. #	2002-2013 % of City
Fort Collins															
Detached	2,631	2,532	2,575	2,658	2,627	2,521	2,496	2,104	1,954	2,008	1,919	2,365	2,714	2,416	76.0%
Attached	918	1,133	907	989	905	769	709	654	626	554	581	695	774	786	24.7%
Subtotal	**3,549**	**3,665**	**3,482**	**3,647**	**3,532**	**3,290**	**3,205**	**2,758**	**2,580**	**2,562**	**2,500**	**3,060**	**3,488**	**3,178**	**100.0%**
Greeley															
Detached	1,596	1,576	1,581	1,488	1,596	1,332	1,220	1,291	1,237	1,153	1,089	1,086	1,385	1,356	87.0%
Attached	254	268	261	289	263	236	189	129	148	112	120	148	225	203	13.0%
Subtotal	**1,850**	**1,844**	**1,842**	**1,777**	**1,859**	**1,568**	**1,409**	**1,420**	**1,385**	**1,265**	**1,209**	**1,234**	**1,610**	**1,559**	**100.0%**
Loveland															
Detached	1,516	1,640	1,561	1,681	1,670	1,389	1,250	1,132	1,067	1,082	1,075	1,271	1,457	1,369	86.5%
Attached	164	233	248	256	272	223	189	159	162	166	167	234	295	213	13.5%
Subtotal	**1,680**	**1,873**	**1,809**	**1,937**	**1,942**	**1,612**	**1,439**	**1,291**	**1,229**	**1,248**	**1,242**	**1,505**	**1,752**	**1,581**	**100.0%**
Windsor															
Detached	400	402	422	521	526	538	502	382	379	397	461	620	646	477	90.9%
Attached	31	98	58	79	50	44	55	29	33	33	36	32	41	48	9.1%
Subtotal	**431**	**500**	**480**	**600**	**576**	**582**	**557**	**411**	**412**	**430**	**497**	**652**	**687**	**524**	**100.0%**

Source: Elevations Real Estate; Economic & Planning Systems

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While sales volume in Windsor showed improvement as early as 2010, **Table 9** shows that the average sales price has remained relatively stagnant and has only just begun to increase. In 2013, average sales prices for detached residential and attached residential units in Windsor were approximately $336,000 and $166,000, respectively. Between 2001 and 2013, average sales prices for detached residential units increased by approximately 2.7 percent per year, while average sales prices for attached residential units only increased by approximately 0.3 percent per year.

Table 9
Average Residential Sales Price, 2001-2013

Description	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2001-2013 Total	2001-2013 Ann. #	2001-2013 Ann. %
Fort Collins																
Detached	$240,623	$246,267	$253,690	$264,173	$279,926	$282,543	$282,170	$276,511	$263,485	$275,332	$283,096	$288,844	$306,171	$65,547	$5,462	2.0%
Attached	$141,055	$149,266	$152,679	$159,968	$171,786	$165,190	$173,398	$164,062	$161,144	$160,092	$156,706	$165,382	$181,177	$40,122	$3,343	2.1%
Subtotal	**$214,869**	**$216,280**	**$227,379**	**$235,915**	**$252,217**	**$255,113**	**$258,107**	**$249,846**	**$238,654**	**$250,413**	**$253,723**	**$260,803**	**$278,434**	**$63,565**	**$5,297**	**2.2%**
Greeley																
Detached	$163,167	$172,661	$182,103	$188,529	$194,191	$185,173	$173,811	$157,638	$147,527	$150,494	$152,855	$172,766	$190,310	$27,144	$2,262	1.3%
Attached	$129,987	$144,084	$144,897	$144,403	$151,245	$149,147	$145,170	$133,290	$111,594	$120,294	$113,263	$126,849	$137,473	$7,486	$624	0.5%
Subtotal	**$158,611**	**$168,508**	**$176,831**	**$181,353**	**$188,116**	**$179,750**	**$169,969**	**$155,427**	**$143,687**	**$147,820**	**$148,925**	**$167,259**	**$182,926**	**$24,315**	**$2,026**	**1.2%**
Loveland																
Detached	$212,250	$219,051	$226,639	$239,821	$253,425	$260,142	$247,582	$246,926	$230,682	$236,062	$238,186	$253,771	$263,385	$51,134	$4,261	1.8%
Attached	$172,407	$168,107	$170,591	$177,961	$176,324	$165,904	$171,291	$162,049	$157,998	$165,901	$164,169	$166,018	$179,757	$7,350	$613	0.3%
Subtotal	**$208,361**	**$212,714**	**$218,956**	**$231,645**	**$242,626**	**$247,105**	**$237,562**	**$236,472**	**$221,101**	**$226,730**	**$228,233**	**$240,127**	**$249,303**	**$40,943**	**$3,412**	**1.5%**
Windsor																
Detached	$245,606	$257,243	$250,825	$281,524	$325,285	$337,291	$360,699	$331,052	$308,095	$325,505	$308,881	$312,505	$336,517	$90,911	$7,576	2.7%
Attached	$161,011	$153,912	$161,855	$170,760	$184,602	$207,212	$186,969	$174,645	$123,571	$135,639	$141,345	$157,572	$166,863	$5,852	$488	0.3%
Subtotal	**$239,521**	**$236,990**	**$240,074**	**$266,940**	**$313,073**	**$327,457**	**$343,544**	**$320,016**	**$293,316**	**$310,934**	**$296,746**	**$304,900**	**$326,392**	**$86,871**	**$7,239**	**2.6%**

Source: Economic & Planning Systems

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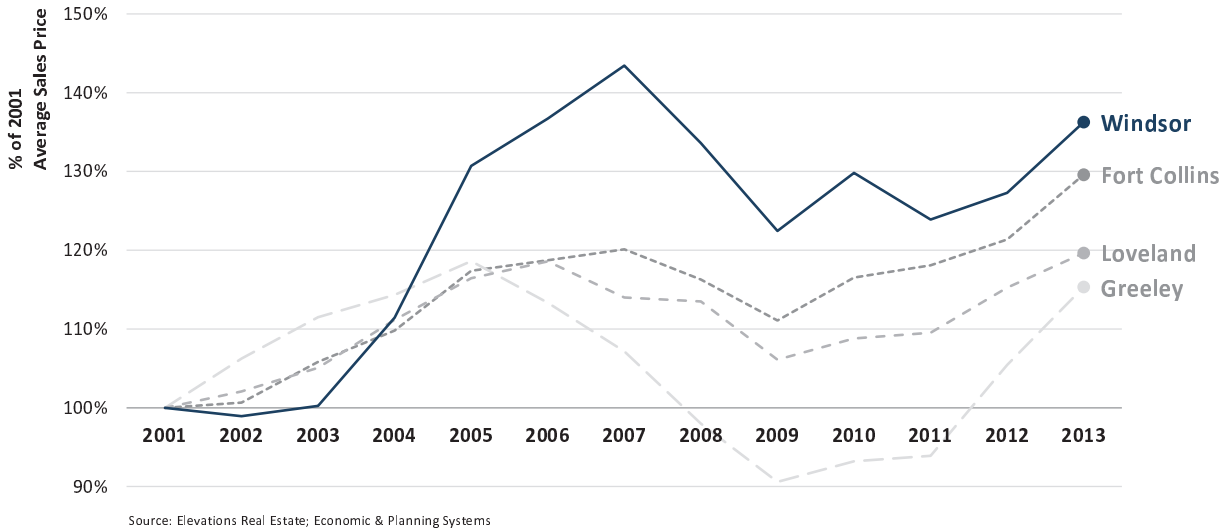
Figure 20 illustrates the relative change in overall residential sales prices among the four market area communities between 2001 and 2013. As was previously stated, Windsor experienced the greatest rise in prices compared to 2001 levels, growing by approximately 37 percent between 2001 and 2013. Average residential sales prices in Fort Collins also exhibited strong growth rates of nearly 30 percent between 2001 and 2013. In both Loveland and Greeley average residential sales prices increased by less than 20 percent during the same period.

Figure 20
Average Overall Residential Sales Price Index, 2001-2013



Source: Elevations Real Estate; Economic & Planning Systems

Housing Affordability

Definition

Generally, housing prices are considered affordable if average annual housing costs comprise less than 30 percent of a community's Area Median Income (AMI). Housing costs include rent or mortgage payments, insurance, property taxes, and any homeowners associated dues that are applicable. **Table 10** illustrates the median income in the four communities included in the market area and the various housing cost assumptions necessary to calculate an affordable housing unit cost. For the purposes of this analysis, EPS has used assumptions that reflect average lending terms and conditions in both 2000 and 2012.[4] As shown, the AMI in Windsor was nearly $80,000 in 2012. Based on this and the various assumptions regarding lending terms and conditions previously described, housing in Windsor is considered affordable if the price remains under $303,400, which is approximately $100,000 higher than the next most expensive community, which was Loveland in 2012.

Table 10
Residential Sales Volume and Average Price, 2012

	Factors	Fort Collins	Greeley	Loveland	Windsor
Median Household Income (2012)		$53,359	$44,226	$55,838	$79,948
Housing Payment Capacity					
Income Available for Housing [2]	30%	$16,008	$13,268	$16,751	$23,984
per Month		$1,334	$1,106	$1,396	$1,999
Less: Insurance	$500 / Year	-$42	-$42	-$42	-$42
Less: Property Taxes [3]	1%	-$170	-$140	-$180	-$260
Less: HOA Dues [4]	$1,800 / Year	-$150	-$150	-$150	-$150
Net Available for Debt Service		**$972**	**$774**	**$1,024**	**$1,547**
Valuation Assumptions					
Assumption 1	Loan Rate	5.0% int.	5.0% int.	5.0% int.	5.0% int.
Assumption 2	Loan Term	30-year fixed	30-year fixed	30-year fixed	30-year fixed
Assumption 3	Down Payment	5.0% down	5.0% down	5.0% down	5.0% down
Affordable Unit Price		**$190,600**	**$151,800**	**$200,800**	**$303,400**

Source: US Census Bureau; Economic & Planning Systems

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[4] For 2000, the assumptions are: 8 percent mortgage interest rate; 30-year fixed rate mortgage, 5 percent down payment; property taxes of 1 percent of total housing value per year; insurance of $400 per year; and HOA dues of $100 per month. For 2012, the assumptions are: 5 percent mortgage interest rate; 30-year fixed rate mortgage, 5 percent down payment; property taxes of 1 percent of total housing value per year; insurance of $500 per year; and HOA dues of $150 per month.

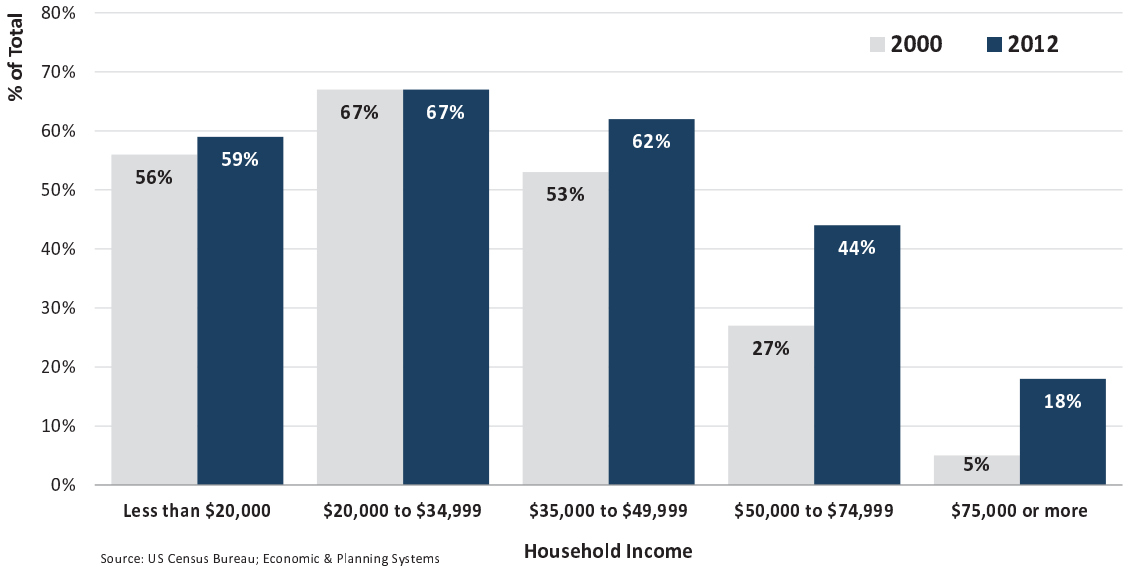
Cost Burden

Over the past decade, the increase in housing prices has outpaced the increase in incomes in Windsor. According to Census data on the median household income and median home values (different from the HUD median incomes reported earlier, and different from the average housing sales prices reported earlier), while median household income has increased by 3.2 percent annually since 2000, the median sales price of housing in Windsor has increased by 4.4 percent annually.

As a result, households are spending a higher proportion of their annual incomes on housing. Overall, the percent of households in the Town that are defined as "cost-burdened", or those that spend more than 30 percent of their pre-tax incomes on housing (not including utilities) has increased from 30 percent to 34 percent between 2000 and 2012. **Figure 19** compares the percentage of Windsor's cost-burdened households in 2000 and 2012 by income level. As shown, households – especially those earning over $35,000 per year – were spending significantly higher proportions of their annual income on costs related to housing in 2012.

Particularly concerning is the increase in the portion of cost-burdened households above the $50,000 per year income category. Between 2000 and 2012, there was a 70 percent increase in the number of cost-burdened households (from approximately 200 to more than 350 in 2012), and there was a tenfold increase in cost-burdened households earning more than $75,000 per year (from 50 to nearly 600 households in 2012).

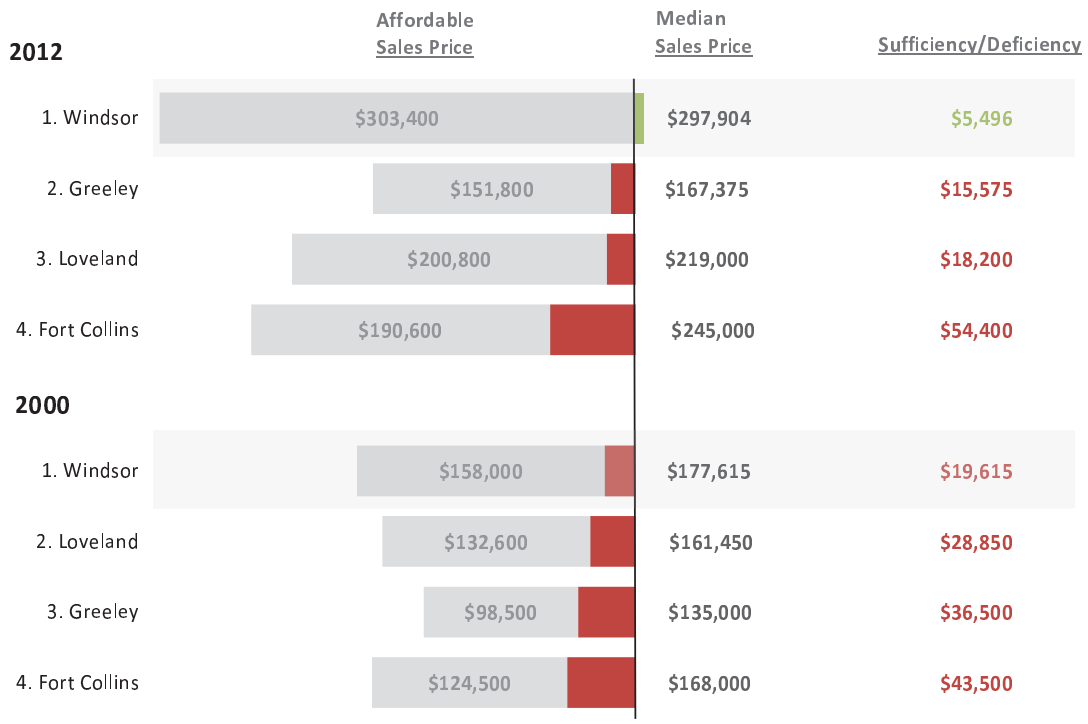
Figure 21
Cost Burdened Households, Windsor, 2000 and 2012



Affordable Housing Conditions

Comparing the calculated affordable sales price of a home in each community to the actual median sales price of homes in each respective community provides an indication of how affordable homes are for residents currently living in each of the communities included in the market area. In 2012, Windsor had both a high median sales price and a high affordable sales price, which is indicative of the high median incomes in the Town, as shown in **Figure 22**. As a result, Windsor was relatively affordable for residents living in the Town in 2012. In fact, due to the high median income in the Town, the affordable sales price was approximately $5,500 higher than the median sales price.

Figure 22
City Specific Housing Affordability Gap, 2000-2012



Source: U.S. Census Bureau; Economic & Planning Systems

In order to provide a broader understanding of affordability in the region, it is important to evaluate how housing prices in Windsor compare to median incomes in the region as a whole. Although Windsor is affordable for households currently living in the Town, it is not necessarily affordable for those living in the greater market area. Using an AMI for the market area as a whole, as opposed to an AMI for each individual city, results in an AMI for the market area of approximately $53,000 and an affordability gap in Windsor of approximately $110,000, shown in **Table 11** and **Figure 23**. Using this methodology, Windsor was the least affordable city in the market area in 2012, while Greeley was the most affordable.

The two methodologies discussed above result in a drastically different picture of housing affordability in Windsor. As a result, it is important to differentiate between who the Town is affordable for: those currently living in the Town or those living in surrounding communities. The Town is currently affordable for residents currently living within Windsor; however, there is a significant gap between the affordable sales price and the actual sales price for households living in the area surrounding the Town. This indicates that a significant proportion of the population currently living in and moving to Windsor are a self-selected group of higher income households that are able to afford the higher sales prices. As a result, there is not a significant amount of housing available for low and middle income households that may be working in and around the Town.

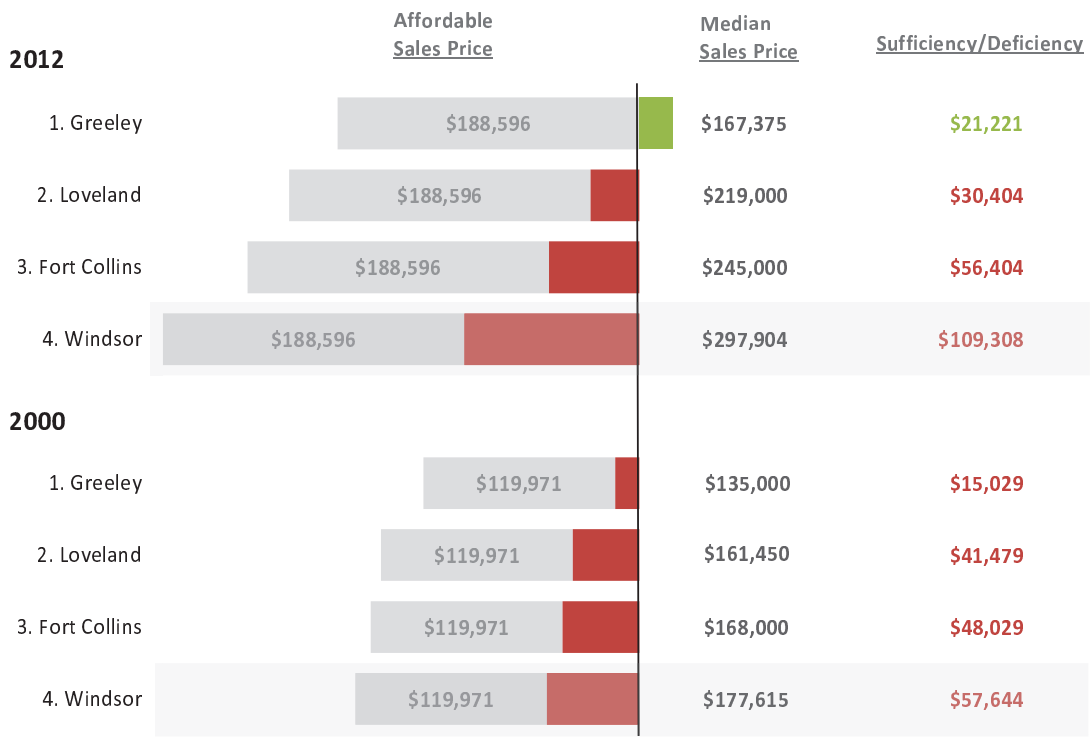
Table 11
Residential Sales Volume and Average Price, 2012

	Factors	Fort Collins	Greeley	Loveland	Windsor
Median Household Income (2012)		$52,907	$52,907	$52,907	$52,907
Housing Payment Capacity					
Income Available for Housing [2]	30%	$15,872	$15,872	$15,872	$15,872
per Month		$1,323	$1,323	$1,323	$1,323
Less: Insurance	$500 / Year	-$42	-$42	-$42	-$42
Less: Property Taxes [3]	1%	-$170	-$170	-$170	-$170
Less: HOA Dues [4]	$1,800 / Year	-$150	-$150	-$150	-$150
Net Available for Debt Service		**$961**	**$961**	**$961**	**$961**
Valuation Assumptions					
Assumption 1	Loan Rate	5.0% int.	5.0% int.	5.0% int.	5.0% int.
Assumption 2	Loan Term	30-year fixed	30-year fixed	30-year fixed	30-year fixed
Assumption 3	Down Payment	5.0% down	5.0% down	5.0% down	5.0% down
Affordable Unit Price		**$188,400**	**$188,400**	**$188,400**	**$188,400**

Source: US Census Bureau; Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-Housing Affordability-V2.xlsm]DATA-Purch Price in 2012

Figure 23
Market Area Housing Affordability Gap, 2000-2012



Source: U.S. Census Bureau; Economic & Planning Systems

Gap Analysis

This section provides an update to the work EPS completed in 2009 and presents an estimate of housing gaps by income level for owner- and renter-occupied housing using data on the distribution of households by income level and distributions of owner-occupied inventory by value and renter-occupied inventory by monthly rental rate. The datasets are converted to an income-level basis for direct comparison in a gaps analysis. A gap analysis basically identifies the portion of households in the Town that are housing cost-burdened at certain income levels, but does not imply that more units need to be built.

Town of Windsor Workforce Housing Study (2009)

In 2009, EPS completed a workforce housing needs report for the Town of Windsor that included a gap analysis of the housing inventory at the time. The analysis indicated that there was a surplus in housing for those earning between 50 to 80 percent of the Area Median Income (AMI). There was, however, a deficit in the level of housing available for those earning below 50 percent of the AMI and those earning between 100 and 120 percent of the AMI. While it is not uncommon for there to be a deficit for the lowest income levels, EPS recommended that the Town consider policies and goals that address providing housing for these lower income groups in order to maintain an adequate supply of housing available to segments of the local labor force that are critical to the community. In addition, EPS advised that the Town explore policies and programs that address gaps for households earning between 100 and 120 percent of the AMI

due to the fact that many of the housing needs for households in these income groups could be addressed with relatively lower subsidy levels.

Owner Housing Gaps

Table 12 illustrates the components of the gap analysis, which include a juxtaposition of the number of owner housing units available at various income levels, using information from the U.S. Census and the distribution of ownership inventory at housing value levels. The results of the gap analysis for 2012 show that there are approximately 450 households earning less than $25,000 per year and approximately 770 households earning between $25,000 and $50,000 who are cost-burdened (i.e. spending more than 30 percent[5] of their gross household income on housing).

The demographics and sub-groups of these cost-burdened households include elderly or retired households, disabled, and households who do not have a mortgage, but some retirement or other income. According to the U.S. Census, there were approximately 210 owner-occupied households in 2012 with incomes less than $25,000 and no mortgage. Subtracting these households from those that earn less than $25,000 per year results in approximately 240 households that have a net cost-burden.[6] This level of housing need is not significantly different from the level of need that EPS identified in the 2009 study.

Table 12
Ownership Housing Gaps, 2000 and 2012

	Affordable Home Price Range	Owner Units		Owner Households		Gaps	
		2000	2012	2000	2012	2000	2012
Income Category							
Less than $25,000	Less than $69,300	22	112	335	452	-313	-340
$25,000 to $49,999	$69,301 to $176,100	838	242	666	774	172	-532
$50,000 to $74,999	$176,101 to $283,100	1,460	1,410	857	810	603	600
$75,000 to $99,999	$283,101 to $389,900	338	1,126	546	901	-208	225
$100,000 to $149,999	$389,901 to $601,700	192	1,178	345	1,325	-153	-147
$150,000 or more	More than $601,701	15	1,267	116	1,073	-101	194
Total		**2,865**	**5,335**	**2,865**	**5,335**	**0**	**0**

Source: U.S. Census; Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-Housing Affordability-V2.xlsm]Owner Gaps

[5] This is an industry standard metric (30 percent) used in housing affordability studies, and is primarily guided by the direction of the Department of Housing and Urban Development's and U.S. Census's definition of cost-burden.

[6] A similar statistic is not available from the U.S. Census for the year 2000.

Rental Housing Gaps

Table 13 illustrates the analysis of housing gaps in the rental inventory, i.e. the juxtaposition of the number rental housing inventory by income and affordability level, using information from the U.S. Census on the distribution of households by income levels and the distribution of rental inventory by rental rates. The results of the gap analysis for 2012 show that there are no significant gaps between the number of rental households earning less than $75,000 per year and the number of units that are available in those price brackets. Again, this is not a significant variation from the 2009 study.

Table 13
Rental Housing Gaps, 2000 and 2012

	Affordable Monthly Rent Range	Rental Units		Renter Households		Gaps	
		2000	2012	2000	2012	2000	2012
Income Category							
Less than $25,000	Less than $625	417	373	297	368	120	5
$25,000 to $49,999	$626 to $1,249	301	560	251	478	50	82
$50,000 to $74,999	$1,250 to $1,874	14	316	125	226	-111	90
$75,000 or More	More than $1,874	0	158	59	336	-59	-178
Total		**732**	**1,408**	**732**	**1,408**	**0**	**0**

Source: U.S. Census; Economic & Planning Systems

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Conclusions

The Town of Windsor has experienced tremendous growth over the past decade. Over this period, population, employment, and average wages have all exhibited consistently strong growth rates. Moreover, growth rates in Windsor have generally outpaced those of surrounding communities included in the market area. Although the Town was not immune from the effects of the Great Recession, the economic and demographic shifts that have occurred in Windsor over the past decade have generally been positive. In spite of serious losses in the manufacturing sector, there has been growth in the service sector, including professional and technical services, as well as health care and social assistance; average wages are among the highest in the region; building activity and residential sales volume has surpassed pre-recession levels; and due to the area's higher median income, housing has remained relatively affordable for those living in the Town.

However, it is important for the Town to continue to track a number of trends of economic and demographic trends that have the potential to adversely affect the economic growth and social diversity of the Town. First, the median age in the Town has become significantly older over the past decade. It will be important for the Town to continue to track this trend and incorporate its implications in future planning efforts. Second, the median income in the Town has also experienced significant growth over the past decade, which has driven up housing prices and reduced the affordability of housing in the Town for those with incomes that are closer to the regional median. Many of these shifts have been driven by the inflow of higher income and older households that have generated a demand for higher priced housing.

As a result of the significant economic and demographic changes that have occurred in Windsor over the past decade, it is necessary for the Town to reevaluate its current development policies and procedures. The information provided in this section is critical in setting the framework for subsequent chapters of this report that will provide more direct guidance related to specific policies and procedures that the Town can implement to encourage development that will benefit the fiscal and economic health of the Town.

Subsequent chapters of this report will include a review of existing land use controls, which will detail the Town's land use controls and incentives structures, such as the primary workforce housing economic incentives resolution for effectiveness; and a chapter that will detail a variety of growth scenarios that will provide the Town with a projection of growth and demand over the study period. These chapters will be followed by a series of recommendations on some of these issues.

- General policies for addressing anticipated housing needs, which include community housing amenity preferences that relate to overall community and economic development concerns.
- The need for a strategy to emphasize diversification of the local economy
- Viability of the existing economic incentive resolution;
- Pros and Cons of infill versus greenfield development;
- The fiscal impacts to the Town of infill versus greenfield development

3. LAND USE AND SUPPLY CONTEXT

This chapter reviews the zoning tools used by the Town, their development and land use patterns, scale of existing, active, and planned residential projects, and estimates the supply of remaining developable land within the GMA.

Current Land Use Context

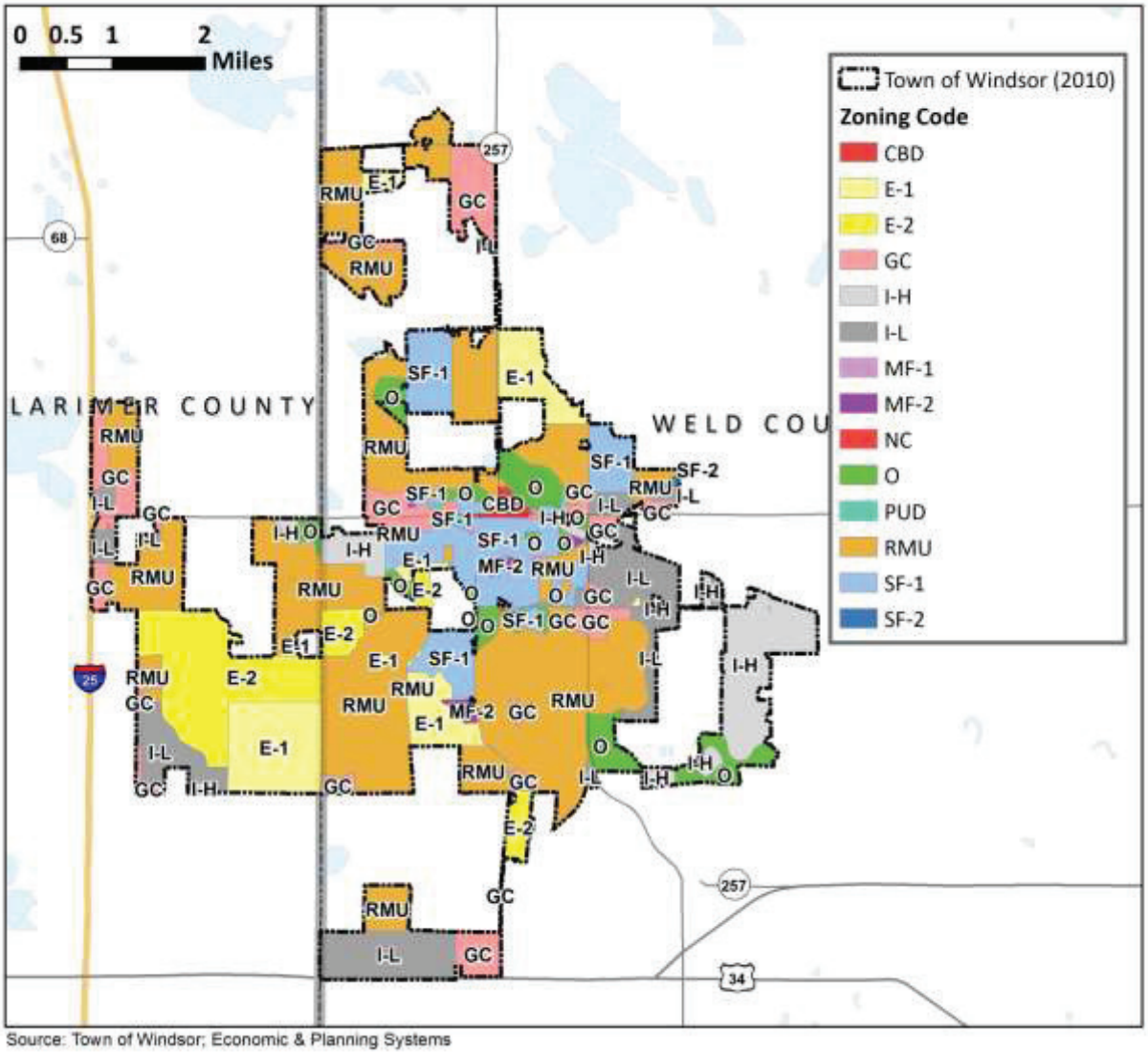
This section of the chapter provides a discussion and analysis of the existing zoning classifications used by the Town, and the implications and patterns of land usage that each classification represents.

Zoning Classifications

Using zoning classification obtained from the Town of Windsor's Planning Department (see **Figure 24**) the following descriptions outline the usage of more than 15,800 acres within Windsor's incorporated boundary, excluding a few categories of land use such as mineral extraction lands and floodplains.

- **Residential Mixed-Use (RMU)**: Approximately 40 percent of the Town or 6,251 acres is zoned RMU. This land use classification allows for the greatest flexibility in Windsor's land use development, permitting up to 25 percent of the developable area to be built as commercial uses. While not a mandatory minimum commercial requirement, this provision allows developers the flexibility to respond to market demand for a variety of uses.
- **Single-Family Residential (SF-1)**: Approximately 10 percent of the Town or 1,617 acres are zoned as SF-1. This land use classification permits single-family detached housing products with a minimum lot area of 6,000 square feet.
- **Estate Residential (E-1)**: Approximately 9 percent of the Town or 1,380 acres are zoned for estate residential lots. This classification permits minimum lot sizes of 1 acre, and a minimum housing size of 2,500 square feet.
- **Estate Residential (E-2)**: Approximately 9 percent of the Town or 1,411 acres are zoned for estate residential lots. This classification allows for three types of lot sizes: estate residential development on 1 acre lots with a minimum house size of 1,500 square feet; minimum lot sizes of 6,000 square feet for single-family attached housing; and 7,500 square-foot lots for single-family detached housing.
- **General Commercial (GC)**: Approximately 9 percent of the Town or 1,407 acres are zoned for general commercial.
- **Light Industrial (I-L)**: Approximately 10 percent of the Town or 1,597 acres are zoned for light industrial uses.
- **Heavy Industrial (I-H)**: Approximately 7 percent of the Town or 1,072 acres are zoned for heavy industrial uses. Most of this acreage is located in the Great Western Industrial Park, which includes Vestas, Owens-Illinois, Hexcel, the National Guard, Front Range Energy, and Cargill.

Figure 24
Town of Windsor Zoning



Source: Town of Windsor; Economic & Planning Systems

Minimum Lot Sizes

The Town's zoning regulations also make provisions for minimum lot sizes (see **Table 14** and **Figure 25**). The RMU zoning category, however, allows for flexibility in minimum lot sizes according to the types of housing proposed in a development. For example, estate lots (E-1 or E-2) within the context of a project in RMU zoning could be one acre lots or less, single-family (SF-1) lots within the context would be 6,000 square feet, and so on. For illustrative purposes, RMU is shown as 6,000 square feet lots, given the potential for a wide mix of single and multifamily housing products.

- **1,400 square-foot lots**: This lot size is allowable under the multi-family zoning classification MF-2, the densest of all allowable residential uses. There are currently 80 acres in the Town zoned with this level of density.

- **2,400 square-foot lots**: This lot size is allowable under the multi-family zoning classification MF-1 and is primarily oriented to duplexes and fourplexes. Currently, there are only 13 acres in the Town zoned MF-1.
- **4,500 square-foot lots**: This lot size is allowable under the single family attached zoning classification SF-2. There are just 11 acres in the Town zoned SF-2.
- **6,000 square-foot lots**: This lot size is allowable as the exclusive minimum lot size of the SF-1 classification, but is also allowable under the E-2 estate residential zoning classification, which allows 43,560 square-foot lots, as well as 7,500 square-foot lots, and 6,000 square-foot lots. It should also be noted that this density is also permitted in the Residential Mixed-Use classification. There are more than 1,600 acres, or 15 percent of all the Town's zoning, where this minimum lot size occurs according to the SF-1 classification.
- **10,000 square-foot lots**: There is no 10,000 square-foot minimum lot designation. EPS selected this average minimum lot size to illustrate the average lot size of housing product densities within the E-2 and RMU zoning classifications. Because the E-2 and RMU zoning classifications are the two zones where a variety of housing densities may be used, development in Windsor within these two zones has occurred (in practice) at this average level of density. As a result, 71 percent of Windsor (7,660 acres) falls within zoning classifications that are likely to develop at an average of 10,000 square-foot lots.
- **43,560 square-foot lots**: The one-acre lot is the minimum lot size allowable under the E-1 zoning classification. There are currently 1,380 acres, or approximately 13 percent, zoned in the Town for this type of development.

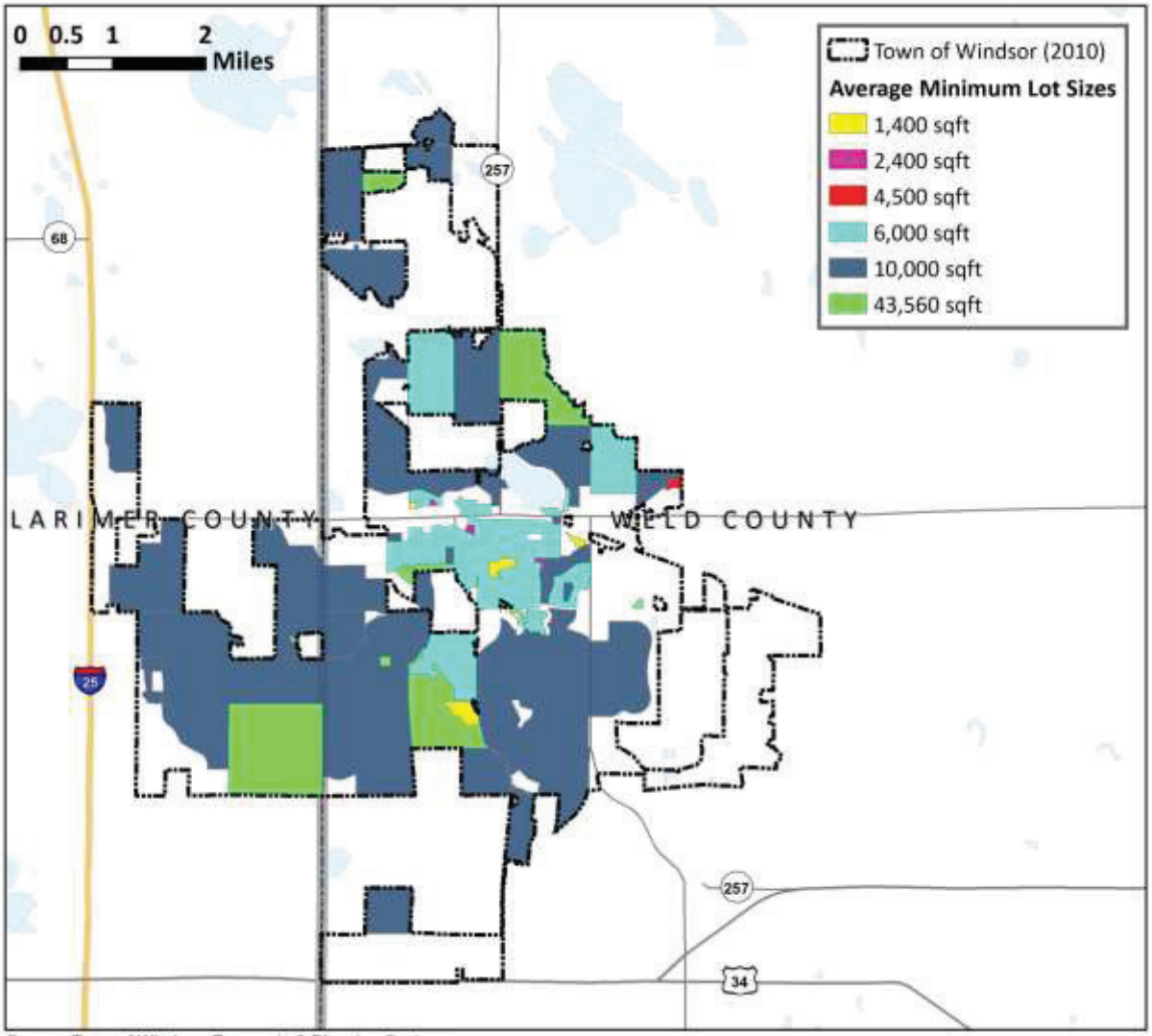
Table 14
Average Lot Sizes by Zoning Classification

	Acres by Zoning Category								
	E-1	E-2	SF-1	SF-2	MF-1	MF-2	RMU	Total	% of Total
Minimum Lot Sizes									
1,400 square feet	0	0	0	0	0	80	0	80	0.7%
2,400 square feet	0	0	0	0	13	0	0	13	0.1%
4,500 square feet	0	0	0	11	0	0	0	11	0.1%
6,000 square feet	0	0	1,617	0	0	0	0	1,617	15.0%
10,000 square feet	0	1,411	0	0	0	0	6,251	7,661	71.2%
43,560 square feet	1,380	0	0	0	0	0	0	1,380	12.8%
Total	**1,380**	**1,411**	**1,617**	**11**	**13**	**80**	**6,251**	**10,762**	**100.0%**

Source: Town of Windsor; Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-Zoning.xlsx]TABLE 2 - Min Lot Sizes

Figure 25
Average Minimum Lot Sizes



Source: Town of Windsor; Economic & Planning Systems

Land Use Efficiency Analysis

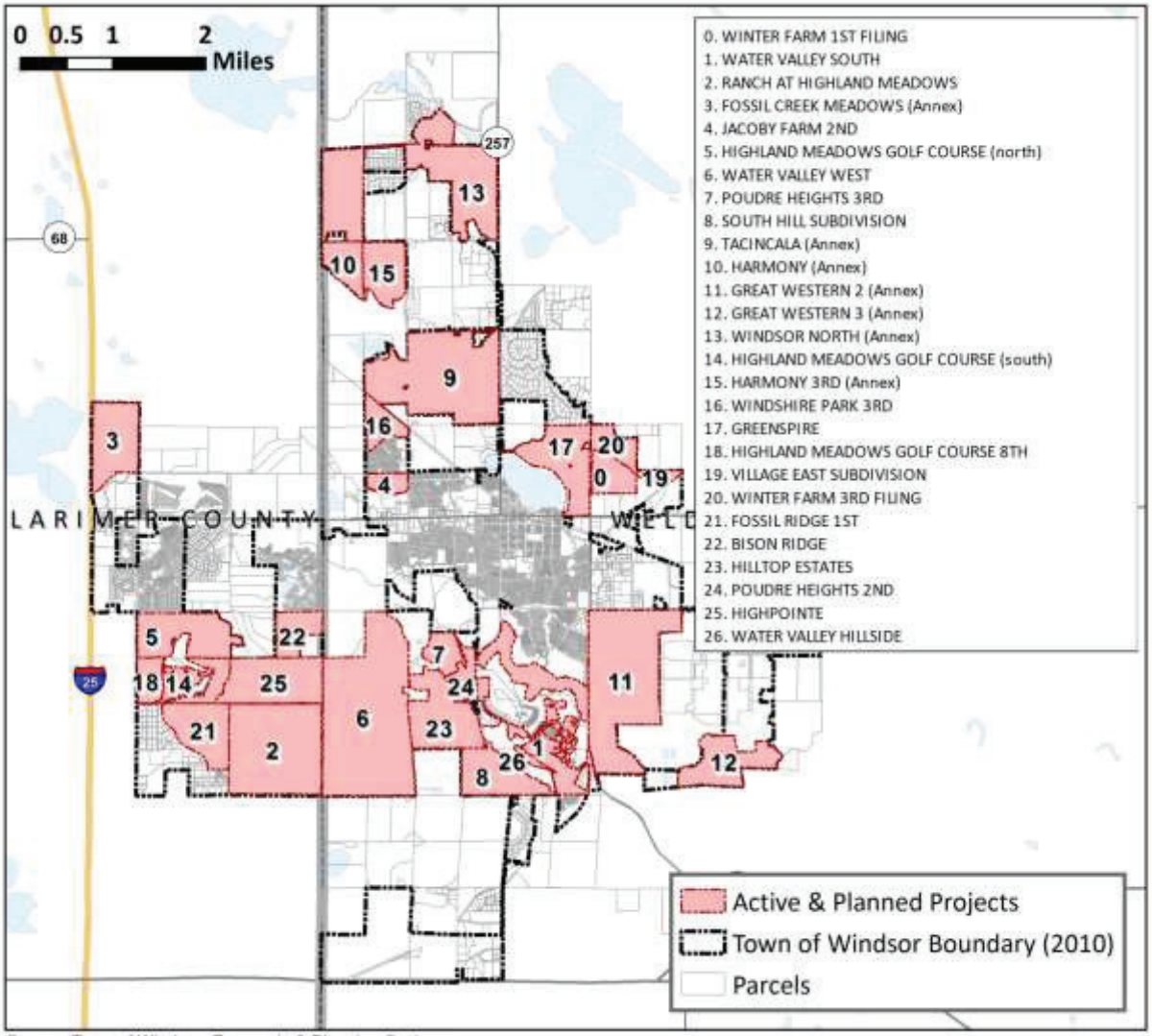
This section provides an evaluation and analysis of existing and current development patterns and the associated gross and net densities by zoning classification and active and planned major developments. The purpose of this analysis is to provide a quantitative basis for approaching decisions regarding the most efficient and appropriate use of Windsor's remaining developable area to meet future demographic and housing demands.

Active and Planned Development

Figure 26 illustrates the location of the Town's active and planned residential projects, which total 7,777 acres. Among them, some have been platted and mostly built, and others remain under planning level review. Specifically, there are a total of 5,371 lots in active and platted single-family developments in the Town, of which approximately 65 percent have been

permitted. There are also 415 multifamily lots, of which approximately 15 percent have been permitted. Among the unplatted and planned projects, there are a proposed 8,445 single-family and multifamily lots.

Figure 26
Active and Planned Residential Development



Source: Town of Windsor; Economic & Planning Systems

Table 15 shows the results of a close examination of 16 developments (within 4 different zoning classifications: SF-1; E-1; E-2, and RMU). EPS calculated the following statistics based on a variety of local and regional information sources. The primary result of this analysis quantifies gross residential development efficiency, i.e. the amount of residential density, net of right of way (ROW), open space (OS), and other uses. In general, the findings show that the current zoning tools allow for gross residential efficiency of 0.4 to 2.1 units per acre, when factoring in land usage for ROW, OS, and other uses. The following discussion outlines the methodology for calculating these statistics.

- Single Family Lots (Column A): The number of single family residential units is identified for each development. Data are taken from the Town's worksheet titled "Platted Single-Family Lots in the Town of Windsor as of 6/30/14".
- Average Lot Size (Column B and Column C): This statistic is the average size of all the single-family unit lot sizes within a development. Data for this statistic come from the combined County Assessor's databases. For example, average lot sizes in SF-1 districts are approximately one quarter acre (0.23 acre); 2.23 acres in E-1 districts; one quarter acre (0.25 acre) in E-2 districts; and also one quarter acre (0.23 acre) in RMU district developments.
- Total Acres (Column D): This is the total acreage associated with the development project or filing. It includes all area for residential uses, non-residential uses, open space, and right-of-way (streets and utilities). Data for this statistic come from the Town Planning Department's subdivision shape file database.
- Commercial / Multi-Family Residential (Column E): In a few of the development projects, there are commercial and/or multi-family residential uses. This statistic captures the total acreage associated with those uses, and is derived from the combined County Assessor parcel database.
- Open Space (column F): This captures all acreage associated with open space, including parkland area within a development, easements, and any other space unassociated with residential, non-residential, commercial or multi-family, or right-of-way acreage. Data for this statistic came from analysis of the combined County Assessor parcel databases.
- Gross Single Family Residential (Column G): This is a measurement of acreage associated with only the residential portions of each development, including rights-of-way. As indicated in the column heading, this statistic is equal to the total development acreage less acreage associated with commercial or multi-family uses and less open space.
- Net Single Family Residential (Column H): This is a measurement of the acreage associated with residential lots (the number of units multiplied by the average lot size).
- Right-of-Way (Column I): The area associated with right-of-way was determined by subtracting the net residential acreage from the gross residential development acreage. In these developments, ROW accounts for between 15 and 25 percent of the total acreage.
- Net Efficiency (Column J): Using only the residential portions of a development, this metric identifies the portion of the residential development that is used for actual residential development. That is, residential development net of right-of-way, and excluding open space. Net residential development varies from approximately 60 to 85 percent. In the SF-1 districts, average net efficiency is 66 percent; E-1 districts have an average of 85 percent efficiency; E-2 districts have an average of 57 percent efficiency; and RMU districts have an average of 64 percent efficiency within their residential portions of development.
- Gross Efficiency (Column K): In the forecast, however, it will be important to make assumptions regarding future development of land in uses other than residential as well. As such, this statistic captures the portion of a total development that is solely residential. For example, when factoring in other uses, open space, and ROW, SF-1 projects have an average efficiency of 46 percent; average E-1 developments have a much higher efficiency of 80 percent; E-2 developments have an average of 31 percent residential; and RMU developments have an average of 33 percent residential.

Table 15
Average Development Densities by Four Common Zoning Classifications

	Units / Lots			Development Acreage						Efficiency	
Description	SF Units	Avg. Lot (sqft)	Avg. Lot (acres)	Total Acres	Comm. / MF Res.	Open Space	Gross SF Res.	Net SF Res.	ROW / Streets	Net	Gross
	(A)	(B)	(C)	(D)	(E)	(F)	(G) = D-E-F	(H) = A x C	(I) = G - H	(J) = H ÷ G	(K) = H ÷ D
SF-1											
Poudre Heights, 2nd Filing	164	9,800	0.22	80	0	25	55	37	18	67%	46%
Westwood Village, 2nd Filing	145	12,900	0.30	112	0	55	57	43	14	76%	38%
Winter Farm, 1st Filing	317	8,400	0.19	113	0	11	102	61	41	60%	54%
Total / Average	**626**	**9,809**	**0.23**	**305**	**0**	**92**	**213**	**141**	**72**	**66%**	**46%**
E-1 Zoning											
Ranch at Highland Meadows	243	95,200	2.19	630	0	15	615	531	84	86%	84%
Hilltop Estates	88	111,000	2.55	310	43	0	267	224	43	84%	72%
Ventana	48	80,000	1.84	116	0	11	105	88	17	84%	76%
Total / Average	**379**	**96,944**	**2.23**	**1,056**	**43**	**26**	**987**	**843**	**144**	**85%**	**80%**
E-2 Zoning											
Fossil Ridge	290	12,100	0.28	234	0	118	115	81	35	70%	34%
Highland Meadows GC (north)	405	8,600	0.20	288	0	145	143	80	63	56%	28%
Highpointe	377	11,900	0.27	331	0	124	207	103	104	50%	31%
Total / Average	**1,072**	**10,707**	**0.25**	**853**	**0**	**388**	**465**	**264**	**201**	**57%**	**31%**
RMU Zoning											
Windshire Park, 3rd Filing	290	7,700	0.18	97	0	25	72	51	20	72%	53%
Water Valley South	707	12,100	0.28	800	0	463	337	196	141	58%	25%
Brunner Farm	298	7,400	0.17	99	0	24	76	51	25	67%	51%
Bison Ridge	111	15,761	0.36	120	0	71	49	40	9	82%	33%
Ridge West PUD	115	18,155	0.42	121	0	61	60	48	12	80%	40%
Greenspire	563	8,200	0.19	281	28	84	169	106	63	63%	38%
Jacoby Farm, 2nd Filing	154	6,500	0.15	58	14	7	38	23	15	61%	40%
Total / Average	**2,238**	**10,030**	**0.23**	**1,575**	**41**	**734**	**800**	**515**	**285**	**64%**	**33%**

Source: County Assessor Parcel Data; Town of Windsor Planning Department; Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007- Vacant and Ag Land Summary.xlsm]Efficiency Factor

Residential Development Density

Using the analysis of those 16 developments, **Figure 27** identifies the gross and net densities of each development. The different metrics of density illustrated are discussed below:

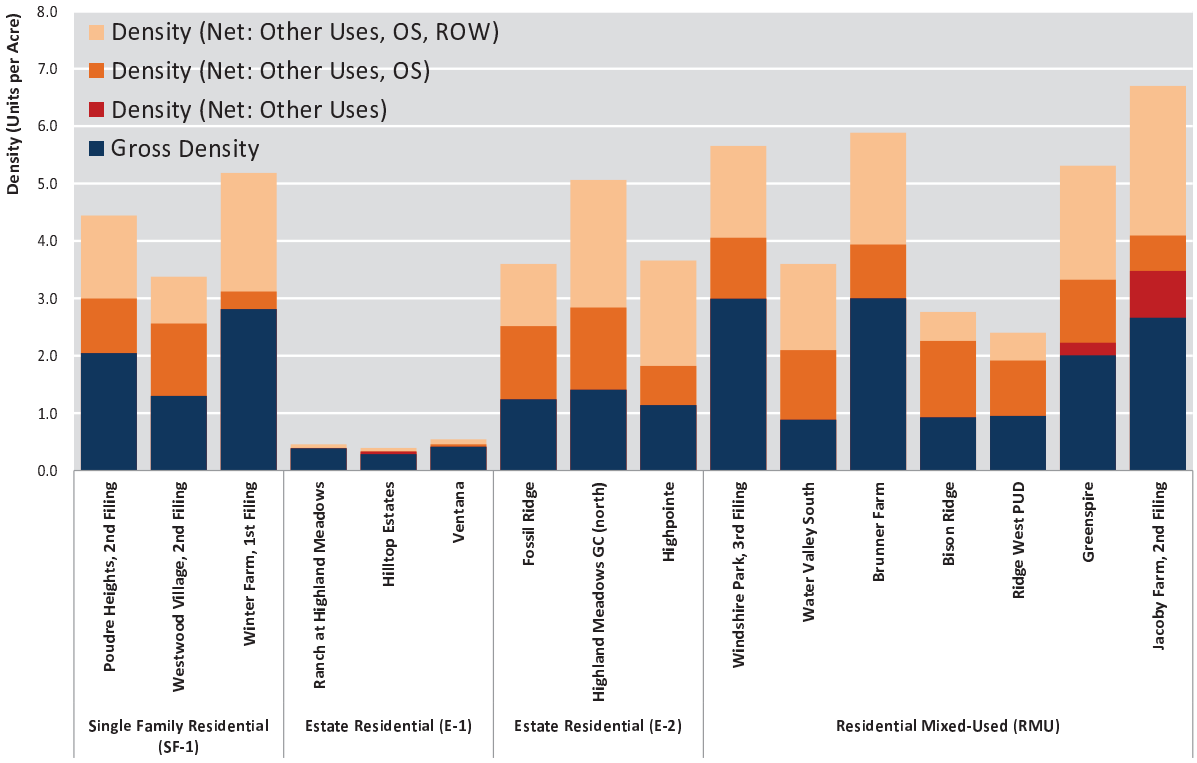
- Density Net of Other Uses, OS, and ROW: At the highest level, this measure of density is best described as "net density", i.e. the density of development when only the acreage of actual lots is considered. For example, among the SF-1 projects, average lot sizes range from 0.19 to 0.30 acres, which means that net density identifies the number of lots that could be developed in a space with no ROW, open space, or any other use. In the SF-1 example, a development with average lots of 0.19 acre would have a net density of 5.2 lots/units per acre, and a development with average lots of 0.30 acre would have a net density of 3.4 lots/units per acre. Among the E-1 developments, average net densities are clustered around 0.5 lots/units per acre (or 1 lot/unit per 2 acres); E-2 developments average 4.1 lots/units per acre; and RMU developments average 4.3 lots/units per acre.

- Density Net of Other Uses, OS: Factoring in acreage associated with ROW, average densities drop. Also as noted previously, ROW typically consumes between 15 and 25 percent of the total acreage of a development. In these examples, average density in the SF-1 district ranges between 2.6 and 3.1 lots per acre with the average at 2.9 units/lots per acre; average densities in E-1 districts are roughly the same at approximately 0.4 lots/units per

acre; E-2 districts are at 2.3 lots/units per acre; and RMU district developments average 2.8 lots/units per acre.

- Density Net of Other Uses: Although there are only a few developments with other uses, such as commercial or multi-family, factoring in this additional use reduces the average densities further.
- Gross Density: This metric illustrates the level of residential density in a development when all other land uses are factored into the calculation. For example, when considered all uses, the residential density of SF-1 districts ranges from 1.3 to 2.8 lots/units per acre; the residential density of E-1 districts ranges from 0.3 to 0.4 lots/units per acre; the residential density of E-2 districts ranges from 1.1 to 1.4 lots/units per acre; and the residential density of RMU projects ranges from 0.9 to 3.0 lots/units per acre.

Figure 27
Densities by Development

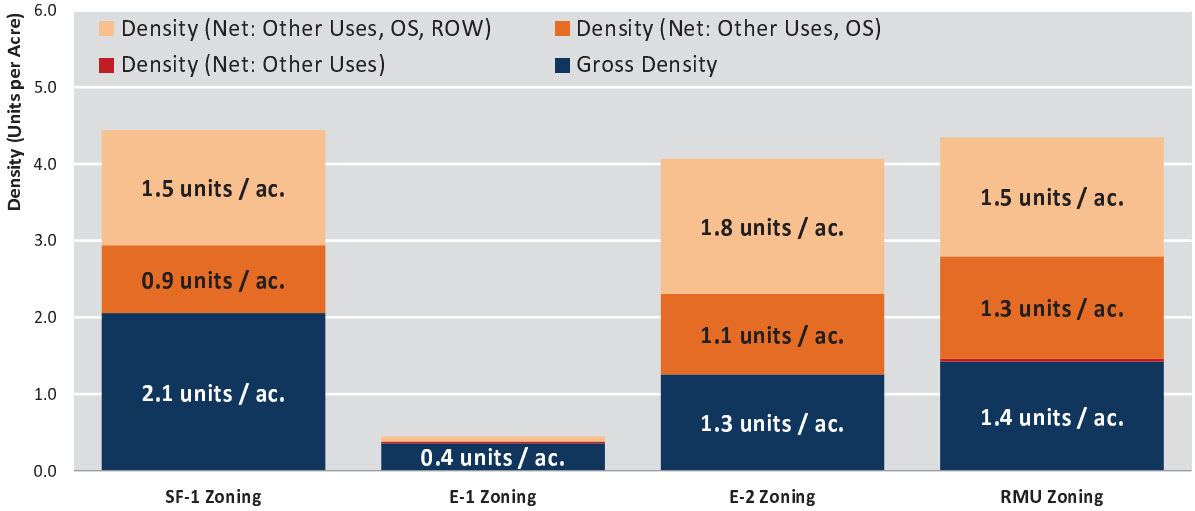


Source: Economic & Planning Systems

Average Gross Density by District

Figure 28 illustrates average densities calculated from the preceding analysis. In general, this analysis shows that average gross residential density in the Town ranges from 0.4 units per acre in the E-1 district to 2.1 units per acre in the SF-1 district. While the RMU zoning allows for the greatest flexibility of all residential and non-residential land uses, in practice, it does not appear to be yielding higher density residential development, and it appears to be very similar to the density patterns of the E-2 zone district which allows for 3 different types of residential product.

Figure 28
Densities by Zoning Classification



Source: Economic & Planning Systems

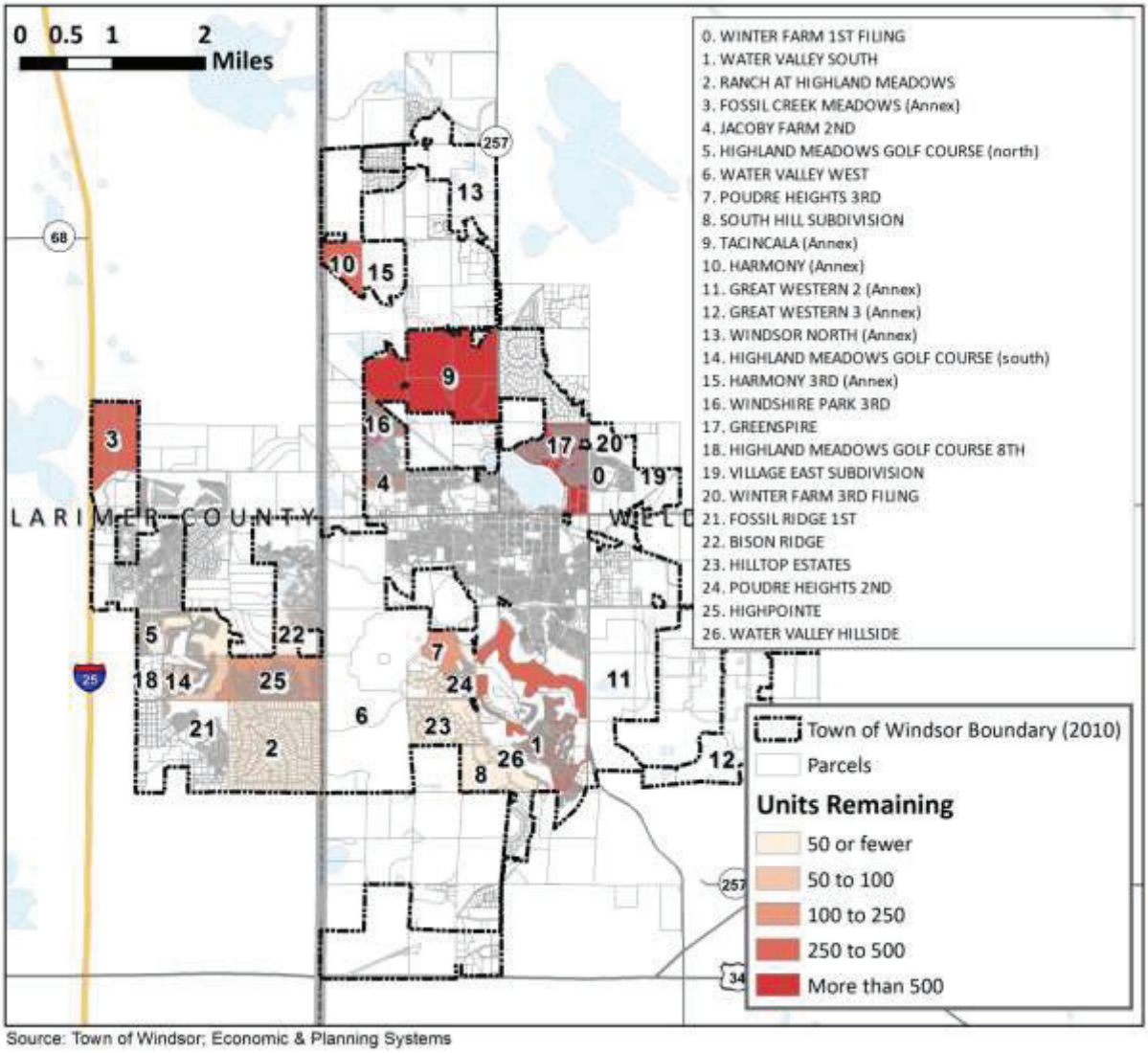
Land Use Supply Analysis

This section outlines the land use supply context, including an analysis of the remaining units to be permitted and/or platted in the active and planned projects, as well as an analysis of the remaining developable area within the GMA. EPS estimates a possible breakdown of that developable area by infill and greenfield opportunities, followed by a projection of the number of units that could be developed, assuming current land use efficiency and gross development density factors developed through the preceding analysis. This section concludes with a projection of remaining units developable within the Town's GMA.

Remaining Supply in Active and Planned Projects

Figure 29 illustrates the number of remaining units to be permitted and/or platted, including those developments for which boundary and location information were available at the time of this study. This representation accounts for 6,983 lots on 5,005 acres (an average gross density of 1.4 units per acre, consistent with the average for RMU zoning as illustrated previously) and illustrates the location of 5,178 lots yet to be platted or permitted. As such, this estimate plays a role as a component of the pipeline supply of units to meet new future population and household demand.

Figure 29
Lots Remaining in Active and Planned Projects

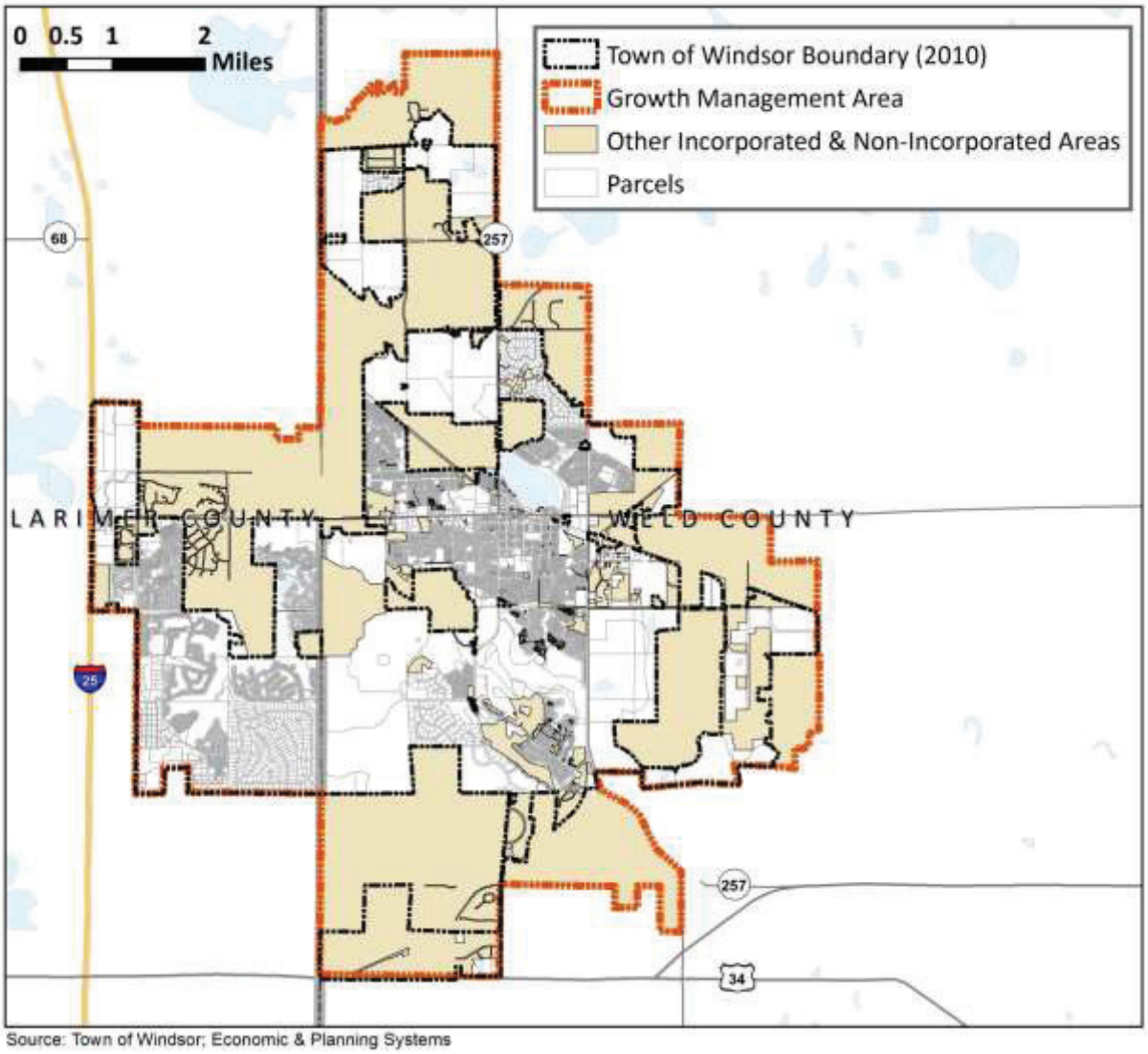


Source: Town of Windsor; Economic & Planning Systems

Undeveloped Area within GMA

The purpose of this analysis is to determine where and to what extent development opportunities exist within the GMA. The following series of maps illustrates the process and methodology by which EPS developed estimates of developable area within the GMA, which as illustrated in **Figure 30**, contains more than 14,000 acres in incorporated and unincorporated areas.

Figure 30
Other Incorporated and Non-Incorporated Areas



Source: Town of Windsor; Economic & Planning Systems

Table 16 illustrates that existing subdivisions account for nearly 40 percent of the undeveloped area (approximately 5,490 acres), non-residential uses (such as the Great Western Industrial Park and other uses) constitute 11 percent (more than 1,500 acres), and currently undeveloped area (classified as "vacant" or agricultural land" and currently not occupied by any residential or non-residential development) constitutes 50 percent (approximately 7,040 acres). The undeveloped area is illustrated in **Figure 31**.

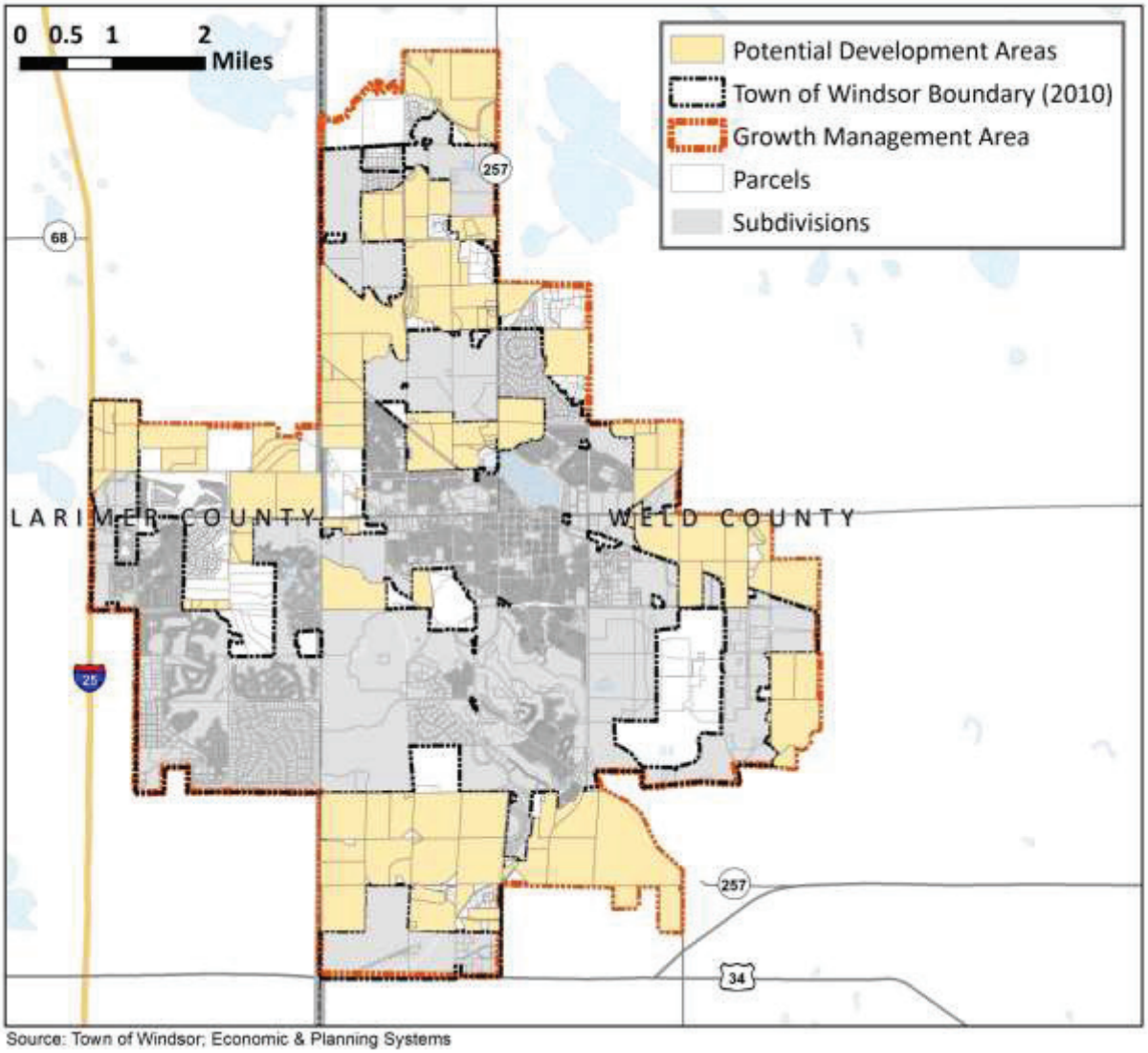
Table 16
Other Areas within the Incorporated and Unincorporated GMA

	Incorporated	Unincorporated	Total	as % of Total
Area Classification				
Existing Residential Areas	635	4,850	5,485	39%
Non-Residential Zoning	1,527	0	1,527	11%
Undeveloped Areas	324	6,718	7,042	50%
Total	**2,486**	**11,568**	**14,054**	**100%**
as % of Total	18%	82%	100%	

Source: Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-FutureDevelopmentOpps-110514.xlsm]TABLE 1- Other Areas

Figure 31
Developable Areas within GMA

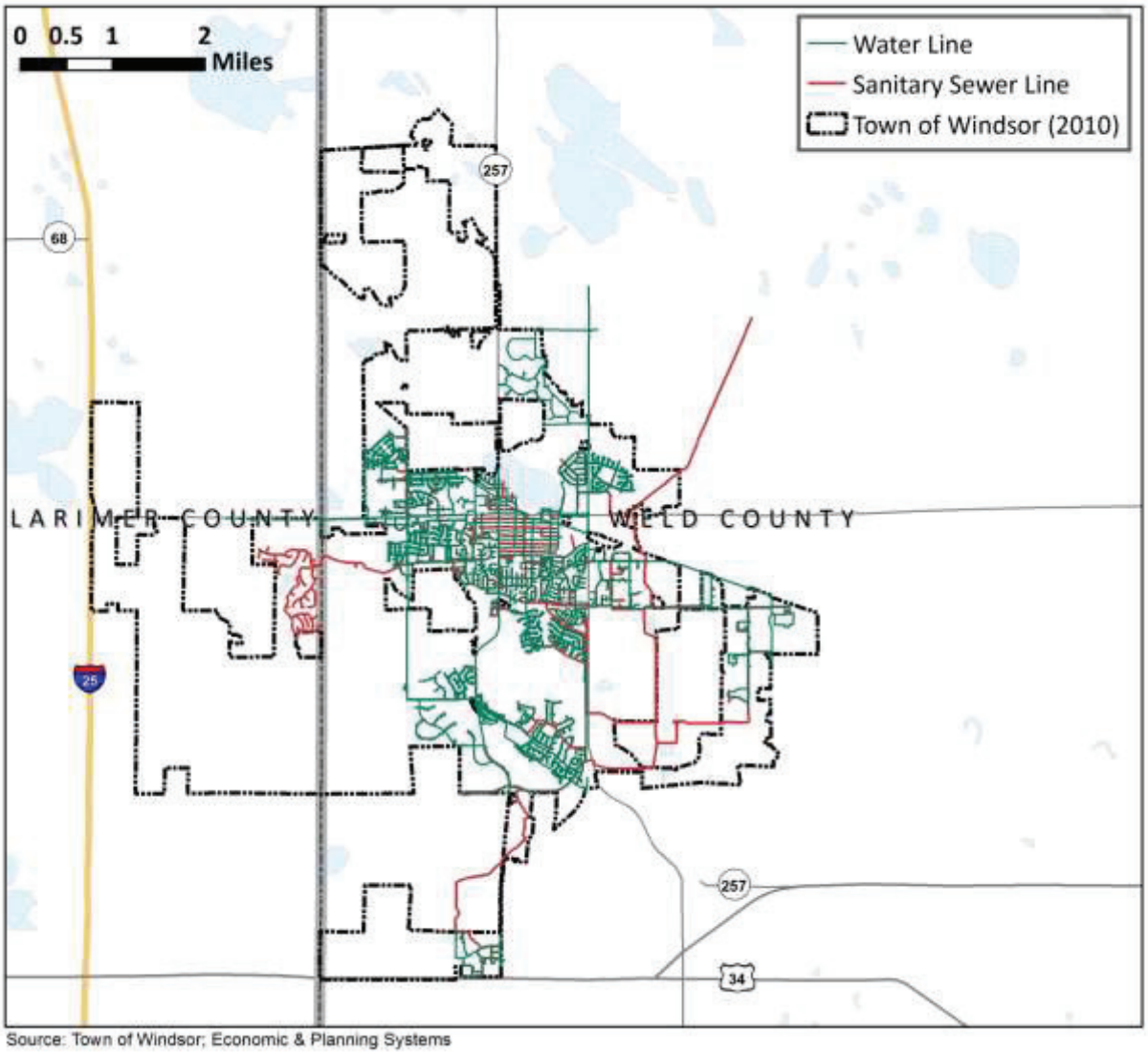


Source: Town of Windsor; Economic & Planning Systems

Infill and Greenfield Development Opportunities

The quantification of developable areas and their classification of infill and greenfield are made based on proximities and access to existing mainline water and sewer infrastructure. According to staff, infill is defined as any area where at least one of its borders is shared with existing development served by water and sewer (see **Figure 32**). Although the area does not need to be served internally by water and sewer, the mainline must abut the area and be easily extended into the subject area. In EPS' analysis, a few exceptions occurred where areas did not abut a parcel with water/sewer mainline, but were within a short distance. As a result, EPS expanded the definition of infill to include a parcel where water/sewer was not more than 500 feet from the parcel line. Greenfield development on the other hand, was defined as an area whose borders are not abutted by an existing area with water/sewer infrastructure. (As of December 8, 2014, GIS information had not yet been delivered to EPS from the LFCWD or SFCSD.)

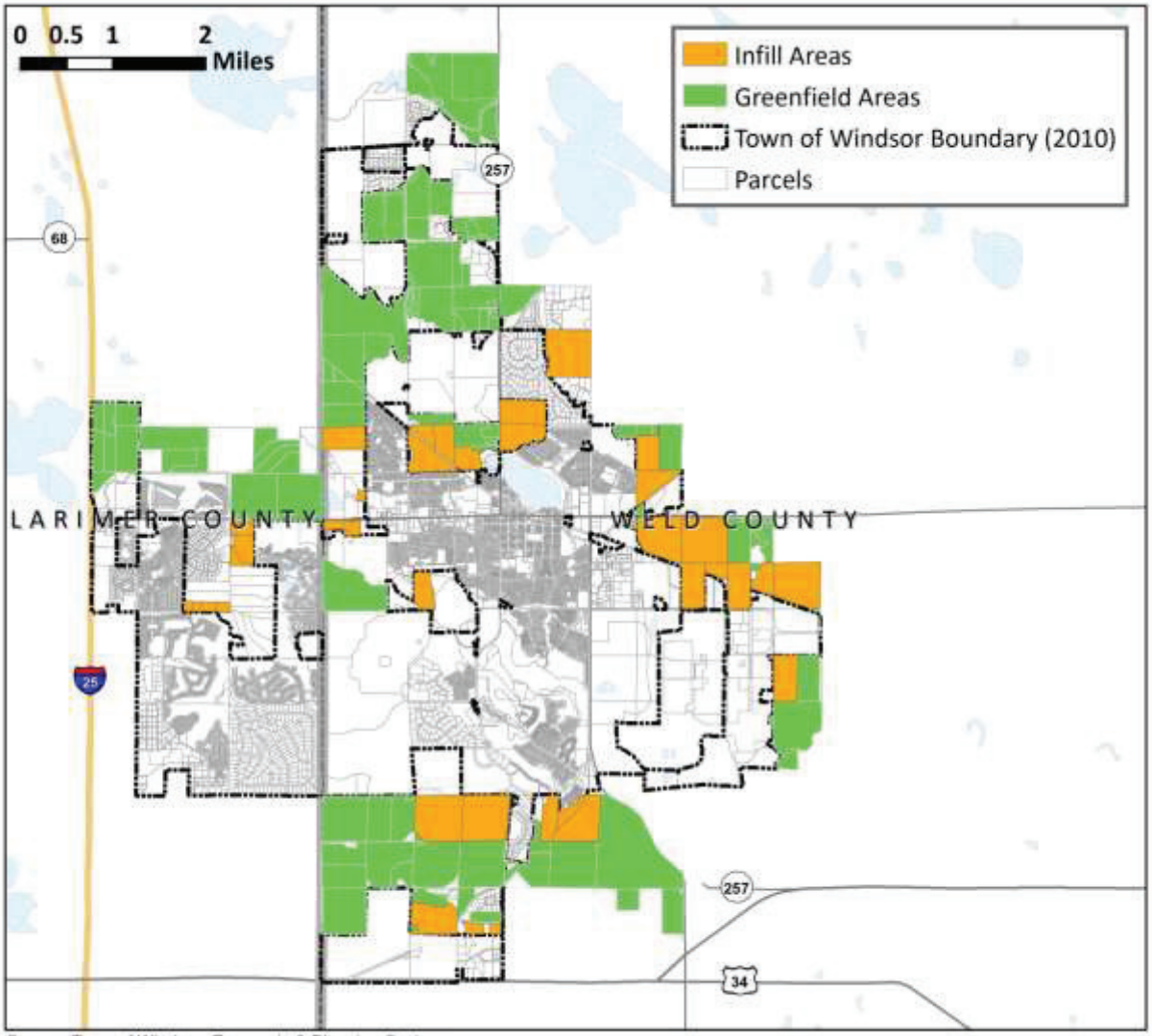
Figure 32
Existing Weld County Infrastructure Lines



Source: Town of Windsor; Economic & Planning Systems

As illustrated in **Figure 33** and detailed in **Table 17**, approximately 70 percent (nearly 4,900 acres) of developable area within the GMA would be characterized as greenfield and 30 percent (approximately 2,100 acres) would be infill. The findings also show that just 5 percent (approximately 320 acres) fall within incorporated areas of the Town, while 95 percent (approximately 6,700 acres) fall inside th3e GMA but outside the Town's incorporated boundary.

Figure 33
Future Development Opportunities



Source: Town of Windsor; Economic & Planning Systems

Table 17
Future Development Opportunity Acreage

	Incorporated	Unincorporated	Total	as % of Total
Development Potential Type				
Infill	139	2,007	2,146	30%
Greenfield	185	4,710	4,895	70%
Total	**324**	**6,718**	**7,042**	**100%**
as % of Total	5%	95%	100%	

Source: Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-FutureDevelopmentOpps-110514.xlsm]TABLE 2 - Infill Green

Estimated Development Potential

This section presents an analysis of the development potential for the 7,000 acres designated as infill and greenfield opportunities. To illustrate the wide range in development capacity, 6 scenarios are shown in **Table 18**. Four are provided, not as likely build-out scenarios, but as illustrative of how much development could occur under one or another zoning classification. The final two scenarios are based on a mix of zoning classifications resembling the mix of zoning classifications surrounding the developed areas. EPS developed these scenarios to reflect a mix of single-family attached and detached and multi-family housing products that resembles recent land use development patterns. Overall, one of the primary objectives was to ascertain the extent that available and developable land within the GMA was sufficient to meet the projected housing demands of the next 20 years or so.

Capacity Estimates

Under each scenario, the efficiency and density assumptions for the respective zoning classifications developed through the preceding analysis are held constant (see the footnotes of **Table 18**). The analysis shows that between 2,500 and 14,470 units could be developed in the 7,000 acres of developable area within the GMA depending on the underlying density assumptions.

- Scenario 1: Developed entirely as SF-1, it is estimated that approximately 14,470 units could be developed, averaging 2.1 units per acre. This would be the densest scenario among all scenarios.
- Scenario 2: Developed entirely as E-1, it is estimated that approximately 2,500 units could be developed, averaging 0.4 units per acre. This scenario would have the least density among all scenarios.
- Scenario 3: Developed entirely as E-2, it is estimated that approximately 8,850 units could be developed, averaging 1.3 units per acre.
- Scenario 4: Developed entirely as RMU, it is estimated that approximately 10,000 units could be developed, averaging 1.4 units per acre.
- Scenario 5: It is assumed that the both infill and greenfield areas could develop with equal parts SF-1, E-1, E-2, and RMU. Under this scenario, it is estimated that approximately 8,960 units could be developed, averaging 1.3 units per acre.
- Scenario 6: Based on closer examination zoning districts surrounding the infill and greenfield areas, this scenario assumes that within the infill areas, 25 percent could develop at SF-1

densities, 25 percent at E-2 densities, and 50 percent at RMU densities. It is also assumed that within the greenfield areas, 10 percent could develop at E-1 densities, 15 percent at E-2 densities, and 75 percent at RMU densities. Under this scenario, it is estimated that approximately 9,600 units could be developed, averaging 1.4 units per acre.

Table 18
Estimates of Housing Development in Opportunity Areas

	Development Scenarios					
	Scenario 1: SF-1	Scenario 2: E-1	Scenario 3: E-2	Scenario 4: RMU	Scenario 5: Mixed	Scenario 6: Mixed
Zoning Assumptions						
Infill	*Provided to illustrate capacity under particular zoning classifications.*				***Likely development scenarios.***	
Single-Family Residential	100.0%	0.0%	0.0%	0.0%	25.0%	25.0%
Estate Residential, E-1	0.0%	100.0%	0.0%	0.0%	25.0%	0.0%
Estate Residential, E-2	0.0%	0.0%	100.0%	0.0%	25.0%	25.0%
Residential Mixed-Use	0.0%	0.0%	0.0%	100.0%	25.0%	50.0%
Subtotal Infill	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Greenfield						
Single-Family Residential	100.0%	0.0%	0.0%	0.0%	25.0%	0.0%
Estate Residential, E-1	0.0%	100.0%	0.0%	0.0%	25.0%	10.0%
Estate Residential, E-2	0.0%	0.0%	100.0%	0.0%	25.0%	15.0%
Residential Mixed-Use	0.0%	0.0%	0.0%	100.0%	25.0%	75.0%
Subtotal Greenfield	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Development Potential						
Area (Acres)						
Infill [1]	2,146	2,146	2,146	2,146	2,146	2,146
Greenfield [2]	4,895	4,895	4,895	4,895	4,895	4,895
Subtotal	**7,042**	**7,042**	**7,042**	**7,042**	**7,042**	**7,042**
Developable Units						
Infill						
Single-Family Residential [3]	4,400	0	0	0	1,100	1,100
Estate Residential, E-1 [4]	0	750	0	0	200	0
Estate Residential, E-2 [5]	0	0	2,700	0	650	650
Residential Mixed-Use [6]	0	0	0	3,050	750	1,500
Subtotal Infill	4,400	750	2,700	3,050	2,700	3,250
Greenfield						
Single-Family Residential	10,050	0	0	0	2,500	0
Estate Residential, E-1	0	1,750	0	0	450	200
Estate Residential, E-2	0	0	6,150	0	1,550	900
Residential Mixed-Use	0	0	0	6,950	1,750	5,200
Subtotal Greenfield	10,050	1,750	6,150	6,950	6,250	6,300
Subtotal Developable Units	**14,450**	**2,500**	**8,850**	**10,000**	**8,950**	**9,550**
Overall Gross Density	*2.1*	*0.4*	*1.3*	*1.4*	*1.3*	*1.4*

[1] Infill accounts for 30 percent of total developable area.
[2] Greenfield accounts for 70 percent of total developable area.
[3] Average lot size is 0.23 acre, and gross development efficiency is 46 percent.
[4] Average lot size is 2.23 acre, and gross development efficiency is 80 percent.
[5] Average lot size is 0.25 acre, and gross development efficiency is 31 percent.
[6] Average lot size is 0.23 acre, and gross development efficiency is 33 percent.
Source: Economic & Planning Systems
H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-FutureDevelopmentOpps-110514.xlsm]TABLE 4 - Developable Units

Remaining Developable Units within GMA

Adding to these scenarios the remainder of units within active and existing projects within the GMA, **Table 19** illustrates the total number of units under each of the preceding scenarios that the Town could accommodate. As noted earlier, approximately 65 percent of the units within active and existing single-family platted projects and 85 percent of the units within active and existing multifamily platted projects remain to be built or permitted. In total, this results in 2,269 units that remain to be built within active projects. Also, there are 8,445 units in unplatted but planned projects. Altogether, there are 10,714 units remaining to be built within the context of active, existing, and planned projects in addition to the number of units identified in the infill and greenfield areas. In total, the Town of Windsor could accommodate estimated housing unit growth of approximately 13,200 to 25,200 units.

Table 19
Estimates of Total Future Units in GMA

	Development Scenarios					
	Scenario 1: SF-1	Scenario 2: E-1	Scenario 3: E-2	Scenario 4: RMU	Scenario 5: Mixed	Scenario 6: Mixed
Total Developable Units in GMA						
Subtotal Developable Units	14,469	2,527	8,852	10,005	8,963	9,617
Active / Planned Development						
Platted / Unbuilt / Unpermitted	2,269	2,269	2,269	2,269	2,269	2,269
Unplatted / Planned	8,445	8,445	8,445	8,445	8,445	8,445
Subtotal Active / Planned Units	10,714	10,714	10,714	10,714	10,714	10,714
Total	**25,183**	**13,241**	**19,566**	**20,719**	**19,677**	**20,331**

Source: Economic & Planning Systems

H:\143007-Windsor Study of Demographics and Housing Opportunities\Data\[143007-FutureDevelopmentOpps-110514.xlsm]TABLE 5 - Total GMA Units

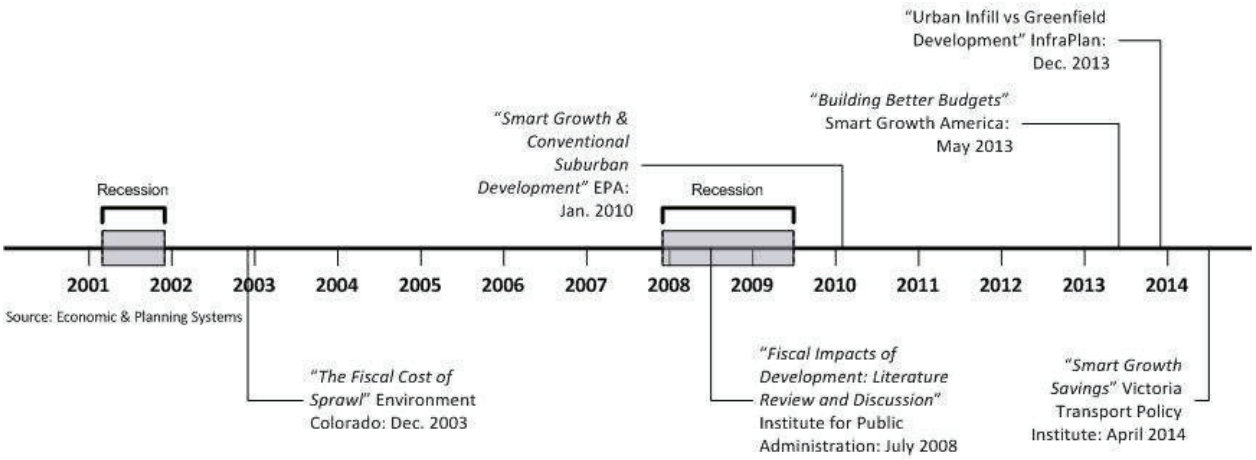
Fiscal Impacts of Development

The following discussion is offered as a brief review of relevant existing and recent literature regarding the costs and impacts associated with different types of development (i.e. infill versus greenfield). Although these considerations reflect a more limited definition of "infill", the findings will be useful to the Town of Windsor's planning efforts and understanding the general fiscal implications.

Literature Reviewed

This is not intended to be an extensive review of literature that addresses the advantages and disadvantages to infill or greenfield development, but it is intended to pull from some of the more prominent contributions of recent literature regarding the impacts associated with these types of development. As illustrated in **Figure 34**, six significant contributions to the literature from the past decade are reviewed. The oldest study, completed by the Environment Colorado Research and Policy Center in late 2003, offers remarkably consistent findings to those of the newer studies, e.g. a study completed by the Victoria Policy Institute in April 2014.

Figure 34
Timeline of Development Type Infrastructure Cost Literature Review



Definitions

The definitions of infill and greenfield in these studies differ from the definitions used in the above analysis in this report. As such, the following brief definitions pull from the research to provide a comparison and point of reference to this study.

Infill

Infill can generally be defined as development or redevelopment of vacant, abandoned, or underutilized sites located within an existing and/or developed municipal context. A primary characteristic of such a site is the presence of water, sewer, communications, or road, etc. infrastructure internal to the site that are relatively (though not always or completely) sufficient to meet the needs of the proposed development. Other characteristics may be more contextual, such as proximity to other residential areas, services, civic amenities and attractions, and employment centers.

Greenfield

Greenfield development, by contrast, is characteristically the development of open space, non-productive land, habitats, or existing agricultural land on the urban periphery that does not contain water, sewer, communications, or road infrastructure internal to the site that are relatively insufficient to meet the demands of the proposed development. Under these conditions, utility connections, such as mainline water and sewer lines need to be extended into the site, roads and rights-of-way need to be provided, and other infrastructure needs to be developed.

Impacts

As noted in much of the literature reviewed, the impacts of infill and greenfield developments can vary widely depending on their location and proximity to services, existing infrastructure, transportation networks, and employment centers. Generally, however, there are consistencies among the findings of these studies pointing to the reality of increased costs and impacts to the public sector in both capital and ongoing costs as a result of greenfield development.

The following findings are summarized from the studies collected and generally have itemized costs associated with the following horizontal infrastructure costs to the public sector in terms of either dispersed or compact development, density levels, general infill and greenfield development case studies. The costs identified are also fairly high level in terms of roads, water and wastewater, fire, police, schools. Some studies also delve deeper to include electricity, telecommunications, gas, and health costs. But for simplicity of understanding, the following discusses the cost impacts associated with water/sewer and roads.

Water and Sewer Impacts

The extension of mainline water and sewer infrastructure can be a costly component of horizontal development, regardless of location. But, for the most part, the findings of this literature reveal that water and sewer costs associated with greenfield development range from 20 to 50 percent higher than water and sewer costs associated with infill development. Using case studies, the authors of this literature calculate that:

- Victoria Transport Policy Institute (2014): Annual municipal utility costs are 36 to 48 percent higher for rural cluster development types than for higher or medium density development types.
- Environment Colorado (2003): The capital costs of constructing water and sewer lines can increase costs by 20 to 40 percent.
- Infraplan (2013): Citing a study completed by Roman Trubka in 2012, which used 22 case studies from the U.S., Canada, and Australia, upfront water and sewer infrastructure costs were 52 percent higher in outer-fringe or greenfield developments than infill developments.
- Institute for Public Administration (2008): In this literature review, a study of developments in Texas identified that water infrastructure in greenfield development cost approximately 27 percent more than in infill developments. Other studies cited cost savings for infill of 17 to 29 percent over greenfield.
- EPA (2010): This study estimated that general infrastructure cost savings for infill development ranged from 32 to 47 percent over greenfield development.

- Smart Growth America (2013): This study uses a handful of case studies from around the country and estimates that infill or smart growth development saves an average of 38 percent on general infrastructure costs over greenfield or conventional suburban development.

Road Impacts

The findings of some of the literature show that road costs associated with infill come with a cost savings ranging from 12 to 25 percent lower than greenfield development, whereas other sources put the magnitude of difference between costs in multiples of 3 to 5. Estimates by study are:

- Victoria Transport Policy Institute (2014): This study cited a 1999 study completed that estimated the cost of roads at 2.1 units per acre were nearly 3 times the cost of roads in developments of 5.5 units per acre.
- Environment Colorado (2003): This study estimated that the cost of building roads was approximately 25 percent lower in infill or compactly developed areas than in sprawling greenfield areas.
- Infraplan (2013): In this study of 22 case studies, average road costs of greenfield development were higher by multiples of 5, and general infrastructure costs were higher in greenfield developments by a factor of 3 over infill development.
- Institute for Public Administration (2008): This study cited a national study of road infrastructure costs completed in 2000 that estimated a savings of nearly 12 percent over greenfield development costs for the U.S. if a more planned development pattern took place. It also cited another national report that average several fiscal impact studies conducted on the differences between road costs for infill and greenfield development types, which determined that roads in infill development cost 25 percent less than roads in greenfield developments.

4. FORECAST AND DEMAND

This chapter presents the State Demographer's forecast of population by age for Larimer and Weld counties and EPS's projection of Windsor's capture of the combined county population forecast based on a projection of historic capture of population by age cohorts and average household size. It also presents a projection of households and housing units based on the population forecast, which is compared to the estimates of future development capacity presented in the previous chapter. The intent is to identify the magnitude of housing demand with respect to supply constraints and present a platform for the Town as it seeks to maintain, revise, or modify its policy and zoning framework to ensure that growth and demand are facilitated in the future.

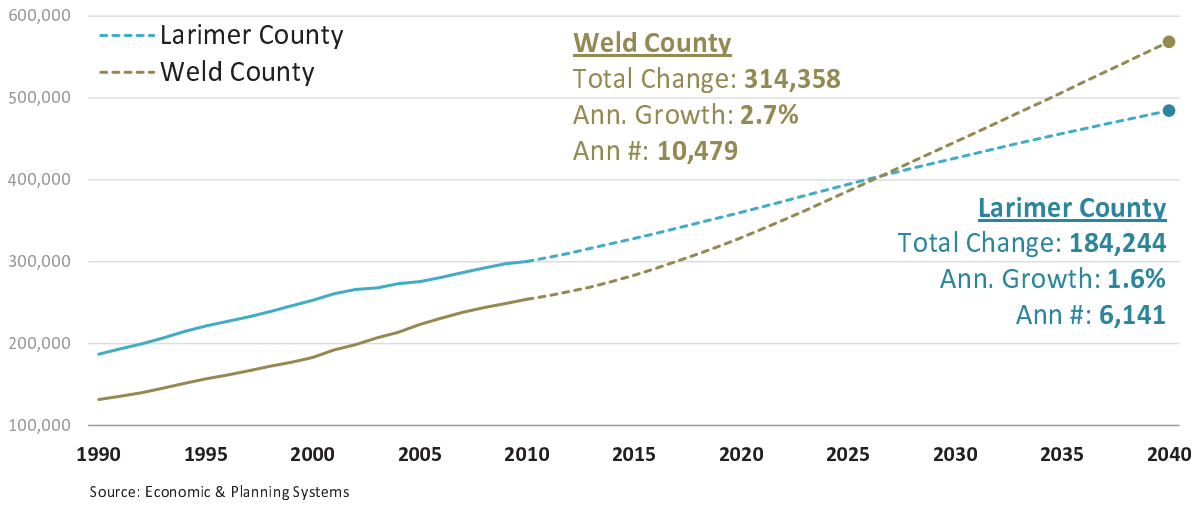
Population Forecast

County Level Population Forecast

This section presents a forecast of population by age cohort prepared by the Colorado Department of Local Affairs, State Demographer's Office (SDO). Annually, the SDO updates its age cohort forecasts for each county within Colorado. **Figure 35** illustrates the most recent forecast of population for Larimer and Weld counties.

- Larimer County: The county is forecast to increase by more than 184,000 people between 2010 and 2040, reflecting an annual average growth of more than 6,100 persons or a rate of 1.6 percent on average.
- Weld County: The county is forecast to increase by more than 314,000 people between 2010 and 2040, reflecting an annual average growth of more than 10,400 persons or a rate of 2.7 percent on average.

Figure 35
DOLA Historic and Forecasted Population by County, 1990-2040



Town of Windsor Population Forecast

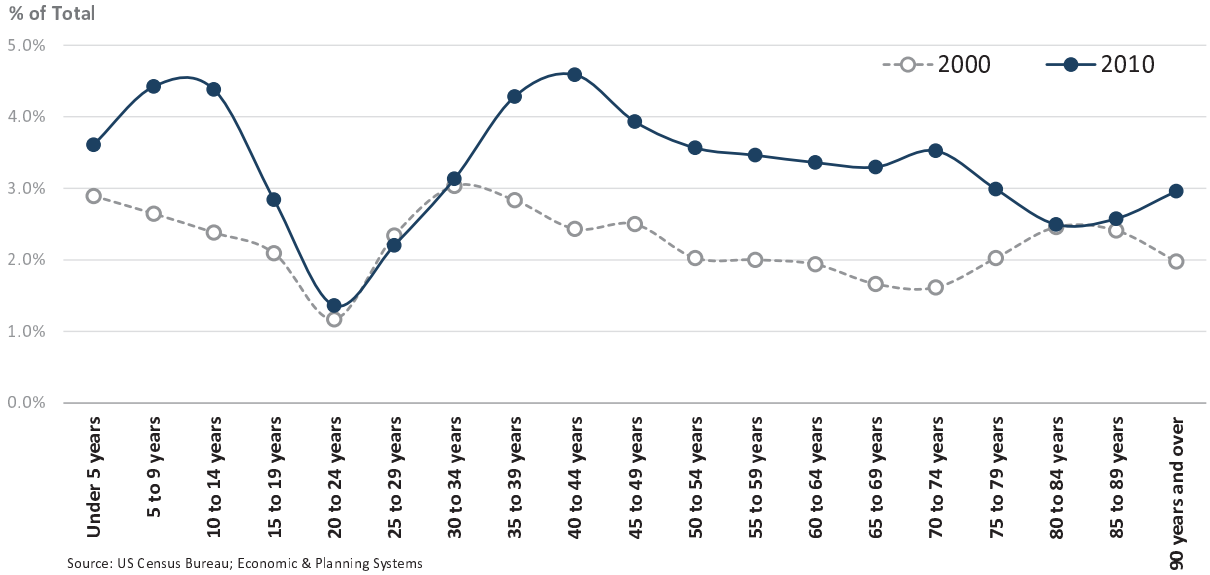
The combined county population forecast from the SDO along with data and analysis of demographic trends and conditions from the first chapters of this report are used to project the Town of Windsor's population.

Windsor's Capture of County Age Cohorts

Two factors for the projection of the Town's population are pulled from the following analysis: the percentage of Windsor's population to the combined county population; and Windsor's share of each age cohort, as **Figure 36** illustrates. Windsor's share of the combined counties' 5 to 9 year olds increased from less than 3 percent to 4.5 percent between 2000 and 2010. The Town's share of 40 to 44 year olds also increased from 2.5 percent to over 4.5 percent. Overall, Windsor accounted for 2.4 percent of the total combined county population in 2000, and by 2010, it accounted for 3.4 percent of the combined population.

Based on this analysis of the Town's capture of population by age cohort, EPS estimates that the number of Windsor residents between the ages 35 and 64 will nearly double, from a population of approximately 8,200 in 2010 to approximately 14,900 by 2040. While this growth trend in working age population and households bodes potentially well for the Town, the forecast also indicates that the number of residents over 65 will increase from approximately 1,900 in 2010 to 5,300 by 2040, an increase of 280 percent. While specific data regarding the portion of those that may require assisted living facilities, nursing care, or independent living arrangements were not collected as a part of this study, an increase of this magnitude indicates that some planning for the housing needs of this population should take place in the near future.

Figure 36
Windsor's Share of Larimer and Weld County Populations by Age, 2000 and 2010

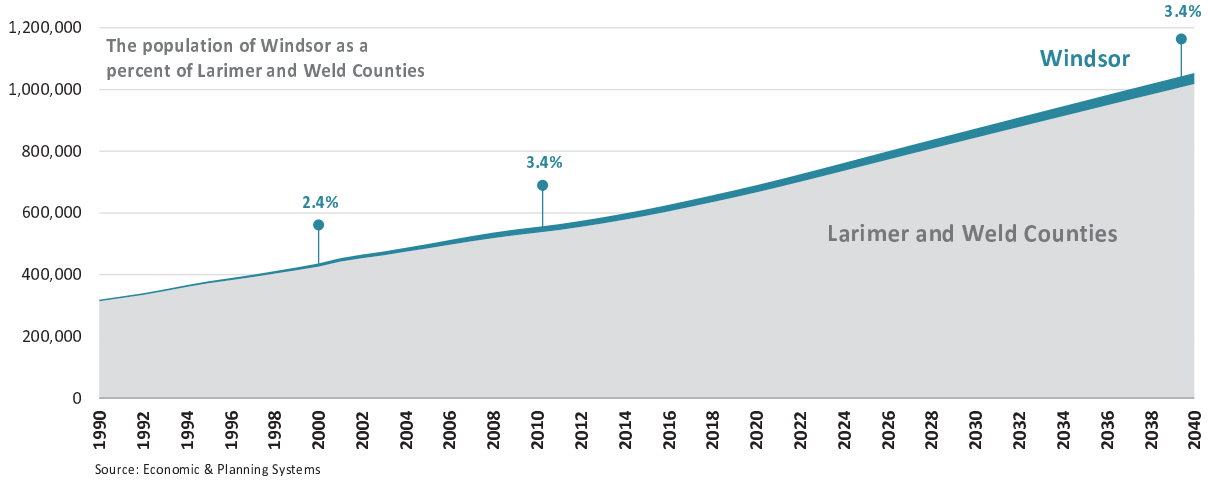


Source: US Census Bureau; Economic & Planning Systems

Forecast of Windsor's Share of County Population

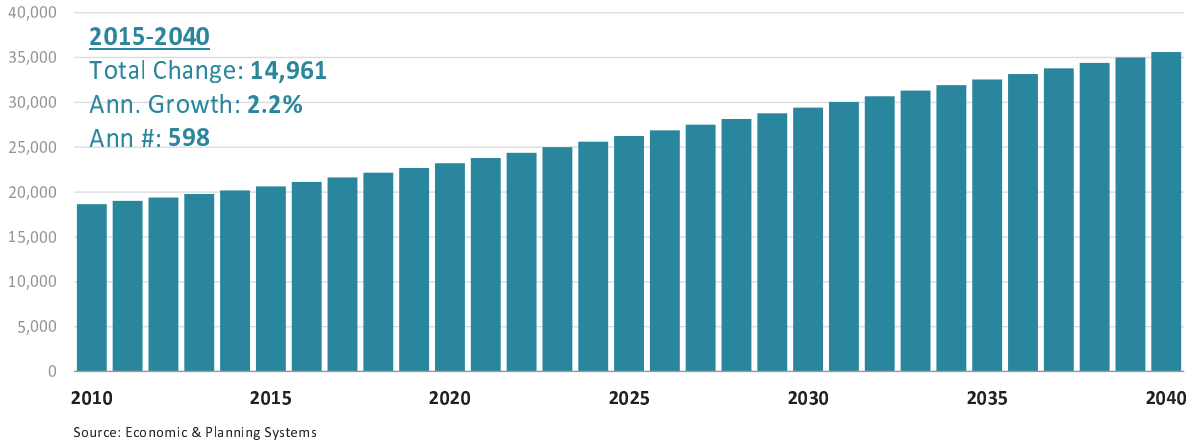
Assuming Windsor maintains current capture by age cohort, Windsor would be projected to continue its current proportion of the combined county population at 3.4 percent through 2040. As illustrated in **Figure 37**, the combined population of the counties is projected to grow to 1.0 million by 2040, reflecting a doubling of the existing population and growing by nearly 500,000 at a rate of 2.2 percent annually on average.

Figure 37
Windsor's Share of Larimer and Weld County Populations by Age, 2000 and 2010



By comparison to the historical rate of population growth of approximately 684 persons per year between 1990 and 2010, the SDO-based forecast projects Windsor to grow by 598 persons per year between 2015 and 2040, as illustrated by **Figure 38**.

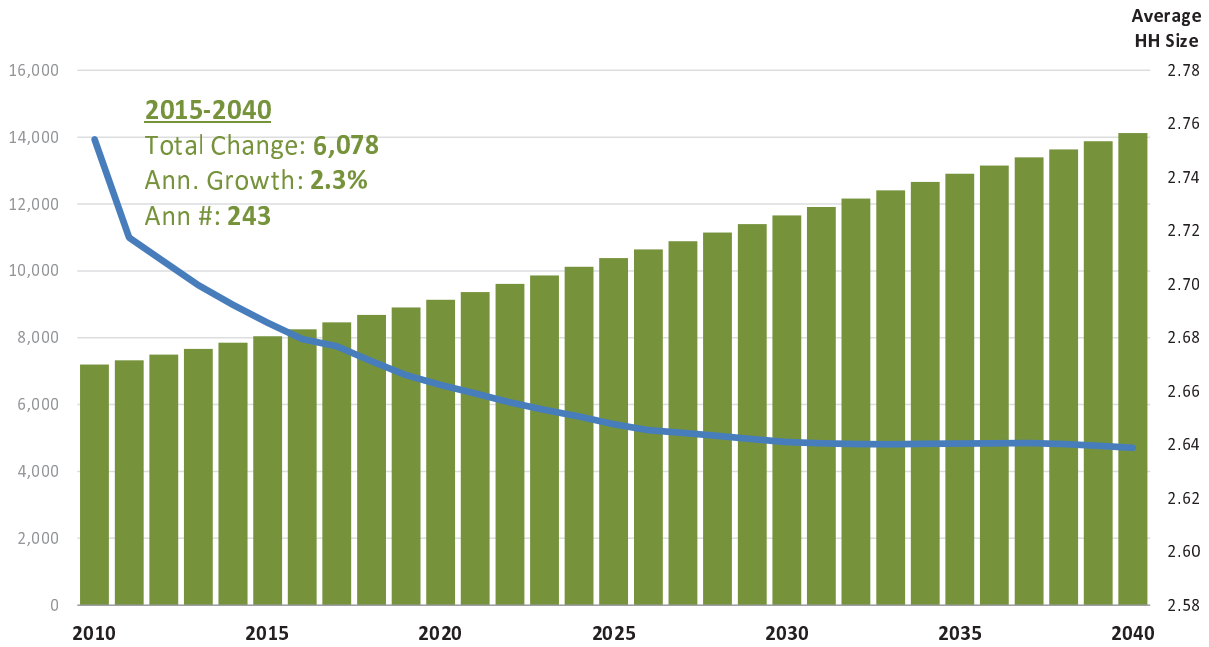
Figure 38
Town of Windsor Population Forecast, 2010-2040



Translating the population forecast into households and housing units requires identifying the changing regional trends in ratio of population to households. In 2010, the average household size for the Town of Windsor was 2.75 persons per household, according to the U.S. Decennial Census. Using an analysis of the SDO's demographic data, which forecasts a decrease in the average household size over the forecast time period, EPS estimated the proportionately decreased Windsor's average household size, as illustrated in **Figure 39**, from the current 2.75 to approximately 2.64 persons per household by 2040.

As a result, the forecast of housing units is estimated from households by factoring in a vacancy rate, which under circumstances of general market equilibrium is approximately 5 percent, the number of housing units in the Town is forecast to double over its 2010 level to more than 14,000 by 2040. This level of growth reflects a slightly lower magnitude of population and household growth than Windsor experienced during the decade 2000 to 2010. Overall, the number of housing units is projected to increase by approximately 6,100 between 2015 and 2040 at a rate of 243 units per year (compared to an average of 323 new units per year between 2000 and 2010), or a rate of 2.3 percent per year.

Figure 39
Town of Windsor Housing Unit Forecast, 2010-2040



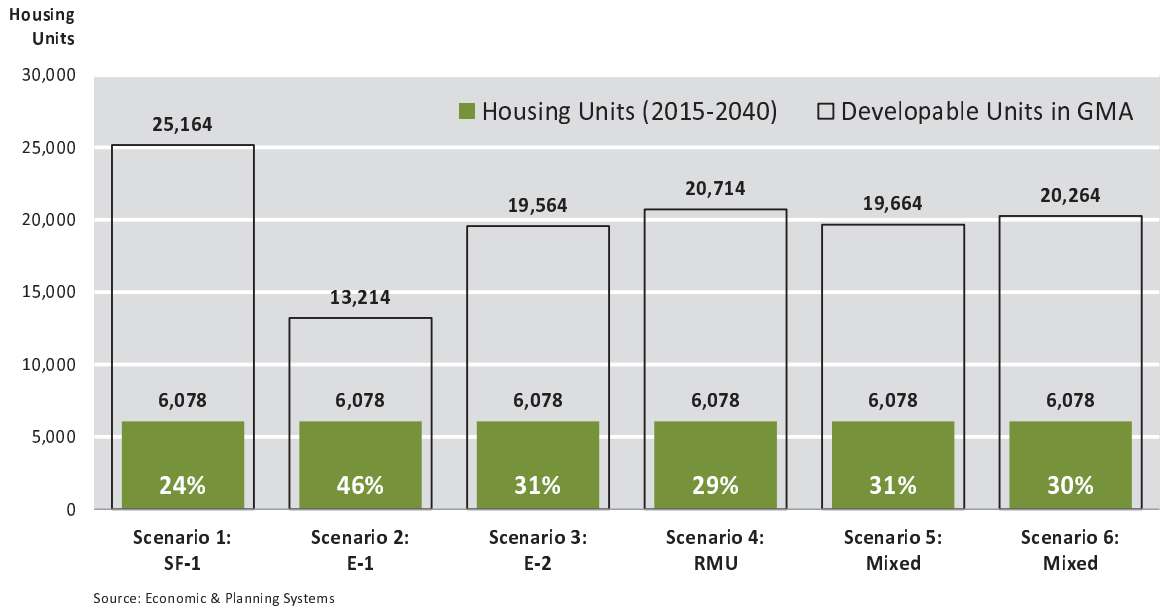
Source: Economic & Planning Systems

Capacity for Growth

Considering the magnitude of active and planned projects with units remaining to be built as well as the developable area within the GMA (infill and greenfield opportunity areas), these growth assumptions do not imply that Windsor will surpass its capacity for growth over the next 25 years. **Figure 40** illustrates the portion of the Town's total remaining capacity for housing unit development (assuming absorption of active and planned projects, as well as the other developable capacity within the GMA) scenarios from the last chapter that this projected population, household, and housing unit forecast is estimated to capture.

- Scenario 1: As SF-1 generally creates the densest gross development, projected growth is estimated to consume 24 percent of the Town's total remaining capacity. At the projected rate of growth, this scenario would facilitate another 79 years of housing growth beyond 2040.
- Scenario 2: As E-1 generally develops with the lowest gross density, projected growth is estimated to consume 46 percent of the Town's total remaining capacity. This scenario would facilitate another 29 years of housing growth beyond 2040.
- Scenario 3: Under the more varied E-2 development patterns, projected growth is estimated to consume 31 percent of the Town's total remaining capacity. This scenario would facilitate another 55 years of housing growth beyond 2040.
- Scenario 4: Also under the flexible RMU zoning, projected growth is estimated to consume approximately 30 percent of remaining capacity. This scenario would facilitate another 60 years of housing growth beyond 2040.
- Scenario 5 & 6: Under these two scenarios, as well, projected growth is estimated to consume approximately 30 percent of remaining capacity. These scenarios would facilitate another 56 or 58 years of housing growth beyond 2040, respectively.

Figure 40
Forecasted Growth as Portion of Developable Area in GMA



Source: Economic & Planning Systems

Housing Demand

This section summarizes stakeholder input and data from other housing studies on the qualitative characteristics of the regional housing environment with an understanding of Windsor's role within the North Front Range regional economy. It also provides a summary of the confidential discussions EPS conducted with several housing developers and stakeholders in the Town of Windsor.

Changing Preferences

As demographics across the country are changing, drivers of new housing demand are increasingly favoring preferences for neighborhoods with different housing types, higher-densities, mixed-use environments, and walkability to services, entertainment, and employment. In choosing where to live, households are seeking amenity- and proximity-driven housing options, or housing with a sense of place. This section briefly presents some findings from other communities on similar housing demand and forecast issues. Among the major findings are that housing preferences of those currently under 45 differ from those over 45, and that this carries implications for identifying the appropriate market balance between demand for high-activity mixed-used urban environments and low density suburban ones.

Components and Drivers of Demand

Housing demand is multi-faceted and can be characterized by a variety of standard economic, locational - such as housing, neighborhood, and community preferences, socio-demographic factors - and personal, individualized preferences.

- Economic: From a macro perspective, housing demand is driven by employment, or other major industries that attract new households from outside the regional economy. As local

industries expand and employ more workers, or as new industries establish business and employ workers, the demand for housing will increase. From a micro perspective, housing demand is created when a new renter or owner household is formed, such as young adults moving out of parents' homes, a university student moving to the city, a worker relocating to the city, when an existing renter household has sufficient equity and income to buy a home, or when an existing owner household buys a new home in the same city.

- Locational: The context and setting of housing is a significant element of demand, but not in itself a creator; rather, locations serve to facilitate, orient, and direct where housing demand goes. Neighborhood and community-level amenities can attract, retain, or turn away housing demand. For example, a neighborhood with streetscaping and bike paths, neighborhood-scale retail, restaurants, entertainment, and an employment center attract households. Housing demand characterized in these terms can be called "sense of place" or "sense of community". One major finding among several surveys EPS has conducted around the U.S. confirms that most households (i.e. 80 percent choose to buy a house on the basis of its location or neighborhood features rather than merely its size or type). In the case of younger generations (particularly Gen Y), their preferences are focusing even more so on housing in mixed-use, pedestrian-scale settings. As this and younger generations age into primary home-buying ages, responding to their needs by facilitating the growth and development of urban activity centers and walkable neighborhoods could mitigate against the potential loss of these households.
- Housing Types: While the type of housing is more a characteristic of supply than demand, the absence of housing types or even absence of a variety of housing types can be a deterrent to housing demand. For example, communities that rank the highest for "sense of place" or "sense of community" are those that not only have established centers of activity with stores, restaurants, entertainment, and employment in close proximity, but also have a variety of housing types and at a variety of price points. This is important not only for meeting housing demands with new greenfield development, but also infill or redevelopment areas.
- Schools: The presence of quality schools in proximity to housing is one of the more significant drivers of housing demand. Although improving the quality of schools is not always within a municipality's direct control, ensuring and planning for the development of housing in walkable neighborhoods with services and amenities close to existing or future schools is. In EPS' surveys, when asked whether the size of a house, the neighborhood, or something else was most important in deciding where to live, quality of schools is most commonly cited as that "something else".
- Other Preferences: EPS' research also indicates that households find "sense of privacy" and "sense of safety and security" very important aspects of where they live. Sense of privacy concerns seem to be more important to older age cohorts than younger ones, and there seems to be an inverted relationship between sense of privacy and the desire to be in a place that's the "center of it all". That is, younger age cohorts generally are not viewing sense of privacy as important as older age cohorts. Older generations seem to be motivated to find housing that meets their demands for sense of privacy, which has led them in great quantities to lower-density housing developments. Sense of safety and security, however, seems to be equally important to all age cohorts.

- Trade-offs: Implicit in all of these components of demand, however, are trade-offs. Housing demand has always been characterized by the presence of them, and EPS' survey research indicates the emergence of a shift increasingly away from historic trade-offs where bigger houses and greater sense of privacy are favored over smaller houses, smaller lots but better proximity to amenities like centers of activity with retail, restaurants, entertainment, and employment. The pivot point in this is a decrease in the desire to drive as much and what households are willing to do with the cost savings of driving less. That is, a household that favors a larger house with more privacy located further from shops, restaurants, entertainment, and work must drive everywhere. As a result they have a willingness-to-pay threshold for housing. A household that chooses to live in a proximity- and amenity-driven environment does not have the same transportation costs, and has the ability to pay more for housing, because they can capitalize the cost of transportation into their house. In general, households are increasingly making decisions based on the "sense of community" they perceive not just as evident in the community at large, but in a neighborhood as well.

Regional and Local Relevancy

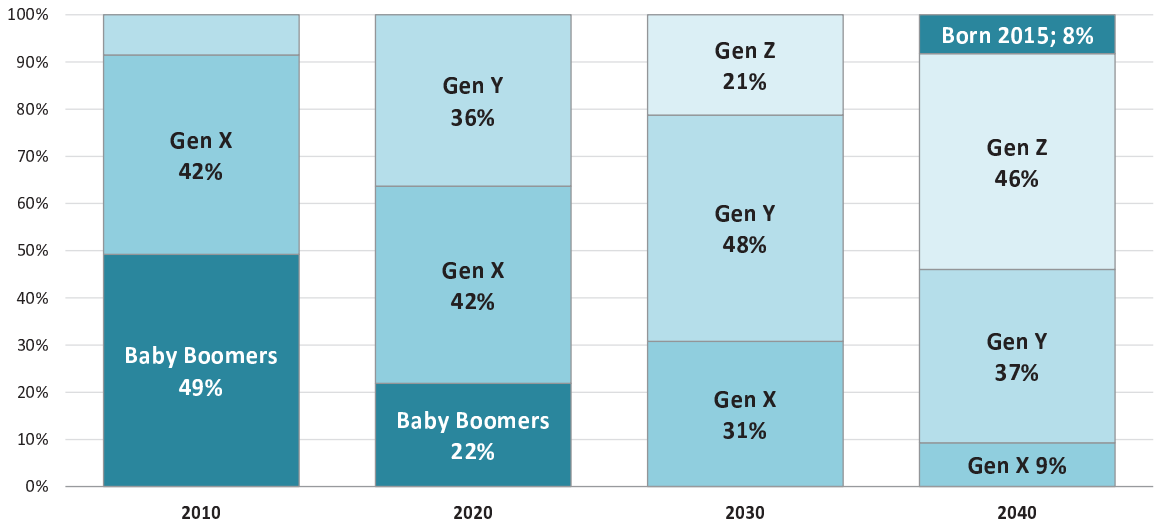
While the general discussion of national research regarding housing demand drivers and shifting preferences is useful in framing the discussion of regional and local relevance, it is important to note that these trends do not imply that all future housing development must conform to such amenity- and proximity-driven characteristics. The demographics of housing demand are complex and multi-faceted. Many different population groups and household types make up the housing market. As the Town of Windsor is an integral component of the Northern Front Range regional economy, it is reasonable to project that Windsor will continue to see growth and development pressure. From this perspective, the following brief discussion highlights some of the issues and opportunities facing Windsor discussed with local developers and stakeholders.

- Regional Economy: Windsor is a part of the larger Northern Front Range regional economy, whose employment center is the City of Fort Collins. The relationship between Windsor and Fort Collins, for example, has positively impacted growth in the Town of Windsor over the past decade or two, and it is likely to remain that way in the foreseeable future. As an example, Fort Collins' land use and development policies (i.e., its higher development impact fees and urban growth boundary) have indirectly impacted housing growth in the Town of Windsor. Moreover, the growth of Fort Collins' employment base and local cost of housing have also positively impacted housing and population growth in the Town of Windsor. As noted earlier in the report, in-commuting to Fort Collins has increased by 85 percent over the past 10 years, a sign of an increasing portion of Fort Collins job-holder choosing to live in Windsor. (The number of overall out-commuters has also more than doubled in the last ten years.)
- Local Community Attractiveness: Although unprompted in the interviews, many stakeholders commented about one major element of Windsor's attractiveness: its "hometown" community feel. Although stakeholders also voiced unison opinions regarding Windsor's lack of a vibrant downtown that could attract higher-density mixed-used developments like Fort Collins, for example, it was a common theme among their comments what Windsor does offer is the attractiveness of a hometown, whether or not people grew up there.

- Proximity and Amenity-Driven Environment: Related to the population forecast by age (the analysis of which is illustrated in **Figure 41**) and related to the components of demand described before that, stakeholders felt that Windsor would continue to attract a similar demographic to those that had been moving there over the past decade in spite of the shifting demographics of the home-buying population. From the perspective of the national research, although new home-buying generations are expressing an interest in more amenity- and proximity-driven housing environments, a large portion of them still aspire to the single-family detached housing environment which communities like Windsor offer. And within the Northern Front Range regional economy for employment and housing opportunities, Windsor will likely meet the demands for that portion of those demographic cohorts well into the future.

  As an illustration of the population forecast by age, EPS estimates that by 2020, Generation Y (also known as the "Millenials") will account for more than a third of the home-buying population (ages 25 to 65), and by 2030 will account for nearly half.[7] As the historic demographic analysis shows, there are families with children moving in and there are many retirees and empty-nester households downsizing that have newly made Windsor their home.

Figure 41
Forecasted Growth as Portion of Developable Area in GMA



Source: Economic & Planning Systems

- Water Availability: The issue of rising costs of Colorado-Big Thompson shares entered into discussion frequently with stakeholders. Many expressed concern that it presented an economic challenge to development, and it was also noted that the cost per unit (identified as approximately 7/10ths of a CBT share) currently around $25,000 to $30,000 per unit were not likely to decrease. It was noted that the dwindling supply of CBT water availability and the increased demand through development regionally has caused the price to take its recent jump.

[7] EPS chose this age bracket based on housing demand work completed for other clients, as well as other national research.

5. POLICY RECOMMENDATIONS

Against the backdrop of the supply and demand contexts, this final chapter identifies some of the basic elements of Windsor's regulatory and policy structure relevant to the discussion of meeting and facilitating future housing and demographic growth and demand. The chapter briefly summarizes existing policies and land use controls and provides several recommendations in line with ensuring that the Town's policy framework does not hinder or get in the way of development but rather manages it.

Context

Oil and Gas Employment Impacts

The Town of Windsor has benefited somewhat from the increased oil and gas exploration activity of the region. Employment directly and indirectly related to the industry's activity has increased by nearly 200 jobs, particularly in the professional and technical services industry. The Town's employment in the industry's most direct activity, drilling and support activities, is approximately 50 jobs out of more than 1,300 jobs region-wide. Overall, oil and gas jobs in the Town account for only 2 to 3 percent of the overall employment related to the industry, but that does not imply that such a small fraction of workers have chosen to live elsewhere.

Local secondary information is extremely limited with regard to the residence selection of this workforce. Based on EPS' understanding of the transience and mobility of this workforce (as noted in the section of Chapter 2 that described the employment levels and oil and gas employment phases), it is likely that the anecdotes regarding housing being purchased by workers in the industry are more likely to be reflective of demand from the more stable occupational categories within the industry. That is, as mentioned previously, most if not all rig workers follow the rig they work with, meaning their housing impact is a temporary one, i.e. occupying apartments or even hotel rooms. It is likelier, although still speculation, that much of the housing that has been occupied by the oil and gas workforce is engaged in the more regional (more stable) occupational categories of the industry's activity.

Land Use Code

This study is not intended to provide a full examination of the robustness or legal soundness of the Town's land use code, but EPS reviewed a few of the elements related especially to subdivision and zoning classifications, as analyzed in the previous chapter on land use supply context. While not all related to zoning classifications, they all speak to the overall capacity of development and the ability of the Town to flexibly respond to and accommodate different types of development patterns.

- Maximum Occupancy: Article II §16-2-20 of the Town's zoning code identifies that the maximum occupancy of a dwelling unit not be more than 4 unrelated persons. While this issue is highly contentious in some communities, such as in Fort Collins where the limited to occupancy is 3 unrelated persons, there seems to be little to no pressure to change this

definition. This aspect of the Town's land use code is noted because, under the circumstance of greater demand for rental housing, which Windsor does not currently have, a relaxation (or increase) in the maximum allowable unrelated persons can sometimes help to alleviate rental housing inventory pressures.

- Minimum Setback from Oil and Gas: Article II §16-11-80 and §16-11-90 indicate that minimum setbacks from oil and gas development for low density residential development is 150 feet and 350 feet from high density developments. Why different?
- Parking Requirements: Article II §16-11-70(8) indicates that parking requirements are two spaces per residential dwelling unit, regardless of density setting.
- Minimum Single-Family Dwelling Size: There are multiple references to a dwelling unit minimum usable living area, such as 1,000 square-feet for a single-family dwelling unit in Article II §16-11-70(6), concerning the application of individual lots.
- Minimum Lot Area: As noted in the analysis, each zoning classification allows for different minimum lot sizes as well as combinations thereof. This aspect of the land use code is noted because it is a primary point of control for allowing greater or lesser density. As Windsor plans for its future, the Town should take into consideration that smaller lot sizes and greater density may contribute positively toward the goal of increasing the core old town's attractiveness.
- Mixed-Use Setting: Except for the RMU classification which allows for a mix of commercial and residential uses, the Neighborhood Commercial District allows for residential uses where the occupant of residential uses above commercial space is limited to "owner, proprietor, commercial tenant, employee or caretaker located in the same building, according to Article XVII §16-11-70(6).

Economic Incentives Resolution 2004-39

The "economic incentives" resolution was adopted in 2004 by the Town Board. It established a policy mechanism by which developments that met the definition of a "work force housing project", where at least 20 percent of its housing were affordable to households earning up to 80 percent of the Area Median Income (AMI) could receive up to three incentives: bonus densities; fast-tracked development process; and deferral of fees.

Primary work force housing units were defined as "*dwelling units designed for home ownership that are available for purchase on terms that would set principal and interest payments, insurance payments, tax payments and utility expenses at a total amount equaling no more than 35 percent of the monthly income of households that earn up to 80 percent of the average household income in the Town of Windsor*."

The resolution also provides that "*primary work force housing developments or project shall be entitled to an additional number of units equal to 10 percent of the number of primary work force housing units proposed for the development or project*." It is noted that this resolution has not been codified into the Town's zoning code, and that since passage of this resolution, only the local Housing Authority has taken advantage of it.

Recommendations

General

The following are recommendations related to preceding findings.

1. ***The Town should take a balanced approach to its community and economic development initiatives.***

   It has been mentioned that one of the primary characteristics of Windsor's attractiveness is its "hometown" feel. But, along such traditional lines, Windsor is not a traditional economy. As the findings suggest, only 20 percent of local jobs are held by residents, and only 10 percent of its residents work locally. The Town should put as much of its resources and attention to the task of building its local employment base as it should in ensuring that its housing stock is meeting the demands of its future residents.

2. ***Building the Town's employment base should strategically link quality of jobs with location.***

   The dramatic commuting patterns indicate that Windsor is heavily reliant on regional job-holders to fill its positions, some of which are manufacturing, but that it is also a net exporter of labor to a number of other cities (primarily Fort Collins, Greeley, and Loveland), where 90 percent of employed Windsor residents work somewhere else.

   Attracting, recruiting, and retaining good-paying jobs is central to economic development officials' missions, but it should not be the only objective of the Town. While municipal fiscal structures often place communities in a position of competing for sales tax against one another, the Town should not lose sight of building its employment base in quality industries that are more "export-driven", i.e. manufacturing, professional and technical services, administrative and management, financial services, etc. Additionally, taking more control of where this employment might be located would positively contribute to the long-term development and invigoration of its old town area. As such, the Town should look for and evaluate infill and redevelopment opportunities within its core that would be appropriate for catalytic development sites. Succeeding at these efforts would be major achievements in increasing the overall attractiveness of the central part of the Town as not only a place to do business, but a place to live, shop, etc.

3. ***Look for opportunities to increase the density of housing in the Town's core.***

   Related to the previous point, an increase in housing density in the core of the old town area does not necessarily mean suddenly permitting mid- or high-rise development. Rather, as the core of the Town becomes more attractive, it will become more attractive to households seeking a greater diversity of housing options, including rental or even condominiums. Along these lines, the Town should also evaluate sites within a defined area that would be appropriate for infill or redevelopment as residential or mixed-use.

4. ***The Town should promote housing development that meets the needs of a more diverse and wider spectrum of incomes (especially for workforce housing).***

   Some points of analysis, such as the increase in cost-burdened households earning over $75,000, point to a mismatch in housing supply. The housing gaps analysis also points to an undersupply of housing affordable to households earning less than $50,000 per year (if not

just a problem of wages being too low). Along these lines, it is not clear whether households are choosing to place themselves in a cost burden situation or not. And the analysis of the distribution of commuters by industry illustrates that most of the manufacturing jobs, for example, in the Town are held by non-residents.

5. ***The Town's minimum lot size within the central parts of Town should be revisited.***

   As noted above, if the Town makes a strategic long-term effort to plan for a denser, more vibrant urban environment in its core, reducing the minimum lot sizes, which are 6,000 square-feet in most of the areas surrounding the old part of Town, will facilitate this. This does not mean that a new zoning classification should be created, but that, especially through the Town's comprehensive planning process, the zoning classifications of this part of central Windsor should be reexamined and aligned with the possibility of increasing overall residential densities and facilitating the longer-term goal of creating a mixed-use environment.

Housing Incentives Resolution

The following recommendations are related specifically to the refinement of the economic incentives resolution 2004-39, which pertains to affordable housing development.

6. ***The definition of a "primary work force housing project at 20 percent is fairly aggressive and would cut deeply into the economics of an otherwise market-oriented development.***

   This language is derived from the structures of Inclusionary Housing Ordinances in which a "set-aside" requirement is established. The City of Boulder's set-aside requirement, for example, is 20 percent, and the City of Denver's is 10 percent. It is a hotly contested aspect of these land use control mechanisms and one that faces high developer opposition. EPS recommends lowering this figure to 10 percent, or scaling the set-aside percentage so that it is appropriately balanced with the economic value of the incentives offered: e.g. a 10 percent set-aside would be granted a limited type of incentive, whereas a higher set-aside could be granted more incentive.

7. ***The definition of a "primary work force housing unit" could be modified.***

   While it is compelling to include utilities into the equation of affordability for work force housing households, industry practice typically omits this because of the administrative difficulty in qualifying the units and households. Relatedly, the total household income limit should be reduced to 30 percent of income, not 35 percent. This would also align the policy to industry standard practice. And unless intentional, the language on the type of income is typically "area median income", not the "average household income", which in Windsor's case is a much higher number. In practice, this may practically result in a policy that incentivizes what other communities actually deem "work force housing" needs in the 100 to 140 percent AMI categories.

8. ***The value of bonus density should be more appropriately estimated to align with actual market economic value.***

   Ordinarily, a bonus density is one of the most economically valuable incentive tools available under similar land use regulations. In lower-density environments, however, where there is little to no market support or interest in greater density, the incentive has little economic

value. In Fort Collins, for example, the bonus density of its economic incentives policy is also viewed by the development community as holding little economic value. The market doesn't even support it there. The current 10 percent, as only calculated from the number of work force housing units provided, is too small and is unlikely to influence development community behavior.

9. ***The fast-tracked development process holds debatable value.***

   It is fairly debatable whether expedited review holds real economic value to a developer. In terms of quantifying what is at stake (i.e. where the economic value in this incentive lies), for a market-rate development, a developer might have his or her own money, staff, attorney or any other staff time involved during the entitlement process. Another element that may quantify the entitlement process is the degree of entitlement risk involved in a project, i.e. a risk premium that is figured into the hurdle rate for proceeding with a project. Each of these aspects for quantifying the value of the planning and entitlement review process speaks, however, to predictability. Developers look for predictability, and if this incentive is to have any quantitative value, it should be defined in actual terms of how much the process is expedited – e.g. number of months. Otherwise, many developers see little to no value in this incentive.

10. ***Fee deferrals may not impact developer bottom-line, i.e. influence behavior, enough.***

    Deferrals differ from fee "waivers", which are in use in surrounding communities and in most communities with these types of incentives. Regionally, Loveland waives (and essentially back fills with General Fund dollars) the development review fees, which can be a substantial incentive to the project, and Fort Collins is in the process of reevaluating its policy with regard to fee waivers for housing projects, as well. The Town should reevaluate whether it can afford to fund fee waivers for projects that are likely to come forward.

Other

The following recommendations are indirectly related to some of the issues and findings of this study and EPS' research.

11. ***The Town should proactively pursue alternative sources of water.***

    While it is beyond the scope of this study to assess the merits of the Town's water provision and development policy, there were several policy considerations noted by stakeholders that are worth mentioning. Support the Northern Integrated Supply Project (NISP), but be more proactive about finding alternative and local water sources so that the cost of water does not become a deterrent to development.

12. ***The Town should conduct a survey of its residents during the Comprehensive Plan Process.***

    Surveys can be a valuable means to collect primary data on socio-economic and demographic characteristics that are not available through commonly available secondary sources. Such a tool would also enable the Town to identify the extent to which job-holders in new households to Windsor are employed in the oil and gas industry. In its longer-term strategy, and especially in the next comprehensive planning effort, the Town should include a household and employee survey component to identify some of the "choice" issues that have surfaced through this analysis with questions that evaluate what type of financial trade-offs

households may have made to move to Windsor, whether they have intentionally chosen to put themselves in a cost-burden situation, and for employees, whether the availability of lower cost housing would motivate them to live in Windsor.

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Regular Meeting materials, January 12, 2015
From: Ian D. McCargar, Town Attorney
Re: Kyger Annexation (Municipally-owned land)
Item #: C.1.

Background / Discussion:

The attached Ordinance Annexing Certain Municipally-owned Land is presented for approval on second reading. Assuming final adoption, this Ordinance will bring the Kyger property into Windsor under the statutes which allow for annexation of municipally-owned land. The Town Manager has urged that this property be brought into the Town's corporate limits to assure Town law enforcement authority within the property and to subject the property to the Town's oil and gas CUG regulatory authority, if necessary.

At the time of the Kyger purchase, we negotiated a Surface Use Agreement with Bayswater Exploration. At this time, there is no pending application for oil and gas activity on the site, but the Town Manager feels we should annex this municipally-owned property as provided by law.

Annexation of municipally-owned property is governed by § 31-12-106, C.R.S., under which the annexation of the Kyger property may be accomplished by ordinance. No public hearings or publication is required. In short, this annexation ordinance is handled just as any other ordinance under the Charter.

NOTE: Dennis Wagner pointed out that the Annexation Plat presented to you on first reading contained portions of roadways included in the full Kyger property legal description. We have changed the Plat to exclude the roadways as recommended by Dennis.

Financial Impact: None.

Relationship to Strategic Plan: Community spirit and pride

Recommendation: Adopt the attached Ordinance Annexing Certain Municipally-owned Land Pursuant to the Provisions of § 31-12-106, C.R.S. Five affirmative votes required.

Attachment:

Ordinance No. 2014-1489 – Ordinance Annexing Certain Municipally-owned Land Pursuant to the Provisions of § 31-12-106, C.R.S.

KYGER ANNEXATION

To The Town Of Windsor
Part Of The Southeast Quarter Of Section 13, Township 6 North, Range 68 West Of The 6th P.M.,
County Of Larimer, State Of Colorado

DESCRIPTION

KYGER ANNEXATION:

A plat of a parcel of land in the County of Larimer, Colorado, located in the Southeast Quarter (SE¼) of Section 13 (S.13), Township Six North (T.6N), Range Sixty-eight West (R.68W.) of the Sixth Principal Meridian (6th P.M.) and more particularly described as follows:

COMMENCING at the South Quarter corner of said Section 13 and assuming the South line of the Southeast Quarter of said Section 13 as bearing South 89°52'21"East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2007, a distance of 2620.31 feet and with all other bearings contained herein relative thereto;

THENCE North 00°02'51"East along the West line of the Southeast Quarter of said Section 13 a distance of 60.00 feet to the POINT OF BEGINNING;

THENCE North 00°02'51"East along said West line a distance of 2526.97 feet to the Southern Right-of-Way line of County Road 32E;
THENCE South 89°59'59"East along said Southern Right-of-Way line a distance of 2541.35 feet to the Western Right-of-Way line of County Road 13;
THENCE South 00°22'17"East along said Western Right-of-Way line a distance of 2522.21 feet to the Northern Right-of-Way line of State Highway 392;
THENCE South 45°05'02"West along said Northern Right-of-Way line a distance of 14.84 feet;
THENCE North 89°52'21"West along said Northern Right-of-Way line a distance of 2549.30 feet to the POINT OF BEGINNING;

Containing 148.129 acres more or less.

BASIS OF BEARINGS AND LINEAL UNIT DEFINITION

Assuming the South line of the Southeast Quarter (SE¼) of Section 13, T.6N., R.68W., as bearing South 89°52'21" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2007, a distance of 2620.31 feet with all other bearings contained herein relative thereto.

The lineal dimensions as contained herein are based upon the "U.S. Survey Foot."

ACKNOWLEDGEMENT OF OWNERSHIP INTEREST

Know all men by these presents that the undersigned, being the sole owner of the land described herein, have caused such land to be annexed as indicated on this plat under the name of Kyger Annexation. In compliance with Town of Windsor regulations and by contractual agreement, the landowners shall bear all expenses involved in improvements.

In witness whereof, we have hereunto set our hands and seals this the _____ day of _____, 20 _____.

By: _____ As: _____

NOTARIAL CERTIFICATE

STATE OF _____)
ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____,
this _____ day of _____, 20 _____.

My commission expires _____ _____ (SEAL)
Notary Public

ENGINEERING DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20 _____.

_____
Director of Engineering

PLANNING COMMISSION APPROVAL

Approved this the _____ day of _____, 20 _____.

_____
Chairman,
Windsor Planning Commision

PLANNING DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20 _____.

_____
Director of Planning

TOWN MANAGER'S APPROVAL

Approved this the _____ day of _____, 20 _____.

_____
Town Manager

PUBLIC WORKS DEPARTMENT APPROVAL

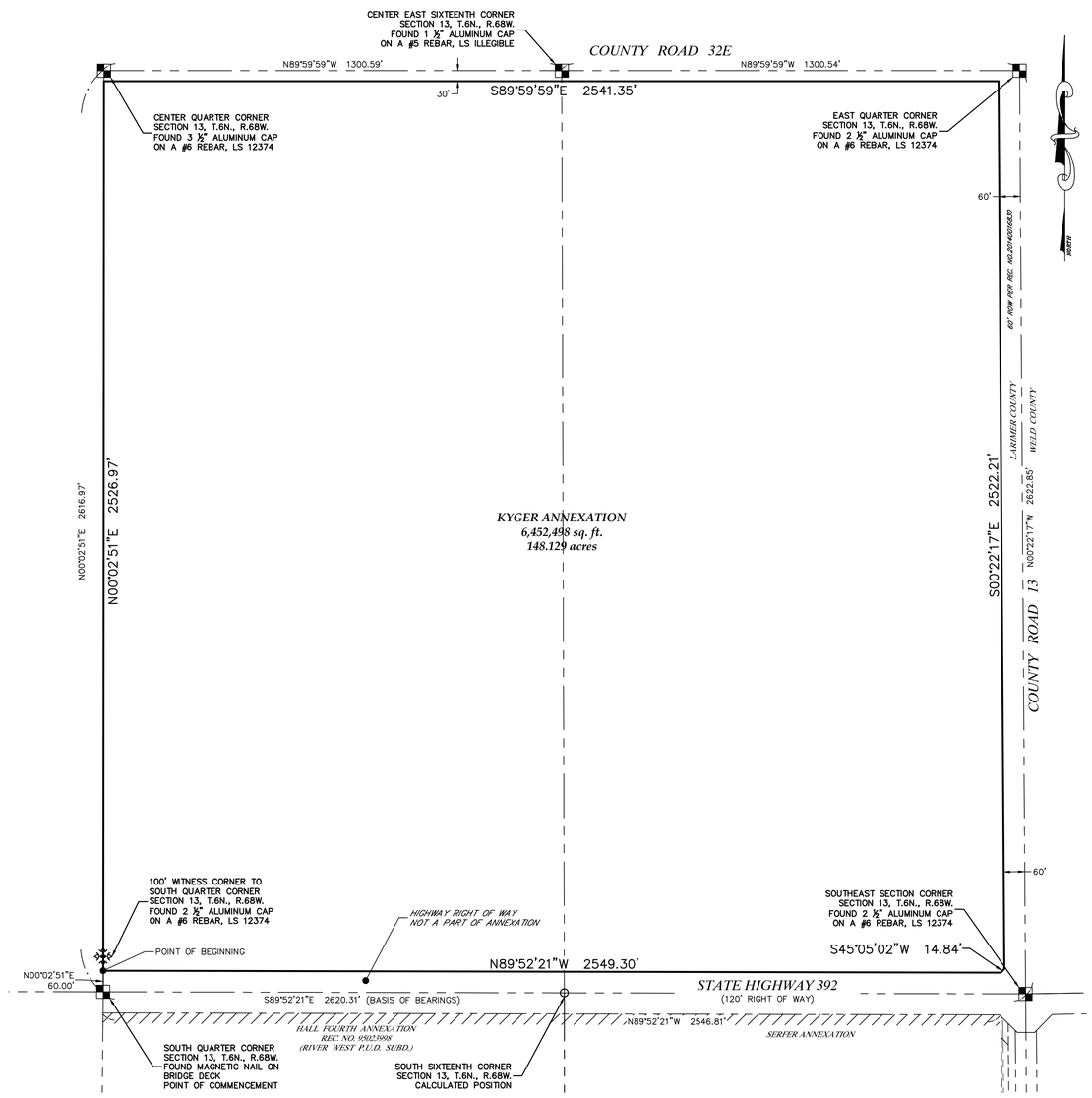
Approved this the _____ day of _____, 20 _____.

_____
Director of Public Works

MAYOR'S CERTIFICATE

This is to certify that an annexation map of the property described herein was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the _____ day of _____, 20 _____, A.D. and that the Mayor of the Town of Windsor, as authorized by said ordinance, on behalf of the Town of Windsor, hereby acknowledges and adopts the said annexation map upon which this certificate is endorsed for all purposes indicated thereon.

_____ ATTEST: _____
Mayor Town Clerk



KYGER ANNEXATION

CONTIGUOUS BOUNDARY = 2546.81 L.F.
TOTAL BOUNDARY = 10,154.67 L.F.
RATIO = 1:3.9872
AREA = 148.129 NET ACRES

DENOTES CONTIGUOUS BOUNDARY

LEGEND

- EASEMENT
- SECTION LINE
- RIGHT-OF-WAY
- BOUNDARY LINE
- FOUND ALIQUOT CORNER AS DESCRIBED
- CALCULATED POSITION
- WITNESS CORNER

NOTICE OF OTHER DOCUMENTS

All persons take notice that certain documents have been executed pertaining to this development, which create certain rights and obligations of the development, the developer and/or subsequent owners of all or portions of the development site, many of which obligations constitute promises and covenants that run with the land. These documents are of record and are on file with the director of planning of the Town of Windsor and should be closely examined by all persons interested in purchasing any portion of the development site.

NOTE

According to Colorado law, you must commence any legal action based upon any defect in this survey within three years after you discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years after the date of the certificate shown hereon. (13-80-105 C.R.S.)

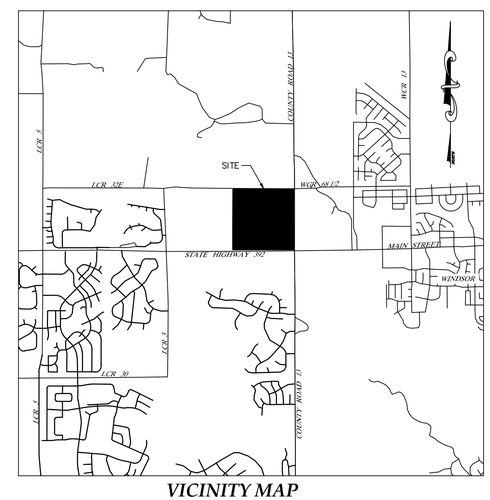
TITLE COMMITMENT NOTE

At the request of our client, recorded rights-of-way and easements were not researched and only those easements that were discovered during research to determine the property boundary are shown hereon. (38-51-106 C.R.S. 1994)

SURVEYOR'S CERTIFICATE

I certify that this plat accurately represents the results of a survey made by me or under my direct supervision and that not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous to the boundary line of the Town of Windsor, County of Larimer, State of Colorado.

_____
Lawrence S. Pepek-On Behalf Of King Surveyors
Colorado Registered Professional
Land Surveyor #33642



VICINITY MAP
(NOT TO SCALE)

DATE: 12/18/2014
FILE NAME: 2014935ANX
SCALE: 1"=200'
DRAWN BY: AML
CHECKED BY: LSP

KING SURVEYORS
650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | email: info@KingSurveyors.com

REVISIONS:		DATE:
PLAT BY ONE ANNEXATION	AML	12/26/14

KYGER PIT ANNEXATION
FOR
TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550

PROJECT #: 2014935

1

SHEET 1 OF 1

TOWN OF WINDSOR

ORDINANCE NO. 2014-1489

AN ORDINANCE ANNEXING CERTAIN MUNICIPALLY-OWNED LAND PURSUANT TO THE PROVISION OF § 31-12-106, C.R.S.

WHEREAS, the Town of Windsor ("Town") is a Colorado home rule municipality with all powers according to Colorado law; and

WHEREAS, § 31-12-106, C.R.S., authorizes the annexation of municipally-owned land by ordinance if otherwise eligible in accordance with state law; and

WHEREAS, that certain parcel of land more fully and precisely described on "Exhibit A", attached hereto and incorporated herein by this reference as if set forth fully ("Property"), was acquired in March, 2014, and is solely owned by the Town; and

WHEREAS, the Property is eligible for annexation in accordance with Section 30 (1) (c) of Article II of the Colorado Constitution, and in accordance with §§ 31-12-104 (1) (a) and 31-12-105, C.R.S.; and

WHEREAS, the Property is not solely a public right-of-way or street; and

WHEREAS, in accordance with the foregoing, the Town Board finds and concludes that all provisions of the Municipal Annexation Act of 1965 have been complied with.

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

1. The Property, more fully and precisely described in Exhibit A hereto, is hereby annexed to the Town of Windsor, and shall henceforth be known as the "Kyger Annexation to the Town of Windsor".

2. The Property shall be zoned "Recreation and Open Space O District" pursuant to Chapter 16, Article XXII of the *Windsor Municipal Code*, and such zoning classification shall hereafter be shown on the Official Annexation Map on file in the office of the Director of Planning for the Town of Windsor, Colorado.

3. The Official Zoning District Map of the Town of Windsor shall be changed in accordance with this Ordinance and in accordance with the zoning classification on the Official Annexation Map, and entries shall be made thereon noting the annexation of the Property. Such entries, together with a brief description of the nature of the change, shall be signed by the Mayor of the Town of Windsor, attested to by the Town Clerk, and properly filed with the Larimer County Clerk and Recorder.

Introduced, passed on first reading, and ordered published this 24th day of November, 2014.

TOWN OF WINDSOR, COLORADO

By_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 12th day of January, 2015.

TOWN OF WINDSOR, COLORADO

By_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Josh Olhava, Associate Planner
Subject: Public Hearing & Action - Compliance with a Conditional Use Grant approved in 2013 for the property located at 217 2nd Street, Lot 17, Burlington Subdivision - Jeff and Joel Henderson, property owners, applicants/Suzanne and James Stewart, Arapahoe Rentals, applicants
Location: 217 Second Street
Item #s: C.2.C.3

Background:

In May 2013, the Planning Commission and Town Board approved a conditional use grant for Lot 17, Burlington Subdivision, to continue the outdoor storage use on the vacant, unimproved property. This conditional use grant was subject to specific conditions, with set deadline dates, agreed to by the applicant as follows (please see the enclosed 2013 Zoning Certificate for further details):

1. Site Plan requirements:
    a. A complete Site Plan shall be submitted by May 13, 2015 – *not completed*
2. Alley requirements and improvements:
    a. A public use perpetual non-exclusive alleyway easement for public access shall be dedicated by November 13, 2013 – *completed*
    b. Alley shall be paved to Town standards along Lot 17 by October 31, 2014 – *not completed & past due*
3. Replace dead or dying planting materials by June 12, 2013 – *partially complete*

Staff has tracked these deadlines and kept the applicants notified of upcoming deadline dates. In addition, staff has discussed the applicable processes and requirements in emails, letters and meetings with the current business owners. Please see and reference the enclosed chronology of events for further details on these discussions.

The Conditional Use Grant on the property began in 2005, with extensions in 2007, 2010 and a new Conditional Use Grant in 2013 based on new business owners. Henderson Brothers Real Estate still owns both properties and is separate from the current business owners.

Certain conditions of approval have not been met by the established deadline date resulting in compliance issues from the 2013 Zoning Certificate conditions of approval. These conditions were agreed to by the applicant's during the May 13, 2013 Town Board meeting. Please see the enclosed excerpts from the May 2, 2013 Planning Commission and May 13, 2013 Town Board meeting minutes.

Section 16-7-40 of the Windsor Municipal Code provides:

> *Where a permitted conditional use does not continue in conformity with the conditions of the original approval* or where a use is no longer compatible with the

> surrounding area, the conditional use grant may be terminated by the Town Board upon referral to the Planning Commission and public hearing thereon. Such use shall thereafter be classified as a legal nonconforming use; except that, *where the action is due to failure to comply with the conditions of the conditional use grant, the Town Board may require complete termination of the use*. (Emphasis added)

At the December 8, 2014 public hearing, the Town Board moved to continue the public hearing to the January 12, 2015 meeting date to allow for a recommendation from the Planning Commission. The Planning Commission held their continued public hearing on January 7, 2015 and provided the Town Board with a following recommendation.

Notification: The following notifications were completed in accordance with the Municipal Code:

Public Hearing notifications for the Planning Commission & Town Board meetings were as follows:

- November 21, 2014 – legal notice posted on the Town of Windsor website
- November 21, 2014 – legal ad published in the paper

Recommendation: The Planning Commission recommends that the Town Board extend the outstanding and incomplete 2013 Zoning Certificate conditions as follows, and staff concurs with this recommendation:

1. The complete Site Plan application shall be completed by May 13, 2015, per the 2013 Zoning Certificate;
2. The applicant shall pave the alley along the length of Burlington Subdivision Lot 17, using concrete pavement in accordance with Town of Windsor Design Criteria and Construction Specifications by May 13, 2015. A grading plan and proposed pavement section and schedule shall be provided to the Town Engineering Department for approval prior to commencing work. Approval of the grading plan shall be conditioned upon sufficient evidence of insurance and indemnification for the Town's benefit;
3. Any dead or dying planting materials shall be replaced by May 13, 2015; and
4. If any remaining conditions are not met by the established deadlines, resulting in compliance issues, the Town has the authority to impose fines for each day the property is not in compliance. The fines should be set by the Town Board following its review of all relevant factors, and may be in differing daily amounts for the property owner and property occupants. Regardless of the amount(s) established by the Town Board, the fines should be expressly enforceable by court action and by imposition of a lien on the subject property.

Enclosures: 2013 Zoning Certificate
Chronology of events since the 2013 board meetings
Excerpt from the May 2, 2013 Planning Commission meeting minutes
Excerpt from the May 13, 2013 Town Board meeting minutes

pc: Jeff and Joel Henderson, property owners, applicants
Suzanne and James Stewart, business owners, applicants

TOWN OF WINDSOR
COLORADO

DECISION OF
THE WINDSOR PLANNING COMMISSION AND
THE WINDSOR TOWN BOARD
ZONING CERTIFICATE

This certificate is evidence that on May 2, 2013, the Planning Commission and on May 13, 2013, the Windsor Town Board granted to:

Joel and Jeff Henderson, property owners
Henderson Brothers Real Estate
And
Suzanne and James Stewart, business owners

of the property described as and business located as follows:
217 Second Street
Lot 17, Burlington Subdivision
Arapahoe Rentals
Windsor, CO 80550

A Conditional Use Grant for Outdoor Storage of Rental Trailers and Equipment in the General Commercial Planned Unit Development (GC-PUD) Zoning District.

The approval is subject to:

1. Site plan and building permit applications shall be submitted as follows:

    a. Applicant shall submit a complete site plan application and obtain approval within two (2) years of Town Board approval of this conditional use grant – May 13, 2015.

2. Alley requirements and improvements shall be implemented as follows:

    a. Applicant shall dedicate a public use perpetual non-exclusive alleyway easement for public access purposes within six (6) months of approval – November 13, 2013. The alley easement is expected to be 15' wide along the southerly end of Burlington Subdivision Lot 17. The general alignment of the existing alley is not proposed to be changed. The easement is only being dedicated to encompass the existing alley alignment.

    b. Applicant shall pave the alley along the length of Burlington Subdivision Lot 17 using concrete pavement in accordance with Town of Windsor

Design Criteria and Construction Specifications by October 31, 2014. A grading plan and proposed pavement section and schedule shall be provided to the Town of Windsor Engineering Department for approval prior to commencing work. Approval of the grading plan shall be conditioned upon sufficient evidence of insurance and indemnification for the Town's benefit.

3. Existing landscaping shall be maintained, with any dead or dying planting materials being replaced within thirty (30) days of Town Board approval – June 12, 2013. The applicant shall contact the Town Forester to complete an inspection after completion.

Josh Olhava
Associate Planner
06/26/13

pc: Mr. Gale Schick
Chairman, Planning Commission
Planning Staff

CHRONOLOGY OF EVENTS

Please reference the following information and accompanying letters and emails between the applicant's and Town staff.

2005

- Initial Conditional Use Grant (CUG) issued by the Town Board to Jeff and Joel Henderson, Henderson Brothers Real Estate.
    - Conditions required the property owner to begin site development on Lot 17, Burlington Subdivision with various deadlines through June 2007.

2007

- Three-Year extension of the 2005 CUG conditions granted.
    - Amended a condition of the 2005 CUG to allow the <u>temporary</u> use of outdoor storage of rental trailers and equipment through April 2010.
    - Required the completion of the remaining and outstanding 2005 CUG conditions and a site plan application by April 2010.

2010

- Three-Year extension of the 2005 CUG conditions granted.
    - Amended a condition of the 2005 CUG to allow the <u>temporary</u> use of outdoor storage of rental trailers and equipment through April 2013.
    - Required the completion of the remaining and outstanding 2005 CUG conditions and a site plan application by April 2013 showing all of the permanent improvements proposed for the site.

2013

- Staff advised the applicants to submit a new CUG application since there are two parties involved: the existing property owner, Jeff and Joel Henderson, Henderson Brothers Real Estate; and a new business owner, Suzanne and James Stewart

- CUG issued by the Town Board to both applicants in May 2013, please see enclosed in the packet the Zoning Certificate from May 2013.

Please see the following letters and emails submitted between staff and the applicants regarding the conditions of the 2013 Zoning Certificate from July 2013 to present:

- Condition three (3) required landscaping to be maintained and replaced where dead or dying by June 12, 2013.
    - Staff sent a letter to the applicant's on July 2, 2013 to discuss the status of this condition and staff's expectations due to the warm and dry climate at the time.
    - To date, there are still outstanding landscaping items and the applicants have not contacted the Town Forester to discuss.

- October 1, 2013, staff recorded the Deed of Dedication for Alley Easement with the Weld County Clerk and Recorders office, which satisfied condition 2.a.

- In December 2013, Ms. Stewart contacted staff to discuss the conditions of the CUG and next steps.
    - Staff shared answers to Ms. Stewart's questions and awaited action by the applicants.

- In July 2014, Ms. Stewart reached out to staff to discuss the alleyway conditions of the 2013 CUG and future site development to bring the property into compliance.
    - Staff met with the business owners and discussed various scenarios and proposed ideas.
    - Staff again reiterated the upcoming deadlines of the CUG conditions and recommended the applicant's submit a concept plan for staff and the reviewing departments to review and provide feedback to help guide the applicants.

- In October 2014, staff received emails and ultimately a Concept Review application and drawing.
    - Staff reminded the applicants of the upcoming CUG condition deadlines, related to alley paving being complete by October 31, 2014; and received an email reply from the applicants stating that they were unable to meet this deadline. That email also included some discrepancies related to staff's direction and feedback from the July 2014 meeting.
    - The Concept Review application has not been reviewed or rejected by staff. Upon an initial review of this application, staff has determined the application to be deficient and will require additional information to process and provide feedback on.
    - Due to the past due conditions of the CUG, staff has been awaiting the outcome of the Planning Commission's recommendation and Town Board's action on this item before beginning a review or scheduling any meetings with the applicants concerning the Concept Review application.

- In summary, the alley easement dedication requirement has been met; the landscaping and alley improvements have not been met; and the applicants are required to submit a complete site plan application by May 13, 2015.

July 2, 2013

Via E-Mail

Joel Henderson, Property Owner
Jeff Henderson, Property Owner
James Stewart, Business Owner
Suzanne Stewart, Business Owner

RE: Status of 217 Second Street Conditional Use Grant Conditions – Arapahoe Rentals

Dear Mr. Joel Henderson, Mr. Jeff Henderson, and Mr. and Ms. Stewart:

Please note the following information pertaining to the extension of the conditional use grant that was approved by the Town of Windsor on May 13, 2013.

1. Condition No. 3: Existing landscaping shall be maintained, with any dead or dying planting materials being replaced within thirty (30) days of Town Board approval – June 12, 2013. The applicant shall contact the Town Forester to complete an inspection after completion.

   Upon an inspection by the Town Forester, Ken Kawamura, on June 27, 2013, the landscaping on the site of the Arapahoe Rentals sales facility has been restored to acceptable conditions. The lot to the east of the sales facility needs to be planted with dry-land grasses and a few shrubs need to be replaced.

   Since, in the opinion of Mr. Kawamura, right now is not the optimum time to plant grass seed, Mr. Kawamura advised the store manager, Lance White, that the grasses need to be planted and the shrubs need to be replaced when the season cools down in mid to late August. In order to ensure success with these plantings, please be sure that the irrigation system on the subject lot is fully operational prior to planting the grasses and shrubs. Additionally, once the plantings are complete, please have Mr. White contact Mr. Kawamura at (970) 674-2440 so that Mr. Kawamura may inspect the landscaping and the irrigation system.

2. Please also note that in accordance with Condition No. 1.a., a landscaping plan for the storage lot east of Second Street must be submitted as part of the complete site plan application that must be submitted and approved no later than May 13, 2015.

3. Lastly, please further note that the following three (3) conditions of approval of the original conditional use grant dated June 27, 2005 for the storage lot east of Second Street still have not been met and will need to be met as part of the upcoming site plan application.

   (a) Prior to any landscape improvements being installed within the railroad right-of-way, the applicants shall provide the Town with a letter from the railroad which authorizes the applicants to landscape in the vicinity of the railroad's right-of-way;

   (b) The applicants shall plant trees along the east side of Second Street per the Town Forester's recommendation, and install landscaping in the vicinity of the railroad right-of-way in accordance with the Town's landscaping and screening requirements for areas along railroad corridors [see subparagraph (a) above for railroad authorization]; and

   (c) When the site fully develops, it will comply with all Commercial Corridor Plan requirements.

Thank you very much for your attention to and cooperation with these most important matters, and please feel free to contact me at (970) 674-2409 or via email if you have questions.

Sincerely,

Josh Olhava
Associate Planner
jolhava@windsorgov.com

pc: Kelly Arnold, Town Manager
Town staff
Ian D. McCargar, Town Attorney

Josh Olhava

From: Josh Olhava
Sent: Wednesday, December 18, 2013 8:36 AM
To: 'suzanne stewart'
Cc: Joe Plummer; Scott Ballstadt
Subject: RE: Arapahoe Rental

Suzie,

I am not sure who may have suggested a variance at the Town Board meeting, but there may have been a misunderstanding on what a variance can or cannot do. The Variance process is intended to make a change to a zoning provision in the Code due to an unnecessary hardship, as stated below. These include setbacks, offsets, lot sizes, etc. An unnecessary hardship cannot be based on economic considerations. As I mentioned in the below email, the past use of the CUG processes have allowed the use to remain on a temporary basis in order to work with the property owners.

Sec. 16-6-60. Variances

(b) A variance, if granted, will constitute a change in the zoning provisions of this Chapter as distinct from a conditional use grant which allows for inclusion within the zones established by this Chapter certain anticipated uses of a unique nature or character justified by temporary conditions. Variances may be considered where, due to special conditions, a literal enforcement of the provisions of this Chapter would result in unnecessary hardship. Variances will not be granted contrary to the public interest and will only be considered when the spirit of this Chapter can be observed and public safety and welfare secured.

(c) For the purposes of this Article, unnecessary hardship shall be defined as a situation where the property cannot be reasonably used under the conditions allowed by this Code. The situation shall result from circumstances unique to the property and shall not be created by the landowner. The variance, if granted, will not alter the essential character of the surrounding neighborhood. Economic considerations alone shall not constitute an unnecessary hardship if a reasonable use for the property exists under the provisions of this Code. It is the responsibility of the landowner to prove that an unnecessary hardship exists. (Prior code 16-66; Ord. 2006-1236 §1; Ord. 2006-1241 §1)

Josh

Josh Olhava
Associate Planner
Town of Windsor | Planning
Dir: 970-674-2409 | www.windsorgov.com

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-----Original Message-----
From: suzanne stewart [mailto:suzieque1975@hotmail.com]
Sent: Thursday, December 12, 2013 11:10 AM
To: Josh Olhava
Subject: Re: Arapahoe Rental

Josh,

I am a little confused. A variance was suggested at the town council as a way for us to make this work without costing us a fortune. Why is it not viable now?

Suzie

On Dec 11, 2013, at 8:58 AM, "Josh Olhava" <jolhava@windsorgov.com> wrote:

> Good Afternoon Suzie,
>
> Option #1 as you presented would not be a viable process to pursue, as the result would be an on-going violation of the Town's zoning regulations. The past CUG processes have allowed the use to remain on a temporary basis in order to work with the property owners, however, the use cannot be approved in perpetuity given the zoning of the property.
>
> For Options #2 and/or #3, we would encourage you to submit a Concept Review Application. As you will note on the Concept Review checklist, you will need to submit a narrative describing the nature of the proposal and drawings.
>
> Concept Review App.
> http://windsorgov.com/DocumentCenter/Home/View/222
>
> Option #2 would require a Minor Subdivision process to combine the lots and the portion of 2nd Street. This vacation of 2nd Street would need to be approved by the Town Board. You will also need to maintain an easement for existing utilities. This process would also require a Site Plan to show the new improvements to the site as a whole. Option #3 would need to show the circulation of traffic on the one site if the other lot is vacated. This option would also likely require a Site Plan process or an amendment to an existing site plan. Also, any fencing proposals would need to be consistent with the Code and Commercial Corridor Plan.
>
> Please note that any direction will require Town Board approval.
>
> Josh Olhava
> Associate Planner
> Town of Windsor | Planning
> Dir: 970-674-2409 | www.windsorgov.com
>
> Follow Us www.windsorgov.com/socialmedia
>
>
> -----Original Message-----
> From: suzanne stewart [mailto:suzieque1975@hotmail.com]
> Sent: Wednesday, December 04, 2013 11:10 AM
> To: Josh Olhava
> Subject: Arapahoe Rental
>
>
> Hi Josh!
>
> As per our telephone conversation of December 4, 2013, I am sending you our ideas of a way to handle the situation at our business location (201 Main Street) in Windsor.
>
> It is our understanding that currently we are in conflict with your zoning laws regarding our use of the lot that we store our equipment on, because it does not have a facility or building on it.

>
> Since the owners bought the property, they have secured Conditional Use Grants to enable them to continue to use the property in the way that they needed to support the business.
>
> We purchased the business in February, 2013, and are leasing the land from the Henderson Brothers. We were granted (reluctantly) another 3 year CUG by the town council this year to enable us to continue to use the lot to support the business. It came with stipulations. 1) We improve the landscaping. 2) We complete an alley. 3) We have plans in place for a structure to be built to anchor the equipment on the lot. It is my understanding that we did not have to have the structure built nor even started, just plans approved. I could be wrong.
>
> At this time (as we told the town council) our business does not need, nor can it financially support the expense of an additional building. Thus we wanted to meet with you and discuss some other ways that we might handle the situation to our mutual satisfaction.
>
> 1. Secure a variance that would allow us to use the lot in a way that is financially beneficial to our company and keeps us in compliance with Windsor zoning laws.
>
> Or
>
> 2. Purchase the dead-end street that separates our two lots from the Town of Windsor.
>
> Or
>
> 3. Pull the equipment off the lot altogether and build a fence around the present building that will allow us to store our equipment outside as needed.
>
> We would like to meet with you to discuss these alternatives and hopefully come up with a plan.
>
> Suzie Stewart
> Arapahoe Rental
> 661-619-9296
>

Josh Olhava

From: suzanne stewart <suzieque1975@hotmail.com>
Sent: Wednesday, July 02, 2014 8:31 AM
To: Josh Olhava
Subject: Re: Town Council Requirements of Arapahoe Rental

Thank you so much! We will be there!

On Jul 2, 2014, at 8:27 AM, "Josh Olhava" <jolhava@windsorgov.com> wrote:

> Mrs. Stewart,
> I have scheduled a meeting with staff from the Town's Engineering Department, myself and potentially our Chief Planner, Scott Ballstadt on Thursday, July 17th @ 3pm. The meeting will be here at Town Hall, 301 Walnut Street.
>
> If you have any questions, please feel free to contact me.
> Thank you,
>
> Josh Olhava
> Associate Planner
> Town of Windsor | Planning
> Dir: 970-674-2409 | www.windsorgov.com
>
> Follow Us www.windsorgov.com/socialmedia
>
>
> -----Original Message-----
> From: suzanne stewart [mailto:suzieque1975@hotmail.com]
> Sent: Tuesday, July 01, 2014 9:35 AM
> To: Josh Olhava
> Subject: Town Council Requirements of Arapahoe Rental
>
> Hi Josh!
>
> I was wondering if we could set up an appointment with you to meet and discuss exactly what we need to do with the alley that runs alongside the property we use on Main St. to meet the demands of the town council.
>
> I also would like to find out exactly what needs to be done to consider alternatives to having to build on that piece of property to bring it into compliance.. I mentioned to you earlier a couple of ideas we had come up with i.e., getting a variance, buying the street that separates the two properties, retrenching and bringing all the equipment back onto the land around our store. You had said a variance was not possible, and that we would need a (is it a site plan?) to discuss purchasing the street.
>
> Anyway, I would like to talk with you and whomever else you think can help us get this worked out. We want to do it right, but with as little expense as possible. We enjoy having a presence in Windsor! We want to be on good terms.
>
> I can meet with you anytime after July 11th. If you'll tell me where and when, I'll be there!
>
> Thanks Josh!
>

> Suzie Stewart
> Arapahoe Rental
> 661-619-9296

Josh Olhava

From: Josh Olhava
Sent: Friday, August 01, 2014 2:29 PM
To: 'suzanne stewart'
Subject: RE: Arapahoe Rental

Suzanne,
Thank you for the email. What we discussed internally was the current lot that is being used exclusively for outdoor storage, without an approved site plan or building. Those are the two main concerns of the Town, not the minor outdoor storage use seen on your existing site.

We recommend that you work on a concept plan for the unimproved lot that will show a future building and layout for the site, incorporating the outdoor storage areas. We offer a free Concept Review process. Please see the Concept Review Checklist/Application here: http://www.windsorgov.com/DocumentCenter/View/10993. Once we have a chance to review your concept, we will schedule a meeting time to discuss any comments we have and how to move forward with a Site Plan application.

If you have any questions, please feel free to contact me.

Josh Olhava
Associate Planner
Town of Windsor | Planning
Dir: 970-674-2409 | www.windsorgov.com

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-----Original Message-----
From: suzanne stewart [mailto:suzieque1975@hotmail.com]
Sent: Thursday, July 31, 2014 2:16 PM
To: Josh Olhava
Subject: Arapahoe Rental

Hi Josh!

It's been 2 weeks since we met and talked. You were going to take our "problem" to your managers meeting and let us know.

Just wondered how things are going. We left our meeting with you quite discouraged as you can imagine,

Thanks,

Suzie Stewart

Josh Olhava

From: Arapahoe <suzie@arapahoerental.com>
Sent: Wednesday, October 29, 2014 4:00 PM
To: Josh Olhava
Cc: Eric Martindale
Subject: Re: Arapahoe Rental Concept Review Application

Josh,

We are not going to have the alley paved by October 31st. I am sorry.

When we met with you in August and you informed us that no building or structure on the land that we are renting would be big enough to "anchor" the equipment that we need to store outside, we felt that you (meaning the Town of Windsor") are the ones who changed things.

We knew that we did not have the financial wherewithal to construct a building of the size needed to store all outside equipment. With that statement, you even took away from us the possibility of retrenching to the land where we do have a building. We told you at the time, we were not prepared to spend $25,000 on an alley for land that we were not going to be able to use. You said you would bring it up in the weekly planning commission meeting and let us know.

We left your meeting feeling like it was going to be next to impossible to do business in Windsor.

In your next email to us, when we inquired about the results of the weekly meeting as to whether you all were going to be able to work with us, you told us to file a site plan.

I put our civil engineer in charge of this. Unfortunately, his mother became very ill and a lot of his time was spent in Idaho. We got it to you as soon as we could.

If all this needs to be brought before the Board, then we will be glad to do so. We want very much to continue to do business in Windsor. We believe that we provide a needed resource to that community and we are grateful for the opportunities we have found there.

Please let me know

Suzie Stewart
President
Arapahoe Rental
661-619-9296

Sent from my iPad

On Oct 27, 2014, at 8:22 AM, Josh Olhava <jolhava@windsorgov.com> wrote:

> Eric,
> I have not received a Concept Review application or any drawings. The last communication I have from anyone at Arapahoe Rental's was back when we sat down and talked about next steps moving forward,

which I believe was August. All applications should be sent directly to our Planning Technician, Peggy Tremelling at ptremelling@windsorgov.com. Peggy will route these through our system and then schedule a meeting with the applicant (in this case Arapahoe) and our Development Review Committee. You may also copy me on the email.

If you have any questions, please feel free to contact me. Please remember that the conditions of the Conditional Use Grant required the alley to be paved by October 31st, and any failure to meet the conditions of the Conditional Use Grant will likely require an additional meeting with the Boards.

Josh Olhava
Associate Planner
Town of Windsor | Planning
Dir: 970-674-2409 | www.windsorgov.com

Follow Us www.windsorgov.com/socialmedia

From: Eric Martindale [mailto:eric@arapahoerental.com]
Sent: Monday, October 27, 2014 7:39 AM
To: Josh Olhava
Cc: Suzie Stewart
Subject: Arapahoe Rental Concept Review Application

Good morning, Josh. Back at the beginning of the month, I emailed you a concept review application for our proposed site plan on our lot in Windsor. I'm just following up to see where we are at on this or if there is anything else we need to do on our side. It is my understanding that you guys will give us feedback concerning our proposal and then we can move forward from there. We have been and continue to be in a holding pattern with the paving of the alley until we get a better understanding from the town of Windsor that the direction we are moving in regards to the lot make it feasible for our long term use.

Thank you for your help in all of this. I look forward to hearing from you.

Eric Martindale

Aladar Drive, which aligns with the southern entrance to The Ranch. Mr. Schick thanked the applicant and welcomed them and this facility to Windsor.

2. Public Hearing – Conditional Use Grant for Temporary Outdoor Storage in the General Commercial (GC) zoning district – Burlington Subdivision, Lot 18 – 217 Second Street – Jeff and Joel Henderson, property owners, applicants/Suzanne and James Stewart, Arapahoe Rentals, applicants – J. Olhava

Mr. Olhava began by telling Commissioners the property owners, Mr. Joel Henderson and Mr. Jeff Henderson, and the business owners, Mrs. Suzanne Stewart and Mr. James Stewart of Arapahoe Rentals, are requesting Conditional Use Grant (CUG) approval for 217 2nd Street. He reminded the Commissioners the original CUG required that the applicant submit a building permit application within two years of approval. The Windsor Town Board approved the CUG on June 27, 2005. Mr. Olhava went on to state in April of 2007 the applicant applied for and received a three year extension due to the original time frame not being economically feasible. Again in April 2010 the applicant applied for and received another three year extension as a new building was not economically feasible at that time. He noted these extensions have required that the applicant submit a site plan application showing all of the permanent improvements which are proposed for the site as of April 23, 2010. The applicants are requesting a new Conditional Use Grant as staff advised, due to the change in business ownership.

Mr. Olhava clarified the reason that a conditional use grant is required is because the General Commercial (GC) zoning district does not allow for outdoor storage to be the principal use of the property, adding limited outdoor storage is permissible as an accessory use, however, in order for the storage to be considered accessory there needs to be a principal use on the same property (similar to the Arapahoe Rental site on the west side of 2nd Street). Therefore, the original conditional use grant was approved to temporarily allow for the outdoor storage use until such time that the applicants site plan the property and build a building for the principal use of the property. He reminded Commissioners the subsequent extensions were approved to give the applicants more time to address the issue.

Mr. Ehrlich moved to close the public hearing. Mr. Tallon seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Robert Frank, Victor Tallon, Steve Scheffel, David Cox, Wayne Frelund; Nays – None. Motion carried.

3. Recommendation to Town Board – Conditional Use Grant for Temporary Outdoor Storage in the General Commercial (GC) zoning district – Burlington Subdivision, Lot 18 – 217 Second Street - Jeff and Joel Henderson, property owners, applicants/Suzanne and James Stewart, Arapahoe Rentals, applicants – J. Olhava

Mr. Olhava went on to state staff recommends that the Planning Commission forward a recommendation of approval of the conditional use grant to the Town Board, subject to the following conditions:

1. Site plan and building permit applications shall be submitted as follows:

    a. Applicant shall submit a complete site plan application and obtain approval within two (2) years of Town Board approval of this conditional use grant.

    b. Applicant shall submit a complete building permit application and begin construction of improvements within one (1) year of site plan approval.

2. Alley requirements and improvements shall be implemented as follows:

   a. Applicant shall dedicate a public use perpetual non-exclusive alleyway easement for public access purposes within six (6) months of approval. The alley easement is expected to be 15' wide along the southerly end of Burlington Subdivision Lot 17. The general alignment of the existing alley is not proposed to be changed. The easement is only being dedicated to encompass the existing alley alignment.

   b. Applicant shall pave the alley along the length of Burlington Subdivision Lot 17 using concrete pavement in accordance with Town of Windsor Design Criteria and Construction Specifications by October 31, 2014. A grading plan and proposed pavement section and schedule shall be provided to the Town of Windsor Engineering Department for approval prior to commencing work. Approval of the grading plan shall be conditioned upon sufficient evidence of insurance and indemnification for the Town's benefit.

3. Existing landscaping shall be maintained, with any dead or dying planting materials being replaced within thirty (30) days of Town Board approval. The applicant shall contact the Town Forester to complete an inspection after completion.

Mr. Ehrlich commented this property has come before the Commission several times, asking if this proposal is contingent upon a timeline for completion. Mr. Schick agreed, asking the applicant if the conditions of approval were agreeable to them. Mr. Henderson and Mr. Stewart answered they are in agreement with the conditions. Mr. Thompson echoed the concerns of the Commissioners suggesting the applicant develop a timeline and project plan before addressing the Town Board as the Board will also have concerns regarding the number of times this project has come before them. The applicants indicated they will take that under consideration, and thanked the Commission and Mr. Thompson for their input.

Mr. Ehrlich moved to forward a recommendation of approval of the Conditional Use Grant based upon the aforementioned conditions being met. Mr. Frank seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Robert Frank, Victor Tallon, Steve Scheffel, David Cox, Wayne Frelund; Nays – None. Motion carried.

4. <u>Public Hearing – Conditional Use Grant for Wireless Communications Facilities in accordance with Section 16-30-110 of the Municipal Code – 1680 Merlin Lane – Verizon Wireless, applicant/Kelly Harrison, Closser Consulting, LLC, applicant's representative – J. Olhava</u>

Mr. Olhava reported the applicant, Verizon Wireless, represented by Ms. Kelly Harrison of Closser Consulting LLC, is requesting a Conditional Use Grant (CUG) for telecommunications facilities at 1680 Merlin Lane. The proposal includes a new structure to be built to house equipment for the new antennas that will be co-located on the existing telecommunications tower. He added the new equipment shelter is comparable in size to the existing structure and will be built using earth tone colors. The proposed dimensions are eleven feet – six inches (11'6") by twenty-six feet (26') and eleven feet – two inches (11'2") high. (He also explained additional site improvements were included in the packet materials for reference.) Mr. Olhava noted access to Merlin Lane is shared with the existing oil & gas site to the north and between three (3) and four (4) other property owners in the vicinity.

Roll call on the vote resulted as follows:
Yeas – Baker, Rose, Thompson, Bishop-Cotner, Adams
Nayes – Melendez, Vazquez. Motion passed.

5. Site Plan Presentation – Eagle Crossing Subdivision, Second Filing, Lot 1 - Family Entertainment Center - 4455 Fairgrounds Avenue – Summit Companies, Inc., applicant/Gary Dennison, Vaught Frye Larson Architects, applicant's representative
   - Staff presentation: Josh Olhava, Associate Planner

Mayor Vazquez stated that this would be the Town Board's opportunity to comment on the site plan that is being presented.

Associate Planner Olhava stated the applicant is proposing a family entertainment center in the General Commercial (GC) zoning district along Fairgrounds Avenue. The family fun center will contain bowling lanes, an arcade, lasertag, food and drink establishments, and private rooms for parties.

The total area of the building will be approximately 56,000 square feet with 54,000 square feet on the first floor and 2,000 square feet on the second floor for office and storage. The building will not exceed 35' tall. Various architectural elements are being used throughout the building with the main entrance on the southwest corner using distinctly different elements to contrast with the rest of the building. The facility will employ approximately 130 part-time employees and 15 full-time management positions.

The Planning Commission previously approved the parking on March 20, 2013 and a variance of Section of Chapter 17, Article XIII Division 2 on April 17, 2013, determining that the project should not be considered a "large retail establishment" and is not subject to those standards. Therefore, the project will be reviewed in accordance with the Commercial Corridor Plan and I-25 Corridor Plan standards.

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 Planning Commission and Town Board for review.

The Planning Commission commented that the non-entry elevations look very plain in appearance in contrast to the entry and asked that the applicant work with staff on improving these facades. Staff had previously been working with the applicant to improve the non-entry elevations and will continue doing so in accordance with the I-25 Corridor Plan.

Stephanie Siglar, Ripley Design, addressed the Town Board; she referred to a power point presentation that noted various components of the design including a large patio area, interior diagram which includes a bar area with entertainment in order to make the center an all-inclusive family event. Ms. Siglar provided a diagram of the site noting the building, shade trees, and parking.

Town Board Member Thompson stated that the landscape plan would alleviate issues regarding the concrete slab look. Town Board Member Baker thanked them for working with staff as he believes this is a gateway to Windsor.

Town Manager Arnold inquired how many parking spaces would be included. Pat McMeekin, Water Valley, stated that a variation was requested as 30% of the building is a bowling alley. Staff will take the comment regarding additional parking and follow up. The entertainment center is expected to be completed and open by the spring of 2014.

6. Public Hearing – Conditional Use Grant for Temporary Outdoor Storage in the General Commercial (GC) zoning district – Burlington Subdivision, Lot 18 – 217 Second Street – Jeff and Joel Henderson, property owners, applicants/Suzanne and James Stewart, Arapahoe Rentals, applicants
   - Quasi-judicial action
   - Staff presentation: Josh Olhava, Associate Planner

Mayor Pro-Tem Melendez motioned to open the public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – Melendez, Vazquez. Motion passed.

Associate Planner Olhava reported on the agenda item, noting it was pursuant to a request from the property owners, Mr. Joel Henderson and Mr. Jeff Henderson, and the business owners, Mrs. Suzanne Stewart and Mr. James Stewart of Arapahoe Rentals, for Conditional Use Grant (CUG) approval for 217 2nd Street.

The original CUG that was approved the CUG on June 27, 2005 required that the applicant submit a building permit application within two years of approval. In April of 2007 the applicant applied for and received a three year extension due to the original time frame not being economically feasible. In April 2010 the applicant applied for and received another three year extension as a new building was not economically feasible at that time. These extensions have required that the applicant submit a site plan application showing all of the permanent improvements which are proposed for the site as of April 23, 2010. The applicants are requesting a new Conditional Use Grant as staff advised, due to the change in business ownership; the landowners are the same.

The reason that a conditional use grant is required is because the General Commercial (GC) zoning district does not allow for outdoor storage to be the principal use of the property. Limited outdoor storage is permissible as an accessory use, however, in order for the storage to be considered accessory there needs to be a principal use on the same property. The original conditional use grant was approved to temporarily allow for the outdoor storage use until such time that the applicants site plan the property and build a building for the principal use of the property. The subsequent extensions were approved to give the applicants more time to address the issue.

At their May 2, 2013 meeting, the Planning Commission approved a recommendation of approval to the Town Bard based on the following conditions:

1. Site plan and building permit applications shall be submitted as follows:
    a. Applicant shall submit a complete site plan application and obtain approval within two (2) years of Town Board approval of this conditional use grant.
    b. Applicant shall submit a complete building permit application and begin construction of improvements within one (1) year of site plan approval.
2. Alley requirements and improvements shall be implemented as follows:
    a. Applicant shall dedicate a public use perpetual non-exclusive alleyway easement for public access purposes within six (6) months of approval. The alley easement is expected to be 15' wide along the southerly end of Burlington Subdivision Lot 17. The general alignment of the existing alley is not proposed to be changed. The easement is only being dedicated to encompass the existing alley alignment.
    b. Applicant shall pave the alley along the length of Burlington Subdivision Lot 17 using concrete pavement in accordance with Town of Windsor Design Criteria and Construction Specifications by October 31, 2014. A grading plan and proposed pavement section and schedule shall be provided to the Town of Windsor Engineering Department for approval prior to commencing work. Approval of the grading plan shall be conditioned upon sufficient evidence of insurance and indemnification for the Town's benefit.
3. Existing landscaping shall be maintained, with any dead or dying planting materials being replaced within thirty (30) days of Town Board approval. The applicant shall contact the Town Forester to complete an inspection after completion.

Staff requested that all materials be included in the permanent record.

Mayor Vazquez requested Mr. & Mrs. Stewart (business owners) to speak to what they intend to do with the property. They stated they took ownership of Arapahoe Rentals on February 8, 2013 and that it was not their intent to have to build a building on the property, it would be cost prohibitive for them.

Director of Planning Plummer stated that the intent was always to have a building at the property as noted through the subsequent requests for extension. This is not a new requirement but one that has been in place since 2005. The Planning Commission would like to see the improvements made.

Mayor Vazquez stated that a previous operator asked for the conditions; there is a new owner now and he would like to look at this as a new application and establish conditions based on the new owner's needs.

Town Board Member Thompson stated that Mr. Plummer was correct about the recommendations from the Planning Commission and went on to state that there is no point in putting up a building if it is not needed. Mr. Thompson asked about the landscape plan that has been on the books for the past eight years; the applicants will meet with the forestry department to get the landscaping rectified.

The Town Board discussed the conditional use grant and concerns related to requirements related to the previous owner, specifically the submission of a building permit application and begin construction of improvements within one year.

Mayor Pro Tem Melendez asked if the conditional use grant was approved if the owners could come back within two years and have it amended, to which Town Manager Arnold affirmed it could be amended within two years.

Town Attorney McCargar reminded the Town Board that the General Commercial (GC) zoning district does not allow for outdoor storage to be the principal use of the property; it is incompatible with the use that is proposed.

Mayor Vazquez inquired of Mr. & Mrs. Stewart as to which conditions they could support. Mrs. Stewart stated that they could meet all of the conditions except for the building requirement at this time.

Town Board Member Rose motioned to close the public hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Rose, Thompson, Bishop-Cotner, Adams
Nayes – Melendez, Vazquez. Motion passed.

7. <u>Conditional Use Grant for Temporary Outdoor Storage in the General Commercial (GC) zoning district – Burlington Subdivision, Lot 18 – 217 Second Street - Jeff and Joel Henderson, property owners, applicants/Suzanne and James Stewart, Arapahoe Rentals, applicants</u>
   - Quasi-judicial action
   - Staff presentation: Josh Olhava, Associate Planner

Mayor Vazquez voiced support of the Conditional Use Grant but would like to remove the condition that requires it to go vertical in construction. He supports the two year site plan requirement along with beginning some improvements.

Town Attorney McCargar noted the requirements of the General Commercial (GC) zoning district which does not allow for outdoor storage to be the principal use of the property; it is incompatible with the use that is proposed. The Conditional Use Grant has given the owner/user of the property the opportunity to comply since 2005.

The Town Board discussed opportunities for either approving the conditional use grant as is or amending it to remove the building permit requirement.

Mayor Vazquez advised the Stewart's that they need to understand what their options are moving forward. They will need to present a plan within two years to show that they are a conforming business in Windsor's General Commercial zoning district. This is a piece of property that has been able to exist as a business and being non-compliant; the intent is that they have two years to get a plan in place

Town Board Member Adams motioned to approve the Conditional Use Grant for Temporary Outdoor Storage in the General Commercial (GC) zoning district – Burlington Subdivision, Lot 18 – 217 Second Street including the conditions as set forth by the Planning Commission and noted below; Town Board Member Thompson seconded the motion.

1. **Site plan and building permit applications shall be submitted as follows:**
    a. **Applicant shall submit a complete site plan application and obtain approval within two (2) years of Town Board approval of this conditional use grant.**
    b. **Applicant shall submit a complete building permit application and begin construction of improvements within one (1) year of site plan approval.**
2. **Alley requirements and improvements shall be implemented as follows:**
    a. **Applicant shall dedicate a public use perpetual non-exclusive alleyway easement for public access purposes within six (6) months of approval. The alley easement is expected to be 15' wide along the southerly end of Burlington Subdivision Lot 17. The general alignment of the existing alley is not proposed to be changed. The easement is only being dedicated to encompass the existing alley alignment.**
    b. **Applicant shall pave the alley along the length of Burlington Subdivision Lot 17 using concrete pavement in accordance with Town of Windsor Design Criteria and Construction Specifications by October 31, 2014. A grading plan and proposed pavement section and schedule shall be provided to the Town of Windsor Engineering Department for approval prior to commencing work. Approval of the grading plan shall be conditioned upon sufficient evidence of insurance and indemnification for the Town's benefit.**
3. **Existing landscaping shall be maintained, with any dead or dying planting materials being replaced within thirty (30) days of Town Board approval. The applicant shall contact the Town Forester to complete an inspection after completion.**

Town Board Member Rose motioned to amend the motion to strike Condition 1.b. Applicant shall submit a complete building permit application and begin construction of improvements within one (1) year of site plan approval; Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows:

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

Vote on the amended motion, striking Condition 1.b.
Roll call on the vote resulted as follows:

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

8. <u>Continuation of Public Hearing opened on April 22, 2013 – Conditional Use Grant for oil and gas well facilities in the General Commercial (GC) and Residential Mixed Use (RMU) zoning district – Great Western 2nd Annexation (Kodak Pad Site) – Approximately eight hundred-forty feet (840') east of State Highway 257 and eleven hundred feet (1,100') south of Eastman Park Drive – Clayton Doke, Tekton Windsor, LLC, applicant/Broe Land Acquisitions II, LLC, property owner</u>
    - Quasi-judicial action
    - Staff presentation: Brett Walker, Associate Planner

Associate Planner Olhava addressed the Town Board and reported

This Conditional Use Grant public hearing was continued from the April 22, 2013 Town Board meeting at the request of the applicant. The Town Board voted to continue the public hearing to the May 13, 2013 Town Board meeting.

The applicant, Tekton Energy, is requesting conditional use grant approval to drill sixteen (16) horizontal oil and gas wells in the Great Western 2nd Annexation Kodak Pad site. Other improvements include sixteen (16) three-phase separators, sixteen (16) emissions control devices, thirty-two oil tanks, and eight

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Re: Public Hearing – Ordinance 2015-1490 Zoning Certain Property Known as the Pace Annexation
Item #: C.4, C.5

Background:

As it may be seen from the enclosed excerpt from the October 27, 2014 town board minutes, the Town Board approved Ordinance No. 2014-1483 annexing approximately forty-acres known as the "Pace Annexation, with the subject property being located along the west side of County Line Road (WCR 13) approximately halfway between State Highway 392 and Crossroads Boulevard.

As it may also be seen from the enclosed minutes, the Town Board deferred zoning the property until staff would have an opportunity to (a) meet with the property owner to obtain input on proposed zoning for the property, and (b) formulate a recommendation on how the property should be zoned.

On December 1st staff met with the representative for the property owners, Mr. John McCoy, and discussed the land use depictions on the land use plan map; the capability of the property being served by sanitary sewer; which sewer provider could serve the property (and from which direction); and potential zoning scenarios for the property.

Applicant's Request:

Following the December 1st meeting, Mr. McCoy conferred with the property owners and as it may be seen from the enclosed zoning request, the property owners are requesting that the property be zoned RMU.

Additionally, Mr. McCoy was informed at the December 1st meeting with staff that the land use depiction on the land use plan map calls for the future use of the property to be single-family residential. Therefore, Mr. McCoy also submitted the enclosed application form requesting that the single-family residential depiction on the land use plan map be amended to show the future use of the property as residential mixed use to be consistent with the proposed zoning request.

Analysis:

Relative to the enclosed land use plan and zoning maps, please note all of the following information pertaining to the applicant's request for the property to be zoned RMU and for the land use plan map to be amended to change the land use depiction from single-family residential to residential mixed use.

- Single-family (SF-1) zoning only allows single-family detached homes to be developed;
- Residential Mixed Use (RMU) zoning allows all types of residential development, including single-family detached homes, duplexes, and multi-family developments to be developed;
- RMU zoning allows up to 25 percent (25%) of commercial development to be developed on the property;
- The zoning classifications for the adjacent subdivisions are RMU zoning to the west, north and southeast, and High-density Single-family (E-2) Residential to the southeast and northeast;
- All of the existing developments to the south, west and north, however, have been developed as single-family subdivisions without the inclusion of any multi-family or commercial developments; and
- The capability of the property being served by sanitary sewer, which sewer provider will be able to serve the property, and from which direction the sewer services will be provided, are still unknown variables at this time.

Additionally, during the planning commission public hearing, testimony was received from two citizens who stated that it was their desire to see the property zoned with the Single-family (SF-1) zoning classification as described in staff's analysis. With the exception of the applicant's request, however, there wasn't any testimony presented in support of the property being zoned as RMU.

Recommendation:

At the January 7, 2015 planning commission meeting and based upon all of the findings outlined in staff's analysis, the Planning Commission did not consider an amendment to the land use plan map and voted to recommend to the Town Board that the Pace Annexation be zoned as Single-family (SF-1) Residential, and staff concurs with this recommendation.

Attachments: Excerpt from 10/27/14 town board minutes
Vicinity Map
Zoning and Land Use Amendment Request
Land Use Plan and Zoning Maps
Ordinance No. 2015-1490

pc: John McCoy, applicants' representative

- Town Board Member Bishop-Cotner –Historic Preservation Commission; Planning Commission
  Mr. Bishop-Cotner stated no report for Historic Preservation Committee and that he had to miss Planning Commission.

- Town Board Member Adams – Poudre River Trail Corridor Board; Tree Board
  Mr. Adams reported that the Tree Board meeting was cancelled.
  The Poudre Trail had an interesting meeting and they are still settling easements between Greeley and Fort Collins and are making progress. Mr. Adams said that he was complimented for Windsor on the new trail from Water Valley and Pelican Trails to the Poudre Trail. Last, the GWTA is still trying to get more involved with Windsor at Hwy 257 at the Grove.

- Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
  Absent, No Report

5. Public Invitation to be Heard

   Mayor Pro-Tem Baker opened the meeting for public comment, there was none.

B. CONSENT CALENDAR

1. Minutes of the October 27, 2014 Regular Town Board Meeting – B. Roome

   Ms. Melendez motioned to approve the Consent Calendar as presented; Mr. Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams; Nays – None; Motion passed.

C. BOARD ACTION

NOTE: The official record of this evening's proceedings shall include the application, staff memos and recommendations, packet materials and supporting documents, and all testimony received for the following Board Action items.

1. Ordinance No. 2014-1483 – An Ordinance Annexing Certain Real Property Pursuant To The Enclave Annexation Powers Granted Municipalities Under The Colorado Municipal Annexation Act Of 1965
   Super-majority vote required for adoption on second reading
   - Second reading
   - Legislative action
   - Staff presentation: Ian D. McCargar, Town Attorney

   Mr. Adams motioned to approve Ordinance No. 2014-1483; Mr. Morgan seconded the motion.

   Staff Presentation:
   Mr. McCargar explained that this is for final adoption is the ordinance under which the Town will annex the statutory enclave known as the Pace Annexation to the Town of Windsor. This parcel has been surrounded by Town-annexed territory for more than three years, the key statutory

factor that allows the Town to annex the property by Town-initiated ordinance. This is a departure from the more common owner petition for annexation as the property owner is not a required party in the enclave annexation process. The statutory enclave annexation process eliminates the public hearing requirements usually applicable to annexations by owner petition. No public hearing is required for an enclave annexation, although public comment is required on second reading under the Charter. The Municipal Annexation Act of 1965 only requires that the Town publish notice in the newspaper for four consecutive weeks. With the first publication of this annexation occurring on September 25, 2014, the statutory requirements for notice have been met. The question of zoning for this parcel will be deferred, pending staff recommendation and property owner input. Zoning must be accomplished within 90 days of annexation.

Staff recommends adoption of Ordinance No. 2014-1483, An Ordinance Annexing Certain Real Property Pursuant To The Enclave Annexation Powers Granted Municipalities Under The Colorado Municipal Annexation Act of 1965.

Public Comment:

Mr. Adams stated concern for new documents given just prior to the meeting, he believes that the authors of the documents need to speak or take a break to read and catch up.

Mr. McCarger stated two of the three authors are here.

The below listed spoke in support of Ordinance 2014-1483:
Earl Pittman, 8413 Cherry Blossom Lane
Dan Johnston, 1504 Arroyo Drive
Shaundra Berry, 6341 Highland Farm Circle
Don Thompson. 1428 Folsom Drive
Rick Amble, 8435 Blackwood Drive
Fred Mitchell, 2056 Ridge West Drive
Chris Das, 8426 Blackwood Drive
Terri Richter, 2057 Arroyo Court
Bob Howard, 5856 Stone Chase Drive
William Miclean, 5154 Blackhawk Drive

For the following reasons:

- Trying to mitigate the impact of the drilling on the property
- Public hearings will provide due process in the process
- Need transparency from Great Western
- 28 super wells and 45 tanks for this property, this will be huge and loud
- Fear for effects of having the site this close to so many homes
- Great Western's CPO has stated he knows the drilling is a nuisance to the neighbors
- This is bigger than a nuisance
- Reality is this is coming to the windows of neighbors and their children
- Needs to be annexed regardless of how they want to develop it
- Pace family has had 35 years to develop the property and they aren't taking their neighbors into consideration
- This isn't an issue of disallowing the pad sites. This is an annexation question, not a use question.
- Potential for drilling up to five years per the Great Western CEO.

- An action to delay this lets the permit process move forward and we lose the chance to enforce .
- Hear and feel the wells operating. Have been awoken by them as they drill.

The below Pace Family members and representatives spoke in opposition of the Ordinance:
John McCoy, Fort Collins
Cindy Bargell, Attorney from Visani and Bargell LLC
Brad Pace, Fort Collins
Sherri McCoy, Fort Collins

For the following reasons:

- Concern about the fast rate that this annexation is happening.
- They feel left out of the loop .
- Would like more time to ensure zoning is set so they don't lose their mineral rights.
- The neighboring property owners have capitalized on the population movement to northern Colorado and the Pace family did not voice any opposition to the developments.
- They have respected their neighbors' rights to develop their private property, and did not object as the open space changed, and development surrounded their land.
- Our voice has been lost in the demands of our new neighbors who want to dictate the development of our private property.
- We let the Town know we needed more time to understand the impact of annexation.

Letters from Pace Family and their attorney amended to meeting packet

Ms. Melendez stated annexation is the right course of action.

Mr. Adams stated he supports the annexation.

Mr. Rose stated support for the annexation.

Mr. Morgan stated support for the annexation.

Mr. Baker stated support for the annexation..

Mr. Bishop-Cotner said he is in favor of the ordinance and will vote yes.

Roll call on the vote resulted as follows: Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams; Nays – None; Motion passed.

2. Public Hearing – Rezoning certain property known as Poudre Heights Subdivision, Second Filing, Tract I – Gail E. Rumley, President, Poudre Heights LP, applicant
   a. Quasi-judicial
   b. Staff presentation: Paul Hornbeck, Associate Planner

Mr. Bishop-Cotner motioned to open the public hearing; Ms. Melendez seconded the motion. Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams; Nays – None; Motion passed.

PACE ANNEXATION

To The Town Of Windsor

Situate In The Northeast Quarter Of Section 25, Township 6 North, Range 68 West Of The 6th P.M.,
County Of Larimer, State Of Colorado

THIS IS AN ENCLAVE ANNEXATION BY THE TOWN OF WINDSOR

DESCRIPTION

A part of a parcel of land in the TOWN OF WINDSOR, County of Larimer, Colorado, located in the Northeast Quarter of Section Twenty-five (25), Township Six North (T.6N), Range Sixty-eight West (R.68W) of the Sixth Principal Meridian (6th P.M.) and more particularly described as follows.

The Southeast Quarter of the Northeast Quarter (SE1/4NE1/4) of said Section 25, less the 30.00 feet previously annexed to the Town of Windsor, being the Easterly 30.00 feet of said SE1/4NE1/4 and being more particularly described as follows:

COMMENCING at the East Quarter corner of said Section 25 and assuming the East line of said SE1/4NE1/4 as bearing South 00°40'13" West a distance of 1314.97 feet with all other bearings contained herein relative thereto;

THENCE North 00°32'40" West along the South line of said SE1/4NE1/4 a distance of 30.00 feet to a line parallel with and 30.00 feet West of, as measured at a right angle to the East line of said SE1/4NE1/4 and to the POINT OF BEGINNING;

THENCE North 00°32'40" West continuing along the South line of said SE1/4NE1/4 a distance of 1314.42 feet to the Easter-East Sixteenth corner of said Section 25;
THENCE North 00°30'38" East along the West line of said SE1/4NE1/4 a distance of 1313.73 feet to the Southeast Sixteenth corner of said Section 25;
THENCE South 00°30'37" East along the North line of said SE1/4NE1/4 a distance of 1317.63 feet to the to a line parallel with and 30.00 feet West of, as measured at a right angle to the East line of said SE1/4NE1/4;
THENCE South 00°40'13" West along said parallel line a distance of 1314.95 feet to the POINT OF BEGINNING.

Containing 39.711 acres more or less

NOTICE OF RIGHTS DOCUMENTS

All persons take notice that certain documents have been executed pertaining to this development, which create certain rights and obligations of the development, the developer and/or subsequent owners of all or portions of the development site, many of which obligations constitute covenants and charges that run with the land. These documents are of record and are on file with the director of planning of the Town of Windsor and should be closely examined by all persons interested in purchasing any portion of the development site

NOTE

According to Colorado law, you must commence any legal action based upon any defect in this survey within three years after you discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years after the date of the certificate shown hereon. (13-80-105 C.R.S.)

TITLE COMMITMENT NOTE

At the request of our client, recorded rights-of-way and permanents were researched and required and applied rights-of-way and easements are not shown hereon. (38-51-105 C.R.S. 1984)

MAYOR'S CERTIFICATE

This is to certify that an annexation map of the property described hereon was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the _____ day of _____, 20__, A.D. and that the Mayor of the Town of Windsor, as authorized by said ordinance, on behalf of the Town of Windsor hereby acknowledges and adopts the said annexation map upon which this certificate is endorsed for all purposes indicated thereon.

Mayor _____ ATTEST _____ Town Clerk

DIRECTOR OF ENGINEERING APPROVAL

Approved this the _____ day of _____, 20____

_____ Director of Engineering

PLANNING COMMISSION APPROVAL

Approved this the _____ day of _____, 20____

_____ Chairman, Windsor Planning Commission

PLANNING DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20____

_____ Director of Planning

TOWN MANAGER'S APPROVAL

Approved this the _____ day of _____, 20____

_____ Town Manager

PUBLIC WORKS DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20____

_____ Director of Public Works

SURVEYOR'S CERTIFICATE

I, Lawrence D. Pepin, a Colorado Registered Professional Land Surveyor do hereby state that this map of land proposed to be annexed to the Town of Windsor, County of Larimer, State of Colorado was prepared under my direct supervision from existing documents of record, and that the same is true and correct to the best of my knowledge, information and belief

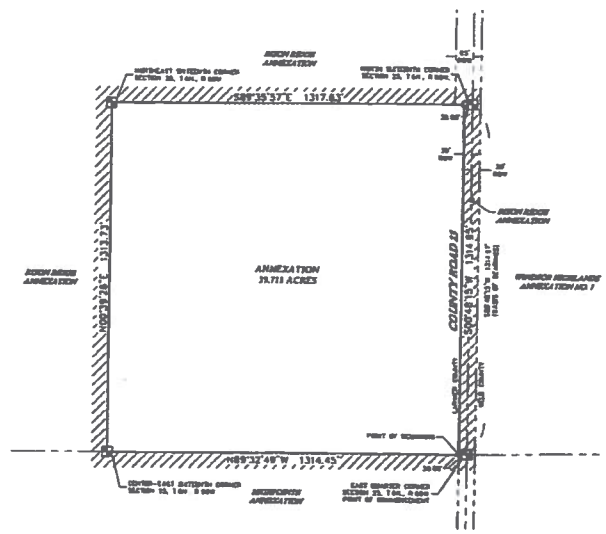
I further state that not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous to the boundary line of the Town of Windsor, County of Larimer, State of Colorado

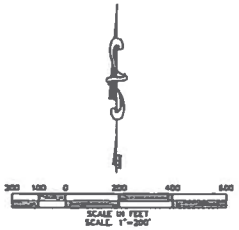
_____
Lawrence D. Pepin - On Behalf Of King Surveyors
Colorado Registered Professional
Land Surveyor 25849

BASIS OF BEARINGS AND LINEAL UNIT DEFINITION

Assuming the East line of said SE1/4NE1/4 as bearing South 00°40'13" West a distance of 1314.97 feet with all other bearings contained herein relative thereto

The lineal dimensions as contained herein are based upon the "U.S. Survey Foot."



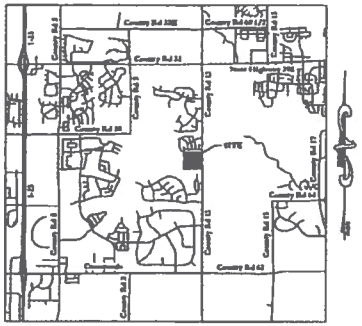


CONTIGUOUS BOUNDARY = 5260.96 L.F.
TOTAL BOUNDARY = 5260.96 L.F.
RATIO = 1:1.000
AREA = 39.711 NET ACRES

//////// DENOTES CONTIGUOUS BOUNDARY

LEGEND

- SECTION LINE
- RIGHT-OF-WAY
- PROPERTY LINE
- FOUND ALIQUOT CORNER AS DESCRIBED
- CALCULATED POSITION



Zoning Request

I, the undersigned, being the owner of the property described as southeast ¼ of the northeast ¼ of section 25, township 6 north, range 68 west of the 6th PM, Larimer County, Colorado, containing 40 acres more or less, hereby request the recently annexed property to be zoned RMU.

Date	Owners Signature	Mailing Address
12-16-14	Sheryl J McCoy	1900 S. Shields, Fort Collins, CO 80526

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.

GENERAL APPLICATION OVERVIEW FORM

This form is to be completed for each application type and submitted at the same time the LAND USE APPLICATION FORM is submitted.

EXISTING ZONING: none	PROPOSED ZONING: RMU
TOTAL ACREAGE: 40 acres	
TOTAL # OF PROPOSED LOTS: no development currently	
AVERAGE LOT SIZE: being proposed	
MINIMUM LOT SIZE:	
TOTAL # OF PROPOSED PHASES:	
ACREAGE PER PHASE:	
LOTS PER PHASE:	
PARKLAND (sq. ft. & acreages):	
PARKLAND (public or private):	
IRRIGATION WATER (potable or non-potable):	

UTILITIES TO BE PROVIDED BY:
WATER:
SEWER:
GAS:
ELECTRIC:
PHONE:

IF THIS IS A FINAL APPLICATION, SUBMIT TOTALS OF THE FOLLOWING IN LINEAR FEET (use separate sheets if necessary):
PUBLIC STREETS (break down by classification/width):
PRIVATE STREETS (break down by classification/width):
TOTAL STREETS (break down by classification/width):
WATER LINES (break down by line sizes):
SEWER LINES (break down by line sizes):
CURB:
GUTTER:
SIDEWALK:
OPEN SPACE (not to include detention areas) in sq ft & acres:
TRAIL EASEMENTS (break down by width):
Developed trail (break down by width, depth & material):
Undeveloped trail (break down by width, depth & material):

For office use only:		
Applicable Corridor Plan:		
Metropolitan District:		
Application fee: $	Date received:	By:

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*: Pace Property

LEGAL DESCRIPTION*: Southeast 1/4 of Northeast 1/4 of Section 25, Township 6 North, Range 68 West

PROPERTY ADDRESS (if available):

PROPERTY OWNER (APPLICANT):

Owner's Name(s)*: Sherry J. McCoy
Company:
Address*: 1900 S. Shields St. Fort Collins, CO 80526
Primary Phone #*: 970 226-5511 Secondary Phone #: 970 231-8968
Fax #*: E-Mail*: fakemccoy@comcast.net

OWNER'S AUTHORIZED REPRESENTATIVE:

Representative's Name: John H. McCoy
Company:
Address: 1900 S Shields St Fort Collins, CO 80526
Primary Phone #: 970 231 8499 Secondary Phone #: 970 226 5511
Fax #: 888 351 4985 E-Mail: jmccoy1900@hotmail.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.

Sheryl J. McCoy 12-16-14

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

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

Sheryl J. McCoy

Print Name(s)

*Required fields

PROPERTY OWNERS: *Required fields

Owner Name*:
PRINT Bradley D. Pace

Company:

Address*:

Primary Phone #*: Secondary Phone #:

Fax #*: E-Mail*:

Signature*:

Owner Name*:
PRINT Rodney O. Pace

Company:

Address*:

Primary Phone #*: Secondary Phone #:

Fax #*: E-Mail*:

Signature*:

Owner Name*:
PRINT

Company:

Address*:

Primary Phone #*: Secondary Phone #:

Fax #*: E-Mail*:

Signature*:

Owner Name*:
PRINT

Company:

Address*:

Primary Phone #*: Secondary Phone #:

Fax #*: E-Mail*:

Signature*:

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.

APPLICATION FORM

LAND USE AMENDMENT(S) APPLICATION FORM

PROJECT NAME*: Pace Property

LEGAL DESCRIPTION*: South East 1/4 of the Northeast 1/4 of Section 25

PROPERTY ADDRESS (if available): Township 6 North, Range 68 West

PROPERTY OWNER (APPLICANT): See next page for additional property owners.	
Owner's Name(s)*: Sherry J. McCoy	
Company:	
Address*: 1900 S. Shields St Fort Collins, CO 80526	
Primary Phone #*: 970-226-5511	Secondary Phone #: 970 231.6968
Fax #*:	E-Mail*: fakemccoy@comcast.net

OWNER'S AUTHORIZED REPRESENTATIVE:	
Representative's Name: John McCoy	
Company:	
Address: 1900 S Shields St. Fort Collins, CO 80526	
Primary Phone #: 970 231 8499	Secondary Phone #: 970 226 5511
Fax #: 888 351 4985	E-Mail: jmccoy1900@hotmail.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.

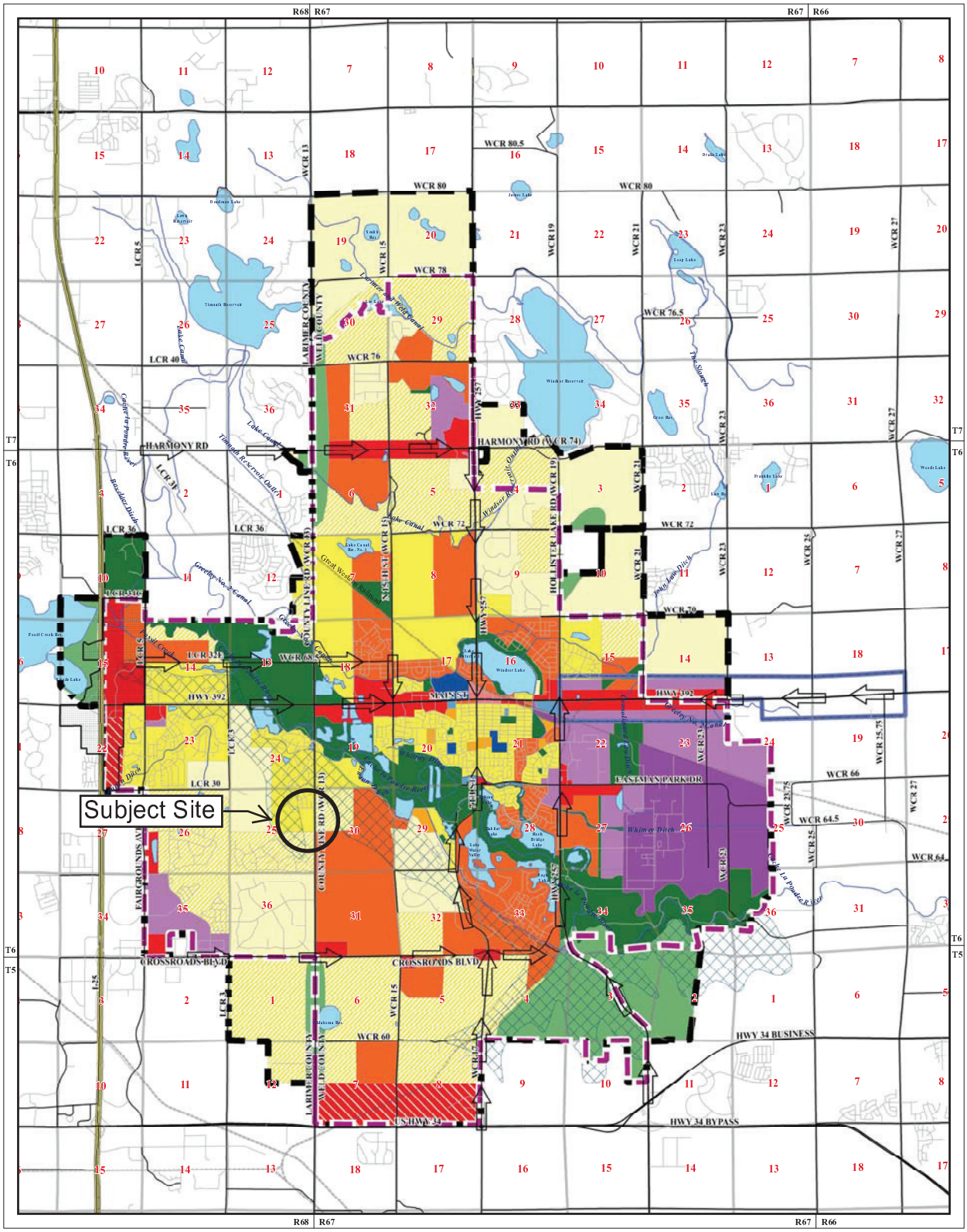
Sheryl J. McCoy — 12-16-14

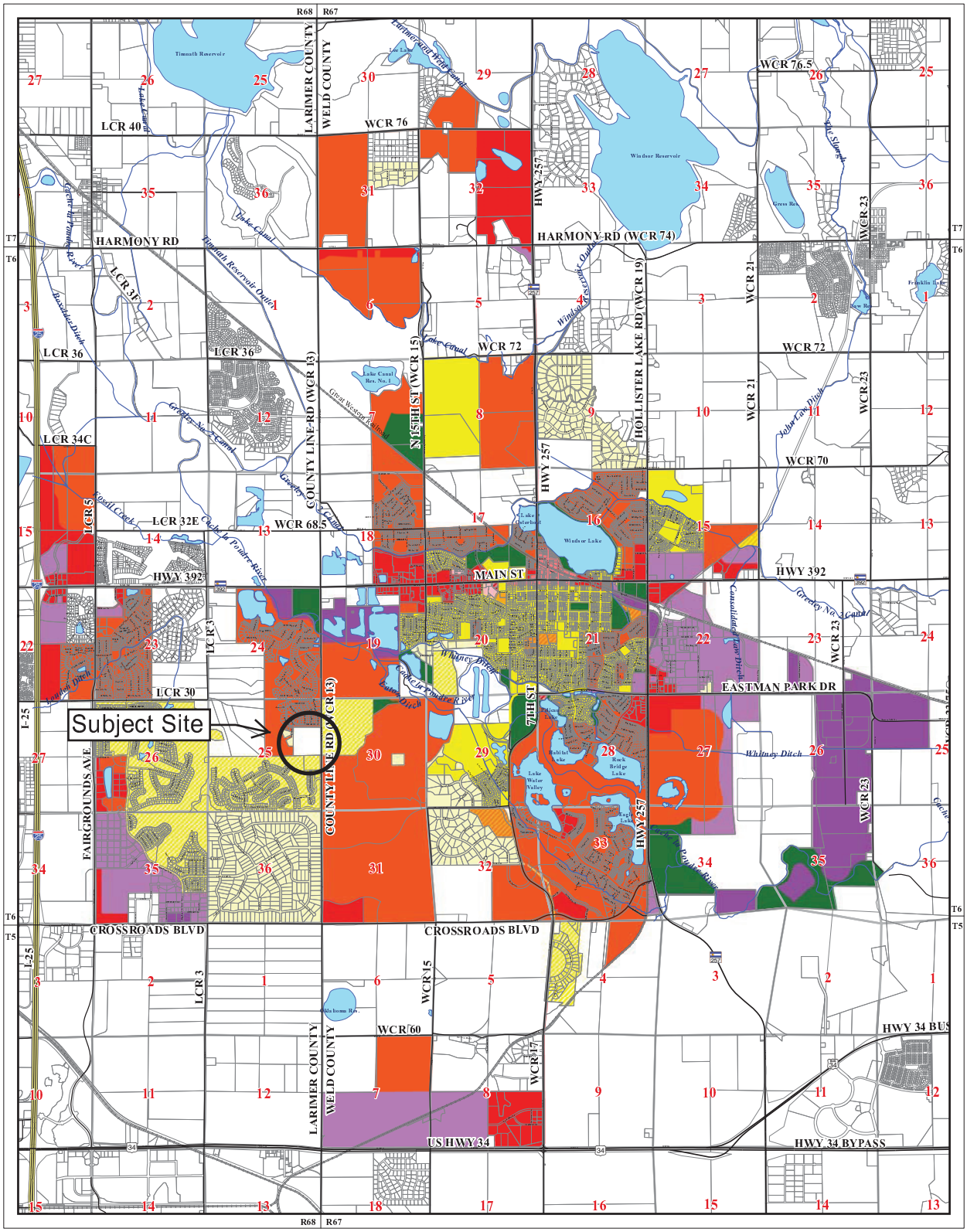
Signature of Property Owner* (See page 2 for additional property owners) — Date

Sheryl J. McCoy

Print Name* (See page 2 for additional property owners)

*Required fields


Subject Site
R68 R67
R67 R66
T7
T6
T5
WCR 80.5
WCR 80
WCR 78
WCR 76
WCR 76.5
WCR 72
WCR 70
WCR 68.5
WCR 66
WCR 64.5
WCR 64
WCR 60
LCR 40
LCR 36
LCR 32F
LCR 30
HARMONY RD
HARMONY RD (WCR 74)
HWY 392
HOLLISTER LAKE RD (WCR 19)
EASTMAN PARK DR
CROSSROADS BLVD
HWY 34 BUSINESS
HWY 34 BYPASS
US HWY 85
I-25
LARIMER COUNTY
WELD COUNTY
COUNTY LINE RD (WCR 13)
FAIRGROUNDS AVE
WCR 15
WCR 17
WCR 19
WCR 21
WCR 23
WCR 25
WCR 27
WCR 15.75
WCR 23.75
LCR 5
LCR 3
Timnath Reservoir
Windsor Reservoir
Lake Canal
Greeley No. 2 Canal
Great Western Railroad
Boxelder Ditch
Cache la Poudre River
Whitney Ditch
Jelks Lake Ditch
The Slough
Fossil Creek Res.
Windsor Lake
Boxelder Lake
Frankis Lake
Weeds Lake
Drake Lake
Leap Lake
Dodman Lake
Jones Lake
Lake Reservoir
Smith Res.
Adams Res.
Green Res.
Lake Canal Res. No. 2
Black Bridge Lake
Lake Wally Sally
Dolan Lake
Lake Frances
Lake Ida
Lake Ethel
Lake Lily
Lake Ella
Lake Ella Ditch
Lake Canal Ditch
Lake Canal Ditch No. 2
Greeley No. 2 Canal
Boxelder Ditch
Cache la Poudre River
Whitney Ditch
Jelks Lake Ditch
Lake Canal
Great Western Railroad
Timnath Reservoir Outlet
Lake Canal



LEGEND

- E-1 Low Density Estate
- E-2 High Density Estate
- SF-1 Single Family Residential
- SF-2 Single Family Attached Residential
- MF-1 Multi-Family Residential
- MF-2 High Density Multi-Family Residential
- RMU Residential Mixed Use
- CBD Central Business District
- NC Neighborhood Commercial
- GC and GC-PUD General Commercial
- PUD Planned Unit Development
- I-L Limited Industrial
- I-H Heavy Industrial
- O Recreation and Open Space

TOWN OF WINDSOR
COLORADO

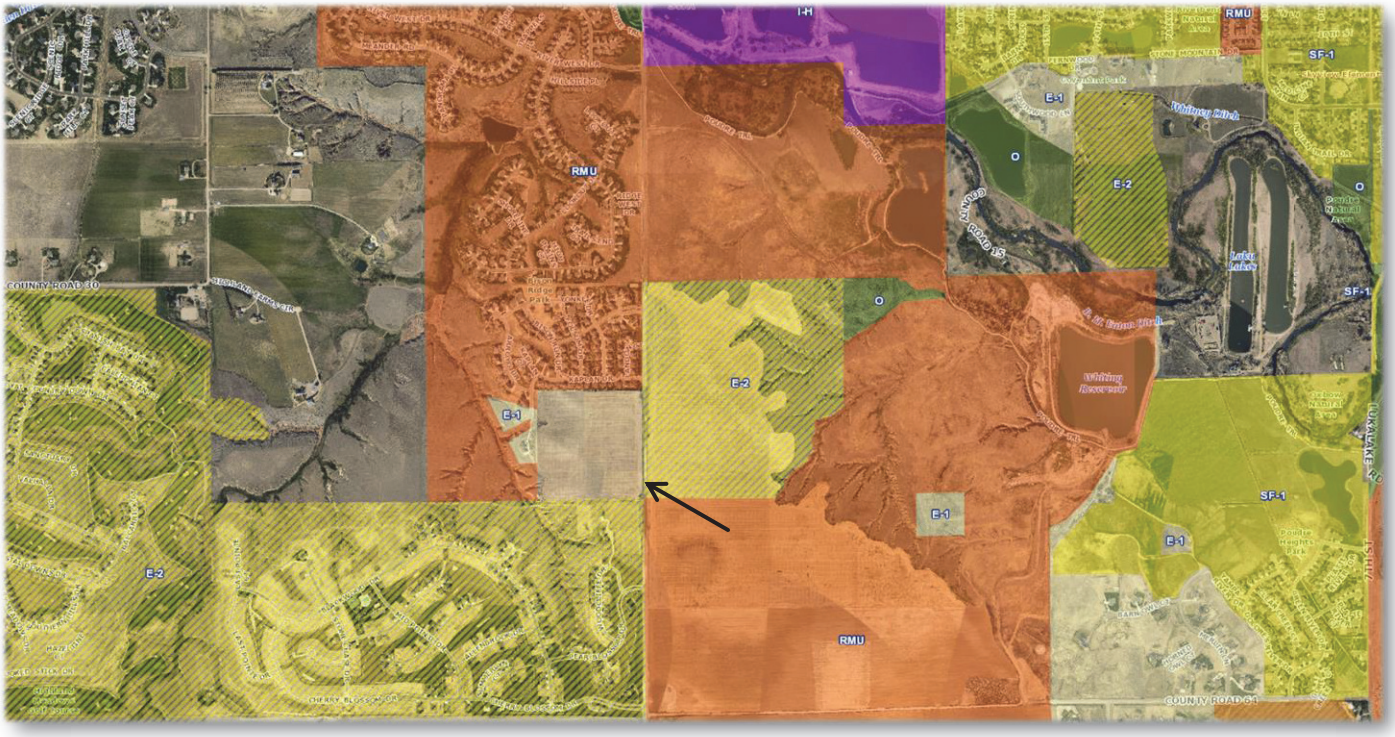
TOWN OF WINDSOR, CO
ZONING MAP

N

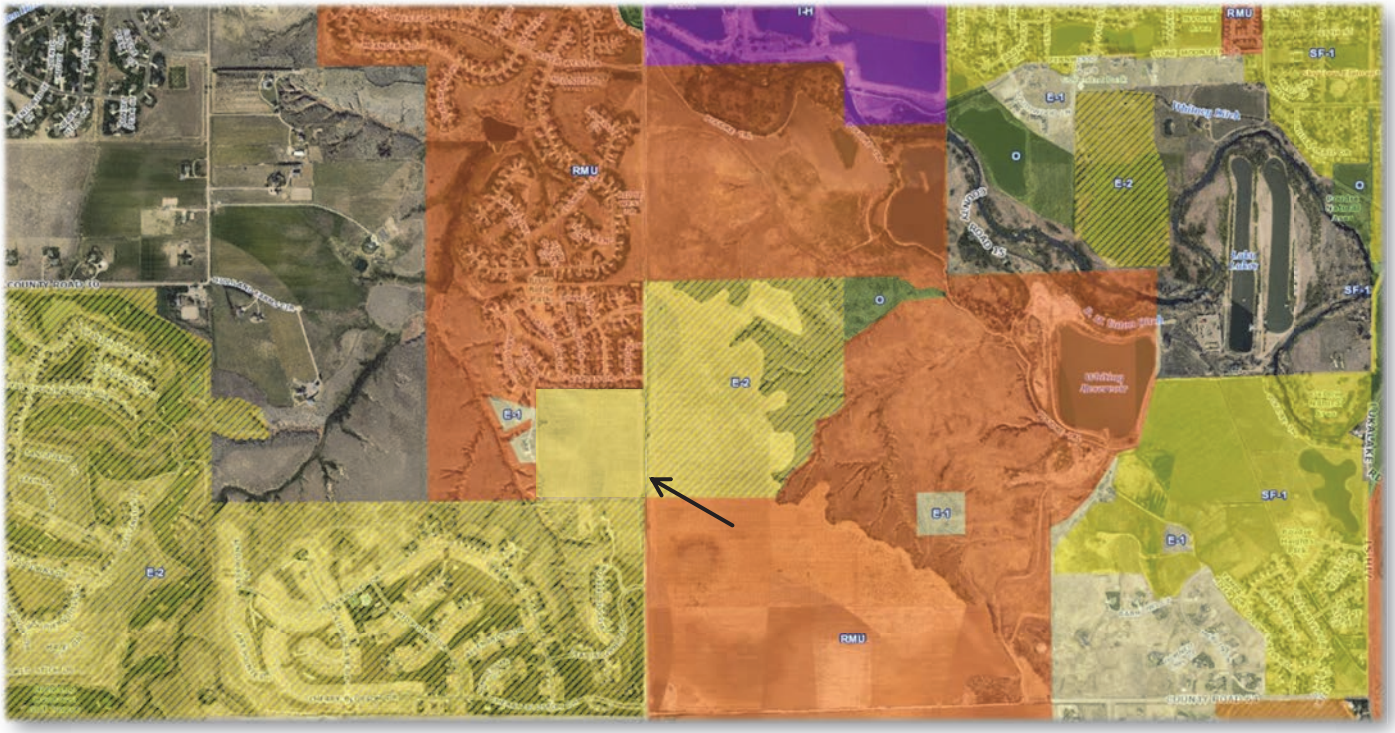
This map was created for illustrative purposes only. Any representations from the misuse or misrepresentation of this map or its contents, whether intentional or not, are the sole responsibility of the user.

Updated: 3/10/2014
Updated by: stometich
Created: 5/10/2011
Created by: dunnegt
File: Zoning(22x34-P)

Existing Site and Surrounding Zoning



Proposed Zoning – Single Family Residential (SF-1)



TOWN OF WINDSOR

ORDINANCE NO. 2015-1490

AN ORDINANCE PURSUANT TO CHAPTER 16 OF THE *WINDSOR MUNICIPAL CODE* APPROVING A ZONING DESIGNATION FOR THE PACE ANNEXATION TO THE TOWN OF WINDSOR, COLORADO

WHEREAS, the Town of Windsor is a home rule municipality with all powers conferred under Colorado law; and

WHEREAS, the Town has in place a comprehensive system of land use regulations, the purpose of which is to promote the public health, safety and welfare; and

WHEREAS, the Town has adopted the zoning regulations set forth in Chapter 16 of the *Windsor Municipal Code* ("Zoning Code"), under which parcels of land are identified and classified for regulatory purposes; and

WHEREAS, the Pace Annexation to the Town of Windsor ("Annexation") was approved by Ordinance No. 2014-1483 on October 27, 2014, pursuant to the Chapter 15 of the *Windsor Municipal Code*; and

WHEREAS, the Colorado Municipal Annexation Act of 1965 requires that a zoning designation be adopted for the Annexation within ninety (90) days of annexation; and

WHEREAS, the Town's Planning Department has recommended that the property within the Pace Annexation be zoned Single Family SF-1; and

WHEREAS, in accordance with the requirements of the Zoning Code, the Planning Commission has tendered a recommendation for a Single Family SF-1 zoning designation for the Annexation; and

WHEREAS, following a public hearing and proper deliberation, the Town has considered the relevant evidence and has concluded that a Single Family SF-1 zoning designation is appropriate for the Annexation; and

WHEREAS, based upon the evidence presented, the Town Board concludes that the Annexation should be zoned as recommended by staff and the Planning Commission.

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

1. The Pace Annexation to the Town of Windsor is and shall henceforth be zoned as Single Family SF-1 in accordance with the provisions of the Zoning Code.

2. In addition to all other applicable regulations, the use of the Property shall be subject to the regulations found in Chapter 16, Article XXII of the *Windsor Municipal Code*.

3. The zoning designation set forth herein shall be incorporated into the Town's Official Zoning Map as maintained by the Director of Planning in accordance with Chapter 16, Article III of the *Windsor Municipal Code*.

Introduced, passed on first reading and ordered published this 12th day of January, 2015.

TOWN OF WINDSOR, COLORADO

_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

Passed on second reading this 26th day of January, 2015.

TOWN OF WINDSOR, COLORADO

_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Josh Olhava, Associate Planner
Subject: Public Hearing & Ordinance No. 2015-1491 – Rezoning certain property known as Westwood Village Subdivision 4th Filing, Tract A and Lot 4 – 14th Street Real Estate LLC, applicants/Cathy Mathis, TB Group, applicant's representative
Location: 325 14th Street
Item #s: C.6.C.7

Background:

The applicants, represented by Ms. Cathy Mathis, are requesting to rezone approximately 8.281 acres (includes half of the 14th Street and Westwood Drive rights-of-way along the extent of the property) from General Commercial (GC) to Residential Mixed Use (RMU) zoning (please see the enclosed rezoning plat). 14th Street Real Estate LLC is intending to develop approximately 36 residential living units with the objective of creating a synergy with the recently-opened Columbine Commons and to create a campus for an aging in-place senior community. Please see the enclosed application materials rezoning justification statement for further details.

On Thursday, October 30, 2014, the applicant's representatives held a neighborhood meeting in the Activity Room at the Columbine Commons Assisted Living Center. There were approximately 20-30 neighbors in attendance. The neighbors were not concerned with the type of product that is being proposed; the biggest concerns raised involved drainage and erosion control. Please see the enclosed neighborhood meeting notes. On January 7, 2015, the Planning Commission held a public hearing prior to providing the Town Board with a recommendation. The applicant's representative was present to answer any questions from the Planning Commission and public. No public were present and the Commission did not have any questions.

Conformance with Comprehensive Plan: The application is consistent with the following Overall Land Use goal and policy of the Comprehensive Plan:

Goal: Promote the development of Windsor in an orderly manner that will provide a well-balanced land use pattern which will provide for the efficient and effective ongoing extension of public services and facilities.

Policy: Infill development of all types of land uses should be encouraged, to ensure more efficient use of infrastructure, strengthen existing neighborhood connections, preserve the economic viability of the Town Center, and meet all Town Development Standards.

Notification: The following notifications were completed in accordance with the Municipal Code:

A neighborhood meeting was held on Thursday, October 30, 2014 at 6:00 PM in the Activity Room at the Columbine Commons Assisted Living Center. Notifications for this meeting were as follows:

- October 13, 2014 – affidavit of mailing to property owners within 300 feet
- October 10, 2014 – legal ad published in the paper

Public Hearing notifications for Planning Commission and Town Board public hearings were as follows:

- December 16, 2014 - property posted with a notification sign
- December 19, 2014 - legal notice posted on the Town of Windsor website
- December 19, 2014 - legal ad published in the Tribune
- December 23, 2014 - affidavit of letters mailed to the adjacent property owners

Recommendation: At their January 7, 2015 regular meeting, the Planning Commission forwarded a recommendation of approval of Ordinance No. 2015-1491 to the Town Board, and staff concurs with this recommendation.

Enclosures: Ordinance No. 2015-1491
application materials
rezoning plat
neighborhood meeting notes from October 30, 2014
powerpoint

pc: 14th Street Real Estate LLC, applicant
Cathy Mathis, TB Group, applicant's representative

TOWN OF WINDSOR

ORDINANCE NO. 2015-1491

AN ORDINANCE PURSUANT TO CHAPTER 16, ARTICLE V OF THE *WINDSOR MUNICIPAL CODE* APPROVING THE RE-ZONING OF TRACT A AND LOT 4 OF THE WESTWOOD VILLAGE SUBDIVISION, FOURTH FILING, IN THE TOWN OF WINDSOR, COLORADO

WHEREAS, the Town of Windsor is a home rule municipality with all powers conferred under Colorado law; and

WHEREAS, the Town has in place a comprehensive system of land use regulations, the purpose of which is to promote the public health, safety and welfare; and

WHEREAS, the Town has adopted the zoning regulations set forth in Chapter 16 of the *Windsor Municipal Code* ("Zoning Code"), under which parcels of land are identified and classified for regulatory purposes; and

WHEREAS, Tract A and Lot 4 of the Westwood Village Subdivision, Fourth Filing ("Property"), are presently zoned "General Commercial GC", pursuant to the regulations found in Article XIX of the Zoning Code; and

WHEREAS, the owner of the Property, 14th Street Real Estate, LLC, has filed a Petition ("Petition") requesting re-zoning of the Property from its current General Commercial GC designation to a "Residential Mixed Use RMU" designation; and

WHEREAS, in accordance with the requirements for re-zoning found in Article V of the Zoning Code, the Petition has been reviewed by staff and referred to the Planning Commission for review and recommendation following a public hearing; and

WHEREAS, the Planning Commission has recommended that the Town Board approve the re-zoning request, subject to certain conditions; and

WHEREAS, pursuant to the requirements for re-zoning found in Article V of the Zoning Code, the Town Board has convened a public hearing and heard relevant evidence with respect to the merits of the Petition; and

WHEREAS, based upon the evidence presented at the public hearing, the Town Board concludes that the Petition should be granted, and the Property re-zoned as requested.

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

1. Tract A and Lot 4 of the Westwood Village Subdivision, Fourth Filing ("Property") is and shall henceforth be re-zoned from General Commercial GC to Residential Mixed Use RMU.

2. In addition to all other applicable regulations, the use of the Property shall be subject to the regulations found in Chapter 16, Article XXIV of the *Windsor Municipal Code*.

3. Pursuant to *Windsor Municipal Code* § 16-5-20 (3), within ten (10) days of the effective date of this Ordinance, 14th Street Real Estate, LLC, shall submit to the Planning Department a certified copy of a compact disc (CD) containing all drawings that have been approved by the Town, plus two (2) translucent original Mylars of final rezoning maps to be recorded in the office of the Weld County Clerk and Recorder.

Introduced, passed upon a vote of ____ in favor and ____ opposed on first reading and ordered published this 12th day of January, 2015.

TOWN OF WINDSOR, COLORADO

_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

Passed on second reading upon a vote of ____ in favor and ____ opposed, and ordered published this 26th day of January, 2015.

TOWN OF WINDSOR, COLORADO

_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

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
- [x] 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*: WESTWOOD VILLAGE REZONE

LEGAL DESCRIPTION*: TRACT B WESTWOOD VILLAGE, LOCATED IN THE W. 1/2 OF THE NW 1/4 OF SECTION 20, T6N, R67W OF THE 6TH P.M., TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO

PROPERTY ADDRESS (if available): 325 14TH STREET

PROPERTY OWNER (APPLICANT):

Owner's Name(s)*: 14th Street Real Estate LLC
Company:
Address*: 947 Worthington Circle, Fort Collins CO 80526
Primary Phone #*: 970.482.0198 Secondary Phone #:
Fax #*: 970.482.9148 E-Mail*: theodavis1@yahoo.com

OWNER'S AUTHORIZED REPRESENTATIVE:

Representative's Name: Cathy Mathis
Company: TB Group
Address: 444 Mountain Avenue, Berthoud CO 80513
Primary Phone #: 970-532.5891 Secondary Phone #:
Fax #: 970.532.5759 E-Mail: cathy@tbgroup.us

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** 8-26-14 Date
**Proof of owner's authorization is required with submittal if signed by Owner's Authorized Representative.

J Robert Wilson
Print Name(s)

*Required fields

Westwood Village Duplexes Rezone
Justification Narrative

14th Street Real Estate LLC is proposing to rezone 8.281 acres also known as Lot 4, Westwood Village 4th Filing. The property for the intended rezoning is currently classified as GC – General Commercial. We are proposing to rezone the property to RMU-Residential Mixed Use.

The intent is to develop 36 residential living units in 17 buildings with the objective of creating a synergy with the recently-opened Columbine Commons and to create a campus for an aging-in place senior community.

The duplex and triplex homes will be targeted towards 55-65 year olds, with full services available such as nurse calls and home health care services provided by Columbine Health Care Systems. In addition, the units will be owned and maintained by Columbine. The units will consist of 1 and 2 bedrooms with attached 1 and 2 car garages. 23 guest parking spaces will be available. A central park / gathering area will be accessed by walkable pathways throughout the development.

The proposed zoning and residential development will integrate well with the existing residential subdivision to the south and the existing Vineyard Church to the west.

Although there may be some concern regarding the loss of commercially-zoned land, we feel that the rezoning from GC to RMU is appropriate for the following reasons:

- It provides for a high quality residential development in an underutilized partially-constructed office park which allows for more flexibility in land planning which will result in more creative design
- It provides an appropriate transition in land use from Main Street to the single family homes to the south
- It encourages diversity in land development and allows for more variety in housing opportunities
- It serves a growing population by providing much-needed housing for older adults
- It has no negative impacts on public infrastructure
- The architecture of the homes will be compatible with the surrounding developments and will be consistent with the Town's Commercial Corridor Plan.

We feel the proposed rezoning designations are in the best interests of the property and the Town of Windsor.

REZONING PETITION

(I, We) the undersigned, being the owners of the property described as:

A parcel of land being Tract A and Lot 4 of the Westwood Village, Fourth Filing and the portions Westwood Drive and 14th Street adjoining to said Tract A and Lot 4, all being situate in the Northwest Quarter of Section Twenty (20), Township Six North (T.6N.), Range Sixty-seven West (R.67W.), Sixth Principal Meridian (6th P.M.), Town of Windsor, County of Weld, State of Colorado, more particularly described as follows:

BEGINNING at the Northeast corner of said Lot 4 and assuming the East line of said Lot 4 as bearing South 00°12'49" East a distance of 605.42 feet with all other bearings contained herein relative thereto:

THENCE South 00°12'49" East along the East line of said Westwood Village, Fourth Filing a distance of 739.38 feet to the centerline of Westwood Drive;

The next Five (5) courses are along the centerlines of Westwood Drive and 14th Street:

THENCE South 89°47'11" West a distance of 328.94 feet to a Point of Curvature;

THENCE along the arc of a curve concave to the Northeast a distance of 26.39 feet, said curve has a Radius of 250.00 feet, a Delta of 06°02'56" and is subtended by a Chord bearing North 87°11'21" West a distance of 26.38 feet to a Point of Tangency;

THENCE North 84°09'53" West a distance of 208.30 feet to the intersection of Westwood Drive and 14th Street;

THENCE North 00°16'46" West a distance of 265.94 feet to a Point of Curvature;

THENCE along the arc of a curve concave to the Southwest a distance of 198.42 feet, said curve has a Radius of 500.00 feet, a Delta of 22°44'15" and is subtended by a Chord bearing North 11°38'53" West a distance of 197.12 feet to the intersection with the Southwesterly prolongation of the Northwesterly line of said Lot 4;

The next Six (6) courses are along the Northerly lines of said Lot 4:

THENCE North 65°45'43" East a distance of 270.71 feet to a Point of Curvature;

THENCE along the arc of a curve concave to the Northwest a distance of 42.61 feet, said curve has a Radius of 150.00 feet, a Delta of 16°16'29" and is subtended by a Chord bearing North 57°37'28" East a distance of 42.46 feet to a Point of Tangency;

THENCE North 49°29'14" East a distance of 77.47 feet to a Point of Curvature;

THENCE along the arc of a curve concave to the Southeast a distance of 93.50 feet, said curve has a radius of 200.00 feet, a Delta of 26°47'12" and is subtended by a Chord bearing North 62°52'50" East a distance of 92.65 feet to the end point of said curve;

THENCE North 00°12'49" West a distance of 25.96 feet;

THENCE North 87°49'10" East a distance of 177.00 feet to the **POINT OF BEGINNING**;

TOTAL REZONED AREA is 8.281 acres, more or less (±).

containing 8.281 acres more or less, hereby request a change in zoning from GC to RMU and do hereby pay the required fee.

Date	Owner's Signature	Mailing Address
9/5/14		947 Worthington Cir
		Fort Collins, CO 80526

WESTWOOD VILLAGE SUBDIVISION, FOURTH FILING REZONING

Tract A and Lot 4 of the Westwood Village, Fourth Filing And A Portion Of Westwood Drive And 14th Street, Town Of Windsor, County Of Weld, State Of Colorado

(For Recording Purposes: Part of The Northwest Quarter of Section 20, Township 6 North, Range 67 West of The 6th P.M.)

DESCRIPTION

A plat of a parcel of land in the TOWN OF WINDSOR, County of Weld, Colorado, located in the Northwest Quarter of Section Twenty (20), Township Six North (T.6N.), Range Sixty-seven West (R.67W.), Sixth Principal Meridian (6th P.M.) and more particularly described as follows:

A parcel of land being Tract A and Lot 4 of the Westwood Village, Fourth Filing and the portions Westwood Drive and 14th Street adjoining to said Tract A and Lot 4, more particularly described as follows:

BEGINNING at the Northeast corner of said Lot 4 and assuming the East line of said Lot 4 as bearing South 00°12'49" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2007, a distance of 605.42 feet with all other bearings contained herein relative thereto:

THENCE South 00°12'49" East along the East line of said Westwood Village, Fourth Filing a distance of 739.38 feet to the centerline of Westwood Drive;
The next Five (5) courses are along the centerlines of Westwood Drive and 14th Street:
THENCE South 89°47'11" West a distance of 328.94 feet to a Point of Curvature;
THENCE along the arc of a curve concave to the Northeast a distance of 26.39 feet, said curve has a Radius of 250.00 feet, a Delta of 06°02'56" and is subtended by a Chord bearing North 87°11'21" West a distance of 26.38 feet to a Point of Tangency;
THENCE North 84°09'53" West a distance of 208.30 feet to the intersection of Westwood Drive and 14th Street;
THENCE North 00°16'46" West a distance of 265.94 feet to a Point of Curvature;
THENCE along the arc of a curve concave to the Southwest a distance of 198.42 feet, said curve has a Radius of 500.00 feet, a Delta of 22°44'15" and is subtended by a Chord bearing North 11°38'53" West a distance of 197.12 feet to the intersection with the Southwesterly prolongation of the Northwesterly line of said Lot 4;
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THENCE along the arc of a curve concave to the Northwest a distance of 42.61 feet, said curve has a Radius of 150.00 feet, a Delta of 16°16'29" and is subtended by a Chord bearing North 57°37'28" East a distance of 42.46 feet to a Point of Tangency;
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THENCE North 00°12'49" West a distance of 25.96 feet;
THENCE North 87°49'10" East a distance of 177.00 feet to the POINT OF BEGINNING;

TOTAL REZONED AREA is 8.281 acres, more or less (±).

ACKNOWLEDGEMENT OF OWNERSHIP INTEREST

Know all men by these presents that the undersigned, being all the owners, lienholders, and holders of any ownership interest as defined by the Town of Windsor, of the land described hereon, have caused such land to be rezoned as indicated on this plat. The within rezoning plat is submitted in accordance with the Windsor Municipal Code. It is hereby acknowledged that all construction, use and development of this property will be in strict accordance with this rezoning plat. It is further acknowledged that deviation from this rezoning plat without the express written consent of the Town of Windsor may result in revocation of the Town's approval of the rezoning plat, denial of building permits, refusal to issue certificates of occupancy, injunctive relief prohibiting use of the property and other remedies available to the Town under the Windsor Municipal Code and other applicable laws of the State of Colorado. Know all men by these presents that the undersigned have caused said land to be laid out and rezoned under the name of WESTWOOD VILLAGE SUBDIVISION, FOURTH FILING REZONING.

In witness whereof, we have hereunto set our hands and seals this the _____ day of _____, 2014.

OWNER: Touchstone Business Center Association

By: _____ As: _____

NOTARIAL CERTIFICATE

STATE OF _____)
ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____,

this _____ day of _____, 20 _____.

My commission expires _____ (SEAL)

_____
Notary Public

OWNER: 14 Street Real Estate LLC

By: _____ As: _____

NOTARIAL CERTIFICATE

STATE OF _____)
ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____,

this _____ day of _____, 20 _____.

My commission expires _____ (SEAL)

_____
Notary Public

SURVEYOR'S CERTIFICATE

I certify that this plat accurately represents the results of a survey made by me or under my direct supervision.

PRELIMINARY

Steven A. Lund – on behalf of King Surveyors
Colorado Registered Professional
Land Surveyor #34995

TITLE COMMITMENT NOTE

At the request of our client, recorded rights-of-way and easements were not researched and only those easements that were discovered during research to determine the property boundary are shown hereon. (38-51-106 C.R.S. 1994)

ENGINEERING DEPARTMENT APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Director of Engineering

PLANNING COMMISSION APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Chairman,
Windsor Planning Commision

PLANNING DEPARTMENT APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Director of Planning

TOWN MANAGER'S APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Town Manager

NOTICE OF OTHER DOCUMENTS

All persons take notice that certain documents have been executed pertaining to this development, which create certain rights and obligations of the development, the developer and/or subsequent owners of all or portions of the development site, many of which obligations constitute promises and covenants that run with the land. These documents are of record and are on file with the director of planning of the Town of Windsor and should be closely examined by all persons interested in purchasing any portion of the development site.

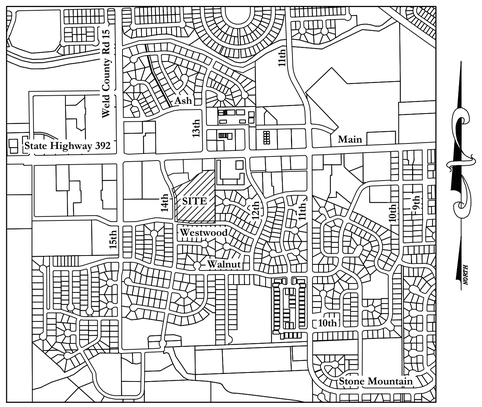
BASIS OF BEARINGS AND LINEAL UNIT DEFINITION

Assuming the East line of said Lot 4 as bearing South 00°12'49" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2007, a distance of 605.42 feet with all other bearings contained herein relative thereto.

The lineal dimensions as contained herein are based upon the "U.S. Survey Foot."

NOTICE

According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon. (13-80-105 C.R.S. 2012)



VICINITY MAP
SCALE: 1"=1000'

MAYOR'S CERTIFICATE

This is to certify that a rezoning map of the property described herein was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the _____ day of _____, 20 _____ A.D. and that the Mayor of the Town of Windsor, as authorized by said ordinance, hereby acknowledges and adopts the said rezoning map upon which this certificate is endorsed for all purposes indicated thereon.

_____
Mayor

ATTEST: _____
Town Clerk

LEGEND

- EASEMENT LINE
- BUILDING ENVELOPE
- RIGHT-OF-WAY LINE
- PROPERTY LINE
- DE DRAINAGE EASEMENT
- WE WATERLINE EASEMENT
- U&DE UTILITY AND DRAINAGE EASEMENT
- U&WE UTILITY AND WATERLINE EASEMENT
- W&SSE WATERLINE AND SANITARY SEWER EASEMENT
- NPW&UE NON-POTABLE WATERLINE AND UTILITY EASEMENT
- FOUND MONUMENT AS DESCRIBED
- SET 24" OF #4 REBAR WITH A RED PLASTIC CAP STAMPED KSI, LS 34995
- CALCULATED POSITION

NORTH

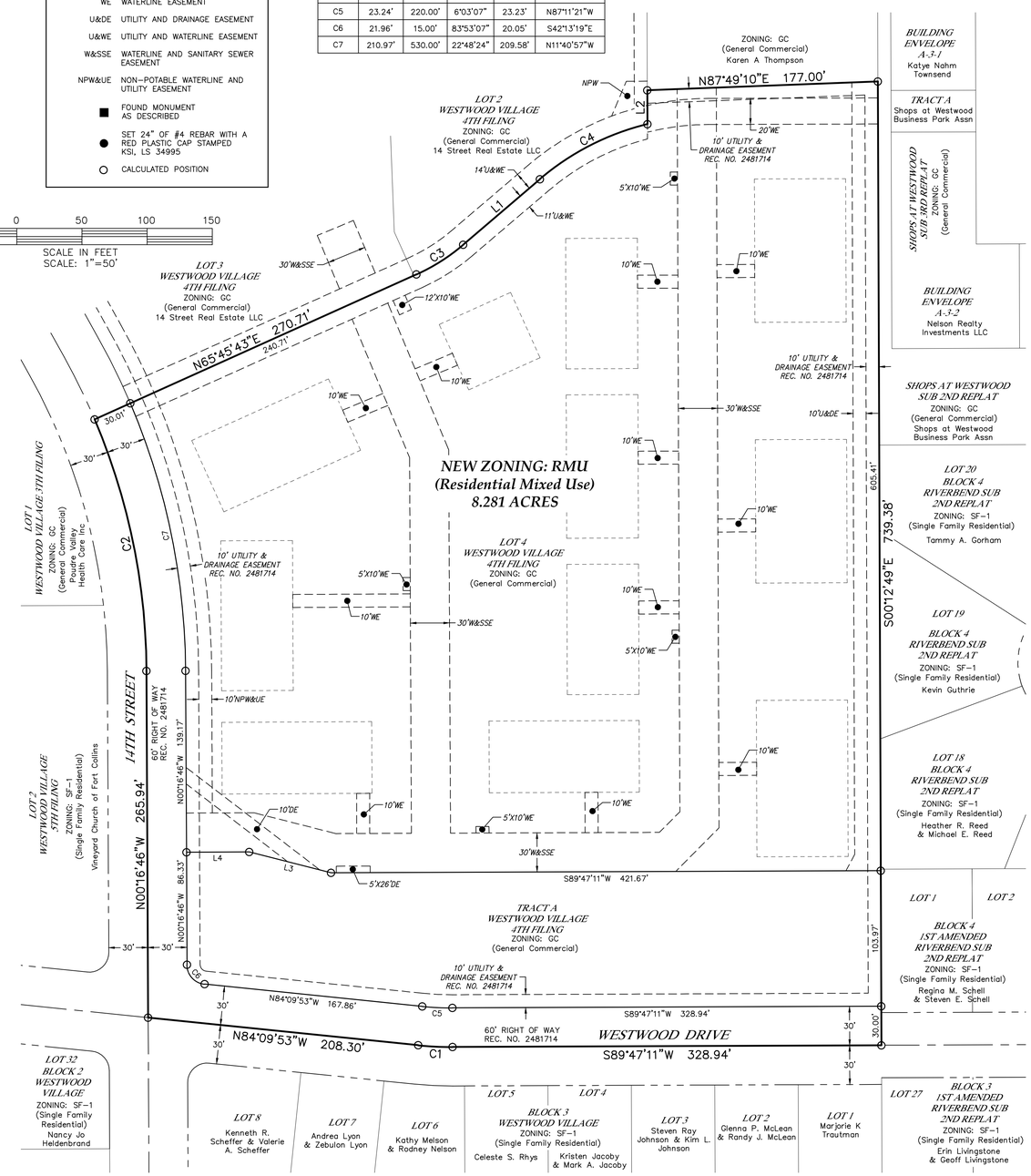
50 25 0 50 100 150
SCALE IN FEET
SCALE: 1"=50'

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD	CH BEARING
C1	26.39'	250.00'	6°02'56"	26.38'	N87°11'21"W
C2	198.42'	500.00'	22°44'15"	197.12'	N11°38'53"W
C3	42.61'	150.00'	16°16'29"	42.46'	N57°37'28"E
C4	93.50'	200.00'	26°47'12"	92.65'	N62°52'50"E
C5	23.24'	220.00'	6°03'07"	23.23'	N87°11'21"W
C6	21.96'	15.00'	83°53'07"	20.05'	S42°13'19"E
C7	210.97'	530.00'	22°48'24"	209.58'	N11°40'57"W

LINE TABLE

LINE	BEARING	LENGTH
L1	N49°29'14"E	77.47'
L2	N00°12'49"W	25.96'
L3	N75°45'17"W	64.76'
L4	S89°47'11"W	48.19'



DATE: 8/29/2014
FILE NAME: 2014528REZ
SCALE: 1"=50'
DRAWN BY: CSK
CHECKED BY: SAL

KING SURVEYORS
650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | fax: (970) 686-5821

REVISIONS: DATE:

WESTWOOD VILLAGE SUBDIVISION, FOURTH FILING REZONING
FOR
INTERWEST CONSULTING GROUP
P.O. BOX 18330, BOULDER, CO 80308

PROJECT #: 2014528

1

SHEET 1 OF 1

R:\2014528\DWG\2014528REZ.dwg, 11/4/2014 5:27:50 PM

What: Westwood Village Subdivision 4th Filing – Rezone Neighborhood Meeting
When: October 30, 2014 @ 6:00 PM
Where: Columbine Commons Assisted Living Center's – Activity Room

Neighborhood Meeting Notes:

Q. What methods of erosion control are to be used during construction?
A. The Town requires a dust abatement plan to ensure construction dust is controlled

Q. What will be the building heights?
A. One story for the area being rezoned, up to two stories along Main Street

Q. Are there specific income levels or restrictions for the proposal?
A. No

Q. Will these be rented or purchased?
A. These will be rented out and maintained by Columbine Commons

Q. What will be the age of the residents renting these units?
A. 65+

Q. Will there be an application process? And with whom?
A. Yes. Columbine Commons Assisted Living

Q. How is drainage handled on this site since this will be adding much more pervious surface to the site? Currently the existing pond fills up and overflows during heavy rains.
A. The detention/retention pond on the south of the site was built to accommodate runoff from the site. Further engineering will be done during subdivision and site planning.

Q. Will there be a buffer preserved between the existing commercial uses on the east and the residential units?
A. Yes, a landscaped buffer will be proposed.

REZONING PETITION
WESTWOOD VILLAGE SUBDIVISION
4TH FILING, TRACT A & LOT 4

Josh Olhava, Associate Planner
January 12, 2015

Town Board

Item C.6.C.7

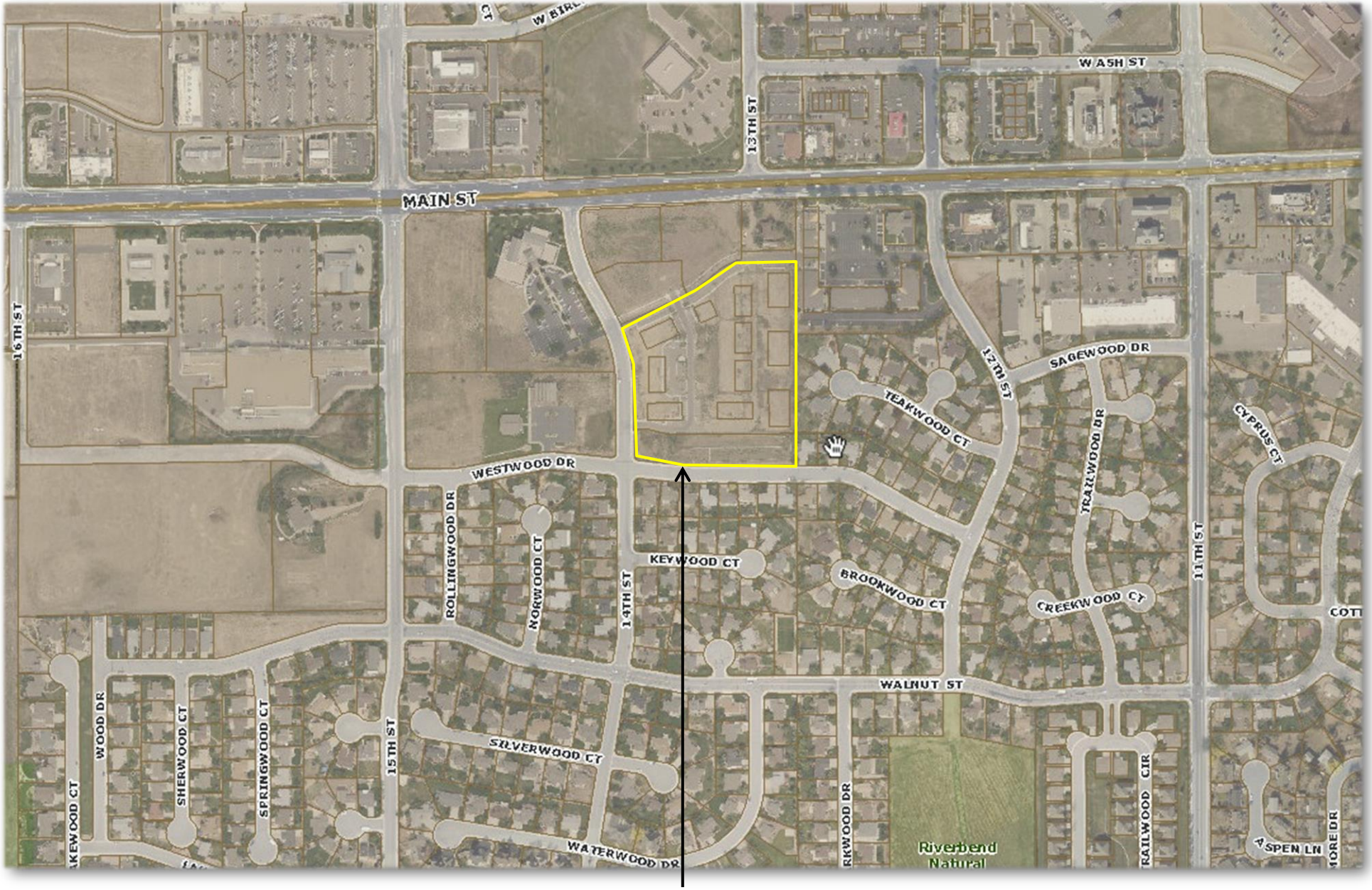
REZONING PETITION

Article V of Chapter 16 of the Municipal Code outlines the Amendment procedures to established zoning districts:

Sec. 16-5-20. Rezoning Applications

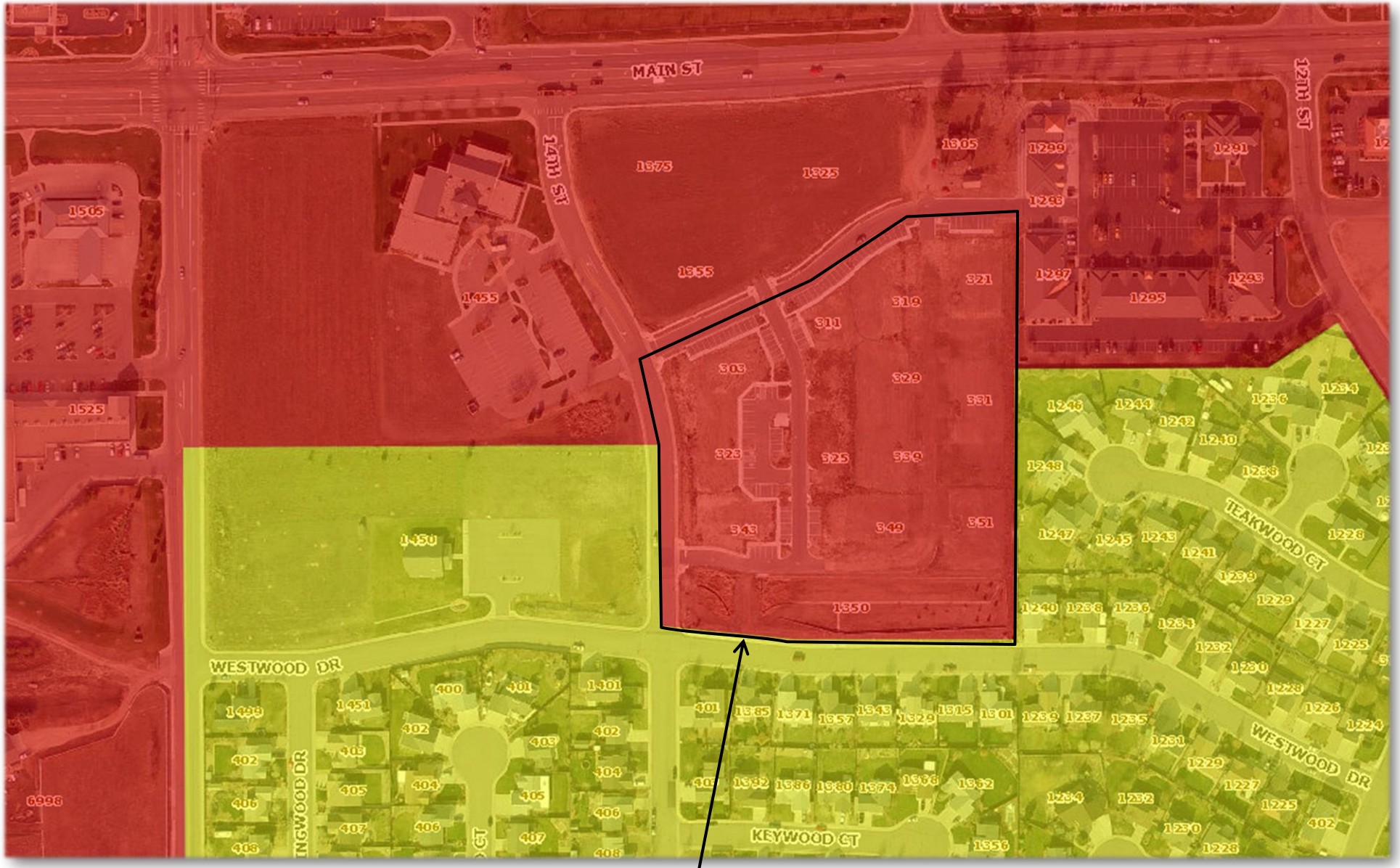
The purpose of this Section is to provide a procedure for changing the existing zone classification of a parcel of land within the Town.

SITE VICINITY MAP



Site Location

SITE PROXIMITY ZONING MAP



Site Location – Currently Zoned General Commercial (GC)
Proposed for Residential Mixed Use (RMU)

REZONING PLAT

WESTWOOD VILLAGE SUBDIVISION, FOURTH FILING REZONING

Tract A and Lot 4 of the Westwood Village, Fourth Filing And A Portion Of Westwood Drive And 14th Street, Town Of Windsor, County Of Weld, State Of Colorado

(For Recording Purposes: Part of The Northwest Quarter of Section 20, Township 6 North, Range 67 West of The 6th P.M.)

DESCRIPTION

A plat of a parcel of land in the TOWN OF WINDSOR, County of Weld, Colorado, located in the Northwest Quarter of Section Twenty (20), Township Six North (T.6N.), Range Sixty-seven West (R.67W.), Sixth Principal Meridian (6th P.M.) and more particularly described as follows:

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THENCE North 65°45'43" East a distance of 270.71 feet to a Point of Curvature;
THENCE along the arc of a curve concave to the Northwest a distance of 42.61 feet, said curve has a Radius of 150.00 feet, a Delta of 16°16'29" and is subtended by a Chord bearing North 57°37'28" East a distance of 42.46 feet to a Point of Tangency;
THENCE North 49°29'14" East a distance of 77.47 feet to a Point of Curvature;
THENCE along the arc of a curve concave to the Southeast a distance of 93.50 feet, said curve has a radius of 200.00 feet, a Delta of 26°47'12" and is subtended by a Chord bearing North 62°52'50" East a distance of 92.65 feet to the end point of said curve;
THENCE North 00°12'49" West a distance of 25.96 feet;
THENCE North 87°49'10" East a distance of 177.00 feet to the POINT OF BEGINNING;

TOTAL REZONED AREA is 8.281 acres, more or less (±).

ACKNOWLEDGEMENT OF OWNERSHIP INTEREST

Know all men by these presents that the undersigned, being all the owners, lienholders, and holders of any ownership interest as defined by the Town of Windsor, of the land described hereon, have caused such land to be rezoned as indicated on this plat. The within rezoning plat is submitted in accordance with the Windsor Municipal Code. It is hereby acknowledged that all construction, use and development of this property will be in strict accordance with this rezoning plat. It is further acknowledged that deviation from this rezoning plat without the express written consent of the Town of Windsor may result in revocation of the Town's approval of the rezoning plat, denial of building permits, refusal to issue certificates of occupancy, injunctive relief prohibiting use of the property and other remedies available to the Town under the Windsor Municipal Code and other applicable laws of the State of Colorado. Know all men by these presents that the undersigned have caused said land to be laid out and rezoned under the name of WESTWOOD VILLAGE SUBDIVISION, FOURTH FILING REZONING.

In witness whereof, we have hereunto set our hands and seals this the _____ day of _____, 2014.

OWNER: Touchstone Business Center Association

By: _____ As: _____

NOTARIAL CERTIFICATE

STATE OF _____)
ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____

this _____ day of _____, 20_____

My commission expires _____ (SEAL)

Notary Public

OWNER: 14 Street Real Estate LLC

By: _____ As: _____

NOTARIAL CERTIFICATE

STATE OF _____)
ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____

this _____ day of _____, 20_____

My commission expires _____ (SEAL)

Notary Public

SURVEYOR'S CERTIFICATE

I certify that this plat accurately represents the results of a survey made by me or under my direct supervision.

PRELIMINARY

Steven A. Lund – on behalf of King Surveyors
Colorado Registered Professional
Land Surveyor #34995

TITLE COMMITMENT NOTE

At the request of our client, recorded rights-of-way and easements were not researched and only those easements that were discovered during research to determine the property boundary are shown hereon. (38-51-106 C.R.S. 1994)

ENGINEERING DEPARTMENT APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Director of Engineering

PLANNING COMMISSION APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Chairman,
Windsor Planning Commission

PLANNING DEPARTMENT APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Director of Planning

TOWN MANAGER'S APPROVAL

Approved this the_____ day of _____, 20_____.

_____
Town Manager

NOTICE OF OTHER DOCUMENTS

All persons take notice that certain documents have been executed pertaining to this development, which create certain rights and obligations of the development, the developer and/or subsequent owners of all or portions of the development site, many of which obligations constitute promises and covenants that run with the land. These documents are of record and are on file with the director of planning of the Town of Windsor and should be closely examined by all persons interested in purchasing any portion of the development site.

BASIS OF BEARINGS AND LINEAL UNIT DEFINITION

Assuming the East line of said Lot 4 as bearing South 00°12'49" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2007, a distance of 605.42 feet with all other bearings contained herein relative thereto.

The lineal dimensions as contained herein are based upon the "U.S. Survey Foot."

NOTICE

According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon. (13-80-105 C.R.S. 2012)

VICINITY MAP
SCALE: 1"=1000'

MAYOR'S CERTIFICATE

This is to certify that a rezoning map of the property described herein was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the _____ day of _____, 20_____, A.D. and that the Mayor of the Town of Windsor, as authorized by said ordinance, hereby acknowledges and adopts the said rezoning map upon which this certificate is endorsed for all purposes indicated thereon.

_____ ATTEST: _____
Mayor Town Clerk

LEGEND

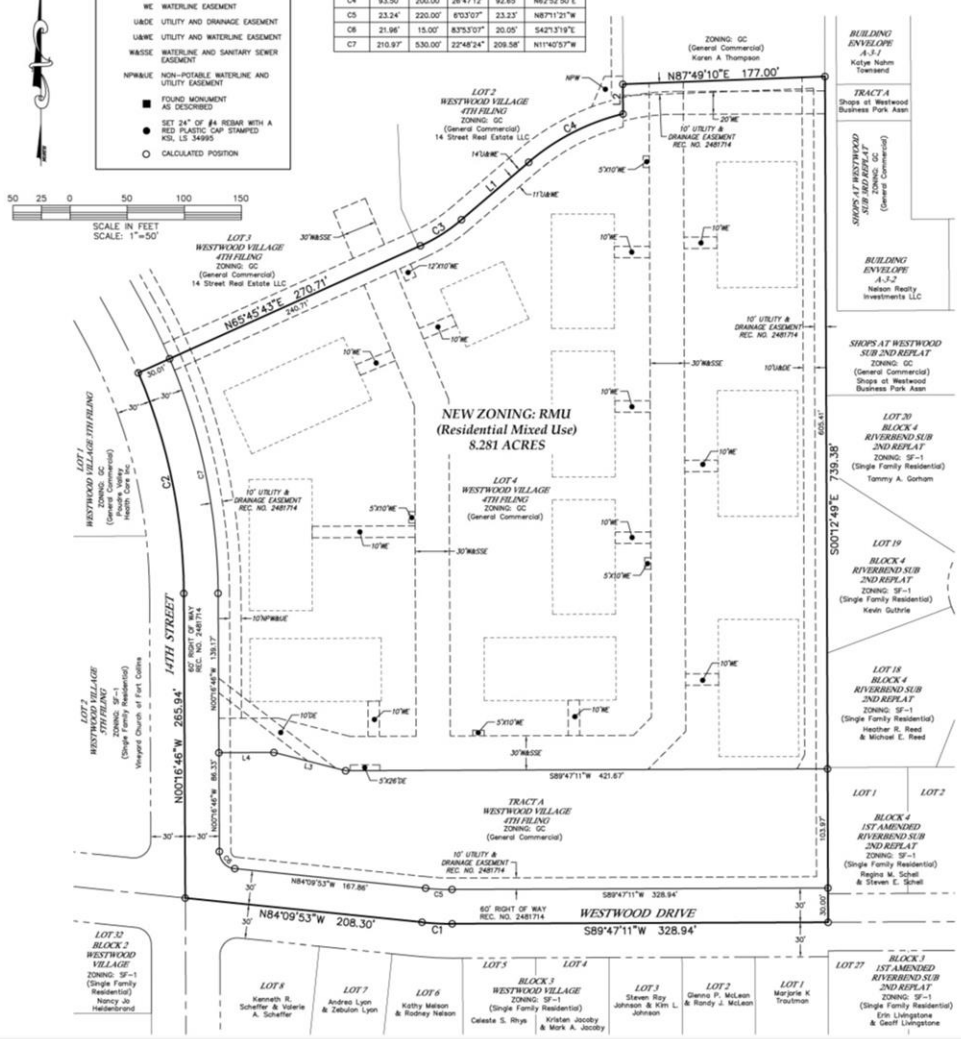
- EASEMENT LINE
- BUILDING ENVELOPE
- RIGHT-OF-WAY LINE
- PROPERTY LINE
- DE DRAINAGE EASEMENT
- WE WATERLINE EASEMENT
- U&DE UTILITY AND DRAINAGE EASEMENT
- U&WE UTILITY AND WATERLINE EASEMENT
- W&SSE WATERLINE AND SANITARY SEWER EASEMENT
- NPW&UE NON-POTABLE WATERLINE AND UTILITY EASEMENT
- FOUND MONUMENT AS DESCRIBED
- SET 24" OF #4 REBAR WITH A RED PLASTIC CAP STAMPED KSI, LS 34995
- CALCULATED POSITION

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD	CH BEARING
C1	26.39'	250.00'	6°02'56"	26.38'	N87°11'21"W
C2	198.42'	500.00'	22°44'15"	197.12'	N11°38'53"W
C3	42.61'	150.00'	16°16'29"	42.46'	N57°37'28"E
C4	93.50'	200.00'	26°47'12"	92.65'	N62°52'50"E
C5	23.24'	220.00'	6°03'07"	23.23'	N87°11'21"W
C6	21.96'	15.00'	83°53'07"	20.05'	S42°13'19"E
C7	210.97'	530.00'	22°48'24"	209.58'	N11°40'57"W

LINE TABLE

LINE	BEARING	LENGTH
L1	N49°29'14"E	77.47'
L2	N00°12'49"W	25.96'
L3	N75°45'17"W	64.76'
L4	S89°47'11"W	48.19'



DATE: 8/29/2014
FILE NAME: 2014528REZ
SCALE: 1"=50'
DRAWN BY: CSK
CHECKED BY: SAL

KING SURVEYORS
650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | fax: (970) 686-5821

REVISIONS: DATE:

WESTWOOD VILLAGE SUBDIVISION, FOURTH FILING REZONING
OWNER:
INTERWEST CONSULTING GROUP
P.O. BOX 18330, BOULDER, CO 80308

PROJECT #: 2014528

1

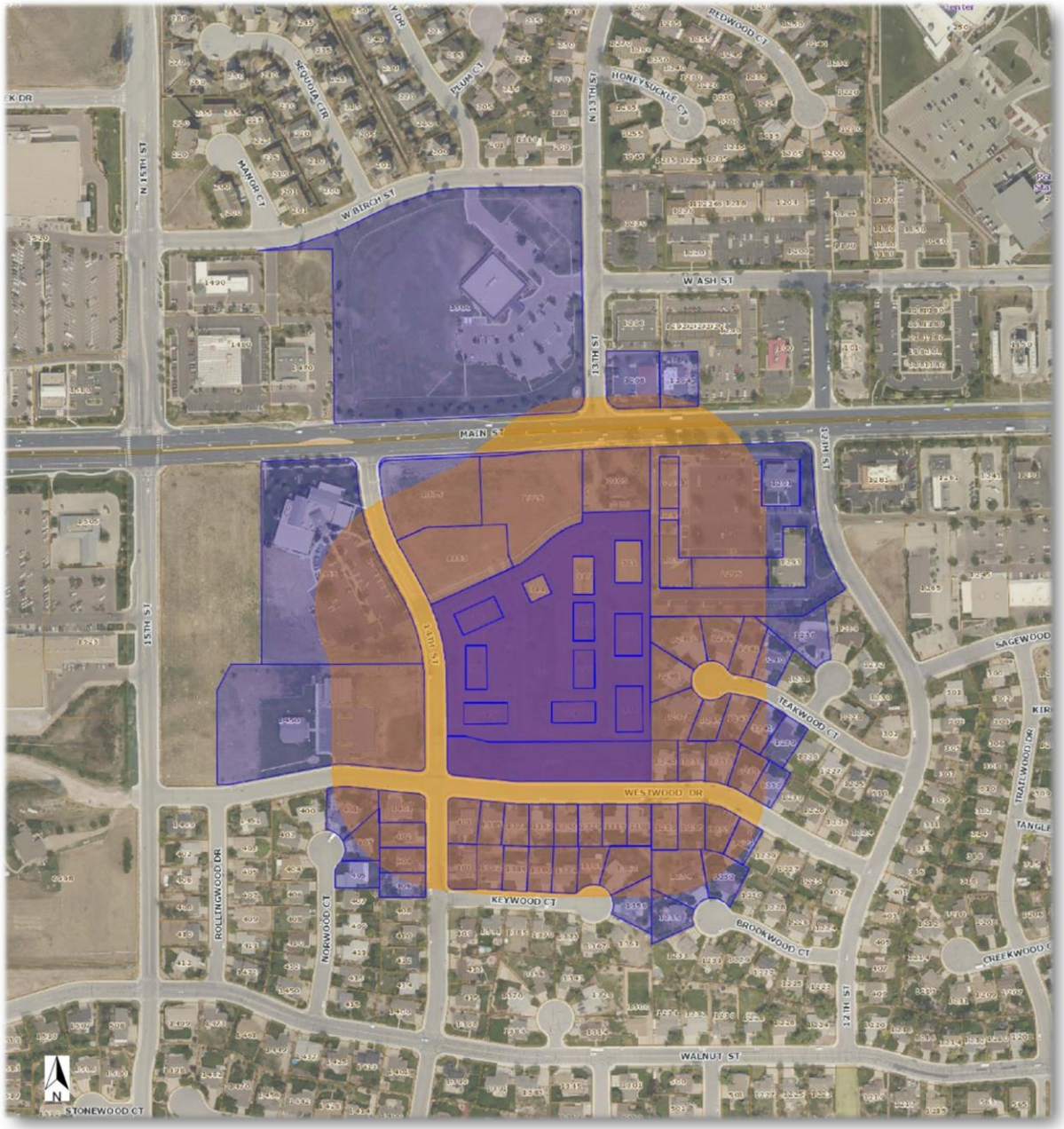
SHEET 1 OF 1

NOTIFICATION AREA

Notification:

Public Hearing notifications for this meeting were as follows:

- December 16, 2014 - property posted with a notification sign
- December 19, 2014 - legal notice posted on the Town of Windsor website
- December 19, 2014 - legal ad published in the Tribune
- December 23, 2014 - affidavit of letters mailed to the adjacent property owners



RECOMMENDATION

At their January 7, 2015 regular meeting, the Planning Commission forwarded a recommendation of approval of Ordinance No. 2015-1491 to the Town Board, and staff concurs with this recommendation.

REZONING PETITION

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- All testimony presented during the Public Hearing
- Recommendation

TOWN OF WINDSOR
COLORADO

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Josh Olhava, Associate Planner
Subject: Site Plan Presentation – Highland Meadows Golf Course Eighth Filing, Lot 6 – Fitness and Tennis Center – Jon Turner, applicant; Dennis Fulgenzi, applicant's representative
Location: 6516 Crooked Stick Drive
Item #: C.8

Background:

The applicant, Mr. Jon Turner, represented by Mr. Dennis Fulgenzi and Ms. Cathy Mathis is proposing a new building in the Residential Mixed Use (RMU) zoning district in the Highland Meadows Golf Course Subdivision, Eighth Filing, located at 6516 Crooked Stick Drive. The new building is being planned as a fitness and tennis center.

Site characteristics include:

- approximately 39,000 square foot building;
    - Includes indoor tennis courts and fitness equipment
- 5 lighted outdoor tennis courts;
- 2 non-lighted outdoor tennis courts; and
- 88 off street parking spaces, including accessible parking space(s).

On November 5, 2014, the Planning Commission granted a waiver of the Commercial Corridor Design Guidelines to allow the building to have architectural grade metal panels on the prominent building facades. On November 10, 2014, the Town Board approved Resolution No. 2014-67 allowing the maximum height of the structure to exceed the thirty-five (35) foot height requirement in the RMU zoning district by five (5) feet.

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.*

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
staff PowerPoint

pc: Jon Turner, Colorado 80 Holdings LLC., applicant
Dennis Fulgenzi, Break Point Holdings, 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*: Highland Meadows Fitness and Tennis Site Plan

LEGAL DESCRIPTION*: Lot 6, Highland Meadows Golf Course Subdivision Eighth Filing

PROPERTY ADDRESS (if available):

PROPERTY OWNER (APPLICANT):

Owner's Name(s)*: Colorado 80 Holdings LLC
Company:
Address*: 8020 S.. County Road 5, Suite 200, Windsor CO 80528
Primary Phone #*: 970.204.9393 Secondary Phone #:
Fax #*: E-Mail*: jmwhturner@cox.net

OWNER'S AUTHORIZED REPRESENTATIVE:

Representative's Name: Dennis Fulgenzi
Company: Break Point Holdings, LLC
Address: 954 Durum Court, Windsor CO 80550
Primary Phone #: 970.213.1112 Secondary Phone #:
Fax #: E-Mail: fulgenzid@msn.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.

Jon G. Turner 10/7/14

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

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

Jon Turner

Print Name(s)

*Required fields

Dennis Fulgenzi 10/21/14

Highland Meadows Fitness and Tennis Narrative

This request is for a new tennis and fitness facility to be constructed on Lot 6 of the Highland Meadows Golf Course Subdivision Eighth Filing. The 6.5-acre site is located approximately at the northwest corner of Crooked Stick Drive and Highland Meadows Parkway. The site is zoned RMU, Residential Mixed Use.

The project will contain one 40,658 sq. ft. building which will house a reception area, pro shop, fitness and work out facilities, four indoor tennis courts, offices, a pro shop and locker rooms on the first floor. There will also be a second floor mezzanine containing viewing areas, a lounge, and multi-purpose rooms. In addition, the site will have 5 outdoor courts and a kid's court.

90 spaces are provided in a parking lot located south and east of the building. There is a proposed right-in/right-out from Highland Meadows Parkway and a proposed full-movement access from Crooked Stick Drive.

The building materials on the south facade will consist of 4 feet of stone masonry, 8' of stucco and 6' of architectural grade metal siding. In addition, the building entry is two-story and is enhanced with storefront windows. The east side of the building will be similar, with the same stone, stucco and siding treatment. The north and west sides of the building are proposed to be standard metal building panels. The roof will be metal in a complimentary color.

The building will be 39' tall, which exceeds the 35' allowed in the RMU Zone District. The applicant applied for a Modification of Building Height and seeking approval for the additional 4' of height.

SITE PLAN PRESENTATION
HIGHLAND MEADOWS GOLF COURSE SUBDIVISION EIGHTH FILING, LOT 6

(FITNESS & TENNIS FACILITY)
6516 CROOKED STICK DRIVE

Josh Olhava, Associate Planner
January 12, 2015

Town Board

Item C.8

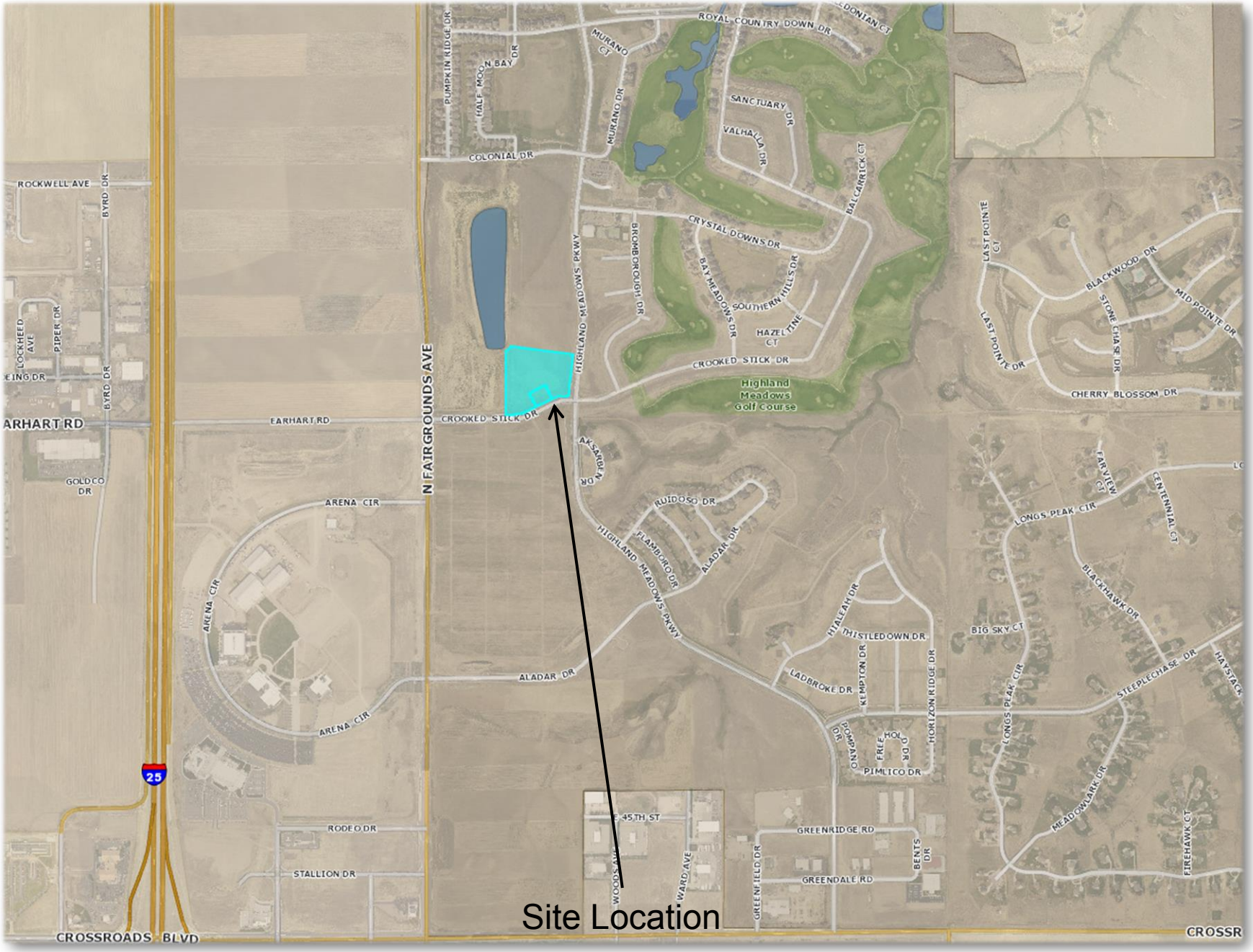
QUALIFIED COMMERCIAL & INDUSTRIAL SITE PLAN

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

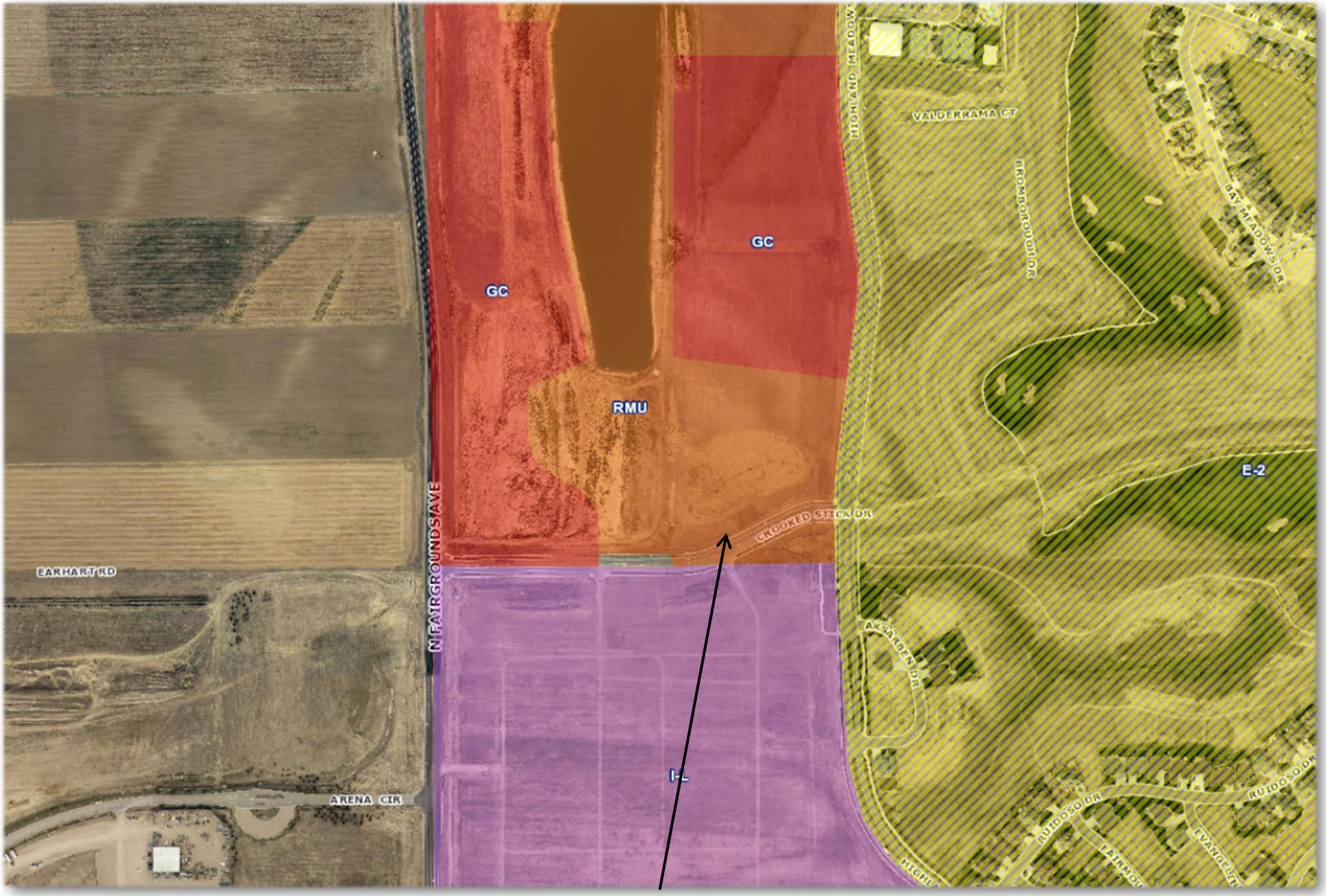
Sec. 17-9-10. Intent and Purpose

"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

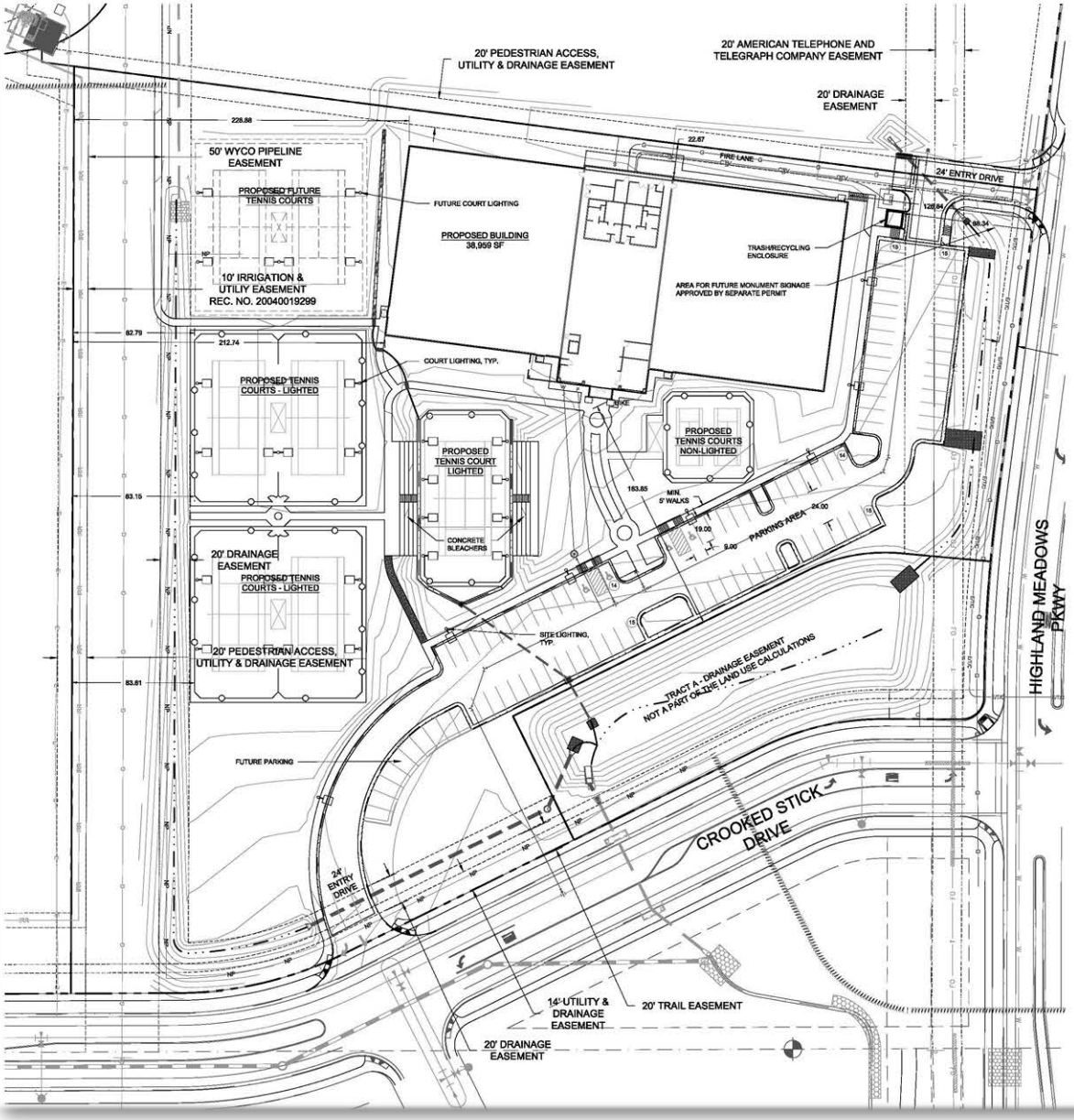


SITE PROXIMITY ZONING MAP



Site Location – Zoned Residential Mixed Use (RMU)

SITE PLAN



Lot 6 Site Plan - Site Analysis:

LAND USE	S.F.	% TOTAL
BUILDINGS	38,959	13.7%
PARKING / DRIVES	32,438	11.4%
DRIVEWAYS	N/A	N/A
PRIVATE DRIVES	N/A	N/A
PUBLIC STREETS	N/A	N/A
SIDEWALKS/PATHWAYS	60,147	21.1%
OPEN SPACE / LANDSCAPE	153,105	53.8%
	284,649 SF	100%

PARKING QUANTITIES

OFF-STREET PARKING 84 STANDARD AND 4 ADA -
TOTAL SPACES 88 TOTAL SPACES

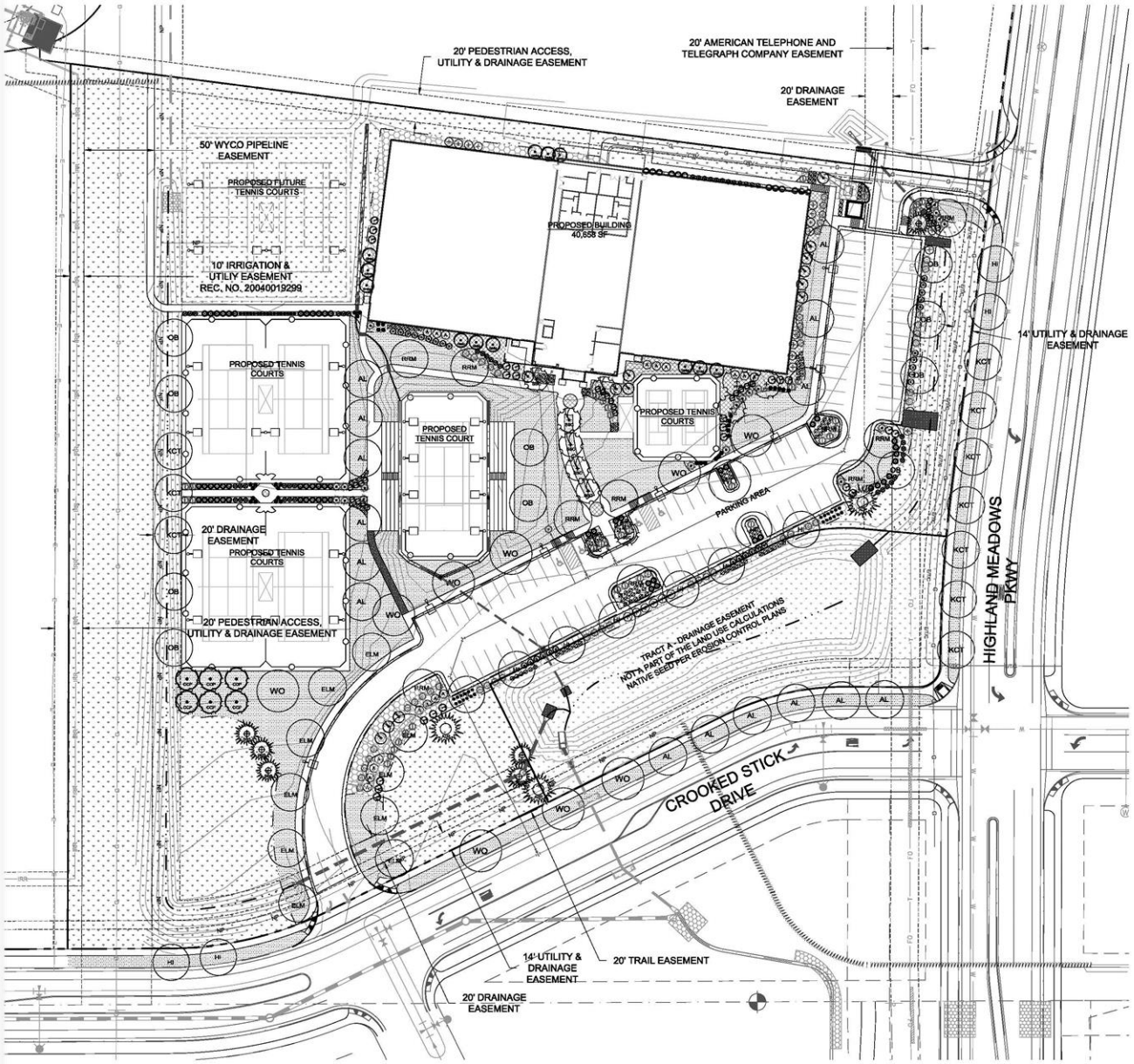
Land-Use Statistics

EXISTING ZONING:	RMU-RESIDENTIAL MIXED USE
GROSS LAND AREA:	284,649 SF 6.5 AC
NUMBER OF BUILDINGS:	1
LAND USE:	COMMERCIAL
TOTAL BUILDING GROSS S.F.:	40,668 SF
MAXIMUM BUILDING HEIGHT:	39' - 0"
MAXIMUM BUILDING STORIES:	2

Project General Notes:

1. JOB SITE TO BE KEPT CLEAN AT ALL TIMES, ESPECIALLY AFTER ON-SITE WORK HAS BEEN COMPLETED FOR THE DAY. CONSTRUCTION AREAS ARE ALSO TO BE SECURED AND MAINTAINED FOR SAFETY FOR SITE VISITORS.
2. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE PRIOR TO BIDDING AND CONSTRUCTION, OF BECOMING AWARE OF ALL EXISTING AND PROPOSED UTILITIES, PIPES, STRUCTURES, ETC. CALL UNCC THREE DAYS BEFORE SCHEDULED WORK AT 811 OR 1-800-922-1987.
3. SOILS AND / OR GROUND COVERS DISTURBED WITHIN AND ADJACENT TO CONSTRUCTION LIMITS, INCLUDING AREAS OUTSIDE OF CONSTRUCTION LIMITS, DUE TO NEW CONSTRUCTION ARE TO BE REGRADED AND SURFACE CONDITIONS REPAIRED EQUIVALENT TO THAT CONDITION PRIOR TO START OF WORK AT NO EXPENSE TO THE TOWN OF WINDSOR.
4. PROTECT ALL EXISTING SURFACES AND AMENITIES WITHIN AND ADJACENT TO CONSTRUCTION LIMITS INCLUDING AREAS OUTSIDE OF CONSTRUCTION LIMITS. IF CONCRETE, ASPHALT OR AMENITIES ARE DAMAGED DUE TO CONSTRUCTION OPERATIONS, THE CONTRACTOR IS RESPONSIBLE FOR REPAIR TO THAT EQUIVALENT TO EXISTING CONDITIONS AT NO EXPENSE TO THE TOWN OF WINDSOR.
5. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR SECURING THE SITE DURING AND AFTER ON-SITE WORK HOURS. THIS MAY INCLUDE THE SETUP OF CHAINLINK SAFETY FENCE AROUND CONSTRUCTION LIMITS. THIS MAY ALSO INCLUDE BARRICADES, WARNING SIGNAGE, OR OTHER PROTECTIVE DEVICES IF ANY EXCAVATIONS ARE LEFT EXPOSED AFTER ON-SITE WORK HOURS AS NECESSARY.
6. EXISTING HISTORIC GRADES AND DRAINAGE SYSTEMS TO REMAIN UNDISTURBED. LANDSCAPE CONTRACTOR TO KEEP THESE GRADES TO MATCH EXISTING CONDITIONS AND PROVIDE POSITIVE DRAINAGE AND A SMOOTH TRANSITION BETWEEN THESE ADJACENT EXISTING GRADES AND PROPOSED IMPROVEMENTS.
7. THE LANDSCAPE CONTRACTOR SHALL NOT PURPOSEFULLY PROCEED WITH ANY CONSTRUCTION OR DEMOLITION PER PLANS PROVIDED WHEN UTILITIES, OBSTRUCTIONS AND/OR GRADE / ELEVATIONS DISCREPANCIES OR DIFFERENCES EXIST OR THAT WERE NOT CONSIDERED OR CHANGED AFTER PLANS WERE SUBMITTED. CONTRACTOR SHALL NOTIFY OWNER OR OWNER'S REPRESENTATIVE IF DISCREPANCIES ARISE AND / OR IF ANY REVISIONS ARE NECESSARY.

LANDSCAPE PLAN



Plant List

KEY	QTY	RATIO	COMMON NAME
SHADE / CANOPY TREES -	77		
KCT	10	9.7%	COFFEETREE, KENTUCKY (SEEDLESS)
ELM	10	9.7%	ELM, TRIUMPH
HI	12	11.7%	HONEYLOCUST, IMPERIAL
AL	15	14.6%	LINDEN, REDMOND
RRM	10	9.7%	MAPLE, ROYAL RED
OB	10	9.7%	OAK, BURR
WO	10	9.7%	OAK, SWAMP WHITE
EVERGREEN TREES -	9		
PIN	3	2.9%	PINE, AUSTRIAN
SPR	6	5.8%	SPRUCE, COLORADO BAKERI
ORNAMENTAL TREES -	17		
PIC	3	2.9%	CRABAPPLE, PRAIRIE FIRE
SSC	8	7.8%	CRABAPPLE, SPRING SNOW
CCP	6	5.8%	PEAR, CHANTICLEER
EVERGREEN SHRUBS -	104		
	19	-	JUNIPER, ALPINE CARPET
	36	-	JUNIPER, BROADMOOR
	49	-	JUNIPER, ARCADIA
DECIDUOUS SHRUBS -	216		
	24	-	DOGWOOD, ISANTI
	12	-	EUONYMUS, EMERALD AND GOLD
	31	-	LILAC, DWARF KOREAN
	12	-	MAPLE, GINALLA
	59	-	POTINTILLA , McKAY'S WHITE
	13	-	PLUM, PURPLE LEAF
	25	-	ROSE, RED KNOCK-DOUBLE RED
	23	-	SAND CHERRY, WESTERN
	17	-	SERVICEBERRY
PERENNIALS / GRASSES -	249		
	35	-	DAYLILY, AUTUMN RED
	127	-	GRASS, FEATHER REED
	46	-	GRASS, HEAVY METAL BLUE SWITCH
	41	-	GRASS, RED SWITCH SHENANDOAH

Landscape Requirements - Lot 2

GROSS LAND AREA	284,649 SF	
20% OF DEVELOPED AREA	LANDSCAPE AREA REQUIRED: 56,930 SF	PROVIDED WITHIN DEVELOPED AREA 50,155 IRRIGATED 35,235 SF NON-IRRIGATED 85,390 SF TOTAL
LANDSCAPE UNITS	REQUIRED	PROVIDED
1 TREE PER 750 FEET (OF 56,930 SF) 5 SHRUBS PER 750 FEET (OF 56,930 SF)	76 TREES 380 SHRUBS	76 TREES 380 SHRUBS
PARKING AREA INTERNAL LANDSCAPE AREA PERIMETER PARKING AREA	28,452 SF 1,707 SF REQUIRED (6.0%) 1,088 LINEAR FT	2,105 SF PROVIDED (7.4%)
1 TREE PER 40' LF (OF 1,088)	27 TREES	27 TREES
TOTAL LANDSCAPE UNITS	103 TREES REQUIRED 380 SHRUBS REQUIRED	107 TREES PROVIDED 391 SHRUBS PROVIDED*

* REQUESTING TO SUBSTITUTE 3 GRASSES / PERENNIAL FOR 1 SHRUB

Landscape Plan

29,625 S.F.	IRRIGATED TURF DURA-TURF TALL FESCUE BLEND SOD	MED HYDROZONE
104,195 S.F.	NON - IRRIGATED AREAS NATIVE GRASS SEED MIX PER NOTES	
11,915 S.F.	SHRUB BED - SMOOTH RIVER COBBLE AREAS TO RECEIVE MINIMUM WASHED 4"-6" COBBLE OVER WEED BARRIER FABRIC	MED / LOW HYDROZONE
7,370 S.F.	WOOD MULCH - HARVEST BROWN AREAS TO RECEIVE MINIMUM 5" WOOD MULCH OVER WEED BARRIER FABRIC	MED / LOW HYDROZONE

COLORED ELEVATION

1 SOUTHEAST PERSPECTIVE

2 SOUTHEAST PERSPECTIVE AT ENTRY

3 NORTHWEST PERSPECTIVE ENTRY

ARCHITECTURAL METAL PANEL - BURNISHED SLATE - E1

CULTURED STONE

METAL ROOF - CHARCOAL GRAY - E5

STUCCO - ASH GRAY - E6

STANDARD METAL PANEL - BURNISHED SLATE - E7

STANDARD METAL PANEL - ASH GRAY - E8

RENDERING OF THE SITE

TOWN OF WINDSOR
COLORADO

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Paul Hornbeck, Associate Planner
Subject: Determination regarding administrative site plan review in accordance with Section 17-9-20(7) – Great Western Industrial Park, Ninth Filing, Lot 2 - Schlumberger Lift Solutions – Bill Thomas, Schlumberger Lift Solutions, LLC, applicant / Jason Jacobowski, DCB Construction Company, applicant's representative
Location: 31660 Great Western Drive
Item #s: C.9

Background:

The applicant, Mr. Bill Thomas of Schlumberger Lift Solutions, LLC, represented by Mr. Jason Jacobowski, DCB Construction Company, is requesting further review of the proposed site plan by the Planning Commission and Town Board in light of irreconcilable differences between the applicant and the Planning Department. At issue is the request by the Planning Department for the applicant to add some form of architectural embellishment to the proposed metal building.

The applicant has requested further review of the project in accordance with Municipal Code Section 17-9-20(7):

> *In the event irreconcilable differences arise between the applicant and the Planning Department with regard to the administrative site plan review, the applicant may apply to the Town for further review of the site plan by the Planning Commission and Town Board. In the event such application is timely made, the site plan, together with the disputes giving rise to the application, shall be reviewed by the Planning Commission and, thereafter, the Planning Commission shall recommend approval, conditional approval or disapproval of the final site plan to the Town Board. Upon its receipt of the proposed site plan, the Town Board shall review the site plan and shall make a final determination regarding the approval thereof.*

The project was before the Planning Commission and Town Board in September 2014 as a Qualified Commercial/Industrial Site Plan. As a Qualified Site Plan it was presented for informational purposes with the opportunity for any comments from the boards. As was outlined at that time, the proposal is to construct a new building in the Heavy Industrial (I-H) zoning district in the Great Western Industrial Park Subdivision, located at 31660 Great Western Drive.

Site characteristics include:

- 17.8 acre property
- approximately 14,440 square foot metal building;
- approximately 13 acre outdoor storage yard;
- 34 off street parking spaces, including 2 ADA accessible parking spaces; and
- an irrigated landscaped area of approximately 6% of the total site (23% of the developed portion of the site)

During the review process staff requested that the applicant use some form of architectural embellishment on the office portion of the metal building, such as a stone wainscot along the base of the structure. The Town has historically required a basic level of architectural embellishment on metal buildings in the form of a wainscot, awnings, or other methods. These architectural features help to maintain nearby property values and protect the investment made by adjacent property owners. The Town has required such features throughout the Great Western Industrial Park and other areas in Town, including the Windsor Tech, Windsor Commons, and Highlands Industrial Park subdivisions.

Conformance with Comprehensive Plan: The application is not consistent with the following Commercial goal 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.*

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

Goals:

2. *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 for this item.

Recommendation: The Planning Commission forwarded a recommendation of approval of the site plan to the Town Board with the following conditions:

1. The applicant shall add a stone wainscot or similar architectural embellishment around the office portion of the building.
2. All staff redlines and comments shall be addressed.

Enclosures: application materials
site plan narrative
staff PowerPoint

pc: Bill Thomas, Schlumberger Life Solutions LLC, applicant
Jason Jacobowski, dcb Construction Company, 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*: Great Western Industrial Park Subdivision Ninth Filing, Lot 2, Site Plan

LEGAL DESCRIPTION*: Great Western Industrial Park Subdivision Ninth Filing, Lot 2

PROPERTY ADDRESS (if available): 31660 Great Western Drive

PROPERTY OWNER (APPLICANT):

Owner's Name(s)*: Schlumberger Lift Solutions LLC.
Company: Schlumberger Lift Solutions LLC.
Address*: 1325 South Dairy Ashford, Houston, TX 77077
Primary Phone #*: _____ Secondary Phone #: _____
Fax #*: E-Mail*:

OWNER'S AUTHORIZED REPRESENTATIVE:

Representative's Name: Michael Bray
Company: dcb Construction Company
Address: 909 East 62nd Avenue
Primary Phone #: (303) 287-5525 Secondary Phone #: _____
Fax #: (303) 287-3697 E-Mail: MichaelBray@dcb1.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.

Michael Bray 8/20/14

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

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

Michael Bray

Print Name(s)

*Required fields

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.

GENERAL APPLICATION OVERVIEW FORM

This form is to be completed for each application type and submitted at the same time the LAND USE APPLICATION FORM is submitted.

EXISTING ZONING: I-H	PROPOSED ZONING: I-H
TOTAL ACREAGE: 17.817 acres	
TOTAL # OF PROPOSED LOTS: 1	
AVERAGE LOT SIZE: n/a	
MINIMUM LOT SIZE: n/a	
TOTAL # OF PROPOSED PHASES: 1	
ACREAGE PER PHASE: n/a	
LOTS PER PHASE: n/a	
PARKLAND (sq. ft. & acreages): n/a	
PARKLAND (public or private): n/a	
IRRIGATION WATER (potable or non-potable): non-potable	

UTILITIES TO BE PROVIDED BY:
WATER: Town of Windsor
SEWER: Town of Windsor
GAS: Xcel
ELECTRIC: Xcel
PHONE: Century Link

IF THIS IS A FINAL APPLICATION, SUBMIT TOTALS OF THE FOLLOWING IN LINEAR FEET (use separate sheets if necessary):
PUBLIC STREETS (break down by classification/width): n/a
PRIVATE STREETS (break down by classification/width): n/a
TOTAL STREETS (break down by classification/width): n/a
WATER LINES (break down by line sizes): 1140'
SEWER LINES (break down by line sizes): 560'
CURB: 2988'
GUTTER: 2988'
SIDEWALK: 365'
OPEN SPACE (not to include detention areas) in sq ft & acres: 85,954 sq.ft
TRAIL EASEMENTS (break down by width): n/a
Developed trail (break down by width, depth & material): n/a
Undeveloped trail (break down by width, depth & material): n/a

For office use only:		
Applicable Corridor Plan:		
Metropolitan District:		
Application fee: $	Date received:	By:

1325 South Dairy Ashford
Houston, TX 77077

Schlumberger Lift Solutions

Bill Thomas
Project Manager
Schlumberger Technology Corporation

December 10, 2014

Paul Hornbeck
Associate Planner
Town of Windsor | Planning
301 Walnut Street | Windsor, CO 80550

Paul,

Thank you again for working with us. Schlumberger respectfully request that the Town of Windsor forgo the requirement to provide a masonry wainscot on the Schlumberger Lift Solutions, LLC project at 31660 Great Western Drive. This building is to be located on Great Western Drive, which is not a through street as such, it is not a highly visible public road. The building will be located six hundred fifty feet from Great Western Drive, behind landscaping. For reference the Cargill building is about six hundred eighty feet from Great Western Drive and seven hundred eighty from Eastman Park Drive. We believe the aforementioned sets a design precedent which would make a metal building without a masonry wainscot consistent with the architectural quality of surrounding sites in the Industrial Park. If this cannot be resolved administratively by Planning then we would like to request to be put on the agenda for the next available Planning Commission or Town Board meeting to address the issue and request a modification.

Thanks

970-712-2430
+ wthomas2@slb.com

Schlumberger Lift Solutions, LLC
1325 South Dairy Ashford
Houston, TX 77077.

August 18, 2014

Re: The proposed Shores Lift Solutions Facility, Windsor Colorado

Shores Lift Solutions, through its parent company Schlumberger Lift Solutions, LLC, serves the oil and gas industry with pumping/ lifting equipment and service for that equipment. Pump Jacks, pumps, motor assembles and rods are the primary tools of our service. SLS wishes to build our service and inventory center in Windsor. This location will serve Colorado, Wyoming and Nebraska. The planned facility will allow us to improve inventory delivery and better serve our clients.

The facility will house inventory and act as the home base for our service and delivery team. Staffing will immediately require 20 people.

Expansion is planned with potentially up to a staff of 35 or more within a short period of time. We respectfully request a quick approval for temporary storage and use of the grounds during the construction process in order to capture this near term opportunity and justify continued investment in our Windsor property beyond our initial scope.

The shop and yard will support assembly and storage of equipment. A fleet of service and delivery trucks will be based here as well. Inventory will arrive shipping containers. The containers will be unloaded and the components assembled in preparation of delivery to the customer's site. Inventory will be arranged neatly in the yard for ease of identification and access.

Please see submitted drawings, which illustrate the size and characteristics of the proposed facility. The building type will similar to the Cargill facility and will be a pre-engineered building with similar wall panel colors to match the facilities immediately surrounding. There are no plans for additional future buildings on this site.

Determination Regarding Qualified Commercial/Industrial Site Plan

Great Western Industrial Park, Ninth Filing, Lot 2

Schlumberger
31660 Great Western Drive

Paul Hornbeck, Associate Planner
January 12, 2015

Town Board

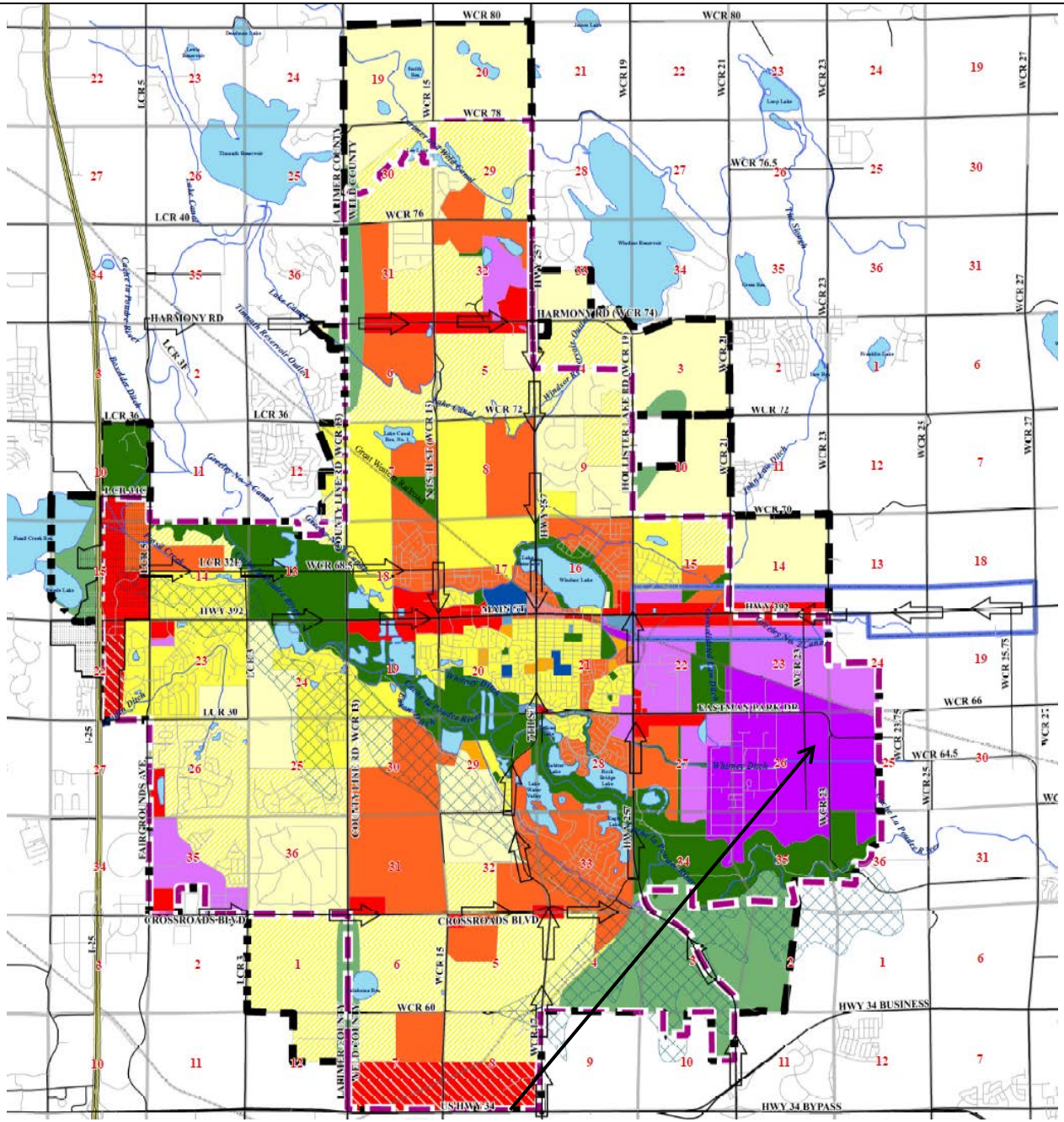
Item C.9

QUALIFIED COMMERCIAL & INDUSTRIAL SITE PLAN

Section 17-9-10 of the Municipal Code outlines the process if irreconcilable differences arise between the applicant and the Planning Department in the review of a Qualified Commercial & Industrial Site Plan:

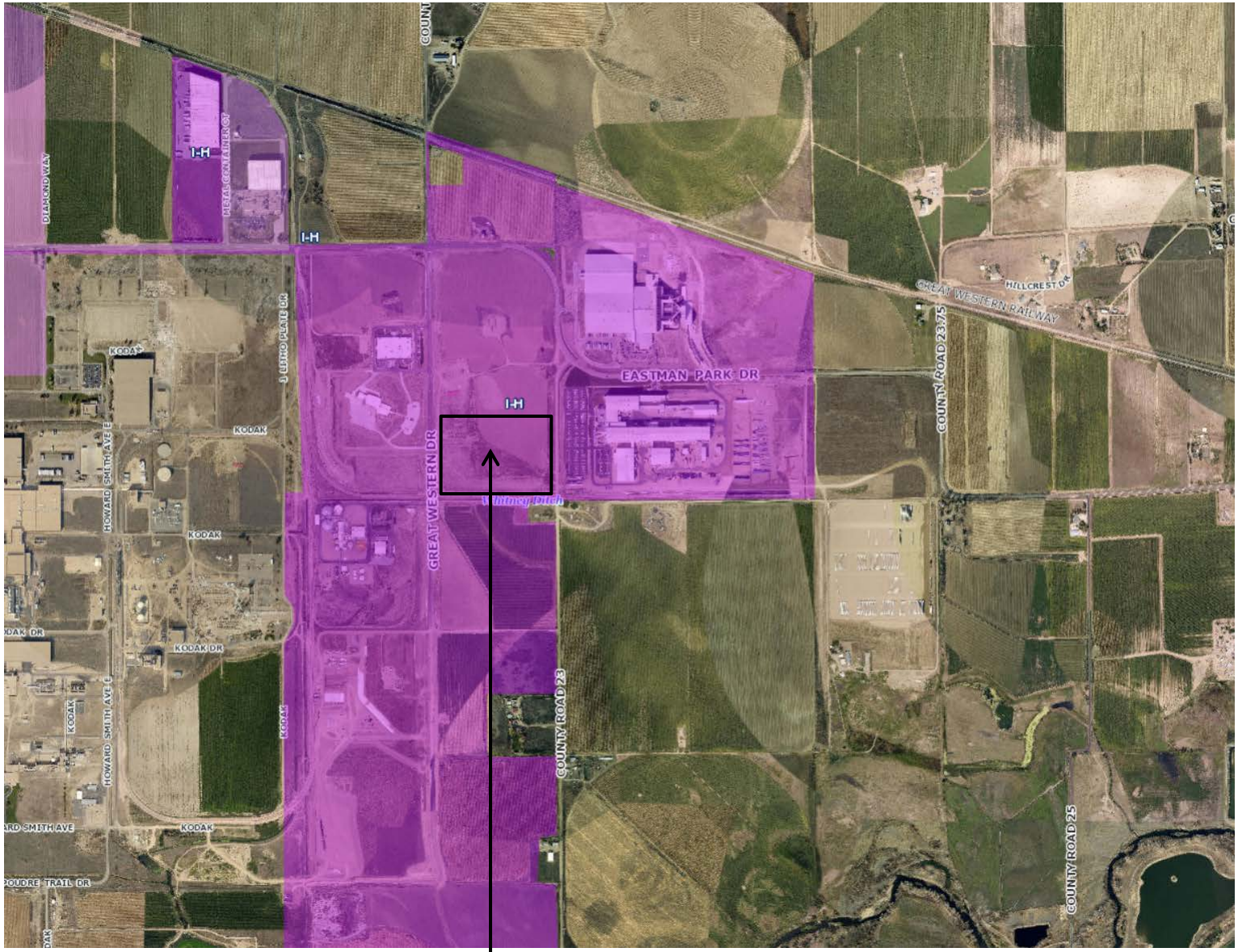
In the event irreconcilable differences arise between the applicant and the Planning Department with regard to the administrative site plan review, the applicant may apply to the Town for further review of the site plan by the Planning Commission and Town Board. In the event such application is timely made, the site plan, together with the disputes giving rise to the application, shall be reviewed by the Planning Commission and, thereafter, the Planning Commission shall recommend approval, conditional approval or disapproval of the final site plan to the Town Board. Upon its receipt of the proposed site plan, the Town Board shall review the site plan and shall make a final determination regarding the approval thereof.

SITE VICINITY MAP



Site Location

SITE PROXIMITY ZONING MAP

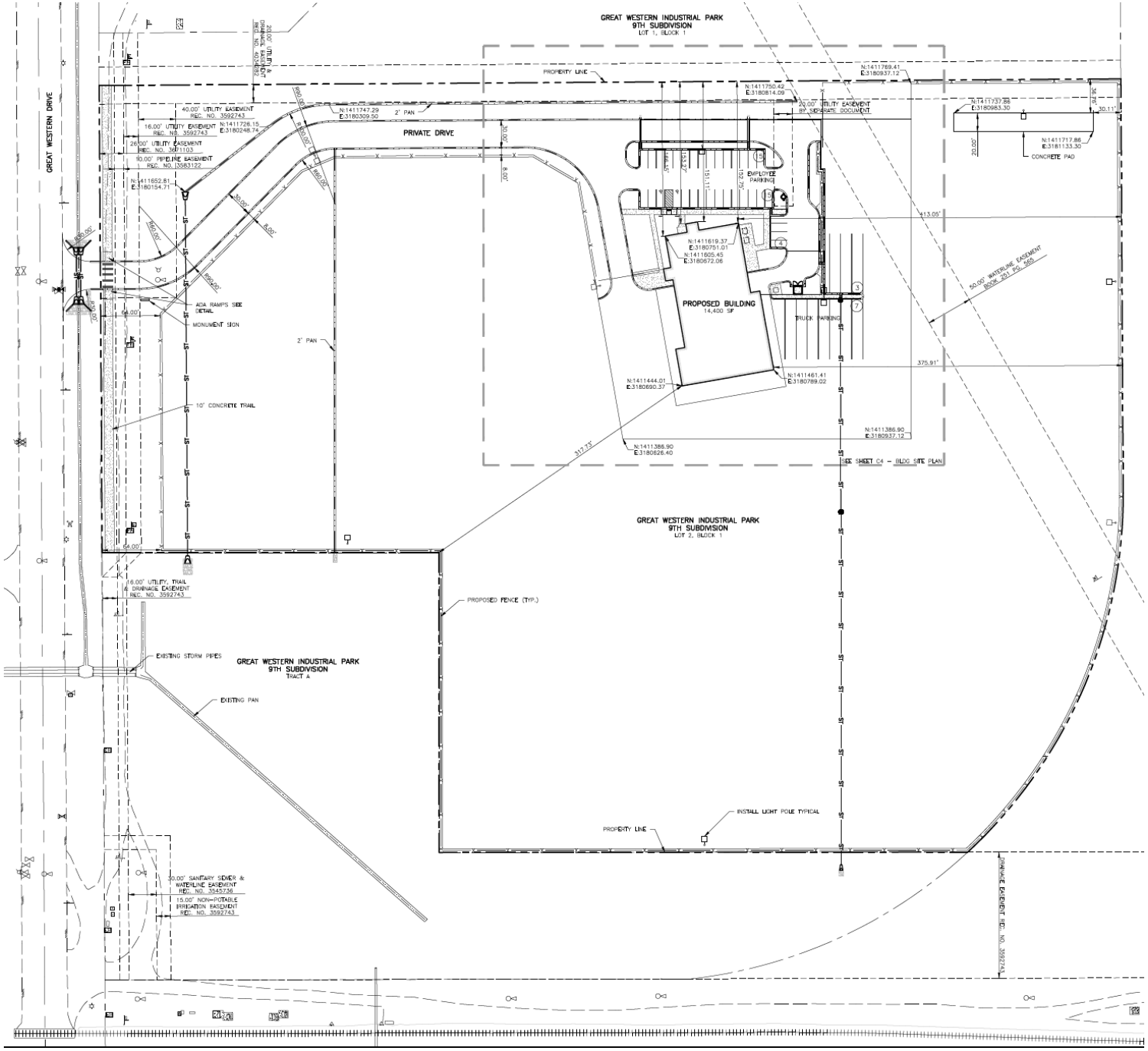


Site Location – Zoned Heavy Industrial (I-H)

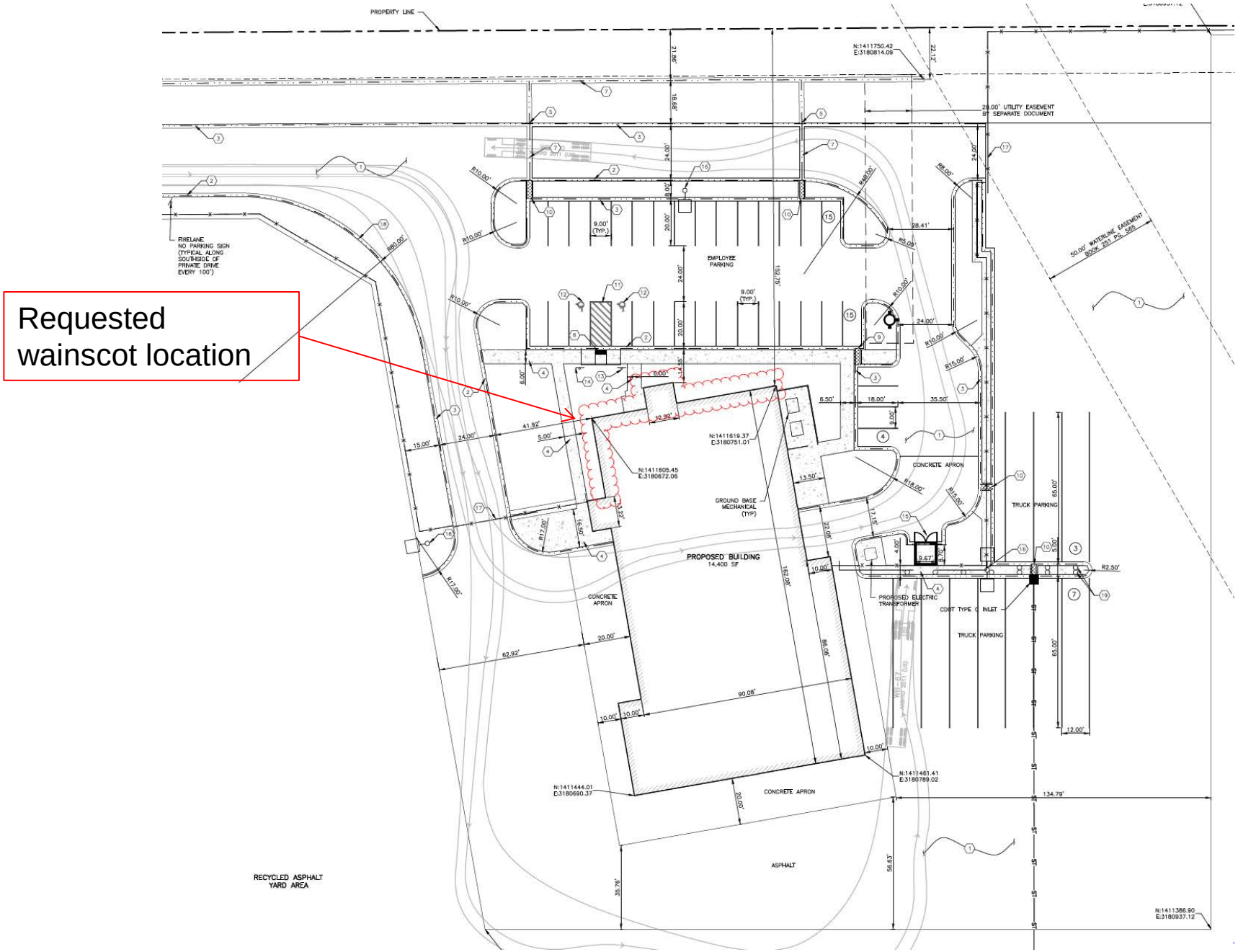
PROJECT SUMMARY

- 17.8 acre site
- 14,440 square foot metal building
- 13 acre outdoor storage yard
- 34 off street parking spaces, including 2 ADA accessible parking spaces
- 6% irrigated landscaped area (23% of the developed portion of the property)

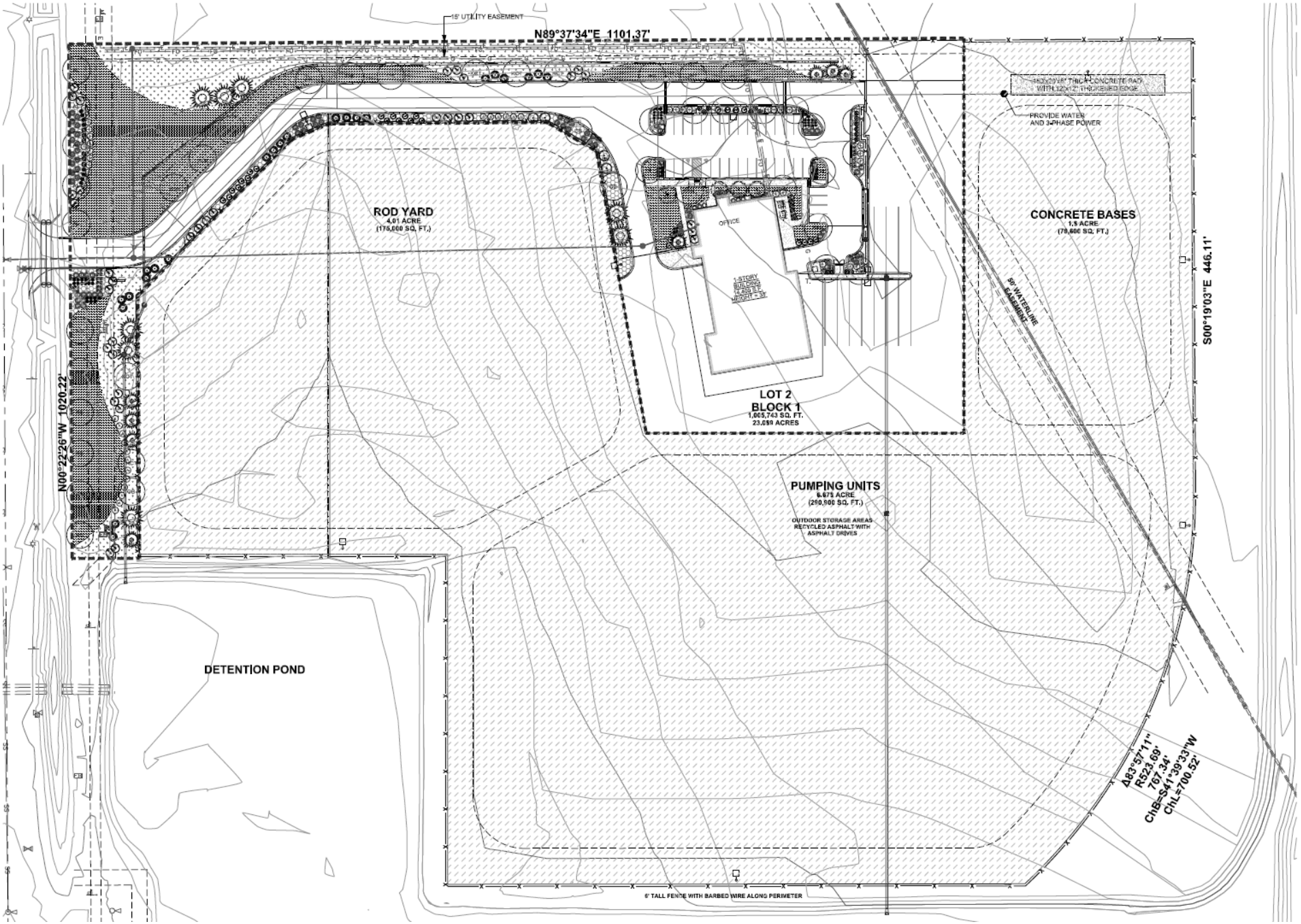
SCHLUMBERGER – SITE PLAN



SCHLUMBERGER – SITE PLAN



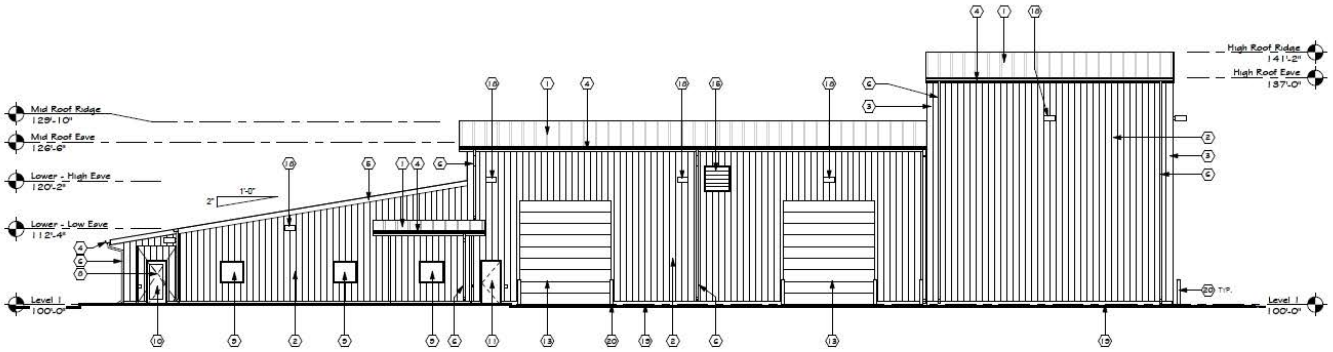
SCHLUMBERGER- LANDSCAPE PLAN



SCHLUMBERGER - BUILDING ELEVATIONS

COLOR: NATURAL GRAY

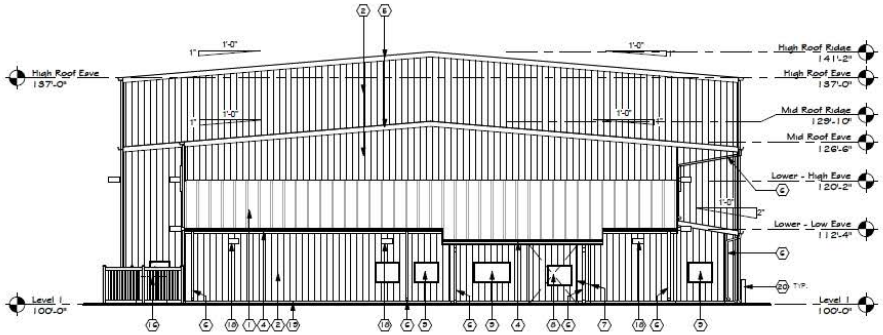
MP-1	METALLIC BUILDING COMPANY, PBR REVERSE ROLL COLOR: SIGNATURE 200 SADDLE TAN
MT-1	METALLIC BUILDING COMPANY COLOR: SIGNATURE 200 SADDLE TAN
MT-2	METALLIC BUILDING COMPANY COLOR: SIGNATURE 200 GALLERY BLUE
MR-1	METALLIC BUILDING COMPANY, DOUBLE-LOK COLOR: GALVALUME
P-4	SAFETY MARKING PAINT COLOR: SAFETY YELLOW



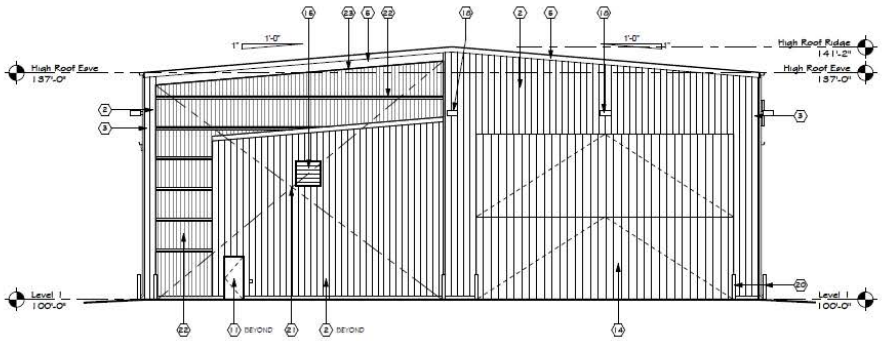
1 WEST ELEVATION
1" = 10'-0"

BUILDING ELEVATION GENERAL NOTES

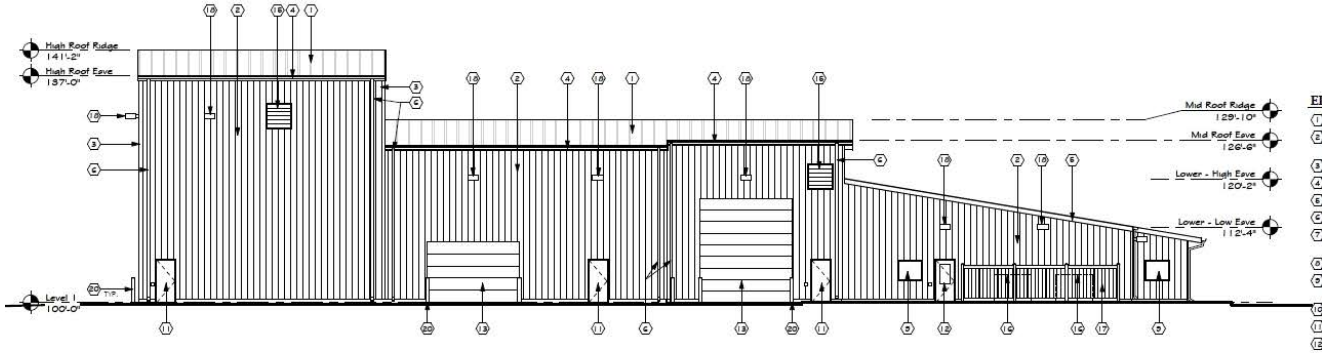
1. ALL MECHANICAL ACCESSORIES AT WALLS AND ROOFS SHALL HAVE FINISH TO MATCH OR BE PAINTED TO MATCH ADJACENT ROOF OR WALL FINISH OR COLOR.



2 NORTH ELEVATION
1" = 10'-0"



3 SOUTH ELEVATION
1" = 10'-0"

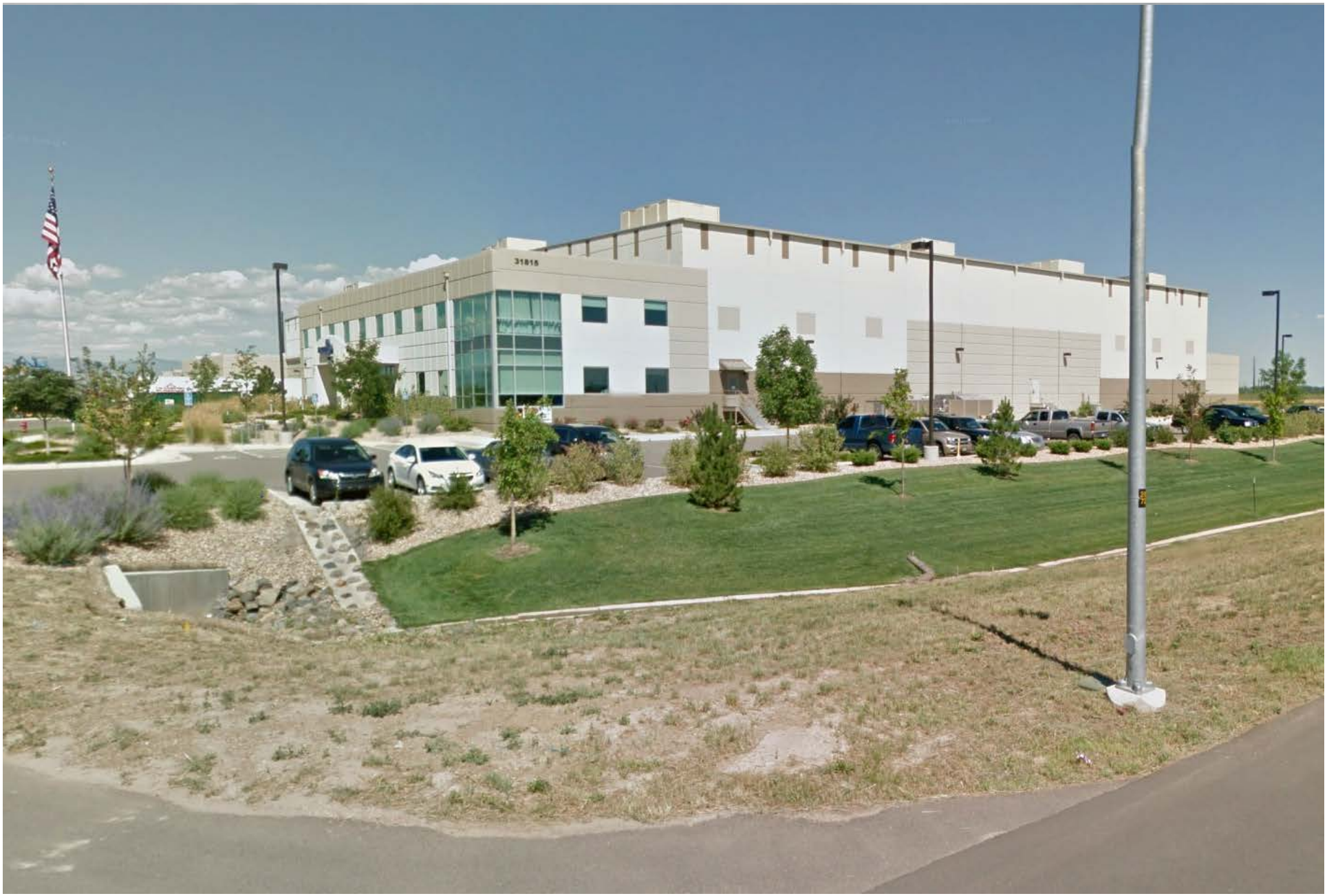


4 EAST ELEVATION
1" = 10'-0"

ELEVATION KEYNOTES

1. PREFINISHED STANDING SEAM METAL ROOF, COLOR: MP-1
2. PREFINISHED VERTICAL RIBBED METAL PANEL COLOR: MP-1
3. PREFINISHED METAL CORNER TRIM, COLOR: MT-1
4. PREFINISHED METAL GUTTER, COLOR: MT-2
5. PREFINISHED METAL FASCIA AND TRIM, COLOR: MT-2
6. PREFINISHED OPEN-FACE DOWNSPOUT, MATCH MT-2
7. PREFINISHED METAL COLUMN ENCLOSURE AT COVERED PATIO, COLOR: MP-1
8. COVERED PATIO WITH PREFINISHED METAL SOFFIT
9. ALUMINUM STOREFRONT WINDOW SYSTEM, BLACK ANODIZED FRAME, SOLARBAN 60 GRAY TINT GLASS
10. ALUMINUM STOREFRONT ENTRANCE DOOR.
11. HOLLOW METAL PEDESTRIAN DOOR, PAINT TO MATCH MT-2
12. HOLLOW METAL PEDESTRIAN DOOR WITH HALF LIGHT GLAZING, PAINT TO MATCH MT-2
13. INSULATED OVERHEAD SECTIONAL DOOR, EXTERIOR COLOR TO MATCH MP-1
14. VERTICAL BI-FOLDING OVERHEAD DOOR, EXTERIOR F/ MATCH MP-1
15. SIDEWALL MOUNTED EXHAUST FAN OR AIR INTAKE LO - PAINT TO MATCH MP-1 (TYPICAL)
16. GROUND-BASED MECHANICAL AIR CONDITIONING CONDENSER, SCREENED WITH FENCE
17. @ TALL SCREEN FENCE: VINYL, SIMULATED WOOD PAT
18. WALL MOUNTED LIGHT FIXTURE, RE: SITE LIGHTING PL
19. EXPOSED CONCRETE FOUNDATION WALL EXTENSION F COAT, CONC-1
20. BOLLARD - PAINT P-4 (TYPICAL)
21. OPEN BAY
22. EXPOSED PEMB FRAMING AT WALL BEYOND IN OPEN
23. EXPOSED PEMB FRAME AT OPEN BAY

GREAT WESTERN INDUSTRIAL PARK (HEXCEL)



GREAT WESTERN INDUSTRIAL PARK (NATIONAL GUARD)

OTHER EXAMPLES – 4476 BENTS DR

OTHER EXAMPLES – 701 AUTOMATION DR

OTHER EXAMPLES – 655 ACADEMY CT

CONFORMANCE WITH THE COMPREHENSIVE PLAN

The application is not consistent with the following Commercial goal 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.

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

Goals:
2. 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.

RECOMMENDATION

The Planning Commission forwarded a recommendation of approval of the site plan to the Town Board with the following conditions:

1. The applicant shall add a stone wainscot or similar architectural embellishment around the office portion of the building.
2. All staff redlines and comments shall be addressed.

M E M O R A N D U M

Date: January 12, 2015
To: Mayor and Town Board
Via: Regular meeting packets, January 12, 2015
From: Ian D. McCargar, Town Attorney
Re: Compensation of Municipal Judge and Municipal Court Clerk
Item #: C.10.

Background / Discussion:

The statutes governing qualified municipal courts of record require that the compensation of the Municipal Judge and Office of the Municipal Court Clerk be set by ordinance. This requirement has also been incorporated into the Town's Municipal Code. The Town Board has previously approved the 2015 Annual Budget, within which compensation for the Municipal Judge and Municipal Court Clerk's Office has been fixed. However, in order to comply with the requirements of state law and the Code, an Ordinance approving those appropriations is required.

The attached Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk incorporates the appropriations for these offices from the 2015 Annual Budget, thus satisfying the requirements of law.

Financial Impact: Already budgeted for 2015

Relationship to Strategic Plan: Safety and security

Recommendation: Adopt on first reading the attached Ordinance; simple majority required.

Attachments:

Ordinance No. 2015-1492 - Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the Windsor Municipal Code

TOWN OF WINDSOR

ORDINANCE NO. 2015-1492

AN ORDINANCE FIXING THE COMPENSATION OF THE MUNICIPAL COURT JUDGE AND MUNICIPAL COURT CLERK FOR THE TOWN OF WINDSOR IN COMPLIANCE WITH SECTIONS 13-10-107 AND 13-10-108, C.R.S., AND SECTION 2-4-90 OF THE WINDSOR MUNICIPAL CODE

WHEREAS, the Town of Windsor (hereinafter, "Town") is a Colorado home rule municipality, with all powers and authority attendant thereto; and

WHEREAS, the Town's Home Rule Charter, at Section 9.2, provides for the establishment of the Windsor Municipal Court (hereinafter, "Court") and the office of Municipal Judge (hereinafter, "Judge"); and

WHEREAS, by Ordinance No. 2010-1392, the Town Board established the Court as a statutory "court of record", subject to the requirements of the Colorado Revised Statutes; and

WHEREAS, § 13-10-107, C.R.S., requires that the compensation of the Municipal Judge and Municipal Court Clerk be fixed by ordinance; and

WHEREAS, Windsor Municipal Code Section 2-4-90 provides:

> In conjunction with the annual budgeting process, the Town Board shall on an annual basis by ordinance budget and appropriate such moneys as may be necessary for the proper operation of the Municipal Court. Such appropriations shall include the fixing of compensation for the Municipal Court Judge and any Assistant Judge assigned to the Municipal Court, with due regard for the limitations established in Section 9.2(D) of the Home Rule Charter. Such appropriations shall include the fixing of compensation for the office of the Municipal Court Clerk.

and

WHEREAS, the Town Board has approved the annual budget for fiscal year 2015, in which the compensation for the Judge and Municipal Court Clerk have been approved; and

WHEREAS, the Town Board wishes by this Ordinance to incorporate by reference the previously-budgeted annual compensation for both the Judge and the Municipal Court Clerk in compliance with the within-referenced Code and statutory requirements.

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

Section 1. The compensation of the Municipal Court Judge and Municipal Court Clerk for the 2015 fiscal year shall be as stated in the 2015 Annual Budget previously approved by the Town Board.

Section 2. Nothing herein shall be deemed a waiver or modification of the provisions of Section 9.2 (D) of the Town of Windsor Home Rule Charter.

Introduced, passed on first reading, and ordered published this 12th day of January, 2015.

TOWN OF WINDSOR, COLORADO

By_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk

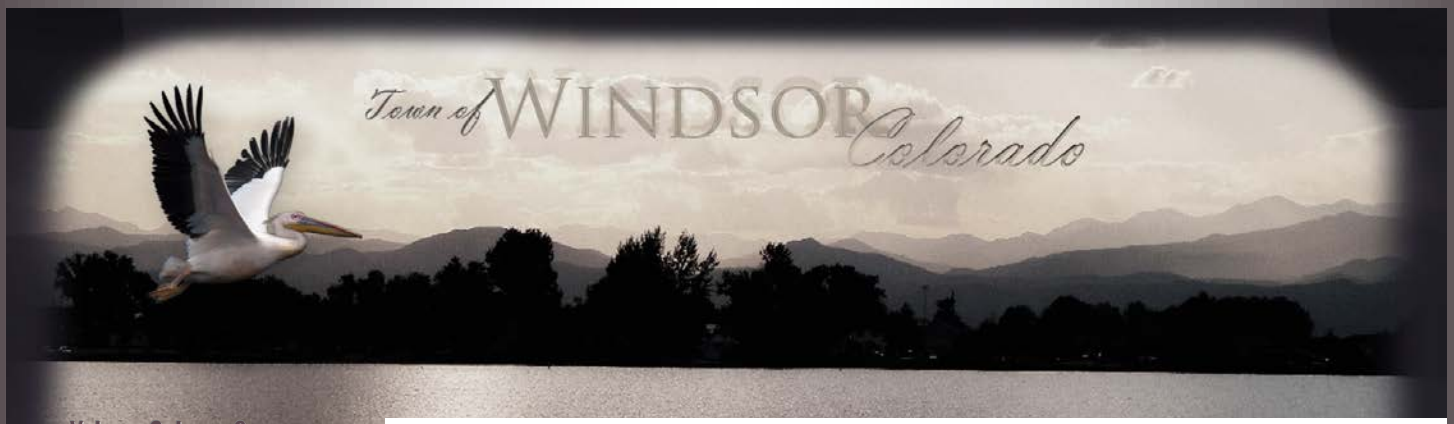
Introduced, passed on second reading, and ordered published this 26th day of January, 2015.

TOWN OF WINDSOR, COLORADO

By_____
John S. Vazquez, Mayor

ATTEST:

_____
Patti Garcia, Town Clerk



Volume 3, Issue 9
November 2014

2014 Monthly Financial Report

Special points of interest:

- Highest November sales tax collection on record at $625,153.
- Single Family Residential (SFR) building permits total 226 through November. This is down from the November 2013 number of 334.
- 14 business licenses were issued in November, all of which were sales tax vendors.

Inside this issue:

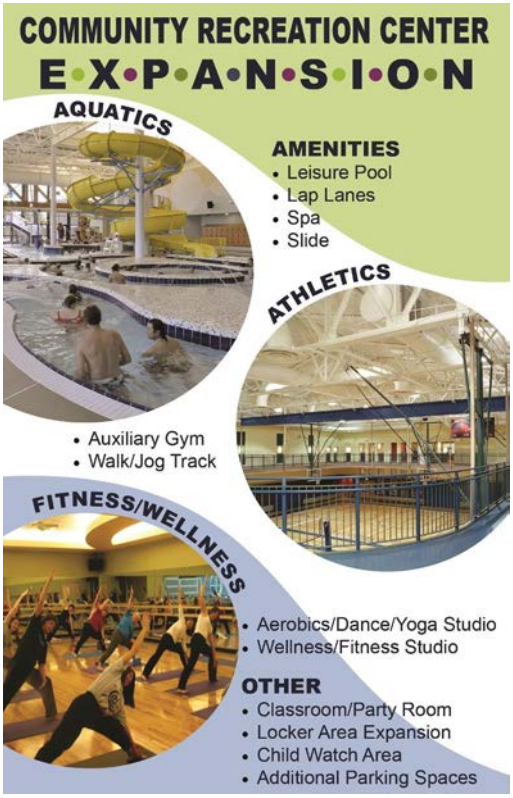
Sales, Use and Property Tax	2
Year-to-Date Sales Tax	4
Monthly Sales Tax	5
All Fund Expenditures	6
General Fund Expenditures	7

Highlights and Comments

* We recorded our highest gross sales tax collection for the single month of November.
* November 2014 year-to-date gross sales tax increased 20.88% over November 2013.
* Construction use tax through November is at 73% of the annual budget at $1,280,062.

Community Recreation Center Expansion

On November 4, 2014, Windsor voters approved a sales tax increase of 0.75% (3/4 of a cent on each dollar) for the Expansion of the Community Recreation Center. The project will begin construction in 2015 with expected completion in 2016. Total project cost is $16,099,386.



Items of Interest

- 2015 Budget was adopted at the public hearing held in the regular Town Board meeting on November 24, 2014.
- Voters approved a sales tax increase to fund the expansion of the Community Recreation Center beginning in 2015.
- Visit us at www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Sales, Use and Property Tax Update

November 2014

Benchmark = 92%	Sales Tax	Construction Use	Property Tax	Combined
Budget 2014	$5,944,547	$1,749,737	$4,146,285	$11,840,569
Actual 2014	$7,392,040	$1,280,062	$4,029,223	$12,701,325
% of Budget	124.35%	73.16%	97.18%	107.27%
Actual Through November 2013	$6,115,402	$1,830,934	$4,044,586	$11,990,922
Change From Prior Year	20.88%	-30.09%	-0.38%	5.92%

Ideally through the eleventh month of the year you would like to see 92% collection rate on your annual budget number. We have reached that benchmark in two of the three tax categories.

At this point last year we had collected $4.0M in property taxes, or 98.7% of the annual budget.

Building Permit Chart

November 2014

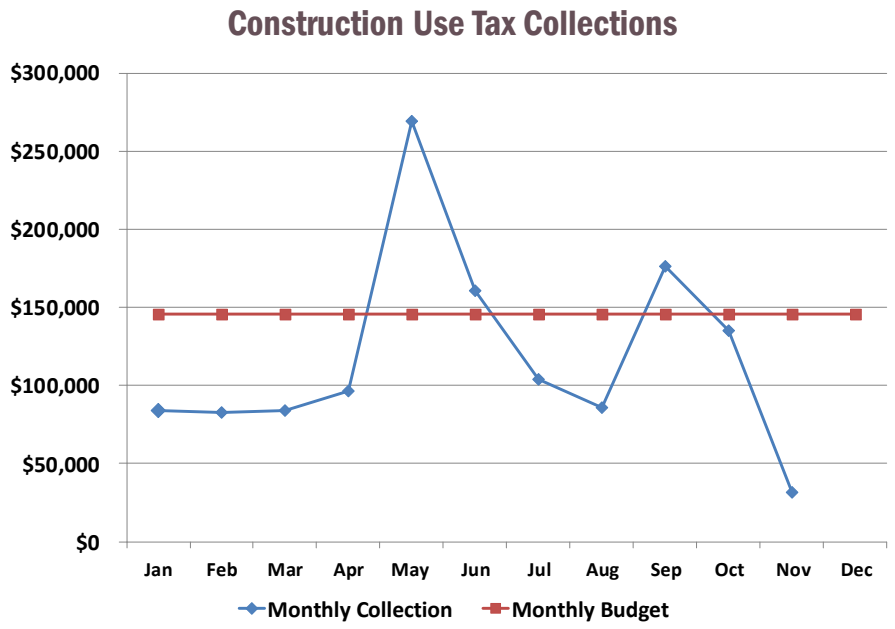
	SFR	Commercial	Industrial	Total
Through November 2014	226	3	4	233
Through November 2013	334	5	12	351
% change from prior year				-33.62%
2014 Budget Permit Total				373
% of 2014 Budget				62.47%

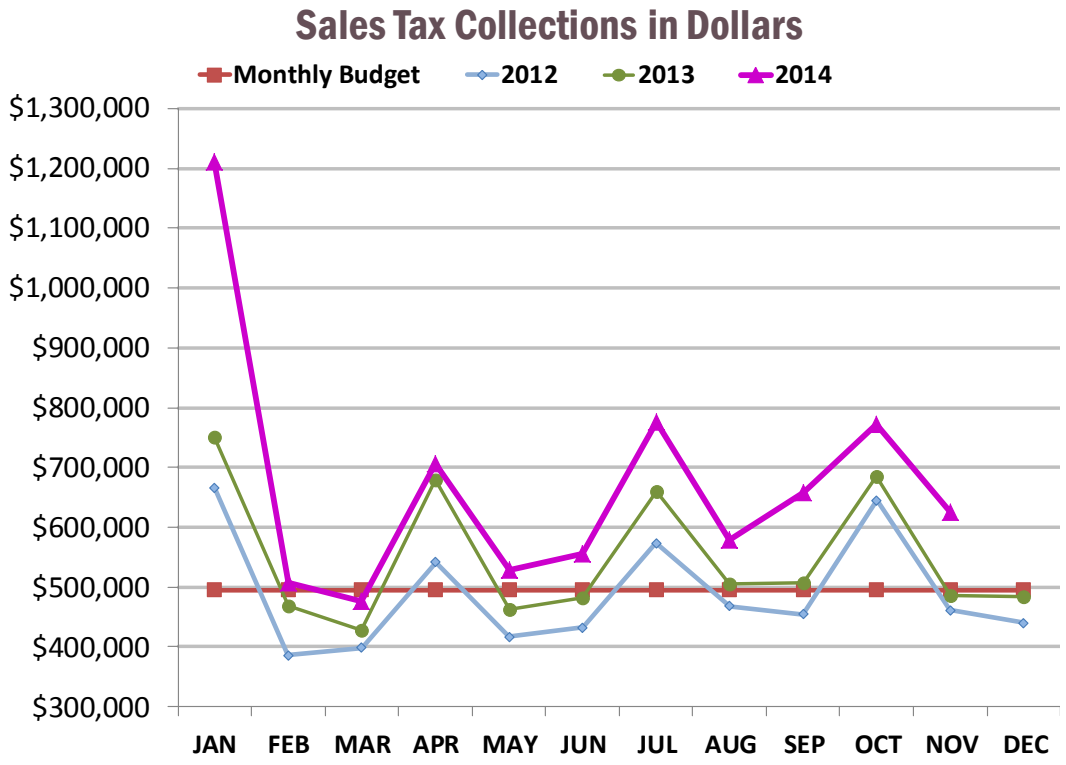
Building Permits and Construction Use Tax

We are showing a 33.62% decrease in number of permits as compared to November 2013. We issued 226 SFR permits through November 2014 as compared to 334 through November of 2013.

Construction use tax is slightly below our required monthly collection.

We issued 9 SFR permits in the month of November. Through eleven months in 2014 we are averaging 21 SFR permits per month. Through November 2013 we averaged 28 SFR permits per month.





Gross Sales tax collections for November 2014 were approximately $139,000 higher than 2013.

November 2014 collections increased 29% over November 2013.

November Highlights

November is a "single collection" month, meaning that the collections are for sales made in October. November produced a strong collection month, surpassing the two previous years in collections as well as our monthly budget collections requirement.

We did not receive any voluntary compliance or audit payments in November, adding strength to the positive indicator of higher collections than last year.

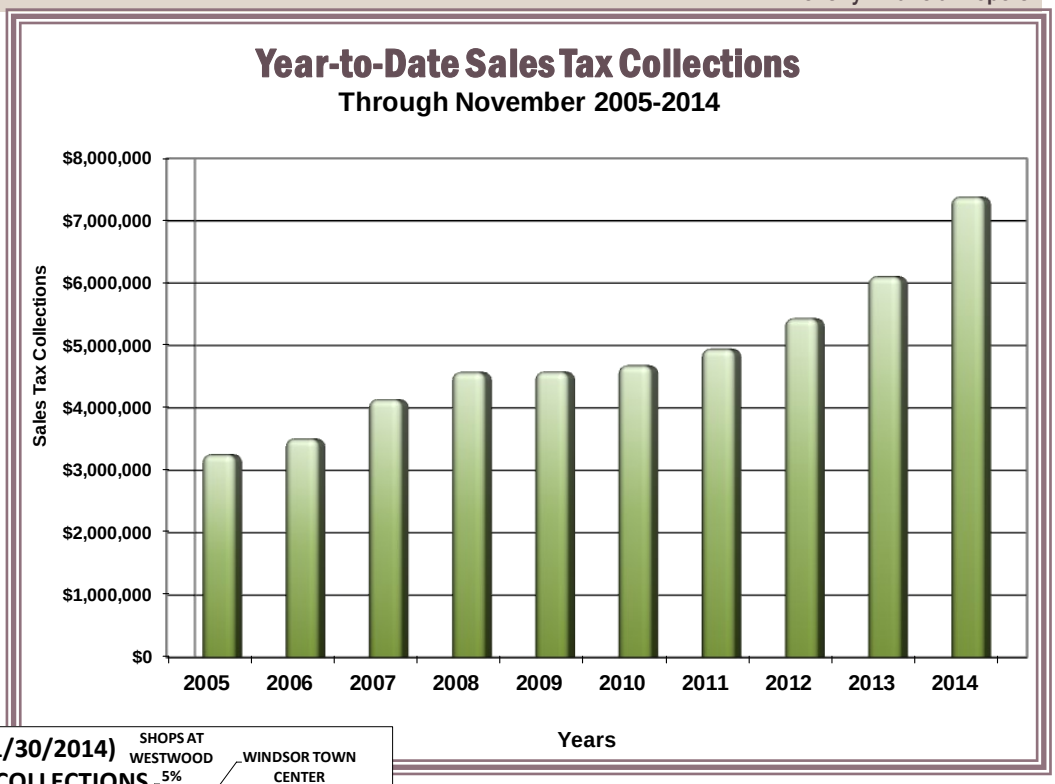
Despite the opening of Costco in Timnath in October, the grocery sector had a stronger month of sales than in 2013.

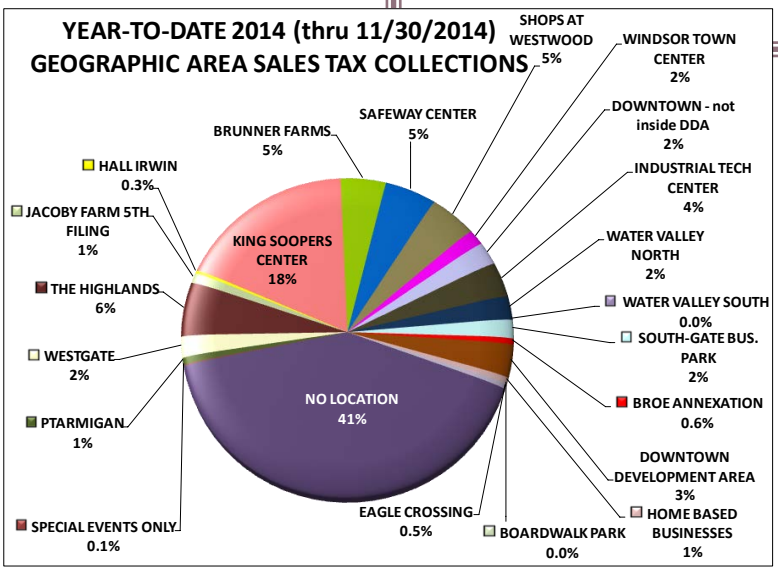
Looking Forward

We budgeted $6M in sales tax for 2014, making our average monthly collection requirement $500,000. We were above that mark for the tenth month out of eleven for this year. In January we received a large "outlier" payment from a local manufacturer of $319,175. Reducing January's collection by this amount down to $891,348, through the first ten months of 2014 we are averaging $642,988 in collections per month. If we maintain this average through the end of the year, we will come in at $8.0M in collections.

Through November we have collected $7.4M in sales tax.

This is roughly $1.3M higher than through November 2013.





The King Soopers Center remains the largest local driving force in sales tax collections.

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, estimated at 3% for the first half of 2014 in the Denver/Boulder/Greeley area.

- Restaurants, groceries, general merchandise, utilities, entertainment and auto parts all increased collections over November 2013.
- Our current year to date collections through November of $7,392,040 have surpassed the entire year of collections for 2013. It also exceeds each of the individual annual collections of all of the years preceding 2013.
- The Highlands sales tax area surpassed the Safeway Center in terms of year to date sales tax collections. This area encompasses the Highland Meadows Golf Course, Wagner Equipment and other businesses

All Funds Expense Chart

November 2014

Benchmark = 92%

General Government	Current Month	YTD Actual	2014 Budget	% of Budget
General Fund	$1,017,738	$11,617,789	$12,716,127	91%
Special Revenue	$60,659	$1,199,145	$2,439,201	49%
Internal Service	$164,281	$2,535,490	$3,104,165	82%
Other Entities(WBA)	$12,090	$132,995	$145,080	92%
Sub Total Gen Govt Operations	$1,254,768	$15,485,419	$18,404,573	84%
Enterprise Funds				
Water-Operations	$226,711	$3,219,551	$3,467,536	93%
Sewer-Operations	$85,582	$1,365,311	$1,591,886	86%
Drainage-Operations	$26,662	$375,898	$402,276	93%
Sub Total Enterprise Operations	$338,955	$4,960,760	$5,461,698	91%
Operations Total	**$1,593,723**	**$20,446,179**	**$23,866,271**	**86%**

plus transfers to CIF and Non-Potable for loan

Operations expenditures are on track as a whole, expending 86% of the annual budget compared to the benchmark of 92%.

General Govt Capital	Current Month	YTD Actual	2014 Budget	% of Budget
Capital Improvement Fund	$245,812	$4,520,527	$5,339,148	85%
Enterprise Fund Capital				
Water	$2,564	$6,408,938	$7,134,081	90%
Sewer	$0	$10,424	$512,875	2%
Drainage	$3,150	$263,117	$1,894,231	14%
Sub Total Enterprise Capital	$5,714	$6,682,479	$9,541,187	70%
Capital Total	**$251,526**	**$11,203,006**	**$14,880,335**	**75%**
Total Budget	**$1,845,249**	**$31,649,185**	**$38,746,606**	**82%**

Through November, operating and capital expenditures combined to equal 82% of the 2014 Budget.

All Funds Expenditures

We are in a good position going into the last month of the year. There are large payments for the water tank project and road projects in December that should put us just under budget in those funds. We will address any supplemental budget requirements in early 2015.

General Fund Expense Chart

	Department	Current Month	YTD Actual	2014 Budget	% of Budget
410	Town Clerk/Customer Service	$53,521	$541,177	$612,550	88.3%
411	Mayor & Board	$27,296	$374,259	$477,796	78.3%
412	Municipal Court	$4	$15,692	$19,930	78.7%
413	Town Manager	$23,060	$285,112	$322,910	88.3%
415	Finance	$43,012	$571,250	$606,852	94.1%
416	Human Resources	$24,739	$325,779	$409,870	79.5%
418	Legal Services	$26,370	$331,208	$329,869	100.4%
419	Planning & Zoning	$48,341	$532,874	$610,990	87.2%
420	Economic Development	$10,857	$225,978	$193,297	116.9%
421	Police	$209,094	$2,559,117	$2,853,407	89.7%
428	Recycling	$2,242	$31,634	$42,770	74.0%
429	Streets	$188,895	$1,005,762	$1,009,692	99.6%
430	Public Works	$33,084	$381,519	$430,818	88.6%
431	Engineering	$54,235	$581,647	$618,026	94.1%
432	Cemetery	$6,835	$105,388	$118,590	88.9%
433	Community Events	$7,307	$123,787	$113,566	109.0%
450	Forestry	$30,713	$263,778	$324,531	81.3%
451	Recreation Programs	$109,875	$1,659,788	$1,708,136	97.2%
452	Pool/Aquatics	$1,140	$169,032	$186,568	90.6%
454	Parks	$81,500	$1,077,407	$1,206,005	89.3%
455	Safety/Loss Control	$438	$2,991	$16,760	17.8%
456	Art & Heritage	$16,642	$234,524	$264,560	88.6%
457	Town Hall	$18,538	$218,086	$238,634	91.4%
	Total General Fund Operations	**$1,017,738**	**$11,617,789**	**$12,716,127**	**91.4%**

General Fund Expenditures

The general fund operations are right at the budget benchmark.

As one would expect through November, "outside" departments operations happen mostly in the summer and have used most if not all of the annual budget.

Legal fees for special counsel for water, metropolitan districts and oil and gas have caused the annual budget to be at 100%.

Economic Development is ahead of the pace due to the $50,000 payments for participation in the RTA.

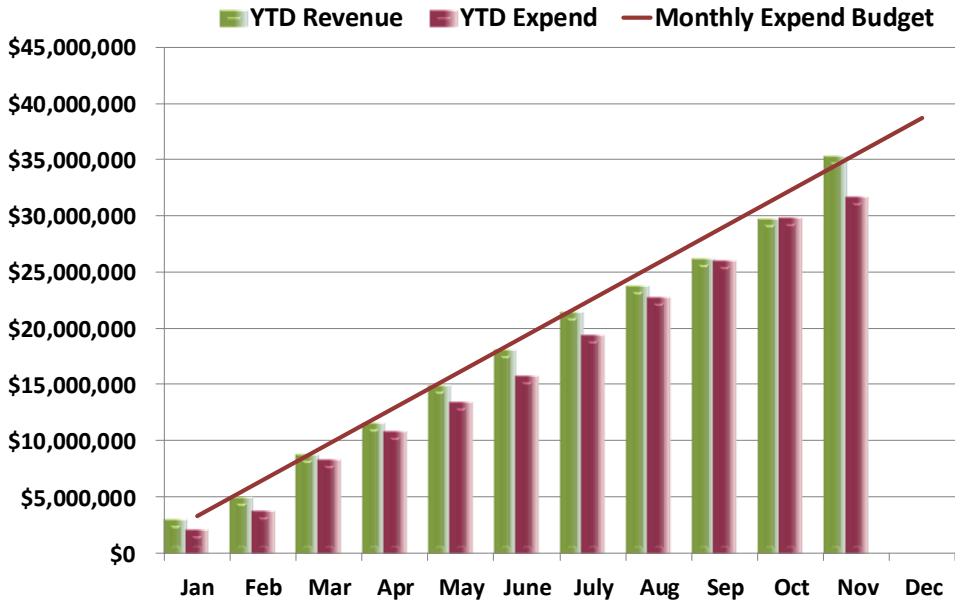
Revenue and Expenditure

The chart on the right shows monthly revenue compared to monthly expenditure as well as a trend line showing the total 2014 budget expended equally over twelve months.

Our monthly budgeted total expenditures equal $3,228,884. In October we collected $3,077,569 in total revenue. The chart on the right reflects our actual results through October.

October YTD total expenditures exceeded total revenue by roughly $27,000.

Combined Revenue and Expenditures



As of DECEMBER 1, 2014 **TOWN OF WINDSOR** 2014 MAJOR CAPITAL PROJECT STATUS

arranged by reporting department

2014 Projects	2014 Budget	Spent YTD	Dept.	Multi-Yr	Est. Start Process	Actual Start	% Complete	Est. Complete	Actual Complete
IT Financial Mgmt Software Upgrade	$280,000	$196,547	Fin CG	2014	Jan	Jan	95%	Nov	
IT Unified Communications upgrade	$91,000	$91,493	Fin CU	2014	Feb	Feb	100%	end May	June
GIS Development Management Software	$210,000	$122,005	Fin ST	2014	begin Mar	Mar	95%	Nov	
Kyger Pit Non-Potable Reservoir w/CWCB loan	$5,700,000	$3,553,356	Fin/Eng	2014-2015	Mar 4	4-Mar	80%	EOY	
Street Maintenance (overlay, crack seal, chip seal)	$1,407,000	$929,911	Eng CT	2014	Apr 1	Apr 1	95%	Sept 15	
WCR 19/ Hwy 392 Turn Lane	$150,000	$321,601	Eng	2014	Jun 1	Jun 1	100%	Oct 1	Oct
WCR21 Bridge Replacement w/grant	$584,270	$468,062	Eng JE	2013-2014	Feb 1	Feb 1	50%	May 15	
Eastman Pk/Cornerstone Roundabout Construct	$621,500	$658,323	Eng JE	2013-2014	Jun 15	Jun 30	99%	Oct 1	
County Line Road ditch erosion mitigation design	$50,000	$0	Eng	2014-2015	May 1		0%	Sep 1 design	
Replace Railing on 7th St/Poudre Riv Bridge	$33,000	$16,344	Eng	2014	Oct 1	June	100%	Dec 1	1-Jul
Poudre River dredging at WCR 13	$50,000	$0	Eng	2014	mid Sep		0%	mid Oct	
3 M gal. Water Tank w/grant	$1,150,000	$1,681,685	Eng	2012-2015	Mar 15	Mar 15	74%	Mar 2015	
Replace Force Main to Gravity Sewer w/grant	$380,000	$10,424	Eng CT	2013-2014	Oct 1		20%	EOY	
Law Basin Master Plan Channel - design/acquisition w/ 69% PDM Grant - 2012-2015	$904,959	$162,395	Eng DR	2012-2015	Feb 15	Feb 15	0%	Oct 1 design	
Law Basin West Tributary Channel - 2013-2015	$989,272	$100,722	Eng DR	2013-2015	Oct 1		25%	Apr 2015	
Coyote Gulch Park Dvpmt Design	$40,000	$23,428	Pks/Rec	2014-2015	Apr 1	Apr 1	99%	mid Jul	
Windsor Trail Windsor West Connection planning	50,000	$0	Pks/Rec	2014	Mar 1	Mar 1	100%	EOY	1-Dec
Poudre Trail Concrete at 3 Bells	$25,000	$0	Pks/Rec	2014	Jun 15		0%	Nov 1	2015
Poudre Trail from Westwood Village	$250,000	$2,760	Pks/Rec	2014	Aug 15		10%	end Nov	2015
Windsor Trail South 7th St w/grant	$219,796	$242,664	Pks/Rec	2013-2014	end Mar	end Mar	100%	Aug 15	1-Oct
Chimney Park Pool - Deck Resurfacing	$232,350	$296,934	Pks/Rec	2014	Aug 15	7-Jul	20%	Dec 1	1-Nov
Cemetery irrigation, design & engineering	$329,547	$267,823	Pks/Rec	2014	end Feb	end Feb	100%	Sep 1	1-Jun
Non-Potable Water- Construction of pipe encasement through Universal Forest Products	$195,000	$4,500	Pks/Rec	2013-2014	mid Nov		25%	Dec 1	
Museums - Interpretive Landscape	$58,138	$1,090	Pks/Rec	2014	mid Aug	1-Sep	90%	mid Nov	
Windsor West Park replace irrigation system	$120,000	$4,425	Pks/Rec	2014	early Sept	1-Sep	90%	Nov 15	1-Dec
ADA Compliance Projects	$70,955	$49,082	Pks/Rec	2012-2014	Jan	Jan	98%	mid Dec	
Install pump at Covenant Park	$49,000	$2,981	Pks/Rec	2014	Jun 1		30%	Oct 1	2015
Poudre Plan corrections & Town Hall connection to Main Park	$30,000	$0	Pks/Rec	2014	Jun 1		20%	EOY	
RR xing Improvements/ Repairs-15th & CR72	$30,000	$28,500	P Wks	2014	Jun 30	30-Jun	100%	Jul 5	1-Aug
Facilities - cooling tower for Town Hall	$80,000	$76,545	P Wks	2014	Jan 1	Jan	100%	Mar 3	March
Facilities - sand & restripe floor at CRC	$30,000	$19,897	P Wks	2014	Jun 1	30-Jun	100%	Aug 1	1-Aug
Water Line Replacement	$400,000	$559,666	P Wks	2014	Jul 1	1-Jul	90%	Nov 1	1-Nov
Sewer Line Rehab	$82,875	$0	P Wks	2014	Jul 15		0%	Sep 1	
Sewer Nutrient Study w/grant	$72,000	$55,235	P Wks	2014	end Jan	Jan	100%	Jun 1	1-Jun
Repl. #2,5,11,18,23,25,31,75,108,109,112,113,123 & lease 35, 94, 52, 19, and 22,	$620,050	$477,869	P Wks	2014	Jan 1	Jan	99%	Oct	
New Utility & PD Vehicle/equipped	$70,000	$74,850	P Wks	2014	Jan 1		99%	Oct	
Color key for funds =	PIF	CTF	CIF	WF	NPWF	SF	FF	ITF	

As requested at the budget retreat, this monthly report contains our monthly capital improvement plan update. Comments on future presentations of this information are welcome.

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

WINDSOR promotes QUALITY DEVELOPMENT.

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

WINDSOR is a GOOD ENVIRONMENTAL STEWARD.

TOWN OF WINDSOR
COLORADO

2014 Monthly Financial Report

Town of Windsor
301 Walnut Street
Windsor, CO 80550

Phone: 970-674-2400
Fax: 970-674-2456

The Town of WINDSOR strengthens community through the fiscally responsible and equitable delivery of services, support of hometown pride, and encourages resident involvement.

The 2014 Budget continues to focus on fiscal responsibility while building a long-term sustainable community through strategic investments and emphasizing the maintenance of existing infrastructure. In order to achieve these goals, the 2014 Budget emphasizes the importance of funding the key day-to-day tools that lead to success. These tools are employees, technology, and providing services most highly rated by citizens.

We're on the Web

www.windsorgov.com

Liquor Licensing Authority

To: Mr. Mayor and Members of the Town Board

CC: Patti Garcia, Town Clerk
Ian McCargar, Town Attorney
Kelly Arnold, Town Administrator
Bruce Roome, Deputy Town Clerk
John Michaels, Chief of Police

From: Teresa Ablao, Associate Town Judge

Date: December 20, 2014

RE: Windsor Local Liquor Licensing Authority report – 4th quarter 2014

Dear Mayor and Board Members:

I want to thank you for reappointing me and allowing me to serve another year as the Windsor Liquor Licensing Authority (LLA). Below is a summary of what has occurred since my last report of September 19, 2014.

Renewals: This quarter, 4 license renewals were approved on consent:

- *Windsor Arena Sports LLC* (Beer and Wine license)
- *Pelican Jo's* (Hotel/Restaurant license)
- *Chimney Park Bistro* (Hotel/Restaurant license)
- *7-Eleven, Inc. (*3.2% Beer Off Premise license)

The following renewal applications were granted on the Regular agenda due to previous or pending violations:

- *Cinder and Cruise* (Retail Liquor Store license)
- *Guadalajara Family Mexican Restaurant III* (Hotel Restaurant license)

New applications:

- *The Border* (Hotel Restaurant license) This is an existing restaurant located at 404 Main.
- *Chili Thai, Windsor, Inc.* (Hotel Restaurant license). This new business (opened July 2014) is located at 1215 Main Street, unit D and is a small business with both dine-in and carry out service and offers Chinese and Thai food
- *Boardwalk Gallery (*Art Gallery permit). This is the first Art Gallery permit issued by the Windsor LLA. This permit allows the Gallery to serve wine 15 times a year for 4 hours per day in the gallery at no charge to her customers.

License Transfers: None this quarter.

Liquor Licensing Authority

Tastings Permits: None this quarter.

Change of Location:

- Picasso and Wine was granted a change of location from the Safeway shopping center to the King Soopers center across the street.

Change in Corporate Structure:

- *Angkor Liquors* (Retail Liquor Store)

Change in Manager:

- *Pueblo Viejo Family Mexican Restaurant* (Hotel Restaurant license)

Special Events Permits: There was 1 special event permit granted this quarter.

- *Clearview Library District* for an educational event featuring beer home brewing held on October 28, 2014.

Show Cause Hearings: There were 6 show cause hearings scheduled for alleged compliance check failures. In all 6 cases, the licensee admitted to sale or service of alcohol to a Department of Revenue operative under the age of 21 years. The penalties for each licensee are set forth in the minutes attached hereto.

- *Angkor Liquors*, 1540 Main Street #254, Retail Liquor Store License
- *Loaf N Jug*,1201 Main Street, 3.2% Beer Off Premises License
- *Sports Center Discount Liquor*,1055 Main Street, Retail Liquor Store License
- *7-Eleven 39081B*, 629 Main Street, 3.2% Beer Off Premises License
- *Safeway*,1535 Main Street, 3.2% Beer Off Premises License
- *Cinder and Cruise Liquor*, 7485 Westgate Dr.,Retail Liquor Store License

As always, please feel free to contact me anytime if you have any questions or concerns. Enjoy this holiday time with family and friends.

Respectfully submitted,
Teresa Ablao

Attachments:
Minutes from 4th quarter LLA meetings

Windsor Liquor License Authority Regular Meeting
December 15, 2014 - 3:00 P.M.
Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

MINUTES

CONSENT CALENDAR

1. Approval of Minutes of November 17, 2014 Meeting

2. Approval of Minutes of December 1, 2014 Special Meeting

3. Annual renewal of the 3.2% Beer Off Premises License for
   7-Eleven, Inc., 6400 Crossroads Blvd, Windsor, CO 80550

4. Annual renewal of the Retail Liquor License for
   Uncorked Wine & Liquor, 1345 Water Valley Pkwy #100, Windsor, CO 80550

The Authority asked if anyone had reason to amend the Consent Calendar. ***Hearing none, the Consent Calendar was approved as presented.***

OLD BUSINESS

The purpose of these hearings is to consider the suspension or revocation of said license for alleged violations by the Licensee, or by any of the agents, servants, or employees of said Licensee, of the provisions of the Colorado Liquor Code, or any of the rules or regulations adopted pursuant thereto.

It is alleged that on October 10, 2014, the following Licensees sold an alcoholic beverage to a person under the age of 21 years in violation of §12-47-901 (1) (a.5) (1), C.R.S.

5. Show Cause Hearing for **Angkor Liquors, 1540 Main Street #254, Windsor, CO 80550**
   Retail Liquor Store License
   Sovatia Chea, Owner, appeared on behalf of Angkor Liquors

   Ms. Chea, stated that she read and understood the stipulations as put forth by the Town Attorney.

   The Liquor Authority asked Ms. Chea if she admits the allegation did occur.
   Per Ms. Chea, yes she admits they did.

   The Liquor Authority asked if she has been pressured by anyone to admit guilt.
   Per Ms. Chea, no she has not been pressured by anyone.

   Town Attorney McCargar, registration #12868, noted he is in possession of a signed Stipulation for Disposition with the Licensee stating a 7 day suspension will be imposed, with 2 days to be served on January 5, 2015 at 12:01 a.m. – January 6, 2015 at 11:59 p.m., with the remaining 5 days to be held in abeyance for a period of one year, during which time no violations shall occur within the Licensed Premises. Angkor Liquors will also pay a fine of $1,000 by December 19, 2014.

   FINDING:
   The Authority acknowledged: there was a violation by the Licensee; the Stipulation and admission were knowingly and voluntarily made; and the Licensee waives its right to contest the violation. They in turn will accept the Stipulation as presented, as well as the waiver and admission, and orders the premises be posted as required by Colorado Code of Regulations 47-600(F) during the time of suspension.

6. Show Cause Hearing for Loaf "N Jug,1201 Main Street, Windsor, CO 80550
   3.2% Beer Off Premises License
   Paula Adams, Manager, appeared on behalf of Loaf "N Jug.

   Ms. Adams, stated that she read and understood the stipulations as put forth by the Town Attorney.

   The Liquor Authority asked Ms. Adams if she admits the allegation did occur.

Per Ms. Adams, yes she admits they did.

The Liquor Authority asked if she has been pressured by anyone to admit guilt.
Per Ms. Adams, no she has not been pressured by anyone.

The Liquor Authority asked Ms. Adams who she plans to ensure no more violations occur.
Per Ms. Adams all employees are now required to attend monthly trainings.

Town Attorney McCargar noted he is in possession of a signed Stipulation for Disposition with the Licensee stating a 20 day suspension will be imposed, with 15 days to be served on January 4, 2015 at 12:01 a.m. – January 18, 2015 at 11:59 p.m., with the remaining 5 days to be held in abeyance for a period of one year, during which time no violations shall occur within the Licensed Premises. Loaf "N Jug will also pay a fine of $2,000 by December 19, 2014.

FINDING:
The Authority acknowledged: there was a violation by the Licensee; the Stipulation and admission were knowingly and voluntarily made; and the Licensee waives its right to contest the violation. They in turn will accept the Stipulation as presented, as well as the waiver and admission, and orders the premises be posted as required by Colorado Code of Regulations 47-600(F) during the time of suspension.

7. Show Cause Hearing for Sports Center Discount Liquor,1055 Main Street, Windsor, CO 80550
Retail Liquor Store License
Stacey Arias, Owner, appeared on behalf of Sports Center Discount Liquor

Ms. Arias, stated that she read and understood the stipulations as put forth by the Town Attorney.

The Liquor Authority asked Ms. Arias if she admits the allegation did occur.
Per Ms. Arias, yes she admits they did.

The Liquor Authority asked if she has been pressured by anyone to admit guilt.
Per Ms. Arias, no she has not been pressured by anyone.

Town Attorney McCargar noted he is in possession of a signed Stipulation for Disposition with the Licensee stating a 7 day suspension will be imposed, with 2 days to be served on January 5, 2015 at 12:01 a.m. – January 6, 2015 at 11:59 p.m., with the remaining 5 days to be held in abeyance for a period of one year, during which time no violations shall occur within the Licensed Premises. Sports Center Discount Liquors will also pay a fine of $1,000 by December 19, 2014.

FINDING:
The Authority acknowledged: there was a violation by the Licensee; the Stipulation and admission were knowingly and voluntarily made; and the Licensee waives its right to contest the violation. They in turn will accept the Stipulation as presented, as well as the waiver and admission, and orders the premises be posted as required by Colorado Code of Regulations 47-600(F) during the time of suspension.

8. Show Cause Hearing for 7-Eleven 39081B, 629 Main Street, Windsor, CO 80550
3.2% Beer Off Premises License
Ashley Harrison, owner and Troy Schwint, 7-Eleven Representative, appeared on behalf of 7-Eleven

Town Attorney McCargar noted he is in possession of a partial Stipulation which stated that the Licensee admits that there was a violation. However, they have chosen to leave the disposition of the case open to the Liquor License Authority decisions.

The Liquor License Authority stated that this is now a quasi-judicial hearing and as such the Town Attorney can present any evidence in support of a penalty that they believe is appropriate. This also allows the licensee to provide any statements, evidence of mitigation, facts or explanation.

Mr. McCargar stated that the sale of alcohol to a minor is considered a serious offense by the Windsor Town Board. The Town regards the sale to underage buyers as a serious matter. The incident report is in

support of this evidence as it states that the seller did not ask for an ID. 7-Eleven has a point of sale system which was bypassed and the sale took place which shows some deliberate intentions.

Mr. McCargar requests a five consecutive days suspension over the next 60 days . There have been no prior incidents.

Ms. Harrison clarified that the employee is no longer an employee. She also stated that she disagreed with Mr. McCargar that it states that in the Police Report that it says they did not ask for an ID which shows this was not deliberate. This is a business that she and her husband get their household income from and take it very seriously and as such she or husband are at the location at least once a day. In the store the only have one door of 3.2% beer and people rarely come there just to buy beer. All employees must pass a computer test before they can be on the register and that is yearly test. Ms. Harrison has created her own test which all employees have taken. She states that she understands this is a training issue. Also, Ms. Harrison stated that 7-Eleven has monthly internal stings. It is her stores policy that anyone that looks under the age of 50 must be asked for an ID.

FINDING:
The Liquor Authority accepted the admission of the violation and ordered a 5 day suspension, with 5 days to be served on January 5, 2015 at 12:01 a.m. – January 9, 2015 at 11:59 p.m. and orders the premises be posted as required by Colorado Code of Regulations 47-600(F) during the time of suspension. No days were to be held in abeyance because this is a first violation for the Licensee.

9. Show Cause Hearing for Safeway, 1535 Main Street, Windsor, CO 80550
3.2% Beer Off Premises License
Steven Lee, attorney #10969, Jim Bales, store manager, Jay Gomez, District manager, appeared on behalf of Safeway

The Liquor Authority asked Mr. Bales and Mr. Gomez if they admit the allegation did occur.
Per both parties, yes they admit they did occur.

The Liquor Authority asked both parties if they have been pressured by anyone to admit guilt.
Per Mr. Bales and Mr. Gomez, no they have not been pressured by anyone.

Town Attorney McCargar noted he is in possession of a partial Stipulation which stated that the Licensee admits that there was a violation. However, they have chosen to leave the disposition of the case open to the Liquor License Authority decisions.

The Liquor License Authority stated that this is now a quasi-judicial hearing and as such the Town Attorney can present any evidence in support of a penalty that they believe is appropriate. This also allows the licensee to provide any statements, evidence of mitigation, facts or explanation.

Per Mr. McCargar the sale of alcohol to a minor is considered a serious offense by the Windsor Town Board. The Town regards the sale to underage buyers as a serious matter. The incident report is in support of this evidence as it states that the seller did not ask for an ID. Mr. McCargar stated that Safeway has a robust system for training but the clerk did not ask for an ID, which demonstrated that there is a problem. Also, the outlets have a point of sale system which requires a date of birth to be entered into the cash register in order for the sale to go through. This feature was bypass which shows some deliberate intentions. It appears as though all of the training is not fixing the problem.

Town Attorney McCargar is requesting a five consecutive days suspension over the next 60 days. He also noted that Safeway has had a violation in the last five years.

Mr. Lee stated the Mr. McCargar is correct about Safeway's training policy and procedures as well as the point of sale register. Each employee is trained initially to check ID's of anyone who looks younger than 30 years of age. Mr. Lee stated that the problem is the point of sale systems are set up so the employee can disregard their training and their procedures and key in a wrong birthdate or just hit enter to bypass it. Unfortunately, it is not cost effective to replace every register. In this specific incident the employee who sold the alcohol was 17 years of age. This employee was properly trained and knew she couldn't check him

out because she was too young. Her mistake was asking the bagger who was 18 to make the transaction that was not trained. Both the cashier and the bagger stated they thought the buyer was at least 30 years of age so they didn't card him. Both employees received a two week suspension without pay and should any other violations occur this will result in termination. Safeway management understands that the employees made the mistake but they hold the liquor license and are accountable.

Mr. Gomez, explained the steps that Safeway has taken to ensure compliance by their employees regarding sale of alcohol. Every quarter the employee signs off on the written policy as a reminder and to ensure they have the latest policy. Checkers also have web based training that they take and the loss prevention division at all stores perform internal stings. So far this store has passed all eight internal stings in the past year.

FINDING:
The Liquor Authority accepted the stipulation and admission of violation and imposed a 10 day suspension for said violation, with 5 days to be served on January 5, 2015 at 12:01 a.m. – January 9, 2015 at 11:59 p.m., with the remaining 5 days to be held in abeyance for a period of one year, during which time no violations shall occur within the Licensed Premises. In addition the Authority ordered the premises be posted as required by Colorado Code of Regulations 47-600(F) during the time of suspension

Mr. Lee stated that he is requesting to pay a fine in lieu of time served pursuant to statute. Per Mr. Lee the average daily sale in October 2014 of 3.2% beer is slightly in excess of $100 a day which means this would be approximately a $200 fine.

Per the Liquor Authority the request is denied because a $200 fine is inconsistent with the amount of fines she has ordered in the past for a second violation and because the payment of a $200 fine in lieu does not adequately address the seriousness of the violation and would not achieve the desired disciplinary purposes.

10. Show Cause Hearing for Cinder and Cruise Liquor, 7485 Westgate Dr.,Windsor, CO 80550
Retail Liquor Store License
Kuldeep Singh, Owner, appeared on behalf of Cinder and Cruise Liquor

The Liquor Authority asked Mr. Singh if he admits the allegation did occur.
Per Mr. Singh, yes he admits they did.

The Liquor Authority asked if he has been pressured by anyone to admit guilt.
Per Mr. Singh, no he has not been pressured by anyone.

Town Attorney McCargar noted he is in possession of a partial Stipulation which stated that the Licensee admits that there was a violation and also contains a waiver of fine in lieu rights. However, they have chosen to leave the disposition of the case open to the Liquor License Authority decisions.

The Liquor License Authority stated that this is now a quasi-judicial hearing and as such the Town Attorney can present any evidence in support of a penalty that they believe is appropriate. This also allows the licensee to provide any statements, evidence of mitigation, facts or explanation.

Town Attorney McCargar asked Mr. Singh if the employee faced any disciplinary actions.
Per Mr. Singh he would but did not want to lose the employee because it is hard to find help. The employee was warned and their training was reinforced.

Per Mr. McCargar noted that there have been no compliance check violations but there were two prior violations. One of these was just a year ago in 2014 for failure to properly dispose of samples from a wine tasting event. The licensee also had a storage issue eight years ago. Mr. McCargar feels the training program is a bit underpowered, as there is only training every other year. The incident report states that the seller did not ask for an ID and this store does not have a point of sale cash register to remind the clerk to ask for identification.

Town Attorney McCargar is requesting a five consecutive days suspension with no days held in abeyance.

Mr. Singh, stated that he takes classes every two years and he personally did not make a mistake, it was his employee who did. Mr. Singh does admit that his employee did sell to a minor. This employee has worked there for him for ten years and wrote a letter explaining her guilt and apologized for the error.

Tim Fischer, a sales representative was here because he was involved with the first incident. Mr. Fischer works for a liquor distributor and he stated that he had removed wine that was unsaleable and removed it to the back room of the store and this was construed as left over from a wine tasting. This wine was confiscated by the State and Mr. Singh lost the cash credit for those bottles as well.

The Liquor Authority asked Mr. Singh what was the end result of this violation.
Per Mr. Singh the result was a $1,600 fine that he paid to the State.

Mr. Singh presented the Liquor Authority a document that shows that he lost the cash credit for the wine that was confiscated by the State.
Mr. McCargar stated he objects to the relevance of this document as Mr. Singh already has paid the fine and concluded that case.

Per the Liquor Authority she will not accept this paperwork as evidence but will accept Mr. Fischer's statement into the record.

The Liquor Authority stated she is disturbed by two prior violations as this demonstrates a track record of difficulty complying with the liquor code. She feels that a point of sale system would be beneficial to Cinder and Cruise, especially when they are busy and employees get frazzled.

FINDING:
The Liquor Authority states a 5 day suspension will be imposed, with 5 days to be served on January 4, 2015 at 12:01 a.m. – January 8, 2015 at 11:59 p.m. and orders the premises be posted as required by Colorado Code of Regulations 47-600(F) during the time of suspension.

The Liquor Authority also required Mr. Singh as well as any employee not TIPS trained in the last year to have training in the next 60 days. Proof of training is to be provided to the Town Clerk's office upon completion.

NEW BUSINESS

11. Annual renewal of Retail Liquor Store License for
Cinder and Cruise Liquor, 7485 Westgate Dr.,Windsor, CO 80550

The Liquor Authority asked Town Attorney McCargar if his office had any issues with approval of renewal for Cinder and Cruise.
Mr. McCargar stated that there were none.

FINDING:
The Authority granted the renewal of the License.

12. January Liquor Meeting
In order to meet deadlines for pending special event applications, the Liquor Authority rescheduled the January 19, 2015 meeting to **Monday January 12, 2015 at 4 pm at Windsor Town Hall.**

Meeting adjourned at 4:02 pm