



**TOWN BOARD REGULAR MEETING**  
October 24, 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.

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MINUTES

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 7:08 p.m.

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| 1. Roll Call | Mayor<br>Mayor Pro Tem | Kristie Melendez<br>Myles Baker<br>Christian Morgan<br>Ken Bennett<br>Paul Rennemeyer<br>Brenden Boudreau<br>Ivan Adams |
|--------------|------------------------|---|

Also Present:	Town Manager Town Prosecutor Town Clerk/ Assistant to Town Manager Communications/Assistant to Town Manager Chief of Police Communications Manager Director of Parks, Recreation and Culture Director of Finance Director of Economic Development Director of Planning Senior Planner Deputy Town Clerk	Kelly Arnold Kim Emil Patti Garcia Kelly Unger Rick Klimek Katie Van Meter Eric Lucas Dean Moyer Stacy Johnson Scott Ballstadt Josh Olhava Krystal Eucker
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- Pledge of Allegiance  
Mayor Pro Tem Baker 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  
**Town Board Member Adams moved to approve the agenda as presented; 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.**
- Mayor Melendez read the National Community Planning Month proclamation.
- Board Liaison Reports
  - Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate  
Mayor Pro Tem Baker had no report.
  - Town Board Member Morgan – Water & Sewer Board; Clearview Library Board

Town Board Member Morgan reported the Library Board will meet on October 27, 2016. Mr. Morgan reported Mr. Rennemeyer attended Water and Sewer Board and will provide a report.

- Town Board Member Bennett – Planning Commission; Windsor Housing Authority  
Town Board Member Bennett reported the items addressed at the Planning Commission meeting are on tonight's agenda.  
Mr. Bennett reported the Windsor Housing Authority (WHA) is working on the 2017 budget. The WHA is looking for land to purchase to build additional housing for seniors and also looking at capital improvements of the existing Century III properties which could be cabinets, adding dryers to the units, floor leveling and/or expanding the clubhouse. The current cabinets were constructed in 1968 and 1972 and they have been informed that those cabinets may have better quality wood than purchasing new cabinets so they may look into refurbishing. Some of the residents are from a generation that did not use dryers and said they would be happy to not have dryers as they like drying their cloths outside.
- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority.  
Town Board Member Rennemeyer reported the Water and Sewer Board reviewed the 2017 budget.  
Mr. Rennemeyer stated the Historic Preservation Commission has not meet but the research project by CSU is ongoing.  
Mr. Rennemeyer had no update for the Great Western Trail Authority.
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate  
Town Board Member Boudreau reported the Chamber of Commerce met on October 12, 2016 and completed an event wrap up of the Meet the Leaders event, completed final details of the Annual Chamber Dinner event and discussed the two upcoming vacancies.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board  
Town Board Member Adams reported the Tree Board will meet on October 25, 2016. Mr. Adams reported the Poudre River Trail Corridor Board may be postponing their meeting as the retreat has been rescheduled to November 30, 2016.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO  
Mayor Melendez reported the Downtown Development Authority met on October 12, 2016 and has been working on the Mill project coordination as well as the back lots to correct some easements. The 2017 budget was approved and it was also approved to move to five mills. Some of the upcoming events include the Downtown Halloween Trick-or-Treat, Shop Local for business Saturday and Windsor Wonderland.

6. Public Invited to be Heard

Mayor Melendez opened the meeting up for public comment to which there was none. Ms. Melendez recognized two boy scouts in the audience earing their citizenship badges.

B. CONSENT CALENDAR

1. Minutes of the October 10, 2016 – K. Eucker
2. Resolution No. 2016-71 – A Resolution Approving the Accessioning of Items to the Town of Windsor Museum Collection – E. Lucas

3. Resolution No. 2016-72 – A Resolution Appointing Directors To The Boards Of Directors Of The Raindance Metropolitan District Nos. 1-4 – I. McCargar  
**Mayor Pro Tem Baker moved to approve the consent calendar as presented; 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.**

#### C. BOARD ACTION

1. Ordinance No. 2016-1526 Repealing and Amending Portions of Chapter 17 Article XIII of the Municipal Code regarding Enhanced Design Standards for development within the I-25/SH 392 Interchange Corridor Activity Center Area (CAC)  
*Super-majority vote required for adoption on second reading*
  - Second reading
  - Legislative action
  - Staff presentation: Scott Ballstadt, Director of Planning

Per Mr. Ballstadt, the enhanced design standards would supplement the design standards that are currently in the municipal code and would apply to all new development within the I-25/SH 392 Interchange Corridor Activity Center (CAC) in Windsor. The design standards were the subject of multiple public meetings in late 2015 and early 2016.

The Fort Collins City Council has adopted similar design standards and passed Fort Collins Resolution 2016-070 recommending to the Windsor Town Board approval of the proposed design standards. The standards would enhance requirements for site design, landscaping, parking, building design and orientation, compatibility and lighting.

Staff recommends approval of the Ordinance No. 2016-1526 on second reading.

Ms. Melendez inquired if the documents from the public invited to be heard have been included in the records.

Per Mr. Ballstadt; I believe so which also includes the emails from the first reading.

**Town Board Member Morgan moved to approve Ordinance No. 2016-1526 Repealing and Amending Portions of Chapter 17 Article XIII of the Municipal Code regarding Enhanced Design Standards for development within the I-25/SH 392 Interchange Corridor Activity Center Area (CAC); 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.**

2. Resolution No. 2016-73 – A Resolution of the Windsor Town Board Supporting the Passage of Measures Referred to the Voters by the Weld RE-4 School District Board for Consideration on November 8, 2016
  - Legislative action
  - Presentation: Kristie Melendez, Mayor

Mr. Boudreau commented that he is a renter in Windsor and would not be directly paying the tax if passed therefor he feels it is not right to ask residents to vote for a tax increase that he will not be directly paying for.

**Town Board Member Adams moved to approve Resolution No. 2016-73, Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Adams, Melendez; Nays- Boudreau; Motion passed.**

Weld RE-4 School Board thanked Windsor for their support.

3. Resolution No. 2016-74 - A Resolution Appointing the Presiding Judge and Associate Judge for the Town of Windsor Municipal Court, and Confirming the Term of Office for Each
  - Legislative action
  - Staff presentation: Kim Emil, Assistant Town Attorney

Per Ms. Emil, in anticipation of the retirement of Hon. Michael E. Manning, the Home Rule Charter requires the appointment of a new Presiding Judge. Depending on whom the selection was for the new Presiding Judge, a new Associate Judge would need to be selected as well. The interviews have taken place and the Town Board selected Teresa Ablao who is currently Windsor's Associate Judge to serve as the Municipal Judge and Michelle R. Kline was selected to serve as the Associate Judge in the event that Ms. Ablao cannot be present. The swearing-in ceremony is currently scheduled for Monday, December 12, 2016.

The Charter requires a majority vote for the appointment of judicial officers.

Mr. Rennemeyer inquired if the individuals need to accept the decision of the Board.

Ms. Emil stated that Mr. McCargar has contacted both individuals and believe they are willing to accept.

Ms. Melendez commented that she will be voting no on this resolution.

**Town Board Member Bennett moved to approve Resolution No. 2016-74, Town Board Member Boudreau seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams; Nays- Melendez; Motion passed.**

4. Site Plan Presentation – River Valley Crossing Subdivision, Lot 5 – Christian Brothers Automotive – Stephen Greenlee, owner/ Todd Rand, Baseline Engineering Corporation and Jonathan Wakefield, Christian Brothers Automotive Corporation, applicant's representatives
  - Staff presentation: Josh Olhava, Senior Planner

Per Mr. Olhava, the applicant, represented by Mr. Todd Rand and Mr. Jonathan Wakefield, is proposing a new site development in the River Valley Crossing Subdivision. The site is zoned General Commercial (GC), located within the Commercial Corridor Plan area along Main Street/SH 392 and surrounded by other commercially zoned property on all sides. The application, as submitted, is in conformance with the Commercial Corridor Plan.

Site characteristics include:

- a new 4,960-square foot automotive repair store;
- 29 dedicated, off-street parking spaces, including two accessible parking spaces; and
- over 30% of the site to be landscaped.

Building and structural details include:

- the use of brick as the primary façade element and limestone veneer as a wainscoting;
- decorative tile and architectural precast keystone integrated into the brick facade; and
- 9 overhead garage door bays facing east towards the parking lot.

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

Mr. Baker inquired about the north facing elevation.

Mr. Olhava stated the north facing elevation is the office space and the western elevation is adjacent to a vacant lot which will include landscaping that will break up the brick façade.

Mr. Baker inquired if there is any parking along the west side.

Mr. Olhava stated there is no parking on the west side. The applicant can speak more to the design of the building.

Mr. Morgan inquired as to what the roofing materials may be.

Mr. Olhava stated it will be green colored asphalt shingles.

Mr. Rennemeyer inquired as to why there is no stone on the west elevation.

Mr. Olhava stated based on the corridor plan it is not required along that section.

Mr. Adams inquired as to where the site is.

Mr. Olhava stated it is on the west side of Safeway and south of Highway 392.

Mr. Arnold inquired as to who maintains the site landscaping.

Mr. Olhava stated the applicant will be responsible for the landscaping unless there is an agreement in place for the maintenance.

Applicant's representative Jonathan Wakefield commented that business is a light automotive repair facility. It is anticipated that when the adjacent property is sold, they will place their building right next to our building in turn placing more focus on the parts of the building that are highly visible. The franchisees live in the community and will be working at the business.

Mr. Baker inquired if vehicles being stored overnight.

Mr. Wakefield stated the nine bays allow for the preponderance of vehicles to be stored there. There is a night drop which would be parked outside and 90% of the vehicles arrive at the store on their own so the store also does not have a town truck.

5. Site Plan Presentation – Cornerstone Subdivision 1<sup>st</sup> Filing, Lot 1, Block 1 – Tolmar Windsor Campus – Charles Mays, Tolmar Inc., applicant/Jon Sweet, TST Inc., applicant's representative

- Staff presentation: Carlin Barkeen, Chief Planner

Per Mr. Ballstadt, the current presentation is intended for the Town Board's information. The project site is part of a 13.35-acre lot zoned I-L (Limited Industrial).

The surrounding zoning is primarily commercial to the south and east with more industrial to the east as well as residential to the north and west. The existing site was previously a box company built in the 1980's and over the past several years Tolmar has been renovating the interior of the space.

The redevelopment of the site, including adjacent right-of-way, includes:

Drainage improvements;

- Right-of-way improvements, including driveway/access points on Cornerstone Drive, adjacent sidewalks and accessible ramps, and landscaping;
- On-site parking lot and landscaping upgrades; and
- Screening of mechanical equipment.

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

The applicant's representative Mr. Charles Mays provided a background of Tolmar stating they are a pharmaceutical company and gave an overview of various products that they offer, their employee base and facility locations, the expansion at Eastman Park and the inclusion of clean rooms and laboratories in the facility. Mr. Mays stated they are not just transferring jobs to the facility but they are expanding operations in Windsor.

Mr. Morgan inquired as to the philosophy on security of the production facility

Mr. Mays stated they are very driven by standard operating procedures; doors may not be propped open, badges are required for all employees and contractors (contractors are certified), employees are at the site at night and there are also on-call employees.

Mr. Morgan inquired if there have been meetings with police and fire regarding the facility.

Mr. Mays stated there are three safety employees that are continuously meeting with the fire chief.

Mr. Adams inquired if the north boundary of the site goes right up to homes.

Mr. Mays stated there is an open field that extends to the back fence of those homes.

Mr. Adams inquired as to who maintains the open field.

Mr. Mays stated Tolmar is maintaining that space with a contracted landscape crew.

Ms. Melendez inquired if the site plan is primarily landscaping or is there work being done on the building as well.

Mr. Mays stated at this time it is mainly grading, striping, resurfacing the parking lot, landscaping, water flow retention areas and also a fence on the east side of the building.

Mr. Arnold inquired if the land to the north is anticipated for future development.

Mr. Mays stated at this time it is uncertain.

Mr. Arnold inquired as to the traffic flow for employees and the round-a-bout.  
Mr. Mays stated the round-a-bout is functioning well for the employees.

6. Economic Development Report

- Staff presentation: Stacy Johnson, Director of Economic Development

Ms. Johnson gave an overview of the Economic Development Report that was provided to the Board. Eagle Crossing, one of the largest incentives to date is almost completely paid back in two years versus the estimated three years. There has been an increase in inquiries for larger spaces (100,000-300,000 square feet) which Windsor does not qualify for. The number of leads and prospect visits was the largest in September than it has been in the months that have been tracked.

7. Financial Report for September 2016

- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer gave an overview of the September 2016 Financial Report that was included in the packet material.

- Base sales tax collections as well as the CRC Expansion tax have exceeded the monthly requirement in September 2016.
- Single family building permits total 545 through September 2016; up 239 permits from September of 2015.
- 37 business licenses were issued of which 23 were sales tax vendors.
- Construction use tax through September is at 133.3% of the annual budget at \$2,352,257.
- Benchmark for revenue collections at this point in the year is 75% which has been exceeded.
- A sales tax refund was issued in the amount of \$85,852 as the transaction did not happen in city limits in September of 2015.
- Expenditure benchmark for this time of year is 75% and it is currently at 72%.

Mr. Rennemeyer inquired as to the number of memberships at the CRC.

Mr. Lucas stated the membership total was 1690 and the goal is to increase to 3,000 memberships through the end of the year and 4,000 by the end of 2017. An average of 1,000 individuals came through the building per day.

Mr. Arnold stated a final report will be presented to the Town Board by the end of the year.

D. COMMUNICATIONS

1. Communications from the Town Attorney  
None

2. Communications from Town Staff

Mr. Ballstadt informed the Board of Mr. Olhava's NoCo 40 Under Forty nomination.

Mr. Lucas invited the Town Board to the pickleball court ribbon cutting on November 1, 2016.

Ms. Melendez inquired if the nets are up year round.

Mr. Lucas stated the nets may be taken down when winter really sets in so the snow does not put tension on the nets but other than that they will stay up.

Mr. Klimek commented the national drug take back collected 212 pounds of prescription drugs.

Ms. VanMeter stated the Community Halloween Party will be held on October 31, 2016 at the CRC from 6:00 p.m. – 8:00 p.m.

4. Communications from the Town Manager

Mr. Arnold inquired if the Board had any questions regarding the 2017 budget.

Mr. Baker inquired if there was any direction needed on the credit card fee issue.

Mr. Arnold stated there is not.

Mr. Arnold stated next Monday is the 5<sup>th</sup> Monday and there will be no meeting. There is a work session scheduled on November 2, 2016 at 6:00 p.m. with the Town of Severance and the Windsor Planning Commission. The Planning Commission will move into their regular meeting following the work session.

5. Communications from Town Board Members

Ms. Melendez reminded the Board Member of the Windsor-Severance Historical Society event on October 28, 2016.

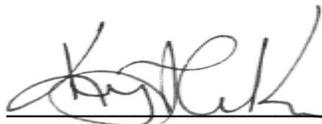
Mr. Rennemeyer inquired if there were any new developments that could be shared on the Mill project.

Mr. Arnold stated there is not.

E. ADJOURN

**Town Board Member Boudreau moved to adjourn; 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.**

The meeting was adjourned at 8:22 p.m.



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Krystal Eucker, Deputy Town Clark