



**TOWN BOARD
REGULAR MEETING**

**May 14, 2018 // 7:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550**

MINUTES

A. CALL TO ORDER

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

1. Roll Call

Mayor
Mayor Pro Tem

Kristie Melendez
Myles Baker
Barry Wilson
Ken Bennett
Paul Rennemeyer
Thomas Jones
David Sislowski

Also Present: Acting Town Manager/Finance Director
Town Attorney
Communications/Assistant to Town Manager
Recreation Supervisor, Culture
Recreation Manager
Public Works Director
Engineering Director
Economic Development Director
Planning Director
Chief Planner
Senior Planner
Assistant Town Attorney
Chief of Police
Deputy Town Clerk

Dean Moyer
Ian McCargar
Kelly Kelly
Luke Houghteling
Tara Bolinger
Fotsch
Terry Walker
Dennis Wagner
Stacy Johnson
Scott Ballstadt
Carlin Malone
Millissa Berry
Kim Emil
Rick Klimek
Amanda Mehlenbacher

2. Pledge of Allegiance

Town Board Member Baker led the pledge of allegiance

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

Mr. McCargar requested that a motion be made to postpone item B.3 from the Consent Calendar to a date certain, June 11, 2018.

Town Board Member Rennemeyer moved to strike item B.3 from the Consent Calendar and move it to the next Town Board meeting on June 11, 2018, Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowski, Melendez; Nays- None; Motion passed.

4. Proclamation- Tornado Preparedness Month

Mayor Melendez read the Proclamation for Tornado Preparedness Month

4.a. Proclamation- Mental Health Month

Mayor Melendez read the Proclamation for Mental Health Month.

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 prior to the meeting to make arrangements.

Laurie Stolen, Behavioral Health Project Director for Larimer County, thanked the Mayor and Town Board for the Proclamation. Ms. Stolen is an advocate for increasing awareness within our community for the growing needs of behavioral health and substance abuse treatment services.

Bonnie Adams, North Front Range Behavioral Health, thanked the Town Board for the Proclamation and expressed her excitement for the opening of their new office in Windsor, CO located at 1170 W. Ash Street.

5. Proclamation- National Public Works Week

Mayor Melendez read the Proclamation for Public Works Week

Mr. Walker, Public Works Director, wished to recognize the Police Department and the Parks and Recreation Department who contribute to the Public Works endeavors. As a thank-you and celebration a luncheon will be held at the Public Works facility May 23rd from 11:30 a.m. to 1:30 p.m.

6. A Mayoral Proclamation for the Appointment of Board and Commission Liaisons for Members of the Windsor Town Board

Mayor Melendez read the Proclamation for the Appointment of Board and Commission Liaisons for Members of the Windsor Town Board.

7. Board Liaison Reports

- Town Board Member Baker - Tree Board
Town Board Member Baker reported on the Parks Recreation & Culture Advisory Board as that was the last meeting he will be attending. The Board gave a presentation regarding the Village E. Neighborhood Park where the public had been very involved in selecting the one that will be presented later tonight on the Agenda. Mr. Wade Willis and Mr. Luke Bollinger gave presentations regarding Open Space and Trails as well as the Creamery Purchase. Mr. Baker further stated that discussion revolved around the 2019-2020 goals as well as the 2019 budget.
- Town Board Member Wilson - Parks, Recreation & Culture Advisory Board; Poudre River Trail Corridor Board
Town Board Member Wilson reported that the Poudre River Trail Corridor Board met and discussed their 2019 budget, upcoming repairs and the integration of the Poudre River Trail into the Raindance Development. The Board will also be hosting a Trailathon June 2, 2018 at the Poudre Learning Center in Greeley from 9:00 a.m. to 12:00 p.m.
- Town Board Member Bennett - Planning Commission; Water & Sewer Board
Town Board Member Bennett reported that the Water & Sewer Board will not meet until June and that Town Board Member David Sislowski attended the Planning Commission Meeting in his absence.
- Town Board Member Rennemeyer – Chamber of Commerce
Town Board Member Rennemeyer reported that the Chamber of Commerce met last week where a member of the Colorado Department of Transportation gave a presentation regarding the I-25 expansion project.
- Town Board Member Jones - Windsor Housing Authority; Great Western Trail Authority

Town Board Member Jones had no report for the Windsor Housing Authority. Mr. Jones reported that the Great Western Trail Authority met last week and accepted the resignation of their Trail Manager and is currently advertising to fill that position. Mr. Jones also informed the Board of the Northern Colorado Leaders Ride put on by the Bike and Pedestrian Collaborative. The event will be held this fall and consists of a 15 mile bicycle ride from Fort Collins to Loveland on established trails. More information and details will be provided at a later date.

- Town Board Member Sislowski - Historic Preservation Commission; Clearview Library Board
Town Board Member Sislowski had no report for the Historic Preservation Commission or the Clearview Library Board. Mr. Sislowski reported that the Planning Commission reviewed four preliminary site plan presentations which consisted of Diamond Valley, Jacoby Farms, Falcon Point and Highland Industrial Park as well as the Raindance Subdivision 3rd Filing which will be presented on tonight's agenda.
- Mayor Kristie Melendez North Front Range/MPO; Downtown Development Authority
Mayor Kristie Melendez had no report for the Downtown Development Authority. Ms. Melendez reported that the US 34 Planning and Environmental Linkages and the Loveland US 34 Access Control Plan will be conducting a public meeting in Evans, CO on May 23, 2018 at the Riverside Library and Cultural Center and in Loveland, CO on May 30, 2018 at the Embassy Suites Loveland. Both event times start at 5:00 p.m. with the presentation taking place at 5:30 p.m. There will also be an opportunity to receive updates on what the study is showing as well as provide input. Mayor Melendez also provided the Town Board Members with information pertaining to different projects along US 34 and Hwy 85.

8. 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 April 23, 2018 Regular Meeting – Amanda Mehlenbacher
2. Resolution No. 2018-46 – A Resolution Approving an Easement and Right-Of-Way for Water Line Facility in Association With Development in Lot 5, Jacoby Farm Subdivision Fifth Filing in the Town of Windsor, and Authorizing the Mayor to Execute Same – M. Berry
3. Resolution No. 2018-47 – A Resolution Making Certain Findings of Fact Concerning the Great Western 7th Annexation to the Town of Windsor, Colorado; Determining Substantial Compliance with Section 31-12-101, ET SEQ., C.R.S., "The Municipal Annexation Act of 1965"; and Establishing Dates for Public Hearings Before the Planning Commission and the Town Board of the Town of Windsor, Colorado, with Regard to the Great Western 7th Annexation –GWIP, LLC, Broe Land Acquisitions 10, LLC Broe Land Acquisitions 11, LLC and Windsor Renewal 1, LLC, owners; Erik Halverson, Great Western Development, applicant; Cory Rutz, Otten Johnson Robinson Neff + Ragonetti, applicant's representative
4. Resolution No. 2018-51- A Resolution Approving a Deed of Easement and Right-Of-Way From JSCS Farms, LLC, to the Town of Windsor for the Installation of a Water Pipeline, and Authorizing the Mayor to Execute Same – O. Herrera

5. Resolution No. 2018-52- A Resolution Approving a Deed of Easement and Right-Of-Way From Douglas C. Beethe and Terese L. Beethe to the Town of Windsor for the Installation of a Water Pipeline, and Authorizing the Mayor to Execute Same – O. Herrera
6. Resolution No. 2018-53- A Resolution Approving and Accepting a Deed of Dedication Correcting Chain of Title for Right-of-Way in Association with the Raindance Development in the Town of Windsor – K. Emil
7. Resolution No. 2018-48 –A Resolution Approving And Adopting An Agreement For Termination Of Tenancy Between The Town Of Windsor And The Weld County School District Re-4 With Respect To The Vacation Of Leased Maintenance Facility Premises – Ian D. McCargar
8. Report of Bills April 2018 – D. Moyer

Town Board Member Rennemeyer moved to approve the consent calendar as presented with the exception of item B.3 being removed; Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowski, Melendez; Nays- None; Motion passed.

C. BOARD ACTION

1. Ordinance No. 2018-1559 – An Ordinance Annexing and Zoning Certain Property known as the Thornton Farm 24 Annexation to the Town of Windsor – City of Thornton, owner, Kevin Woods, City of Thornton City Manager and Mark Koleber, City of Thornton Water Project Director, applicant's representatives
 - Second reading
 - Legislative action
 - Staff presentation: Millissa Berry, AICP, Senior Planner

The applicant, The City of Thornton, represented by Mr. Mark Koleber, has submitted a petition to annex approximately 288.4 acres to the Town of Windsor as Residential Mixed Use (RMU) zoned property. The subject property is located at 37162 Weld County Road 13 directly northeast of the intersection of Weld County Road 13 and Weld County Road 76.

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The City of Thornton is annexing the property in accordance with the Intergovernmental Agreement (IGA) that was approved by the Windsor Town Board via Resolution 2018-07 on January 8, 2018. Because the property is within the Town's Growth Management Area, the Town requested that the property be annexed so that any future development of the property would go through the Town's land use process and comply with Town standards.

No development is currently proposed with this annexation petition. The City of Thornton has no plans to develop the property and intends to retain the property in its current use and state, as well as retain the associated water rights, into the foreseeable future. There is the potential that Xcel Energy may propose a substation on the property. However, as of the date of this report, a development proposal has not been received. If and when a development proposal is submitted for a substation, the proposal will be reviewed and processed in accordance with the Municipal Code. In addition, if any development plans on the City's property are submitted in the future, the plans will also be reviewed in accordance with the Municipal Code.

The Comprehensive Plan Growth Strategy includes the property within in the Town's Secondary Growth Area. Although in the Secondary Growth Area, the property is adjacent to Developed and Primary Growth Areas to the south and east and the Tertiary Growth Area to the north. Chapter 5b – Growth Framework of the Comprehensive Plan states that development within the secondary Growth Area will primarily consist of residential land use and, where possible, a mix of housing types and densities should be promoted. The Land Use Plan of the 2016 Comprehensive Plan designates this property as Agriculture which reflects the current use of the property. The RMU zoning that is proposed for the property reflects the intent of the Secondary Growth Area as well as the future land use for the property. The zoning for abutting properties to the south, east and south/east within Town Limits is RMU. Abutting properties that surround the subject property and are outside town limits are also generally low density residential and agriculture land uses and the associated zoning:

- Properties in Weld County to the south and east of the subject property are zoned Agriculture (A) or Duplex Residential (R-2).
- Abutting properties to the north are within Severance and zoned Suburban Perimeter.
- Abutting properties to the west are in unincorporated Larimer County and zoned Farming (FA-1).

The Comprehensive Plan classifies Weld County Road (WCR) 76 as a Rural Collector; WCR 13 is classified as a Rural Minor Arterial. The Town is requiring the dedication of an additional 30 feet of right-of-way along WCR 76 to be dedicated to Windsor and that 35 feet of right-of-way along WCR 13 is dedicated to Town of Timnath; both dedications are to be at time of annexation. A neighborhood meeting was held on March 13, 2018; please refer to the attached neighborhood meeting summary. Concerns conveyed at the meeting included increased traffic to the area and the potential location of a substation on the property. Additional comments received by staff outside the neighborhood meeting echo these concerns.

An Annexation Report (see packet materials) was prepared and sent to potentially impacted taxing districts as required by Colorado Revised Statutes (CRS). The report outlines details on the provision of utilities and services to the property, maintenance of infrastructure, and a finding of no impact to the school district due to the lack of a development proposal at this time. Responses from the tax agencies included “no comment/conflict” or a request to review any development proposals when submitted. Referral agencies, including the Colorado Department of Transportation, were also notified of the annexation request. The referral agencies relayed no conflicts to staff. Referral and tax agency responses are included in the packet materials.

At its February 26, 2018 regular meeting, the Town Board, by resolution, initiated annexation proceedings for the property. After review of the annexation petition and the annexation plat, staff has determined that the requirements of applicable parts of CRS Section 31-12-104, 31-12-105, 31-12-107 have been met:

- The plat is consistent with the petition submitted;
- The property is eligible for annexation based on contiguity and community of interest between the proposed property and annexing municipality;
- No limitations for annexation exist in this case;
- An election is not required.

At its March 12, 2018 regular meeting, the Town Board adopted Resolution No. 2018-024 that declared certain findings of fact concerning the Thornton Annexation; determined substantial compliance with Colorado Municipal Annexation Act (1965); and established public hearing dates before the Planning Commission and the Town Board. The established hearing dates were April 18, 2018 for the Planning Commission and April 23, 2018 by the Town Board.

At their April 18, 2018 meeting, the Planning Commission forwarded a recommendation of approval of the Thornton Farm 24 Annexation and zoning designation. Town Board approved first reading of the ordinance at the April 23, 2018 meeting.

Staff requests that the following be entered into the record:

- Application, petition and supplemental materials
- Staff memorandum and supporting documents
- All testimony presented during the public hearing
- Recommendation

Mayor Melendez asked if there were any questions or comments from Town Board Members.

There were none.

Town Board Member Rennemeyer moved to approve Ordinance No. 2018-1559 as presented; Town Board Member Wilson seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowski, Melendez; Nays- None; Motion passed.

2. Ordinance No. 2018-1560 – An Ordinance Annexing Certain Real Property Pursuant to the Powers Granted to Municipalities Under Colorado Revised Statutes Section 31-12-106 with Respect to the Annexation of Enclaves and Municipally-Owned Land, and Designating Such Property as the “Schaefer Annexation to the Town of Windsor.”
 - First reading
 - Legislative action
 - Staff presentation: Ian D. McCargar, Town Attorney/Carlin Malone, Chief Planner

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The Schaefer Annexation to the Town of Windsor is an enclave consisting of 3.61 acres currently in Weld County with 100% of its boundary (1,986.70 feet) contiguous with the Town’s corporate limits. The property is located on the northeast corner of Eastman Park Drive and 7th Street, south of Whitney Ditch. The annexation includes an undeveloped, 3.6-acre parcel of land owned by Betty Schaefer and a 465-square foot parcel owned by the Town of Windsor for the purpose of 7th Street right-of-way.

The subject annexation meets the statutory requirements for an enclave annexation, as it has been completely surrounded by the Town limits at least three years. In this setting, the Town is authorized to annex the property by ordinance. The statutory enclave annexation process eliminates the public hearing requirements usually applicable to annexations by owner petition. Therefore, no public hearing is required for enclave annexations. The Municipal Annexation Act of 1965 only requires that the Town publish notice in the newspaper for four consecutive weeks. The statutory requirements for notice will have been met by the time this annexation is before the Town Board for its second reading.

Although Town staff has been working with the property owner's representative on an agreement regarding the terms of the annexation and future development of the property, no agreement has been executed at this time. If the second reading for the annexation is under consideration prior to the agreement being executed, staff will recommend that the annexation be adopted, leaving the approval of the agreements with the owner. The owner's representative may wish to be heard by the Town Board during this process, even though there is no formal public hearing requirement.

The zoning designation for this parcel is generally consistent with the Land Use Map, existing zoning designations and uses within the neighborhood, and fit the overall character of the surrounding area.

The second reading for annexation will be held on June 11, 2018 by the Town Board.

Staff recommends the Town Board adopt on first reading Ordinance No. 2018-1560 Annexing Certain Real Property Pursuant to the Powers Granted to Municipalities Under Colorado Revised Statutes 31-12-106 with Respect to the Annexation of Enclaves and Municipally-Owned Land, and Designating Such Property as the "Schaefer Annexation to the Town of Windsor."

Staff requests that the following be entered into the record:

- Application, petition, and supplemental materials
- Staff memorandum and supporting documents
- All testimony presented
- Recommendation

Mr. McCargar added that this Enclave Annexation is unique in the sense that the property owners representative has joined in the effort to bring this property into the Town of Windsor.

Mayor Melendez asked if there were any questions or comments from Town Board Members.

Town Board Member Bennett requested clarification on the current and future zoning of this property.

Ms. Malone responded that it is currently zoned Weld County Agricultural with the potential of becoming RMU (Residential Mixed Use). This would allow for any residential and commercial uses and a limited amount of industrial with no outdoor storage.

Town Board Member Sislowski inquired if there was any current development on the land.

Per Ms. Malone; No.

Town Board Member Jones stated that the Land Use Application purposed zoning states MF1 (Multi-Family) and inquired if that had been changed.

Ms. Malone responded that Multi-Family was originally purposed; however, the RMU district is more flexible with the types of uses that would be allowed.

Town Board Member Bennett moved to approve Ordinance No. 2018-1560 as presented; Town Board Member Rennemeyer seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowski, Melendez; Nays- None; Motion passed.

3. Public Hearing – Final Major Subdivision – Raindance Subdivision 3rd Filing – Nelson and Martin Lind, Raindance Land Company LLC, owner/applicant / Tom Siegel, Water Valley Land Company, applicant's representative
- Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

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

Mr. Sislowski stated, "Madam Mayor, for the record I would like to disclose that in my capacity as Town Board Liaison to the Planning Commission, I was present at the Planning Commission meeting during which this matter was previously presented. I wish to state that my participation during the Planning Commission proceedings has no way influenced me in my capacity as a Town Board member this evening. I will make my decision and cast my vote this evening based solely on the evidence that is presented during this public hearing."

Mr. Hornbeck introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicants, Mr. David Nelson and Mr. Martin Lind of Raindance Land Company, represented by Mr. Tom Siegel of Water Valley Land Company, have submitted a final major subdivision plat, known as Raindance Subdivision 3rd Filing. The subdivision encompasses approximately 214 acres and is zoned PUD (Planned Unit Development) with an underlying zoning of RMU (Residential Mixed Use).

The site is currently undeveloped and located east of County Road 13, north of Crossroads Boulevard, and south of New Liberty Road. Access to the subdivision is provided via Crossroads Boulevard, WCR 13, and New Liberty Road.

Proposed Final Subdivision characteristics include:

- 233 lots for single-family residential
- Approximately 142 acres of tracts for future development
- Approximately 3.5 acres of tracts for open space, drainage, and access (owned and maintained by metro district)
- Approximately 15 acres for public right-of-way
- 10 acre tract for future Weld Country RE-4 school

The applicant held a neighborhood meeting on January 18, 2018, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were approximately five neighbors in attendance.

At their May 2, 2018 meeting the Planning Commission forwarded to Town Board a recommendation of approval, subject to all outstanding Planning Commission and staff comments being addressed prior to recording of the plat.

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- All testimony received during the public hearing
- Recommendation

Mayor Melendez asked if there were any questions or comments from Town Board Members.

There were none.

Mayor Melendez asked if anyone from the audience wished to speak on this matter.

There were none.

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

4. Resolution No. 2018- 49 – A Resolution Approving the Final Plat for The Raindance Subdivision 3rd Filing – David Nelson and Martin Lind, Raindance Land Company LLC, owner / applicant / Tom Siegel, Water Valley Land Company, applicant's representative
 - Quasi-judicial
 - Staff presentation: Paul Hornbeck, Senior Planner

Mayor Melendez asked if Mr. Hornbeck had anything further he wished to add.

Per Mr. Hornbeck; Nothing further Madam Mayor.

Mayor Melendez asked if there were any questions or comments from Town Board Members.

There were none.

Town Board Member Rennemeyer moved to approve Resolution No. 2018-49 as presented. Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowski, Melendez; Nays- None; Motion passed.

5. Site Plan Presentation – Diamond Valley Subdivision 4th Filing Lot 4 (Snaptron); Earl Tatman, Tatman Properties, owner; Steve Steinbicker, Architecture West, LLC, applicant
 - Staff presentation: Millissa Berry, AICP, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Mr. Steve Steinbicker, is proposing a new building for expanding the Snaptron business in the Diamond Valley Subdivision, 4th Filing. The site of the proposed building is addressed as 950 Diamond Valley Drive and is internal to the overall Diamond Valley Subdivision. The site is zoned Limited Industrial (I-L) and is located adjacent to other I-L-zoned properties.

Overall development characteristics include:

- total lot area of 3.4 acres
- ~ 41,427 square foot (sf) building – total square-footage (~21% building coverage)
- 81 parking spaces (1 stall per 2 employees plus additional spaces)
- ~ 21% landscaped area (15% required)
- primary access from the north via Logistics Drive and internal driveways (future access from Diamond Valley Road and Eastman Park Drive)

Site layout – building location, parking, landscaping - reflects approved subdivision design for Diamond Valley Subdivision.

The project will be phased. Phase I characteristics include:

- west half of the site
- ~ 24,000 sf building – multi-tenant; car shop, warehouse, light assembly, storage and office uses (~12% building coverage)
- 48 parking spaces
- ~ 47% landscaping

Building characteristics include:

- scale and architectural character consistent with existing structures and schematic design for the subdivision
- building materials:
 - pre-finished stucco insulated metal panels
 - insulated metal panels
 - synthetic stone base
 - aluminum store front
 - parapet
- building height: 27'8"

Town Board Member Jones inquired as to what products Snaptron provides.

Steve Steinbicker, Architecture West, LLC responded that Snaptron provides tactile metal switch contacts when touched lightly accents a connection electrically to a device.

Mayor Melendez asked if there were any additional questions or comments from Town Board Members.

There were none.

6. Site Plan Presentation – Falcon Point Subdivision 3rd Filing Lots 1 and 2 (Traffic Masters); Amy Tjardes, SIZZNO, LLC, owner/applicant; Patricia Kroetch, North Star Design, Inc., applicant's representative
 - Staff presentation: Millissa Berry, AICP, Senior Planner

Ms. Berry introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, Ms. Amy Tjardes, is proposing a new development on Lots 1 and 2 of the Falcon Point Subdivision, 3rd Filing. The site of the proposed building is addressed as 650 Gyrfalcon Court. The site(s) are zoned Limited Industrial (I-L) and are located adjacent to other I-L-zoned properties.

The project spans over two lots. The original lot – Lot 2 of the Falcon Point Subdivision 2nd Filing – is being subdivided into 2 lots due to the 100-year floodplain that covers a portion of the original lot. The subdivision will result in one lot (Lot 1) that is entirely outside of the 100-year floodplain. Both lots will function like one development site and be under the same ownership. The building and outdoor storage would be on Lot 1 and an access drive, parking and a portion of the landscaping would be on Lot 2. Each individual lot does meet zoning standards (lot area, setbacks, parking, building exterior, etc.) except for the amount of accessory outdoor storage area. At its March 22, 2018 regular meeting, the Town of Windsor Board of Adjustment granted a variance for Lot 1 of the Falcon Point 3rd Filing to allow greater than 65% of the lot to be accessory outdoor storage. Beyond that, the other aspects of the project meet code standards and the agreed upon

landscaping requirements outlined in the Falcon Point Subdivision development agreement.

Overall development characteristics include:

- Total combined lot area of 2.25 acres
 - two lots functioning as one (Lot 1 – 1.79 acres, Lot 2 - 0.46 acres)
 - variance granted to allow amount of storage area on Lot 1
- ~ 7,200 square foot (sf) building (~7% lot coverage)
- 15 parking spaces (1 stall per 2 employees plus additional spaces)
- ~ 20% landscaped area (15% required; specific landscape standards for Falcon Point Subdivision)
- access from Gyrfalcon Court
- fenced / screened storage yard

Building characteristics include:

- metal building with brick wainscot
- covered entry
- pitched roof
- building height: ~ 28'

Tract A of the Falcon Point Subdivision, located adjacent and to the north of the subject lots, will be landscaped per the subdivision agreement and approved subdivision plan. This additional landscaping will add to the overall screening of the industrial lots within Falcon Point including the subject lots.

Mayor Melendez asked if there were any questions or comments from Town Board Members.

There were none.

7. Site Plan Presentation – Highlands Industrial Park Subdivision 5th Filing Lot 2, Block 1 (Greendale Center Flex Building 2) – Windsor Center LLC, applicant/Mark Morrison, Sc hum an Com panies , a pp li c ant's r epr es e ntat i ve

- Staff presentation: Carlin Malone, Chief Planner

Ms. Malone introduced the applicant and presented the PowerPoint presentation included in the packet materials, with the following information: The applicant, represented by Mark Morrison, is proposing a new site development plan in the southeastern corner of the Highlands Industrial Park Subdivision, 7385 Greendale Drive. The site is located south of Greendale Drive, north of Crossroads Boulevard. The site is zoned Limited Industrial (I-L) and is located adjacent to properties with I-L zoning to the west and north, E-1 (Low Density Estate Single-Family Residential) to the east, and industrial to the south in Loveland (Walmart Distribution Center).

Overall development characteristics include:

- total lot area of 2.11 acres
- industrial/office flex space building of 24,201 square feet (26.4% building coverage)
- approximately 17% landscaped/open area (15% required)
- 83 parking spaces (64 required)
- landscape buffers along Crossroads Boulevard and eastern property boundary

Building characteristics include:

- building articulation through varying building elements

- Two-level building with 2nd story balconies and covered entries/patio area
- window shade treatments
- a combination of stone and varying metal siding façade elements
- incorporating some architectural elements and materials from the adjacent industrial flex building located directly west

Discussion from the Board revolved around the aesthetics of the front facade in particular the garage door entrance. Town Board Member Bennett stated that Crossroads Boulevard is a gateway into the community and expressed his concern regarding the image of the garage door facing the road.

8. Resolution No. 2018-50 – A resolution approving a contract for donation of improved real property in exchange for public art financial assistance between the Town of Windsor and the Windsor-Severance Historical Society.

- Legislative action
- Staff presentation: Luke Bolinger, Recreation Supervisor

Mr. Bolinger presented the PowerPoint presentation included in the packet materials, with the following information: In 2017, the Windsor Severance Historical Society (WSHS), in partnership with the Town and other funders, completed the “Coming Home” bronze statue at Boardwalk Park as public art. The statue is lacking a maternal element “mother figure”, and it is the desire of the WSHS to add the “mother figure” to the existing statue.

The Creamery Building, located at 501 Ash Street, adjacent to the already Town-owned Art & Heritage Center, is currently owned by the WSHS. Constructed between 1900 and 1910 it first housed Windsor Auto Livery Garage, and then was purchased by the Windsor Creamery Company in 1911. That company failed and closed in 1916. Other uses for the building include an operations building for the Windsor Public Works Department and storage for the WSHS.

In the fall of 2017, staff and the WSHS Board began discussing the possibility of turning over the building and property to the Town in exchange for funding the “mother figure” in 2018. Acquisition of the creamery property in exchange for funding the “mother figure” as an addition to the “Coming Home” statue was budgeted and approved in the 2018 Capital Improvement Project by Town Board.

A contract was drafted that outlined the process in which the Town would take title of the building in exchange for funding to pay for the completion of the mother figure. WSHS Board approved the Board president to sign the contract on April 23rd, 2018.

Town Board Member Rennemeyer inquired if the creamery has been appraised and if the Town is confident that the \$76,250 will cover the cost of the maternal element.

Mr. Bolinger stated that it has not been appraised at this time and that the price of \$76,250 came directly from the artist.

Town Board Member Jones inquired as to the square footage and how the Historical Society came to own the creamery .

Mr. Bolinger stated that the creamery is a little over 1000 sqft and that based on the history of the Creamery it was originally purchased from the Town of Windsor in 1989.

Town Board Member Sislowski inquired if the Town of Windsor is purchasing the creamery with payments being directed toward the sculpture of the maternal element.

Mr. McCargar clarified that the town has budgeted for the maternal element and once it has been completed the Windsor Severance Historical Society will donate the creamery to the Town of Windsor.

Town Board Member Rennemeyer moved to approve Resolution No. 2018-50 as presented. Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowski, Melendez; Nays- None; Motion passed.

9. Village East Neighborhood Park Plan

- Staff presentation: Tara Fotsch, Recreation Manager

Ms. Fotsch presented the PowerPoint presentation included in the packet materials, with the following information: On February 8th, the Village East team consisting of a cross-section of staff from the Parks, Recreation and Culture Department held a planning meeting with 40 plus members from the Village East Community including the kids. The adults and kids were split into two groups and were tasked with designing their own park with the Village East footprint. Design Concepts was brought on board after an RFP was posted and those ideas were then shared with the designer.

The design team held a team meeting with Town staff and subsequently came up with two conceptual designs that were presented to the public at the second public meeting on April 18th where there were approximately 37 community members involved. The community members were given the opportunity to vote on their favorite concept and give input on features in the park designs.

The final public comment meeting was held at the Parks, Recreation & Advisory Board meeting on May 1, 2018. There were 14 community members present where the final park concept was proposed. Several residents spoke in favor of the concept, none spoke in opposition and the Advisory Board voted unanimously (5-0) to send the project as presented to the Town Board for approval.

Once the design is approved, Design Concepts will begin construction documents, an RFP will be posted for construction of the project with an anticipated start date of mid-summer with a completion of the project by late Fall 2018.

Town Board Member Bennett complemented Ms. Fotsch and staff who were involved with the process and the amount of creativity involved as well as the interaction they had with the community residents.

Town Board Member Wilson was pleased by the community turnout for the park design and the features that appeal to all age groups.

10. Community Development Report

- Staff Presentation: Scott Ballstadt, Director of Planning

Mr. Ballstadt gave an overview of the Community Development Report that was included in packet material.

Town Board Member Baker inquired about the rezoning sign near Fuzzy's Tacos off Crossroads Boulevard.

Mr. Ballstadt replied that Fuzzy's Tacos is currently going through a variance for a vertical sign as the current code poses a challenge for vertical signage. Mr. Ballstadt stated many items are set to be discussed during the code update.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar updated the Board regarding the offer which was presented to the Mill owner on behalf of the Town of Windsor and the DDA. The owner has accepted the terms with the exception of a target date for their certificate of occupancy being the first quarter of 2021 rather than December of 2020.

2. Communications from Town Staff

None

3. Communications from the Town Manager

Mr. Moyer informed the Board that he would be out of town from May 17th - 23rd and that Ms. Houghteling will be the Acting Town Manager during that period of time.

4. Communications from Town Board Members

Mayor Melendez wished to remind everyone of Coffee With the Mayor Saturday, May 18th at the Community Recreation Center from 7:30 a.m. to 9:00 a.m. Ms. Melendez also recognized the Boy Scout in the audience and thanked him for attending the Town Board Meeting.

E. EXECUTIVE SESSION

Town Board Member Rennemeyer moved to go into an executive session pursuant to Colorado Revised Statutes § 24-6-402 (4)(e) (I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect for certain Economic Development Incentives (Stacy Johnson, Director of Economic Development); Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowksi, Melendez; Nays- None; Motion passed.

The executive session commenced at 9:14 p.m.

Upon a motion duly made, the Town Board returned to the Regular Meeting at 9:30 p.m.

The executive session was closed and the Town Board returned to the Regular Meeting.

Upon returning to the regular meeting, Mayor Melendez advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Regular Meeting resumed at 9:30 p.m.

F. ADJOURN

Town Board Member Bennett moved to adjourn; Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Wilson, Bennett, Rennemeyer, Jones, Sislowski, Melendez; Nays-None; Motion passed.

The meeting was adjourned at 9:30 p.m.



Amanda Mehlenbacher, Deputy Town Clerk