



TOWN BOARD REGULAR MEETING

February 9, 2015 - 7:00 P.M.

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

MINUTES

A. CALL TO ORDER

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

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| 1. <u>Roll Call</u> | Mayor | John Vazquez |
| | Mayor Pro Tem | Myles Baker |
| | | Christian Morgan |
| | | Jeremy Rose |
| | | Kristie Melendez |
| | | Robert Bishop-Cotner |
| | | Ivan Adams |
| | Absent | Christian Morgan |

Also present:	Town Manager	Kelly Arnold
	Town Attorney	Ian McCargar
	Town Clerk/Assistant to the Town Manager	Patti Garcia
	Communications/Assistant to the Town Manager	Kelly Unger
	Chief of Police	John Michaels
	Director of Planning	Joe Plummer
	Director of Economic Development	Stacy Johnson
	Associate Planner	Josh Olhava

- Pledge of Allegiance
Town Board Member Robert Bishop-Cotner led the Pledge of Allegiance.
- Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
Mayor Pro Tem Baker motioned to approve the agenda as presented; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.
- Board Liaison Reports
 - Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
Mayor Pro Tem Baker reported that the Water & Sewer Board would be meeting on Wednesday at 6:30 am at Town Hall.
 - Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
No Report - Absent
 - Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
Town Board Member Melendez reported that the Chamber of Commerce would be meeting this Wednesday and will report on conference in California.
Downtown Development Authority – The DDA held first Board of Directors retreat on February 4, 2015; they looked at what they have accomplished. The time allotted for the

retreat was not enough time to cover all discussions. There will be follow up meetings scheduled to discuss the past, present and future accomplishments. They hope to wrap up their focus on the remaining year and half and plan to follow a solid strategy and game plan for the DDA and the future. Each DDA board member thought about their current direction and will re-assess the direction and ideas regarding DDA owned lots. The retreat ended on positive note and they look forward to going to the Town Board and DDA businesses with a report on where they are headed in the future.

- Town Board Member Rose – Clearview Library Board

No report.

- Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission

Town Board Member Bishop-Cotner reported that the Planning Commission met last Wednesday and they discussed the Charter School that was on the agenda which resulted in a 6-1 vote for the third option.

The Historic Preservation Commission will meet Wednesday and planned discussions are set for the Saving Places Conference, work plan for 2015 and the Eaton House.

- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board

Town Board Member Adams reported on the Poudre River Trail Corridor and stated that Becky Safarick reported on the status of the corridor master plan which is moving along well. The property appraisals are going well also and they have been able to find the property they want and need.

Dates have been set for bike rides:

- Poudre Trail-Athon- Saturday May 9th
- Blue Moon Bike Ride- Friday July 31st
- Poudre Challenge- Saturday September 19th
- Full Moon ride- Monday September 28th

Mr. Adams also reported on the Tree Board and stated that there is a tree meeting in Greeley February 20th from 8:30 -3:30. Arbor Day is scheduled for April 17th and the Tree Board has selected a theme, "Color Our World"; the Arbor Day 5k will take place on April 18, 2015. Programs will be at Windsor Charter Academy and Grandview Elementary. They are ordering tree seedlings for students at these two schools for them to take home, additionally they are planning the poster and poetry contest for students and t-shirts for participants. On Monday April 13th, there will be an Arbor Day Proclamation as part of the Town Board agenda and on April 27th the Town Board will present awards to the student winners of the contests. Sick tree day is scheduled for June 23rd

- Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
Windsor Housing Authority –No report.

Mayor Vazquez reported on the MPO and stated they met last Thursday and went over the director's review, talked about the next year moving forward with the MPO and direction for staff. A meet and greet is scheduled for Thursday, February 12, 2015 to meet the new CDOT director at the Weld County offices.

5. Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the January 26, 2015 Regular Town Board Meeting – P. Garcia
2. Resolution No. 2015-08 - A Resolution De-Accessioning Items from the Town of Windsor Museum Collections as Recommended by the Parks, Recreation & Culture Advisory Board – M. Chew
3. Resolution No. 2015-09 - A Resolution Accessioning Items from the Town of Windsor Museum Collections as Recommended by the Parks, Recreation & Culture Advisory Board – M. Chew
4. Resolution No. 2015-10 - A Resolution Adopting the Town of Windsor Trail Master Plan as Recommended by the Parks, Recreation & Culture Advisory Board – M. Chew
5. Resolution No. 2015-11A - A Resolution Approving and Encouraging the Town's Involvement in the "Poudre Runs Through It Study/Action Work Group", and Authorizing Continued Efforts to Explore Funding Options for Worthy Projects – M. Chew
6. Report of Bills – K. Arnold

Town Board Member Adams 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

1. Ordinance No. 2015-1493 – An Ordinance Designating the Eaton House building, 130 N. 5th Street, as a Local Historic Landmark – Rachel Kline, Chairperson of the Historic Preservation Commission, applicant

Super-majority vote required for adoption on second reading

- Second reading
- Legislative action
- Staff presentation: Josh Olhava, Associate Planner

Town Board Member Melendez motioned to approve Ordinance No. 2015-1493, An Ordinance Designating the Eaton House building, 130 N. 5th Street, as a Local Historic Landmark on second reading; Town Board Member Bishop-Cotner seconded the motion.

Associate Planner Olhava addressed the Town Board noting the Windsor Historic Preservation Commission has submitted the enclosed application to designate the Eaton House as a local historic landmark. The Eaton House is located at 130 N. 5th Street and was originally built in 1902 by Mr. Benjamin H. Eaton.

The Historic Preservation Commission held a public hearing on January 14, 2015. There were no concerns raised during the meeting. On January 26, 2015, the Town Board held a public hearing. The board asked for clarification on this being a local designation with the Town and what would be the next steps. Mr. Olhava advised that in the next couple of months, staff would be working on a grant application for funds to analyze the Eaton House with a historical structure assessment. A locally designated structure can be more competitive within the State's grant application process. The Parks Department does have funds allocated to this process, as well as a Master Planning process to take place following the historical structure assessment.

There are no changes since first reading.

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

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

2. Site Plan Presentation – Windsor Commons Subdivision Third Filing, Lot 1, Block 1 – Windsor Charter Academy – Kirk Wiebusch, Centennial Lending LLC., applicant/ Greg Lockwood, applicant’s representative

- Staff presentation: Josh Olhava, Associate Planner

Associate Planner Olhava provided the site plan presentation for Windsor Charter Academy, stating it was being reviewed in accordance with Article IX of Chapter 17 of the Municipal Code.

The site is zoned as Limited Industrial in the Windsor Commons Subdivision, located at 810 Automation Drive with the new building being built to serve as a Middle and High School for the Windsor Charter Academy.

Site characteristics include:

- an approximately 32,000 square foot building;
- 2 stories;
- an outdoor recreation field;
- a future expansion area for a building and parking; and
- 116 off street parking spaces, including accessible parking space(s).

Mr. Olhava provided a visual of the site plan noting the parking lot, recreation field, landscape plan. The current presentation of the site plan is intended for the Town Board’s information. Mr. Olhava stated that any comments pertaining to the site plan should be brought forward during the presentation so that they may be addressed as the site plan will be reviewed and approved administratively by staff

Town Manager Arnold - What is the proposed barrier line? It is adjacent to the rail road line?

Mr. Olhava – This is adjacent to the railroad line and will have a barrier of native grasses and the recreation field will have a chain link fence. This area is not intended to be a play field.

Town Board Member Rose – Since being close to the current charter, is there a proposed path between the two?

Mr. Olhava – There are sidewalks between the two.

Town Board Member Melendez – Will there be additional parking should the parking lot be full? Are there other options?

Mr. Olhava – This site plan meets the code as far as parking requirements for a school facility. There are 116 off street parking spaces planned. There are options to expand parking in the future if needed as well as off street parking.

Town Board Member Adams - Asked for clarification that the parking is designed for a school through 12th grade and at this point the school will only house 8th-10th grades but will expand to 12th in the future.

Mr. Olhava – The parking was based on the narrative they provided based on the number of students, teachers, etc.

Mayor Pro Tem Baker - Will the walkway between the building and the playfield be fenced on the west side?

Mr. Olhava - It is not, but staff has asked for an additional landscape screen so that could serve as a natural fencing.

Applicant Trisha Kroetch from North Start Design – Ms. Kroetch reported the fence will be up tomorrow and they will start moving dirt this week. They intend to be open in fall of 2015.

3. Consideration of Architectural Materials – Windsor Commons Subdivision Third Filing, Lot 1, Block 1 – Windsor Charter Academy – Kirk Wiebusch, Centennial Lending LLC., applicant/ Greg Lockwood, applicant’s representative

- Staff presentation: Joe Plummer, Director of Planning

Town Board Member Melendez motioned to approve Consideration of Alternative Architectural Materials in Plan 3; Mayor Pro-Tem Baker seconded the motion.

Director of Planning Plummer stated he had met with applicant in September regarding the architectural renderings relative to the previous agenda item. The Windsor Charter Academy wishes to construct a 49,400 square-foot school building for grades six through ten, with additional space for grades eleven and twelve being added as the need arises.

As part of their development plan, the Windsor Charter Academy is requesting a waiver from the requirement to construct a masonry wainscot around the portions of the building that will be seen from adjoining streets. As part of this waiver request, on January 21, 2015 the Planning Commission reviewed preliminary drawings of the proposed building elevations.

Following the Planning Commission’s review of the proposed building elevations and determining that those drawings had not shown sufficient details on the characteristics of the elevations, the Planning Commission requested that additional renderings of the elevations be submitted for review in order to show how, in the absence of a wainscot treatment, the appearance of the metal panels could be mitigated.

Following the Planning Commission’s request, the representative for the Windsor Charter Academy, Mr. Greg Lockwood of Roche Constructors, submitted the three enclosed elevation drawings for the Planning Commission’s consideration. The Planning Commission reviewed the elevation drawings at the February 4, 2015 Planning Commission meeting and has recommended that, in the absence of the wainscot element being applied to the building elevations, that the Town Board approve the architectural elements shown on Plan 3.

Mr. Plummer reviewed all three Plans noting the variations. Town Board Member Bishop-Cotner stated that the Planning Commission recommended Plan 3 and Greg Lockwood, applicant’s representative reported Plan 3 is the school board’s choice as well.

Town Board Member Adams - Asked Mr. Lockwood if he approved of Plan 3 as well.

Mr. Lockwood stated he did.

Mr. Adams - Is it a normal procedure to put 10 classrooms on the second floor.

Mr. Lockwood- Without looking at the plans he cannot give an answer.

The Planning Commission and the Charter School Board both recommended approval of the use of the architectural elements shown on Plan 3 for all respective building elevations.

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

4. Resolution No. 2015-11 - A Resolution Authorizing the Submission of an Application to the Colorado Office of Economic Development for the Approval of a Regional Tourism Project within the Town of Windsor and the Surrounding Vicinity

- Legislative action
- Staff presentation: Stacy Johnson, Director of Economic Development

Town Board Member Melendez motioned to approve Resolution No. 2015-11, A Resolution Authorizing the Submission of an Application to the Colorado Office of Economic Development for the Approval of a Regional Tourism Project within the Town of Windsor and the Surrounding Vicinity; Town Board Member Bishop-Cotner seconded the motion.

Ms. Johnson provided a timeline of steps which has brought the project to this point noting the final application is due February 17, 2015. March 11th will be the last day to physically expand any Regional Tourism Zones and August 28th will be the last day to subtract any areas or to add or expand any projects. Moving forward with the five projects identified in previous sessions are three projects in Loveland, one in Larimer County and one in Windsor. There is work on additional projects and the Regional Tourism Zone (RTZ) maps were included in the packets. Town of Windsor staff recommends approval of the Resolution No. 2015-11.

Mayor Pro Tem Baker - Does the state sales tax from the existing projects in the RTZ's need to say within the zones or is that only for new projects?

Ms. Johnson - All are located within the zone currently but legally they do not need to be located within the zone.

Mayor John Vazquez - Commended Ms. Johnson on her efforts with this project and working along with Larimer County and Loveland.

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

5. Resolution No. 2015-12 - A Resolution Authorizing Conditional Letter of Commitment for Future Certain Economic Inducements between the Town of Windsor and One Regional Tourism Project Known as the Resort Hotel & Conference Center within the Town of Windsor

- Legislative action
- Staff presentation: Stacy Johnson, Director of Economic Development

Town Board Member Adams motioned to approve Resolution No. 2015-12, A Resolution Authorizing Conditional Letter of Commitment for Future Certain Economic Inducements between the Town of Windsor and One Regional Tourism Project Known as the Resort Hotel & Conference Center within the Town of Windsor; Town Board Member Melendez seconded the motion.

Director of Economic Development Johnson presented of a letter of request from Senate Hospitality to Go NoCo, letter from Go NoCo Chairman Rick Raesz and a letter of commitment signed by Town Manager Kelly Arnold.

Ms. Johnson provided an overview of PeliGrande Resort & Conference Center for Town Of Windsor. Ms. Johnson advised that if any changes occurred on the project that the commitment letter could change as well. The project will be located within the Town of Windsor limits and the Town will offer expedited review for the project and the Town may enter into agreements with the yet to be established Regional Tourism Authority for the benefit to rebate town sales and property tax.

A successful award from the Regional Tourism Authority needs to occur no later than December 31, 2015. Ms. Johnson stated that staff recommended approval of Resolution No. 2015-12.

Mayor Pro-Tem Baker - Is the letter and terms were truly conditional?

Town Attorney McCargar - This is an agreement to negotiate. The commitment being made is that we will continue talking.

Mr. Baker - If the project is approved in October, how soon do we act?

Ms. Johnson – Financing and funding will need to be established and then the Town would move forward as soon as possible. Ms. Johnson provided an estimate of May 2018 but also noted that all variables would be taken into consideration at the time; there are no limitations on timeframe.

Town Board Member Adams – When would discussion with the public take place?

Ms. Johnson - The official application will be made public on February 17th. It is already public in packet.

Town Board Member Melendez stated she plans to support the resolution as this is a once in a lifetime opportunity for our community and it will make a positive economic development impact. Ms. Melendez thanked Ms. Johnson and GoNoCo board for their time and due diligence as did Mr. Adams and Mayor Vazquez.

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

6. Financial Report

- Staff presentation: Kelly Arnold, Town Manager

Mr. Arnold presented the Town of Windsor financial report:

- Report completed by finance department and included end of year information
- Highlights are included within the report
- December 2015 reported highest sales tax collection on record
- Mr. Arnold noted the new retail in the region has not made an impact
- 2015 capital projects are listed
- Reviewed expense chart and will hope to have a supplemental budget ordinance in March for those areas that we are over budget
- Included was a wrap-up of 2014 capital
- 2015 reports will need to differentiate the 3.2% and .75 separately
- The 2015 capital report will be started soon

Mayor Vazquez- When do the bids for projects come in?

Mr. Arnold - It depends on the project.

Mr. Arnold mentioned the bills report is still being refined. He has raised some questions on the report as the system is lumping items together from the same vendor.

D. COMMUNICATIONS

1. Communications from the Town Attorney

None.

2. Communications from Town Staff

Director of Planning Plummer asked if there were any questions regarding the newsletter that was included in Town Board packet. Town Manager Arnold recommended including an inception date of review to track how long projects are in the queue and asked if the review of progress had a due date for tracking. Town Board Member Melendez thanked Mr. Plummer for the work put into the newsletter. Mr. Arnold mentioned the residential review process versus the preferential treatment of commercial industrial that will be discussed at a future work session.

3. Communications from the Town Manager

Town Manager Arnold reminded the Town Board that next Monday is President's Day and that Town Hall will be closed.

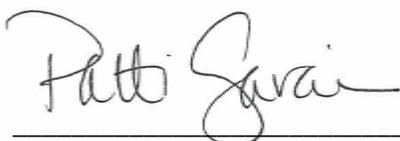
4. Communications from Town Board Members

Mayor Vasquez wanted to wish good luck to all the athletes headed to regional and state for competitions.

E. ADJOURN

Mayor Pro-Tem Baker motioned to adjourn the meeting; 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.

The meeting was adjourned at 8:13 p.m.



Patti Garcia, Town Clerk

