



## TOWN BOARD WORK SESSION MEETING

May 4, 2015 – 6:00 P.M.

Town Board Chambers

301 Walnut Street, Windsor, CO 80550

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

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**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 who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.**

### **AGENDA**

1. Weld County Cooperative Planning Agreement discussion
2. 7<sup>th</sup> and Crossroads Restriping Project Proposal
3. Water Conservation Plan Update
4. Future Meetings Agenda



## MEMORANDUM

**Date:** May 4, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
Ian McCargar, Town Attorney  
**From:** Scott Ballstadt, AICP, Interim Director of Planning  
**Subject:** Discussion regarding Weld County Cooperative Planning Agreement  
**Item #:** Work Session - 1

### Discussion:

Enclosed please find a copy of a recently executed copy of a Coordinated Planning Agreement (CPA) between Weld County and the Town of Firestone. According to Weld County staff, Fort Lupton, Keenesburg and Milliken have also recently executed similar agreements.

The CPA development effort started over two years ago with Fort Lupton, Firestone, and Windsor taking the lead with Weld County about mutual interest in developing an Intergovernmental Agreement. Weld County then took a year to develop their model and chose to call it a Coordinated Planning Agreement. Since Windsor was in the middle of exploring formation of an Urban Renewal Authority (URA) with Kodak, Carestream, and Great Western Development, staff monitored the progress of the model negotiations between Fort Lupton and Weld County to see if the CPA would have any effect on the URA. Fort Lupton's negotiations ultimately led to a model CPA, which is now endorsed by Weld County Commissioners.

The timing for Windsor's consideration of the CPA is good now that URA exploration is really not progressing and if it does progress, the CPA shouldn't hinder the formation of the URA. Based upon the similarity of the other municipal agreements and verbal statements made by Weld County Commissioners, the model CPA has very little, if any, negotiable components.

Regarding the enclosed Firestone example CPA, staff would bring three specific items to your attention in the CPA for discussion:

- 1. Notification:** Section 3.2 of the CPA provides for notification from the Weld County Director of Planning Services to the Mayor and a designee. This language should probably also include notification to the Town Manager.
- 2. Planning Commission referral review:** Windsor's review of referrals from other jurisdictions has historically been performed by staff making a recommendation to the Planning Commission, and the Planning Commission making a recommendation to the referring jurisdiction\*. Given the twenty-one day deadlines for both referral comments (Section 3.1) and an agreement to terms of a pre-annexation agreement with the applicant (Section 3.2), changes to the Town's standard referral review process would

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\* Code Section 2-7-20 (5) authorizes the Planning Commission to "exchange information with other governmental agencies with planning and zoning responsibilities".

likely be necessary and the Town Board may want to discuss the referral process with the Planning Commission.

- 3. Common Development Standards:** Section 5 of the CPA indicates that the Town and County shall “attempt to agree to establish common development standards within designated areas” within one year of the effective date of the CPA. Examples of standards referred to in the CPA are roadway and drainage standards. The Town should probably discuss the intent of this language with Weld County and perhaps explore agreement on development standards as an initial step.

During the work session, staff wants to review the CPA with Town Board. If there are other questions besides those identified, then we want to make sure the Board has the opportunity to ask them and seek answers.

If Town Board concurs, staff recommends that the CPA is directed to the Windsor Planning Commission to provide input and have that input come back to Town Board for consideration. Ultimately, if Town Board wants to proceed with the CPA, it would be helpful to request a work session with Commissioners to discuss any questions the Board has with the CPA.

**Attachment:** Weld County – Firestone example CPA

**PROPOSED MODIFICATIONS  
TO THE WELD COUNTY CODE (WCC)**

**CHAPTER TO BE MODIFIED:** Chapter 19, Coordinated Planning Agreements (CPA)

**DIVISION OR ARTICLE TO BE MODIFIED:** Article X

**SECTION(S) PROPOSED TO BE MODIFIED:** New Sections

**RATIONALE FOR MODIFICATION:**

Article X of this chapter was reserved for future CPA's. The Town of Firestone's CPA will now occupy Article X of this Chapter.

**PROPOSED MODIFICATION(S):**

**ARTICLE X**

**Firestone Plan**

This Coordinated Planning Agreement ("CPA") is made and entered into effective as of the 20<sup>th</sup> day of January, 2015, A.D., between the Board of County Commissioners of the County of Weld, State of Colorado, whose address is 1150 O Street, Greeley, CO 80631, hereinafter called the "COUNTY," and the Town of Firestone, a Colorado municipal corporation, whose address is 151 Grant Avenue, Firestone Colorado 80520, hereinafter called the "MUNICIPALITY." The COUNTY and MUNICIPALITY are hereinafter sometimes referred to individually as "party" and collectively as "the parties."

**RECITALS**

A. COUNTY exercises governmental authority regulating land use, growth and development within the unincorporated areas of Weld County, Colorado, which areas include lands surrounding MUNICIPALITY; and

B. MUNICIPALITY exercises governmental authority with respect to land use, growth, and development within its municipal boundaries and regarding its annexations, and has demonstrated the capability of providing municipal services and facilities (including water and sewer services based on the municipality's code and/or other municipal service policies) within the THREE (3) MILE AREA, as defined herein; and

C. Title 29, Article 20 of the Colorado Revised Statutes, grants broad authority to local governments to plan for and regulate development and the use of land within their respective jurisdictions, accomplishing such activities through public processes that respect, protect, and promote private property rights; and

D. Title 29, Article 20 of the Colorado Revised Statutes, authorizes and encourages local governments to cooperate and contract with each other for the purpose of planning and

regulating the development of land by the joint and coordinated exercise of planning, zoning, subdivisions, building, and related regulatory powers; and

E. Pressures for growth and development in MUNICIPALITY and COUNTY indicate that the joint and coordinated exercise by COUNTY and MUNICIPALITY of their respective planning, zoning, subdivision, building and related regulatory powers in such areas will best promote the objectives stated in this CPA; and

F. This CPA adheres to the objectives and Policies of the Weld County Comprehensive Plan, set forth in Section 22-2-40 of the Weld County Code and, in particular, UD.Goal 2., which encourages the establishment of intergovernmental agreements concerning growth areas with each municipality in Weld County.

**NOW THEREFORE**, for and in consideration of the mutual promises and undertakings herein set forth, the parties agree as follows:

1. **PURPOSES AND OBJECTIVES.** The purpose of this CPA is to establish procedures and standards pursuant to which the parties will move toward greater coordination in the exercise of their land use and related regulatory powers within unincorporated areas surrounding MUNICIPALITY. The objectives of such efforts are to accomplish the type of development in such areas which best protects the health, safety, prosperity, and general welfare of the inhabitants of the parties and to achieve maximum efficiency and economy in the process of development. However, any action taken pursuant to this CPA that pertains to any land within MUNICIPALITY, for incorporated areas, and within COUNTY, for unincorporated areas, is subject to exclusive final approval by the governing body of MUNICIPALITY or COUNTY, respectively.

2. **DEFINITIONS.** For the purposes of this CPA the following terms shall be defined as set forth herein:

2.1 **DEVELOPMENT.** Any land use requiring regulatory approval by the elected governing body of the applicable party in the THREE (3) MILE AREA, except for an amendment to a plat or a down-zoning, neither of which creates any additional lots, and except for a Recorded Exemption or Subdivision Exemption. Existing agricultural uses, which are lawful uses, either as uses-by-right under the Weld County Code, or as legally existing non-conforming uses, are also exempt from the definition of "DEVELOPMENT."

2.2. **THREE (3) MILE AREA.** *The area as defined by Colorado Revised Statutes, C.R.S. 31-12-105.1.E.*

3. **PLANNING COORDINATION.** This CPA is intended to be a Comprehensive Development Plan adopted and implemented pursuant to C.R.S. § 29-20-105(2). Following the execution of this CPA by both parties, applications to COUNTY for DEVELOPMENT within the THREE (3) MILE AREA shall be processed and determined in accordance with the following:

3.1 **Referral.** COUNTY shall refer all proposals for DEVELOPMENT within the THREE (3) MILE AREA to MUNICIPALITY for its review and recommendation. Such referral shall include at least a copy of the written DEVELOPMENT proposal and preliminary COUNTY staff summary of the case. COUNTY shall allow not less than twenty-one (21) days for MUNICIPALITY to review the referral and furnish its

recommendations to COUNTY staff prior to formulation of the COUNTY staff recommendation. If the MUNICIPALITY does not respond within such time, COUNTY staff may proceed with its recommendation, but any comment or recommendation from MUNICIPALITY received on or before the Thursday immediately preceding the meeting of the Board of County Commissioners or Planning Commission when the matter shall be considered shall be transmitted to the Board or Commission. If the MUNICIPALITY submits no comment or recommendation, COUNTY may assume it has no objection to the proposal. If MUNICIPALITY submits recommendations, COUNTY shall either include within its written decision the reasons for any action taken contrary to the same or furnish such reasons to MUNICIPALITY by a separate writing. MUNICIPALITY shall be given notice of, and may appear and be heard at any hearing or other proceeding at which COUNTY shall consider a DEVELOPMENT subject to the foregoing referral process.

**3.2 Development Within THREE (3) MILE AREA.** Upon receipt of any proposal for DEVELOPMENT within the THREE (3) MILE AREA then currently eligible for voluntary annexation to MUNICIPALITY, COUNTY shall, in writing, at time of a pre-application with the Department of Planning Services, notify the proponent of the opportunity for annexation. The Director of Planning Services shall, in writing, notify MUNICIPALITY's mayor and his or her designee of the proposal. MUNICIPALITY shall have twenty-one (21) days following contact by the proponent, which shall be documented in writing (with a copy of COUNTY), to notify COUNTY in writing that MUNICIPALITY and the applicant have agreed to the terms of a pre-annexation agreement. COUNTY shall not process any application until the completion of said twenty-one (21) days, or until COUNTY receives notification from the MUNICIPALITY that a pre-annexation agreement between MUNICIPALITY and the applicant will not be pursued, whichever occurs sooner. If no such notification is received by COUNTY during said twenty-one (21) days, processing of the application shall continue by COUNTY to completion.

**3.3 Mutuality of Impact Consideration.** The parties recognize that decisions by one party regarding development may impact property outside of its jurisdiction. The parties agree that jurisdictional boundaries shall not be the basis for giving any greater or lesser weight to those impacts during the course of deliberations.

**3.4 Referrals to County.** MUNICIPALITY shall refer proposals for DEVELOPMENT which lie within 500 feet of any property in unincorporated Weld County to COUNTY for its review and recommendation. Such referral shall include at least a copy of the written DEVELOPMENT proposal. MUNICIPALITY shall allow not less than twenty-one (21) days for COUNTY to review same and furnish its recommendations to MUNICIPALITY. If COUNTY submits no comment or recommendation MUNICIPALITY may assume it has no objection to the proposal. If COUNTY submits recommendations, MUNICIPALITY shall either include within its written decision the reasons for any action taken contrary to the same or furnish such reasons to COUNTY by a separate writing. Where the DEVELOPMENT is proposed as part of an annexation of more than 10 acres, the provisions of this section shall be deemed satisfied by compliance by MUNICIPALITY with the notice and impact report provisions of the most current version of the Municipal Annexation Act then in effect. COUNTY shall be given notice of, and may appear and be heard at any hearing or other proceeding at which MUNICIPALITY shall consider a DEVELOPMENT subject to the foregoing referral process.

4. **IMPLEMENTATION OF CPA.** Following the mutual execution of this CPA, each party shall promptly enact and implement such amendments to its existing regulations as may be necessary to give effect to the provisions of Section 3. Each party shall have sole and exclusive discretion to determine such measures and any new ones enabling it to perform this CPA. Each party's land use regulations as referred to herein are ordinances whose amendment requires certain formalities, including notice and public hearings. The mutual covenants in this section and elsewhere to implement this CPA promptly are given and received with mutual recognition and understanding of the legislative processes involved, and such covenants shall be liberally construed in light thereof.

5. **ESTABLISHMENT OF COMMON DEVELOPMENT STANDARDS.** MUNICIPALITY and COUNTY shall, within one (1) year of the effective date of this CPA, attempt to agree to establish common development standards within designated areas, which may include areas within MUNICIPALITY's boundaries and/or within the THREE (3) MILE AREA. Common development standards should include, but not be limited to, roadways (types, widths, horizontal design, access and spacing) and drainage (on-site, off-site, discharge, easements, and regional facilities).

6. **MISCELLANEOUS PROVISIONS.**

6.1 **Severability.** Should any one or more sections or paragraphs of this CPA be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this CPA, the intention being that the various sections and paragraphs are severable; provided, however, that the parties shall then review the remaining provisions to determine if the CPA should continue, as modified, or if the CPA should be terminated.

6.2 **Termination.** This CPA shall continue in effect for a period of one year from the date first written above, and shall be renewed automatically thereafter for successive one (1) year periods. Notwithstanding the foregoing, however, either party may terminate this CPA by giving at least twelve (12) months' written notice thereof to the other party.

6.3 **Amendment.** This CPA may be amended only by a writing executed by the parties and adopted according to the same procedures as the original adoption (requiring the written consent of the amendment by both parties and compliance with the procedures detailed in Sections 6.4 and 6.5 of this CPA).

6.4 **Adoption by MUNICIPALITY.** MUNICIPALITY shall at public hearing(s) consider this CPA for adoption upon published notification. MUNICIPALITY shall provide a complete record of such public hearing(s) to COUNTY for review prior to the start of COUNTY's adoption process detailed in Section 6.5, below.

6.5 **Adoption by COUNTY.** COUNTY shall, upon published notification consider this CPA for adoption and amendment to Chapter 19 of the Weld County Code. In the course of such adoption process, COUNTY shall review the complete record of the public hearing(s) held by MUNICIPALITY wherein it considered this CPA for adoption. The effective date of this CPA shall be its effective date of amendment to the Weld County Code.

6.6 **Reserved Rights.** Nothing herein shall be construed to limit any procedural or substantive rights afforded a party under law respecting the matters that are the subject of this CPA, including without limitation any rights of referral, participation or judicial review related to any land use or development procedure or approval of the other party, which rights are hereby reserved to each party.

6.7 **Enforcement.** Either party may enforce this CPA by an action for specific performance, declaratory and/or injunctive relief, or other equitable relief. The parties agree the remedies for enforcement hereof are limited to non-monetary relief, and each party hereby waives any right to seek damages for any violation of this CPA. No other person or entity shall have any right to enforce the provisions of this CPA.

**IN WITNESS WHEREOF**, the parties have executed this CPA effective as of the date first above written.

ATTEST:

***CLERK OF THE BOARD***

***Donald Warden***

\_\_\_\_\_  
Deputy Clerk to the Board

ATTEST:

\_\_\_\_\_  
Carrisa Medina, Town / City Clerk

***BOARD OF COUNTY***

***COMMISSIONERS OF***

WELD COUNTY, COLORADO

\_\_\_\_\_  
, Chairman

MUNICIPALITY  
TOWN / CITY OF

\_\_\_\_\_  
Paul Sorensen, Mayor



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## MEMORANDUM

**Date:** May 4, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Dennis Wagner, Director of Engineering  
**Re:** Proposed re-striping of Traffic Roundabout at 7<sup>th</sup> Street and Crossroads Blvd.  
**Item #:** Work Session - 2

**Background / Discussion:**

Vehicular accidents in the two-lane traffic roundabout at 7<sup>th</sup> Street and Crossroads Boulevard are much higher than the one-lane roundabouts in Windsor. The most common collision occurs when vehicles cross paths as one of them exits the roundabout as the other one continues in the roundabout.

There are two lanes entering the roundabout from four directions. Late last year staff designed a re-striping plan that would convert the right-hand lane to a right-turn only lane. The second lane would be used for those vehicles wanting to continue straight or make a left turn. The existing striping and proposed re-striping are illustrated on the attached maps. Some re-signage will be necessary also.

Engineering staff has collaborated with the Police Department, Kim Emil and a traffic engineering consultant on the proposed plan.

**Financial Impact:**

Bids for re-striping/signing were solicited from three companies and the lowest bid is \$43,081 from Loveland Barricade. Dean Moyer proposes to use the Capital Improvement Fund for the expenditure.

**Recommendation:**

Staff recommends proceeding with the re-striping and re-signage utilizing Loveland Barricades bid.

**Attachments:**

Current condition drawing.  
Re-striping drawing.

# Town of Windsor

## 7th ST & Crossroads BLVD - Current Condition



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# Town of Windsor

## 7th ST & Crossroads BLVD - Re-Striping Plan



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## MEMORANDUM

**Date:** May 4, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** Water Conservation Plan Update  
**Item #:** Work session – 3

**Background / Discussion:**

The Town of Windsor, in conjunction with Clear Water Solutions, Inc. comprised the 2008 Water Conservation Plan that was adopted by the Town Board and accepted by Colorado Water Conservation Board (CWCB).

In the 2008 Plan, Town staff and Clear Water Solutions, Inc. decided on several water saving projects and measures to implement over the course of a 10-year planning period from 2008-2017. Included in the attached update is a description of the plan elements that have been completed, any additional measures carried out that were not included in the original plan, and a list of those programs that have not been implemented to date. An update of the Plan is required by CWCB within seven years of acceptance. Staff is currently working with Clear Water Solutions on a grant which would be used to complete the 2016 Municipal Water Efficiency Plan. The cost to complete the 2016 Plan is \$57,000; the Town will need to match a total of \$14,250 of in-kind services (\$11,250) and cash (\$3,000) which is 25% of the project and will be included in the 2016 budget.

Staff will review those programs that have not been implemented to date and evaluate their necessity to be done this year or if they could be included as conservation measures in the 2016 Plan.

**Relationship to Strategic Plan:**

Windsor is a good environmental steward.

**Attachments:**

2015 Water Conservation Update



## 2015 Water Conservation Update

### ***Background/Discussion***

Colorado Revised Statute (CRS) 37-60-126, prompted by the Water Conservation Act of 2004, declares that water providers delivering over 2,000 acre-feet (AF) of water are required to carry a State approved Water Conservation Plan on file with the Colorado Water Conservation Board (CWCB) Office of Water Conservation and Drought Planning. In response to this statute, the Town of Windsor, in conjunction with Clear Water Solutions, Inc. comprised the 2008 Water Conservation Plan that was adopted by the Town Board through Resolution No. 2009-68 and accepted by CWCB.

In the 2008 Plan, Town staff and Clear Water Solutions selected several water saving projects and measures to be implemented over the course of a 10-year planning period from 2008-2017. The Water Conservation Plan established a conservation goal of 12% or 2,876 AF over a 10-year planning period from 2008-2017.

Historical data from 2008-2014 indicates that Windsor can meet the conservation goal of 12% over the 10 year planning period. For years 2008 through 2014, the Town has hit a 13% conservation mark based on the actual water use compared to the projection provided in the 2008 Plan.

	Number of Taps	Estimated AF	Actual AF	% Savings
2008	4,583	1,839	1,749	5%
2009	4,957	1,886	1,609	15%
2010	4,956	1,967	1,817	13%
2011	5,100	2,052	1,785	8%
2012	5,324	2,142	2,033	5%
2013	5,830	2,236	1,722	23%
2014	5,670	2,335	1,830	22%
Totals		14,457	12,545	13%

An updated Water Conservation Plan is required to be submitted every seven years; the update will keep Windsor compliant with the Water Conservation Act and will also allow Windsor to continue to receive grants and loans through CWCB. Windsor's updated Plan is due July 2016 and is entitled *Municipal Water Efficiency Plan*. Clearwater Solutions will again be submitting a grant to CWCB for funds to complete the Municipal Water Efficiency Plan on behalf of the Town of Windsor. Staff estimates the 2016 Plan to be presented to the Town Board in June 2016.

### ***Water Conservation Programs and Measures***

Since the initial Plan was accepted in 2009, Town staff has implemented and maintained several water-saving projects. Efforts so far have included:

- Utility Maintenance Programs
  - Leak Detection and Repair Program
  - Meter Testing and Repair Program
  - Non-Potable Park Well Meters

- Regulatory Controls and Standards
  - Water Rate Structure Change
- Educational Programs
  - Xeriscape Demonstration Garden
  - Xeriscape Gardening Classes
  - Water Bill Stuffers
  - Informational Door Hangers
- Website Use Calculator and General Water Conservation Tips for Residents
- Residential Water Audit Kits
- Town Irrigation System Rain Sensors

Programs that have not been implemented to date include:

- Requiring wind and rain sensors for new businesses and open space irrigation systems
- Standards for new car wash businesses
- Evapotranspiration (ET) irrigation scheduling (as bill stuffer or online)
- Irrigation system standards for new development
- Irrigation systems rebate program
- Business and Industrial water audits

### ***Completed Programs***

#### **Leak Detection and Repair Program**

Windsor's Leak Detection and Repair Program is conducted annually through evaluation of the Town's water mains by a consultant. The information is tracked annually by the Public Works Department with the goal of finding a leak before it happens.

#### **Meter Testing and Replacement Program**

The meter testing and replacement program has been ongoing throughout the Town's conservation efforts. In the program, meters are tested periodically for leaks and accuracy and replaced as necessary.

#### **Non-Potable Park Well Meters**

The Town has installed 22 non-potable meters in our park irrigation systems that can monitor our non-potable water use and detect leaks in our system. This program was implemented in 2009 by the Parks, Recreation and Culture Department.

#### **Water Rate Structure Change**

The Town adopted the 2011 water rate study which was approved by Resolution No. 2011-17. This study ensured that Windsor had a fair rate structure. A recommended incentive of the 2011 water study was the implementation of a three tier system for water customers. A third tier billing category was approved in 2012 for utility accounts that were in the 3/4" Single Family Residential without a Dual System billing class. This category equated to 63% of the Town's water customers and accounted for 53% of the water usage. The three tier program began in January 2013. Not only does the tier system and water rate changes incentivize citizens to conserve water, it also helps to recover costs of wholesale water purchases from City of Greeley, Fort Collins-Loveland Water District, and North Weld County Water District.

### **Xeriscape Garden and Gardening Classes**

Treasure Island Garden, located along the Poudre River Trail just south of Eastman Park, is the xeriscape garden in Windsor. When the Water Conservation Plan was first created in 2008, the xeriscape garden area was predominately unused land with only a few plants added each year. Now, Treasure Island is an educational tool for the public and helps draw attention to the benefits of water savings with xeriscape gardening. In conjunction with the Colorado Master Gardeners of Weld County, gardening classes are held on the second Saturday of each month (seasonally). Treasure Island also acts as a demonstration garden that helps to educate the public on the water saving benefits of xeriscape gardening.

### **Bill Stuffers and Door Hangers**

Another educational tool is water conservation publications through bill stuffers and door hangers. Bill stuffers serve a variety of purposes to relay information to citizens regarding water conservation; annually they are used to remind citizens of the watering restrictions that only allows lawn watering before 10 a.m. and after 6 p.m. from May to September. Door hangers are used to remind customers to make an appointment with Public Works to check their water meter and have them replaced.

### **Website water use calculator and general water conservation tips for residents**

A website water use calculator on the Town of Windsor website estimates how much water a household uses and compares it to similar average and a highly efficient homes. The water calculator also shows where to begin home water conservation efforts including useful tips for resources for saving water and money.

An annual newsletter is sent out to customers that report on water rates, conservation ideas and conservation facts; this newsletter will be sent out monthly beginning in 2015 (June – August). A Water Conservation Page has been added to the website which is updated weekly May-September with conservation facts, ideas and issues.

### **Residential Water Audit Kits**

In coordination with a grant from Colorado Water Conservation Board, the Town of Windsor distributed Water Audit Kits beginning April 2013; 341 kits were distributed to Windsor water users with 274 customers participating during the entire project period of May 2012 to April 2014. A comparison of consumption per household was created based on usage from May 2012 to April 2013 and compared to usage from May 2013 to April 2014. Consumption savings by the 274 participating customers was reduced by 5,377,169 gallons (16.5 AF) which is an average of 19,624 gallons per account over a 12 month period. The Water Audit Kits will be distributed again starting in May, 2015 for citizen use but there will be no tracking of consumption by account.

### **Town Irrigation System Rain Sensors**

In 2009 rain sensors were added to the town maintained irrigation systems. The installation of “smart” irrigation systems would be beneficial as those systems take into account not only rain but heat, humidity, precipitation and several other elements that influence the effectiveness of irrigating. Installing rain sensors was a good first step but the measure could be expanded in the future.

### ***Programs Not Implemented to Date***

#### **Requiring wind and rain sensors for new businesses and open space irrigation systems**

This program has not been implemented to date due to anticipated recurring costs for monitoring. The wind and rain sensors shut off irrigation systems and prevent the systems from being activated during

and after rainfall or in high wind situations. The start-up expense in applying this measure would come from Safebuilt in performing sensor inspections at the time a Certificate of Occupancy is issued. A recurring expense of the program would be related to staff costs as the program would require a monitoring program for sensor auditing purposes. The sensors may be better served as a rebate program in the future.

#### **Standards for new car wash businesses**

It is estimated that requiring new car washes to be designed with reclaimed water systems will help to reduce water use up to 500,000 gallons per year. There are several ways to regulate new car wash businesses which staff is researching; ideas include certification programs and established Best Management Practices.

#### **Evapotranspiration (ET) Irrigation scheduling (as bill stuffer or online)**

ET is the amount of water that transpires through plants leaves combined with the amount that evaporates from the soil in which it is growing. Typically, ET is used as a guide for how much water a plant needs. Although there is information on Northern Colorado Water Conservation District website regarding regional ET, it is data that would still need to be analyzed and computed before publishing to customers. This is an effort that would need to be done consistently and correctly on a regular basis in order for it to be useful. Due to staff constraints, this program has not been implemented.

#### **Irrigation system standards for new development**

This Town currently requires the installation of an irrigation system in new development; this program would expand this program and require an irrigation clock and rain and/or wind sensors for new development. Similar to the requirement for wind and rain sensors, this program has not been put into place as there would be a recurring expense related to staff monitoring to assure the irrigation clock and sensors were working.

#### **Irrigation system efficiency device rebates**

Irrigation System Efficiency Device Rebate Programs would be helpful to water conservation in the town. Customers who purchase an efficiency device could receive a rebate of \$15 (estimate from Clear Water Solutions, Inc. in 2008). No rebate programs have been put into place to date.

#### **Business, Industrial and Landscape water audits**

Business and Industrial Water Audits would likely be performed by a third party and would show businesses where and how they can work to lower water consumption and costs. There is currently no audit program in place.

#### ***Ongoing Programs***

##### **Construction Water**

Until 2012, the Town charged \$25 for construction water until a home was sold at which time a utility account would be set up and billing for consumption would begin. In order to better track water use, a utility account is now established at the time the building permit is issued and billing for consumption begins once a meter is installed. This effort should help track water use although it was not included as a measure in the 2008 Plan.

**Waste Water Ordinance**

Windsor Municipal Code Section 13-2-250 calls for the maintenance of service lines and fixtures and requires that property owners connected to the Town water utility are responsible for the maintenance of the water service line from the property line. The Code also states that the owner shall keep this line in good condition and, at his or her expense, shall at all times keep all pipes, fixtures and appliances on his or her property tight and in good working order so as to prevent waste of water.

**Town Hall Building Water Fixture Upgrades**

During renovations of the Town Hall building, new water efficient appliances were installed including toilets, sinks, and faucets. Continuing to put efficient appliances in town facilities will largely benefit water conservation goals even though this measure was not accounted for in the original plan.

**Watering Restrictions**

Municipal Code Section 13-2-420 restricts lawn watering hours between 10 a.m. and 6 p.m. from May 1 -September 30 every year. This restriction was estimated to save approximately five percent of the outdoor losses from water use in Residential, Business, Public, and Landscape customer categories. A reminder of the watering restriction is sent out in water bills and posted on the Town's webpage.

**School Education Program**

The Town's water conservation concerns are visible through school education programs. The Water Wagon is now well known to most Windsor residents. The Water Wagon is an interactive trailer that is taken to schools and displayed at several public events. Inside the trailer are activities and displays that teach participants how they can help to conserve water in their households and elsewhere.



## FUTURE TOWN BOARD MEETINGS

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

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May 11, 2015 5:30 p.m./1 <sup>st</sup> 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 NISP update – Brian Werner, Northern Colorado Water Conservancy District Continuation of Metro District discussion
May 25, 2015	Memorial Day
June 1, 2015 6:00 p.m.	Town Board Work Session Update on RTA projects and meeting with development representatives of PeliGrande
June 8, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting Traffic Study Report
June 8, 2015 7:00 p.m.	Town Board Meeting
June 15, 2015 6:00 p.m.	Town Board Work Session Parking Code Amendments Downtown Parking Regulations Food Cart as Accessory Use Regulations Minimum Exterior Standards for Non-Residential Metal Buildings
June 22, 2015 6:00 p.m.	Town Board Work Session
June 22, 2015 7:00 p.m.	Town Board Meeting
June 29, 2015	5th Monday
July 6, 2015 6:00 p.m.	Town Board Work Session
July 13, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
July 13, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting

July 20, 2015  
6:00 p.m.                      Town Board Work Session

July 27, 2015  
6:00 p.m.                      Town Board Work Session

July 27, 2015  
7:00 p.m.                      Town Board Meeting

**Additional Events**

May 18, 2015                      CML District Meeting; Fort Collins – attending Adams  
June 16-19                      Colorado Municipal League; Breckenridge – attending Vazquez, Baker,  
Melendez, Adams, Morgan, Rose, Arnold

**Future Work Session Topics**

Development Review Discussion of Commercial/Industrial Preference vs. Residential