



**TOWN BOARD & PLANNING COMMISSION
JOINT WORK SESSION**

January 18, 2016 - 6:00 P.M.

Community Recreation Center – Aspen 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 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.

This meeting will not be televised or recorded

AGENDA

1. Town Board and Planning Commission review of draft Comprehensive Plan – S. Ballstadt
2. Future meetings agenda



MEMORANDUM

Date: January 18, 2016
To: Mayor, Town Board and Planning Commission
Via: Kelly Arnold, Town Manager
From: Scott Ballstadt, AICP, Director of Planning
Subject: Review of draft Comprehensive Plan
Item #: 1

Background/Discussion:

The Town Board and Planning Commission previously held a joint work session on March 2, 2015 to kick-off the Comprehensive Plan process with presentations by Houseal Lavigne Associates and staff. Shortly thereafter, the Town Board approved Resolution 2015-21 which established the Comprehensive Plan Advisory Committee (CPAC) and appointed sixteen community leaders and citizens to help guide the planning process.

Extensive community outreach began in May, when Houseal Lavigne conducted stakeholder interviews with focus groups including the school, fire and library districts; residential, commercial and industrial developers; retirees; real estate developers and agents; banking and financial institutions; Windsor Housing Authority; trail representatives and others. The CPAC held meetings on May, 6, 2015 and July 29th which also coincided with public Community and Visioning Workshops, as well as a Business Workshop for local business owners and managers. Additional district workshops were held by Town Board members and staff in May and June. Throughout the process, the project website was available for citizens to participate through the use of online mapping tools and questionnaires.

The purpose of this joint work session is to review the draft Comprehensive Plan which was emailed on January 5th followed by delivered hard copies **(please bring your copies to the meeting)**. The CPAC will be holding a separate wrap-up meeting on Tuesday, January 19th.

Subject to the input and comments received from Town Board, Planning Commission and CPAC, staff will work with the consultant to make any necessary revisions to the draft. The revised draft will then be sent to neighboring jurisdictions and the local military installations for referral comments and staff will schedule and advertise formal public hearings.

In accordance with §31-23-206(1), it is the duty of the Planning Commission to make and adopt a master plan for the physical development of the municipality. Therefore, staff will schedule a Town Board public hearing and recommendation to the Planning Commission in late February or early March for adoption.

pc: Ian McCargar, Town Attorney
John Houseal, AICP, Principal, Houseal Lavigne Associates
Drew Awsumb, MPA, Senior Associate, Houseal Lavigne Associates



FUTURE TOWN BOARD MEETINGS

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

January 25, 2016 6:00 p.m.	Town Board Work Session CRC Fee Schedule discussion
January 25, 2016 7:00 p.m.	Town Board Meeting
February 1, 2016 6:00 p.m. Aspen Room/CRC	Town Board Work Session Work Session with Fort Collins to review Development Standards
February 8, 2016 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting Downtown Development Authority IGA discussion
February 8, 2016 7:00 p.m.	Town Board Meeting
February 15, 2016	Town Board Work Session President's Day – Town Hall closed
February 22, 2016 6:00 p.m.	Town Board Work Session
February 22, 2016 7:00 p.m.	Town Board Meeting
February 29, 2016	Fifth Monday
March 7, 2016 6:00 p.m.	Town Board Work Session
March 14, 2016 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
March 14, 2016 7:00 p.m.	Town Board Meeting Kern Board Meeting
March 21, 2016 6:00 p.m.	Town Board Work Session
March 28, 2016 6:00 p.m.	Town Board Work Session
March 28, 2016 7:00 p.m.	Town Board Meeting

April 4, 2016 Town Board Work Session
6:00 p.m.

April 11, 2016 Board/Manager/Attorney Monthly Meeting
5:30 p.m./1st floor conference room

April 11, 2016 Town Board Meeting
7:00 p.m. Kern Board Meeting

April 18, 2016 Town Board Special Meeting
7:00 p.m. Swearing in of Mayor and Town Board Members for Districts 1, 3 & 5

April 25, 2016 Town Board Work Session
6:00 p.m.

April 25, 2016 Town Board Meeting
7:00 p.m.

Additional Events

None

Future Work Session Topics

Broadband discussion
Joint work session with Parks, Recreation & Culture Advisory Board – Parks Master Plan discussion
Water Rights Dedication Policy