



TOWN BOARD REGULAR MEETING
August 8, 2016 - 7:00 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.

MINUTES

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 7:09 p.m.

1. Roll Call

Mayor
Mayor Pro Tem

Kristie Melendez
Myles Baker
Christian Morgan
Ken Bennett
Paul Rennemeyer
Brenden Boudreau
Ivan Adams

Also Present:

Town Manager
Town Attorney
Communications/Assistant to Town Manager
Town Clerk/Assistant to Town Manager
Director of Engineering
Parks and Open Space Manager
Director of Planning
Director of Parks, Recreation and Culture
Communications Manager
Senior Planner
Chief Planner
Deputy Town Clerk

Kelly Arnold
Ian McCargar
Kelly Unger
Patti Garcia
Dennis Wagner
Wade Willis
Scott Ballstadt
Eric Lucas
Katie Van Meter
Paul Hornbeck
Carlin Barkeen
Krystal Eucker

1. Pledge of Allegiance

Town Board Member Boudreau led the Pledge of Allegiance.

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Town Board Member Bennett motioned to approve the agenda as presented; Town Board Member Rennemeyer seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

3. Board Liaison Reports

- Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate
Mayor Pro Tem Baker had no update.
- Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
Town Board Member Morgan had no update.
- Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett reported the Planning Commission held public hearings at their last meeting, which are also on tonight’s agenda.
- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority
Town Board Member Rennemeyer reported Mr. Olhava will be meeting with a professor from Colorado State University regarding the historic nature of the churches in Windsor. Mr. Rennemeyer reported the Great Western Trail Authority discussed the Trail Manager position and if that would be an I099 or W2 position.
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
Town Board Member Boudreau had no report.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams had no report.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO
Mayor Melendez reported the Mill is under contract with Blue Ocean and anticipates a final agreement within the next 30-60 days. The Downtown Development Authority and the Town have been coordinating discussions with private development firms on potential investment opportunities in downtown Windsor. Sales tax collections in June 2016 were approximately \$7,000 above June 2015 collections and revenue is at 52.45%. A meeting will take place this week with the Library regarding the outcome of the feasibility study and what the next steps are in the process.
Ms. Melendez also reported CDOT was awarded \$15 million in TIGER grant funds for the North I-25 Expansion that is planned to be completed by 2021. A movement for air quality is taking place and several individuals will be in Windsor on September 4 & 5, 2016 during the Windsor Harvest Festival. The VW proposed partial consent decree is required to establish a \$2.7 billion dollar fund to mitigate excess emissions and some of those funds could be used for the alternative fuel corridors; I-25 and Highway 34. Additional funding is available due to project closures and some additional funding through the FAST Act therefore some funds will be reallocated to widening Highway 34 and the widening project in Evans on 65th Street. Representatives have been assigned for the Pell grant and the I-25 Committee; Janet Lundquist and Susette Mallette. A report also indicated ozone levels have dropped in Weld County in a time when there was an increased in oil and gas activity. The Greeley Airport is planning a \$5 million expansion in the next year.

4. Public Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the July 25, 2016 Town Board Meeting – K. Eucker
2. Advisory Board Appointments – P. Garcia

3. Report of Bills – D. Moyer

Mayor Pro Tem Baker motioned to approve the consent calendar as presented; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

C. BOARD ACTION

1. Public Hearing – Ordinance No. 2016-1523 Annexing and Zoning Certain Territory known as the Weakland Annexation to the Town of Windsor, Colorado – Pat and Amanda Weakland, Windsor Gardener/High Hops Brewery, applicants

- Legislative action
- Staff presentation: Paul Hornbeck, Senior Planner

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

Per Mr. Hornbeck, the applicants are requesting to annex approximately 9.87 acres to the Town of Windsor and requesting General Commercial (GC) zoning for the entire property.

The site is currently home to The Windsor Gardener and High Hops Brewery. Upon annexation and site plan approval, the applicants plan to construct a new 10,200 square foot brew house and a new 3,735 square foot greenhouse.

The applicants held a neighborhood meeting on January 25, 2016 and there were no attendees.

The land use plan does depict the land as Commercial which fits with the General Commercial zoning that is requested.

Per Mr. Hornbeck, in accordance with the Colorado Revised Statutes it is required that upon completion of the Public Hearing and prior to the Town Board making any action on the Annexation Ordinance for the Weakland Annexation, that the Town Board approve a Resolution Making Certain Findings and Conclusions concerning the Weakland Annexation to the Town of Windsor, Colorado.

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Vision 2025 document.

At their August 3, 2016 regular meeting, the Planning Commission forwarded a recommendation of approval of the Weakland Annexation and zoning designation. Notification was sent in accordance with municipal code requirements.

Staff requests the following be entered into the record:

1. Application and supplemental materials
2. Staff memorandum and supporting documents

3. All testimony presented during the public hearing
4. Recommendation

Mr. Morgan inquired if the applicant has sufficient water to run the operation.

Mr. Hornbeck stated the applicant has sufficient water.

Town Board Member Boudreau motioned to close public hearing; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

2. Resolution No. 2016-56 – A Resolution Making Certain Findings and Conclusions Pursuant to Section 31-12-110 C.R.S., Concerning the Weakland Annexation to the Town of Windsor, Colorado – Pat and Amanda Weakland, Windsor Gardener/High Hops Brewery, applicants
 - Legislative action
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck has nothing further to add.

Mr. McCargar stated Resolution No. 2016-56 is required by law. The body of the resolution contains a number of points about the state constitution and the reason being is to make certain that the annexation goes forth with adequate recognition of property owners that may disagree with the annexation. This is not a concern in this case as the property owners filed the petition for annexation.

Mr. Adams inquired if Ordinance 2016-1523 should be voted on.

Mr. McCargar stated Resolution 2016-56 must be done before the consideration of the annexation ordinance itself.

Town Board Member Morgan motioned to approve Resolution No. 2016-56; Town Board Member Rennemeyer seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

3. Ordinance No. 2016-1523 - Annexation Petition to Annex and Zone certain Territory known as the Weakland Annexation to the Town of Windsor, Colorado – Pat and Amanda Weakland, Windsor Gardener/High Hops Brewery, applicants
 - First reading
 - Legislative action
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck had nothing further to add.

Ms. Melendez inquired if everything has been received for the record.

Per Mr. McCargar; the record is complete.

Mayor Pro Tem Baker motioned to approve Ordinance No. 2016-1523 - Annexation Petition to Annex and Zone certain Territory known as the Weakland Annexation to the Town of Windsor, Colorado; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

4. Site Plan Presentation – Weakland Annexation – Windsor Gardener/High Hops Brewery, Pat and Amanda Weakland, applicants

- Staff presentation: Paul Hornbeck, Senior Planner

Per Mr. Hornbeck, the applicants are proposing a site development associated with the Weakland Annexation. The proposed zoning for the site is General Commercial (GC) and is surrounded by other commercially zoned property.

The application would normally fall into the Commercial Corridor Plan and would need to abide by those design standards; however, this proposal has an established agricultural theme and it was determined it would be inappropriate to enforce the design standards on an existing site.

The development proposal includes:

- Construction of a new 10,200 square foot brew house
- Construction of a new 3,735 square foot greenhouse
- Paving of the existing gravel parking area and driveway

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Vision 2025 document.

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.

Mr. Rennemeyer inquired if there will be any façade improvements to the buildings currently facing Highway 392.

Mr. Hornbeck stated he is unaware of any improvements.

Mr. Weakland stated at this time there are no plans for façade improvements but there may be some signage added to the front of the greenhouse.

Mr. Morgan inquired as to where their water comes from.

Mr. Weakland stated the site is tapped into Windsor's water lines. The annexation will include adding a 1 ½ water line and a ¾ inch water line as the entire 10-acre property is currently on a ¾ inch line which can be difficult. Raw water is obtained through wells on the property and irrigation water is received from the No. 2 Canal.

Mr. Morgan inquired if native water is used for the greenhouse.

Mr. Weakland stated it is about half and half; water from the wells and city water. The well is not very deep so there is residue on the plants if the water is not mixed with city water. The fields and farm use irrigated water and raw water.

Ms. Melendez inquired if there will be any additional parking spaces added to the property.

Mr. Weakland stated there will be additional spaces along the front of the existing brew house that faces Ash Street. In addition, with the paving and striping of the parking lot the parking will be more efficient.

5. Public Hearing – Conditional Use Grant to allow expansion of telecommunications facilities in the Limited Industrial (IL) zone district – Universal Forest Products West Annexation – Verizon Wireless, applicant; Rachel Long, Retherford Enterprises, Inc., applicant’s representative
 - Quasi-judicial action
 - Staff presentation: Paul Hornbeck, Senior Planner

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

Per Mr. Hornbeck, the applicant is requesting a Conditional Use Grant (CUG) to allow for the expansion of telecommunications facilities in the Heavy Industrial zone district. This proposal is to add a new “H” frame structure on the top of the existing grain elevator and to relocate a telecommunications cable from the interior of the structure to the exterior of the structure.

The Municipal Code lists the following requirements for approval of a conditional use grant.

1. The character and quality of the area in which the use will be located.
The areas surrounding the use are a mix of residential, industrial and a public park. The facilities will be co-located with a number of existing telecommunications facilities on the structure.
2. The physical appearance of the use, including suitability of architectural and landscaping treatment.
Mitigation proposed as conditions of approval should minimize visual impacts of the proposal.
3. Appropriate location of the building or buildings on the lot.
Not applicable; no new buildings are proposed.
4. Adequate provision of parking, loading and circulation facilities.
Not applicable; as no new parking or circulation is needed.
5. Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.
Not applicable; the use will not generate additional traffic.
6. Potential effect of the use on storm drainage in the area.
Not applicable; no new impervious surfaces are proposed.

7. Adequacy of planting screens where necessary.
Not applicable; plantings would not be able to screen the additional equipment.
8. Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.
Not applicable; no hazardous conditions or potential air or water pollutants have been identified.
9. The general compatibility of the proposed use with the area in which it is to be located.
In order to maximize the compatibility of the use, the color of proposed improvements should match the existing structure. External cables should also be colored to match the building and should be located on the elevator portion of the structure rather than the silos.

This type of application is not discussed in the Comprehensive Plan.

At their August 3, 2016 regular meeting, the Planning Commission forwarded a recommendation of approval of the conditional use grant with the following conditions:

- New equipment and structures shall be painted to match the existing structure
- External cables shall be colored to match the building and shall be mounted on the elevator portion of the building rather than the silos.

Staff requests the following be entered into the record:

1. Application and supplemental materials
2. Staff memorandum and supporting documents
3. Recommendation

Notification was sent in accordance with the requirements of the municipal code.

Mr. Morgan inquired if the Planning Commission recommendations are included in what is presented tonight.

Mr. Hornbeck stated that information is included in the presentation.

Mr. Rennemeyer inquired if the structure on the top will exceed any height requirements of any existing structures currently there.

Applicant's representative Ms. Rachel Long stated the height will not change.

Mr. Rennemeyer inquired if there are any existing antennas on currently on the silos.

Ms. Long stated the new structure is for equipment that will assist in capacity but the antennas already exist. Some antennas will be replaced with upgraded models. The height will not exceed what already exists.

Ms. Melendez inquired if the applicant is in agreement with the conditions of the agreement.

Ms. Long stated they are in agreement with the conditions of the agreement.

Ms. Melendez inquired about the length of the agreement.

Mr. Long stated agreements typically run for 25 years.

Mr. McCargar stated the underlying permission to mount this equipment on the structure is between the applicant and the property owner.

Ms. Melendez inquired if there were any comments from the property owner during the notification period.

Mr. Hornbeck stated there were no comments received.

Town Board Member Boudreau motioned to close public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

6. Conditional Use Grant to allow expansion of telecommunications facilities in the Limited Industrial (IL) zone district – Universal Forest Products West Annexation – Verizon Wireless, applicant; Rachel Long, Retherford Enterprises, Inc., applicant’s representative
 - Quasi-judicial action
 - Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck had nothing further to add.

Ms. Melendez inquired if the record is completed.

Per Mr. McCargar; it is complete.

Mayor Pro Tem Baker motioned to approve the conditional use grant subject to staff conditions; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

7. Site Plan Presentation –15th Street Park Site Annexation – Town of Windsor Public Works Facility – Town of Windsor, applicant; Will Welch, WTW Company, and Angela Milewski, BHA Design, applicant’s representatives
 - Staff presentation: Paul Hornbeck, Senior Planner

Per Mr. Hornbeck, the applicant represented by Mr. Will Welch of WTW Company and Ms. Angela Milewski of BHA Design, Inc. is proposing a site development to construct a new facility to house the Town of Windsor Public Works Department. This proposal is being reviewed in accordance with Article 9, Chapter 17 of the municipal code. The subject property is zoned Recreation and Open Space.

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 applicant’s proposal includes constructing the following on the 24-acre site:

- Public works administrative offices
- Public works equipment maintenance and storage facilities

- Facilities management
- Utilities and streets divisions shop space
- Fueling services

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Vision 2025 document.

Mr. Boudreau inquired if there was a traffic study completed on 15th and Main Street.

Mr. Hornbeck stated it is unknown if the traffic study included the intersection at 15th and Main Street but a left turn lane into the facility will be added.

Ms. Melendez inquired if the entire building is metal.

Mr. Hornbeck stated it is predominately metal but there will also be masonry and wainscot on the sides visible to the public.

Mr. Morgan inquired about the visibility of the buildings from 15th Street.

Mr. Hornbeck stated discussions have taken place regarding dressing up the buildings that are visible from 15th Street.

Mr. Morgan inquired about the water tank feature.

Mr. Hornbeck stated it has not been determined if they will or will not move forward with the water tank.

Mr. Arnold stated the budget is being reviewed to try to accommodate the water tank feature.

Randall Johnson with Infusion Architects stated the buildings will have multiple garage door openings and the idea was to have the administrative building the more aesthetically pleasing building. The property will also have fencing around the property to help with screening. The buildings toward the back of the property are the taller buildings and are lined with overhead doors. The smaller and simpler buildings are closer to the front of the property which will help screen the taller buildings.

Ms. Melendez inquired if there will be a sufficient amount of windows for natural light.

Mr. Johnson stated the office building will have natural light with the windows. The fleet services building and the shops will have 2' X 10' skylights installed which will allow a lot of natural light.

Mr. Johnson stated the proposed water feature will be close to the main entrance and to the east of the administration building. The water tower is intended to be the signage of the property.

Ms. Melendez inquired if there is only one access point into the property.

Mr. Johnson stated there is only one access point as the traffic count in and out of the property is low.

Ms. Melendez inquired as to what is planned for the area to the north.

Mr. Arnold stated that is a park site.

Ms. Angela Milewski with BHA Design stated the park site to the north is likely to happen but is unplanned at this time. Discussions with town staff have taken place regarding likely program items for the park of that size and how this facility will fit within that once it is planned. It is common that a community park might have some maintenance facilities as part of its program. The site plan is laid out with the administration building facing 15th Street and service type buildings in the back so there is a nice frontage along 15th Street. This will create a seamless blending of the two sites together.

Ms. Melendez inquired about fencing around the facility.

Ms. Milewski stated there will be fencing around the facility. The yard itself is fully fenced, which is important for security measures. The public entrance is open and there will be a security gate system.

8. Public Hearing – Conditional Use Grant to allow public administrative offices and service buildings in the Recreation and Open Space (O) zone district – 15th Street Park Site Annexation – Town of Windsor, applicant; Will Welch, WTW Company, and Angela Milewski, BHA Design, applicant’s representatives
- Quasi-judicial action
 - Staff presentation: Paul Hornbeck, Senior Planner

Town Board Member Morgan motioned to open public hearing; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

Per Mr. Hornbeck, the Conditional Use Grant (CUG) is required as part of the zoning on the property.

Section 16-7-50 of the Municipal Code lists the following requirements for approval of a conditional use grant, with staff analysis below:

1. The character and quality of the area in which the use will be located.
The areas surrounding the use are currently undeveloped and/or agricultural. The Future Land Use identified in the 2016 Windsor Comprehensive Plan depicts surrounding properties as Residential Mixed Use and Single Family Detached. The area to south is a platted residential subdivision under construction but no homes have been built yet. The area to the north is planned for a future Town of Windsor community park.
2. The physical appearance of the use, including suitability of architectural and landscaping treatment.
The appearance of the use from 15th Street will include landscaping and enhanced architecture. Storage and operational areas will be screened from 15th Street by buildings and screen walls. A raised railroad bed provides some screening from the residential subdivision.

3. Appropriate location of the building or buildings on the lot.
The proposed building locations appear to maximize screening of the use.
4. Adequate provision of parking, loading and circulation facilities.
Adequate parking, and room for future parking, appears to be provided.
5. Potential effect of the use upon off-site vehicular and pedestrian traffic circulation, with particular reference to potential traffic congestion.
With few customers visiting the site, the use will generate relatively minimal traffic. Traffic generated by the site will primarily consist of employees (currently 36 employees Public Works employees) and public works vehicles that will be coming and going throughout the day. A left turn lane will be added onto 15th street to accommodate site access. The sidewalk/trail along 15th street is planned to be expanded in the future when the park is developed.
6. Potential effect of the use on storm drainage in the area.
Storm drainage will be properly accommodated through the site plan process.
7. Adequacy of planting screens where necessary.
Planting screens adjacent to future residential development on the south side of the property need to be addressed through the site plan.
8. Provision of operational controls where necessary to avoid hazardous conditions or eliminate potential air or water pollutants or other noxious influences.
Staff has not identified any hazardous conditions, pollutants, or other noxious influences that cannot be addressed through the site plan process.
9. The general compatibility of the proposed use with the area in which it is to be located.
As previously mentioned the area is largely agricultural and/or undeveloped at this time, with a platted residential subdivision under development to the south. Additional residential development is anticipated given the future land use and zoning of the surrounding area. The site design and operations will need to be cognizant of future residential neighbors to mitigate sound, lighting, and visual impacts.

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Vision 2025 document.

At their August 3, 2016 meeting, the Planning Commission forwarded a recommendation of approval subject to the following conditions.

- Sound, lighting, and visual impacts upon future residential neighbors shall be adequately addressed through the site plan.
- Any trail or road improvements that are deferred shall be completed with the development of the park site to the north.

Staff requests the following be entered into the record:

1. Application and supplemental materials
2. Staff memorandum and supporting documents

3. All testimony presented during the public hearing
4. Recommendation

Notification was sent in accordance with the Municipal Code to surrounding property owners.

Mr. Boudreau inquired if the addition of the left hand turn lane is included in the budget as part of the overall project.

Mr. Arnold stated the off sites and road improvements are included in the budget.

Mr. Melendez inquired if the parking spaces will be adequate for future employees.

Mr. Hornbeck stated future expansion has been planned for and is shown on the site plan.

Ms. Melendez inquired as to what energy measures will be taken on the buildings.

Mr. Arnold stated solar is being utilized on the property.

Mr. Welsh stated the back side of the administration building will be set up to take solar panels. Natural light will be used through the skylights. Some of the energy conservation items that could be done on larger buildings are not available for this project.

Ms. Unger stated LED lights will also be used.

Ms. Melendez inquired if there were any public comments during the neighborhood meeting.

Mr. Hornbeck stated an individual at the Planning Commission meeting had a number of questions that were addressed at that time. Beyond that there have been no comments received.

Ms. Melendez inquired as to the size of the anticipated park to the north.

Mr. Welch stated there is approximately 45 acres between the public works facility site and the new park site.

Ms. Melendez inquired if it residential is on the outside edge of the site.

Mr. Arnold stated this site was donated to the Town as part of a larger master planning effort of Tacinala. The 45 acres was all designated to be a community park.

Mr. Rennemeyer inquired as to what additional costs would it be to finish the entire parking lot at this time.

Mr. Arnold stated budget meetings are taking place tomorrow and budget updates are being presented next Monday. More accurate information will be available after the meetings.

Town Board Member Bennett motioned to close public hearing; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

9. Conditional Use Grant to allow public administrative offices and service buildings in the Recreation and Open Space (O) zone district – 15th Street Park Site Annexation – Town of

Windsor, applicant; Will Welch, WTW Company, and Angela Milewski, BHA Design, applicant's representatives

- Quasi-judicial action
- Staff presentation: Paul Hornbeck, Senior Planner

Mr. Hornbeck had nothing further to add.

Ms. Melendez inquired if the record is complete.

Mr. McCargar stated the record is complete.

Town Board Member Boudreau motioned to approve the conditional use grant subject to staff conditions; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays-None; Motion passed.

10. Update and Request for Direct on the 15th & Walnut Property Improvement

- Staff presentation: Eric Lucas, Director of Parks, Recreation & Culture

Per Mr. Lucas, during the 2015 budget process the Town Board budgeted \$100,000 for development of a one-acre site at 15th & Walnut. The Birdsall Group was hired and created three options for the site and in May of 2016 the three options were presented to the Town Board

Initial estimates for this project were high and staff recommended the project go out to bid to see what actual costs were.

A low bid was received from Walker Landscaping Inc. out of Fort Collins at a cost of \$53,950 although that did not include the pathway or development of the xeric grass demonstration areas, but does include seeding the entire site with xeric fescue turf grass.

In addition, when the project went out for bid the well was removed as staff felt the costs of the well would be less if it was completed internally. The cost of the project if the well is included would come to \$126,810.

Staff recommends the project be completed to include the Base Bid at \$53,950, the Breeze Pathway at \$5,360 and the well installation (including Electrical) at \$45,000 for a total cost of the project of \$104,310. Since that total cost is above the targeted budget, staff is requesting direction from the Board on how to proceed.

Mr. Lucas stated this site will not include lighting, no concrete pathway and no benches as this is a low key site. This site also is not what the Town defines as a park but it is a site improvement of Town owned property.

Mr. Morgan inquired as to what material would be used for the pathway.

Mr. Lucas stated it will be crusher fine; small rocks.

Mr. Baker inquired as to what the annual maintenance would be.

Mr. Lucas stated it would be minimal, as the maintenance would include mowing and irrigation.

Mr. Boudreau inquired if there have been any inquiries on the property.

Mr. Arnold stated the adjacent property is for sale but the Town has not made efforts to sell the property.

Ms. Melendez commented that if the property was seen previously, she would not have approved this project as a budget item.

Ms. Melendez inquired as to how many properties in Windsor are similar to this site that have not been improved.

Mr. Lucas stated the Town currently maintains one property, which is adjacent to 7th Street on the east side.

Mr. Willis stated there are several areas that are mowed and not actually improved; there are approximately a dozen sites similar to this around town.

Ms. Melendez stated she has several concerns regarding this project including the cost of the improvements for a one-acre parcel. In addition, if this site is improved and future requests are made for improvements in other neighborhoods, how can those requests be denied. Some citizens in that neighborhood have commented that they are grateful for getting a park so they may be expecting more than what improvements have been planned for the site.

Mr. Rennemeyer inquired as to how the project was brought up.

Mr. Lucas stated Mr. Morgan brought it up during budget discussions. In the past, the site has been used by the Town as storage for tree limbs and is an unsightly area in that neighborhood.

Ms. Melendez commented that to her knowledge there have not been previous complaints on record for the property.

Mr. Rennemeyer inquired if the other dozen parcels are similar in size to this property.

Mr. Willis stated for clarification, this is the only parcel recognized in this situation being on two main streets. Some of the other parcels may be in alleyways or detention areas.

Mr. Bennett inquired as to why this item came up during budget discussion.

Mr. Morgan stated this item was discussed at the initial budget meeting and \$100,000 was allocated to the project because of ongoing issues at the site. Mr. Morgan is not aware of other areas that the Town owns and uses to dump things. Signage was placed at the site to help address the issue. Mr. Morgan stated over the past year, he has spoken with individuals that attended the public open house that voiced their concerns and appreciation for the improvements. Just recently at the Nation Night Out individuals discussed this project and other projects around their neighborhood with no mention of concern. There may be other areas in Windsor that need some attention but there has to be a starting point to address some of the problems.

Ms. Melendez stated she is not against doing some improvements and voiced concern for this project the last time it was discussed.

Mr. Rennemeyer inquired if it is cheaper to put in native grasses that would not require ongoing maintenance and inquired as to how \$100,000 relates to other parks.

Mr. Lucas stated in regards to natural grass, the cheaper piece would be when it does not have to be irrigated. Mr. Lucas stated the most recent park was approximately \$1.2 - \$1.4 million dollars which is about \$200,000 per acre but that is a park site that individuals actively use. If this project site was being considered for purchase today, it would not meet the Town's criteria for dedicated park land. It may be difficult to compare site improvements to a park site.

Mr. Rennemeyer inquired if there is any way to scale back the project with the use of more natural grass and less shrubs and trees.

Mr. Lucas stated the trees could be removed and have just a grass site.

Mr. Rennemeyer inquired if the trees could be added at a later date.

Mr. Lucas stated the site could be scaled down more but than that may not be what was envisioned for in 2015.

Mr. Adams commented that this is one area that the Town can start doing some improvements.

Mr. Bennett commented that he does not want to set a precedent that citizen expect this type of project on every piece of property that the Town owns. This site is across from residential and on an intersection of two prominent streets.

Mr. Baker commented that the real cost of the improvements is approximately \$65,000 without the well and inquired if this qualifies for funds from the parks improvement fund.

Mr. Lucas stated he did not believe it qualifies.

Mr. Baker stated he is in favor of the project without the sod as that is what was budgeted for and does not feel like Town owned property in the middle of a neighborhood should be left without some sort of improvements.

Mr. Morgan commented that he believed Windsor should set a precedent and that properties that need addressed should be looked at.

Mr. Bennett commented that he agrees with Mr. Morgan and stated maybe some screening criteria should be put into place for residents.

Mr. Boudreau inquired as to how this piece of property was obtained.

Mr. Lucas stated it was part of the developer's park dedication.

Mr. Willis stated it was dedicated in the late 1990's or early 2000's.

Mr. Boudreau commented that he tends to agree with the Mayor and that a moral hazard is being created; if this site is developed at this price tag are we going to then set an expectation that every piece of land that is donated to Windsor will need to be improved.

Mr. Arnold stated this site was on the market approximately five years ago and one offer was received. It was then determined that the site was unbuildable so the offer was rescinded. This site would only really be valuable to the landowner to the west that has their house on the market.

Mr. Rennemeyer inquired if there is a way to scale back the project with all grass and no trees.
Mr. Lucas stated one option is to just plant grass but the grass would still need to be irrigated.

Mr. Rennemeyer inquired as to an estimated cost for just grass.
Mr. Lucas stated he did not have the bid with him.

Mr. Rennemeyer inquired about the trail.
Mr. Lucas stated it is a crusher fine trail and it is recommended that if the site will be all grass to forgo the other improvements.

Ms. Melendez inquired if the electrical will still be needed.
Mr. Lucas stated the electrical fees are included within the \$45,000 for the well.

Ms. Melendez inquired as to why the electrical is needed.
Mr. Lucas stated it is needed to run the well.

Mr. Rennemeyer inquired if it would be approximately \$10,000 less if there were no trees.
Mr. Lucas stated it could possibly be that amount. Also if the trail is removed that would save approximately \$15,000.

Mayor Pro Tem Baker motioned to approve the cost recommendation of \$104,810; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Bennett, Rennemeyer, Adams; Nays- Boudreau, Melendez; Motion passed.

11. Update and Request for Direction for Pickleball Court Project at Main Park

- Staff presentation: Eric Lucas, Director of Parks, Recreation & Culture

Per Mr. Lucas, in April of 2015, a pickleball group that plays in the recreation center approached the Town regarding pickleball being outdoors. The Town budgeted \$45,000 for the outdoor courts and a GoCO grant was applied for but not received. In May of 2016, staff addressed the Board at the prompting of the pickleball group to continue to fund the project. An estimate for the project was \$45,000 for three courts and \$87 for six courts. Discussion also took place regarding the location of the courts. Ultimately, the Board's direction was to go out for the design bid not to exceed \$45,000. A bid was received in July for three courts at a cost of \$40,400. The bidder also included a price to complete all six courts at \$57,200. The pickleball players are very engaged with Town staff. The pickleball players were approached regarding raising funds for the project to help close the gap between the budgeted \$45,000 and the bid for the six courts at \$57,200. Recently the pickleball players have determined they could donate \$5,005.00 in cash before September 1, 2016 and are willing to help with sponsorships or signage

for the courts up to \$1,800 per year. The pickleball players have agreed to form a Windsor pickleball group or association. Starting in 2017, if a fee structure is developed they would be willing to pay fees in the summer months to reserve court time. A quick internet search was done and found a municipality that charges \$6.00 per hour for a court; figuring if all six courts were rented three times a week for 15 weeks that would be \$1,600-\$1,800 per year. Some of the pickleball members also volunteered to provide instruction of pickleball up to a \$500 value. The pickleball players would provide \$8,800 in funding over the course of the next year with \$5,005 being in immediate donation to the project.

Mr. Boudreau inquired if within three years between the reservation fees and the sponsorship fees that \$7,195 would be collected.

Mr. Lucas stated that is correct.

Mr. Boudreau commented the \$57,200 is significantly less from the original estimate.

Mr. Lucas commented that the sign sponsorships are for one year so there will be a new set of fees collected for each year.

Mr. Boudreau inquired if there will be an agreement with the pickleball players regarding the fee structure.

Mr. Lucas stated the Town would create the fee and the pickleball players have stated they will utilize the fee system which would be created by the recreation department.

Mr. Baker inquired if the reservation times will be capped during the week.

Mr. Lucas stated reservation times will not be capped at this time with the availability of the courts and the seniors usually play early in the mornings. If problems arise then capped times could be implemented.

Mr. Morgan inquired if there are any other facilities with this much citizen engagement.

Mr. Lucas stated he does not know of any. Pickleball players are very passionate about the sport.

Mr. Rennemeyer stated he is in favor of allocating the funds if we see their money.

Per Mr. Lucas, the contractor stated it would take a month to complete the project so the project could be put on hold until after early September when the funds are received. If the project is on hold until then, the courts would likely open in late October which would result in a limited amount of court time this year due to weather.

Mr. Rennemeyer inquired as to when the scheduled start date is.

Mr. Lucas stated it is around Labor Day and will take approximately one month to complete.

Mr. Brian Moeck, 837 Yonkee Drive, Windsor CO stated donations were solicited through email and pledges from 30 individuals and/or couples were made. Not all the funds are currently in hand.

Mr. Adams commended the pickleball players on their efforts to get the courts developed but does not agree with charging the players to develop the courts.

Mr. Rennemeyer inquired as to where the initial \$80,000 came from.

Mr. Lucas stated that was an estimate from contractors before the project went out for bid.

Mr. Rennemeyer inquired if the scope of the courts was being downgraded from the \$80,000 bid.

Mr. Lucas stated the scope was not changed.

Ms. Melendez commended the pickleball players on their efforts on getting the courts developed.

Mr. Boudreau inquired as to how the reservation system will work.

Mr. Lucas stated the reservations will be handled the same way the park shelter rentals are. When the courts are reserved a receipt will be given which will be their permit for their court time.

Mr. Adams inquired as to lights at the courts.

Mr. Lucas stated there has been no discussion regarding lights but would be opposed to them because of the location of the park.

Mayor Pro Tem Baker motioned to approve the funds required to build the additional three pickleball courts; seconded by Town Board Member Rennemeyer. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Adams; Nays- Boudreau, Melendez; Motion passed.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar stated a draft IGA for the I-25 improvements with Larimer County was received today. Also, Mr. McCargar will not be in attendance during the CIP discussions at the work session next week.

2. Communications from Town Staff

None

3. Communications from the Town Manager

Mr. Arnold stated next week discussions regarding CIP are on the work session agenda. A revenue forecast will be presented and feedback is welcomed from the Board regarding how they feel the economy is doing. There will also be an update from team that is working on the recreation center and an update on public works facility. Items on the future meetings agenda will be prioritized as the list of items is getting long.

Mr. Arnold proposed an idea to the Town Board for the first day of school. On August 18th the fire chief in coordination with the police department will be parking fire engines around Windsor with banners reminding individuals of the first day of school. Since there is a new traffic light across

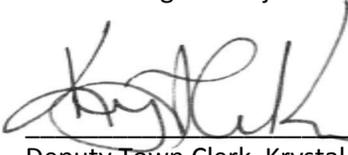
from the middle school, Mr. Arnold asked if Board Member would be willing to participate with crossing at the crosswalk on 7th Street and Main Street.

4. Communications from Town Board Members
Ms. Melendez asked for an update on the final result of the insurance issue that was presented in a memo from Mr. McCargar.
Ms. Melendez thanked all who participated in National Night Out.
Mr. Morgan thanked reporter Alison Dyer Bluemel for her honest and fair reporting.

E. ADJOURN

1. **Town Board Member Boudreau motioned to adjourn; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.**

The meeting was adjourned at 9:18 p.m.



Deputy Town Clerk, Krystal Eucker