



TOWN BOARD WORK SESSION

March 2, 2015 - 6:00 P.M.

Windsor Community Recreation Center – Cedar Room

250 N. 11th Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board.

THIS MEETING WILL NOT BE STREAMED LIVE; THE VIDEO RECORDING WILL BE AVAILABLE ON COMCAST CHANNEL 8 AND THE TOWN OF WINDSOR WEBSITE FOLLOWING THE MEETING.

AGENDA

1. Metropolitan District Policy Discussion
2. Comprehensive Plan Orientation by Consultant with Planning Commission
Verbal discussion – no packet materials
3. Future Meetings Agenda

JAMES M. MOCK, PLLC

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MEMORANDUM

February 26, 2015

VIA EMAIL

TO: Town Board
Kelly Arnold, Town Manager
Ian McCargar, Town Attorney
Town of Windsor

FROM: /s/ James M. Mock

RE: **Metropolitan Districts in Windsor, Part I**

With the revival of the real estate market, the Town has seen a big increase in the number of applications to approve the formation of metropolitan districts. Land developers have requested a number of departures from the Town's written policy, which policy was last looked at by the Town Board in 2007. At the same time, the real estate shake-out has resulted in some "lessons learned" for metro districts.

The Town Board has determined to take a step back and look at its policy to determine whether any changes are warranted for the facilitation of desirable development and, moreover, the protection of the taxpaying public. I have been asked to guide the Town Board through a process whereby it can consider these items, and this memorandum provides a summary outline of my introduction to the topic.

1. What is a Metro District?

- a. State law
- b. Town Code & Model Service Plan
- c. Economic Underpinnings
- d. Typical Metro District Life Cycle Scenario

- e. A Typical Property Owner's Interaction with a Typical Metro District
- f. Success Stories and Train Wrecks

2. History of Metro Districts in Windsor

- a. Four Phases
- b. Statistics

3. What Do Other Municipalities Do?

- a. Spectrum of approaches

4. Common (although not unanimously shared) Assumptions and Beliefs

- a. Metro districts are necessary for good development
- b. Metro districts cause better development (i.e., higher quality, more affordability)
- c. Metro districts equitably distribute the cost of public improvements over their life cycle
- d. Metro districts create non-transparent windfall benefits for Developers
- e. Metro districts "soak up" the tax base such that the community is unwilling to tax itself for other public improvements and services
- f. Metro districts provide operational efficiencies that benefit homeowners and reduce burdens on the Town
- g. Metro districts should function to reimburse a Developer 100% of its public infrastructure costs
- h. Metro districts should only provide partial reimbursement of the cost of public improvements

5. So, what do we do with all this, where do we go from here?

- a. The Town would benefit from the Town Board taking a look at metro districts and how they fit with Town values, goals and plans
- b. Staff, Consultants, and Development Community would benefit from clarification of policy
- c. **For our next meeting, please:**
 - i. Read the handout
 - ii. Consider the Common Assumptions and Beliefs (Para. 4 above)
 - iii. Identify any areas for clarification and questions you may have
 - iv. Think about where you want Windsor to fall on the “spectrum”
 - v. Time permitting, please familiarize yourself with some of the main Service Plan issues presented in the memo
- d. Next steps in process and outreach to Developer community

Name	President/Chairman	Contact
Eagle Crossing-Windsor Metropolitan District Nos. 1-4		
Great Western Metro Districts Nos. 1-7	Thomas G. Mandula	David S.O'Leary, Esq.
Greenspire Metro Districts No. 1-3		Kim Seter
INACTIVE Greenwald Farms Metro Districts Nos. 1 & 2	David P. Tschetter	George M. Rowley, Esq.
Harmony Ridge Metropolitan Districts Nos. 1-3		
Highpointe Vista Metropolitan Districts No. 1 & 2	Thomas Wykstra	John Paul Williams (970) 484-0101 cell (970) 290-9300
Iron Mountain Metro Districts Nos. 1, 2, 3	Martin Lind	George M. Rowley, Esq.
Jacoby Farm Metropolitan District	Ryan St. Onge	John Paul Williams (970) 484-0101 cell (970) 290-9300
New Windsor Metro District (Formerly Windsor Northwest)	Terry Allbrooks	John Paul Williams (970) 484-0101 cell (970) 290-9300
Northlake Metropolitan District Nos. 1-5		
Poudre Tech/Water Valley Metropolitan District	Martin Lind	William P. Ankele, Jr.
RainDance Metropolitan District Nos. 1-4		
Tacincala Metropolitan District Nos. 1-5		Clint C. Waldron (303) 858-1800 cwaldron@wbapc.com

INACTIVE Village East Metro Districts Nos. 1, 2, 3	David P. Tschetter	George M. Rowley, Esq.
Windshire Park Metro Districts No. 1 & 2	Dino A. DiTullio	Guy D. Johnson
Windsor Highlands Metro Districts No. 1	Jon Turner	Guy D. Johnson
Windsor Highlands Metro Districts No. 2	Dino A. DiTullio	Guy D. Johnson
Windsor Highlands Metro Districts Nos. 3, 4, 5	Dino A. DiTullio	Guy D. Johnson
Windsor Highlands Metro Districts No. 6	Jon Turner	Guy D. Johnson
Winter Farm Metro District No. 1	David Paul Cocolin, Chairman	John Paul Williams (970) 484-0101 cell (970) 290-9300
Winter Farm Metro District No. 2	Jerald W. Hinde, Chairman	John Paul Williams (970) 484-0101 cell (970) 290-9300

CPAC Membership List

(DRAFT)

February 26, 2015

Affiliation	Number	Individuals Who Have Expressed Interest
Planning Commission	2	Gale Schick
		Steve Scheffel
		Bob Winter
Downtown Development Authority	2	Michal Connors
		Tom Prenger
Chamber of Commerce	2	Dan Seegmiller
Weld RE-4 (Staff)	1	
Weld RE-4 (Student)	1	
Poudre R-1 (Staff)	1	
Poudre R-1 (Student)	1	
Thompson R-2J (Staff)	1	
Thompson R-2J (Student)	1	
Citizen at Large	1	Ashley Chase
Citizen at Large	1	Jim Bowman
Mayor Appointment	1	
Citizen - District 1 (MB)	1	
Citizen - District 2 (CM)	1	Steve Zuckweiler
Citizen - District 3 (JR)	1	
Citizen - District 4 (KM)	1	Kelly Hall
Citizen - District 5 (BC)	1	
Citizen - District 6 (IA)	1	Ken Dickson
Total	21	
Town Board: Kristie Melendez		
Town Board: Ivan Adams		
Project Manager: Scott Ballstadt		
Staff Support: Josh Ohava, Associate Planner		
Staff Support: Paul Hornbeck, Associate Planner		
Staff Support: Krystal Eucker, Deputy Town Clerk		

Scope of Work

Step 1: Project Initiation and Outreach

To "kick-off" the planning process on the right foot, meetings with key Town staff and a formed Comprehensive Plan Advisory Committee (CPAC) are needed prior to undertaking other community outreach activities. After the 'kick-off' to the planning process, our proposed outreach activities will help foster a stewardship for the Plan and the community as a whole.

1a: Director Meeting

1b: Project Initiation Workshop - Comprehensive Plan Advisory Committee (CPAC)

1c: Elected Officials and Department Heads Round Table Discussion

Step 2: Community Engagement and Outreach

(traditional and web-based)

Community engagement and citizen participation are the cornerstones of our proposed planning process. Anticipating high levels of participation from an active and engaged community, our proposed outreach process includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation in preparing the Comprehensive Plan for the Town of Windsor. Community engagement and outreach is included throughout the entire planning process, with this step providing the initial participation efforts and laying the foundation for the remaining steps.

"Traditional" Outreach

2a: Branding the Plan & Process

2b: Press Releases, Notices & Newsletter Articles

2c: Community Workshop

2d: Business Workshop

2e: Key Person Interviews & Focus Group Discussions

2f: D.I.Y. Kits

Web-based Outreach

2g: Interactive Project Website (at no cost to the Town)

2h: Social Networking & RSS

2i: sMap (On-Line Community Issues Mapping)

2j: On-line Community Questionnaires for Residents, Businesses & Students (youth)

2k: On-line Community Character Assessment Survey

Step 3: Existing Conditions Analysis

This step will include the analysis of existing conditions and future potentials within the community. It will be based on information provided by the Town, as well as feedback from community service providers and reconnaissance, surveys, inventories, and analyses undertaken by the Consultant. The emphasis will focus on the identification of existing conditions that will be taken into consideration during the formulation of goals, objectives, and planning recommendations. A detailed market assessment will be included as a component of this step.

3a: Town Studies, Plans & Reports

3b: Zoning & Development Controls

3c: Market & Demographic Assessment

3d: Existing Land Use & Development

3e: Annexation & Growth Areas

3f: Community Facilities & Infrastructure

3g: Transportation & Mobility

3h: Environmental Features & Open Space

3i: Image, Identity & Community Character Design Assessment

3j: Existing Conditions Analysis & Presentation

3k: CPAC Meeting

Step 4: Community Vision, Goals & Objectives

The purpose of this step will be to establish an overall "vision" for the future of the Town of Windsor that can provide focus and direction for subsequent planning activities and serve as the "cornerstone" of the consensus building process. Based on the Vision and previous steps in the planning process, preliminary Goals and Objectives will also be prepared.

4a: Community Visioning Session/Charrette

4b: Vision Statement

4c: Goals & Objectives

Step 5: Draft Sub-Area Plans (OPTIONAL)

This step will entail the preparation of preliminary sub-areas plans for key areas of the Town. The sub-areas to be studied will be identified in the Step 3, but are subject to budget constraints on the project

5a: Development of Preliminary Sub-Area Plans

5b: CPAC Workshop

5c: Community Workshop

5d: Revised Sub-Area Plans

Step 6: Community-Wide Core Plans & Policies

This step will entail the preparation of plans for growth and annexation, land use and development, transportation and mobility, open space and environmental features, community facilities, urban design and community character, and community sustainability. These future plans will provide the "core" for the Comprehensive Plan and will reflect community input and the Town's Goals and Objectives.

6a: Land Use & Development Plan

6b: Residential, Commercial & Industrial Framework Plans

6c: Transportation & Mobility Plan

6d: Open Space, Recreation & Environmental Features Plan

6e: Community Facilities Plan

6f: Image, Identity & Community Character Framework Plan

6g: Sustainability Framework

6h: CPAC Meeting

Step 7: Implementation Strategy

This step will include the development of the preliminary implementation strategy, based on review and discussion of the core plan components with the CPAC. The implementation strategy will identify the actions to be taken, the stakeholders' roles and responsibilities, the prioritization and timing of actions, and the funding sources most available, best suited, and appropriate for the different recommendations and implementation actions.

7a: Draft Implementation Strategy

7b: Draft Implementation Action Matrix

Step 8: Plan Documents and Adoption

Based on the previous steps in the planning process, the draft and final versions of the Comprehensive Plan document will be prepared for local review and consideration, including the Planning Commission public hearing and the presentation to and adoption by the Town Council.

8a: Draft Comprehensive Plan Document

8b: CPAC Meeting

8c: Community Open House

 **8d: Final Plan Report to Planning Commission (Public Hearing Presentation)**

8e: Final Plan Adoption



FUTURE TOWN BOARD MEETINGS
Work Sessions & Regular Meetings will be held in the Board
Chambers unless otherwise noted.

March 9, 2015 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
March 9, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting
March 16, 2015 6:00 p.m.	Town Board Work Session Joint meeting with Fire District, School District & Library District
March 23, 2015 6:00 p.m.	Town Board Work Session Development Review Discussion of Commercial/Industrial Preference vs. Residential
March 23, 2015 7:00 p.m.	Town Board Meeting
March 30, 2015	Fifth Monday
April 6, 2015 6:00 p.m.	Town Board Work Session
April 13, 2015 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
April 13, 2015 7:00 p.m.	Town Board Meeting
April 20, 2015 6:00 p.m.	Town Board Work Session
April 27, 2015 6:00 p.m.	Town Board Work Session
April 27, 2015 7:00 p.m.	Town Board Meeting
May 4, 2015 6:00 p.m.	Town Board Work Session
May 11, 2015 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
May 11, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting
May 18, 2015 6:00 p.m.	Town Board Work Session
May 25, 2015	Memorial Day

Additional Events

March 23, 2015 Special 125th Anniversary Kick-off

Future Work Session Topics

Town Board Compensation