



**TOWN BOARD REGULAR MEETING**  
September 23, 2019 - 7:00 PM  
Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

**MINUTES**

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 7:06 p.m.

1. Roll call

Mayor Kristie Melendez  
Mayor Pro Tem Ken Bennett  
Myles Baker  
Barry Wilson  
Paul Rennemeyer  
Tom Jones  
David Sislowski

Also Present:

Shane Hale, Town Manager  
Ian McCargar, Town Attorney  
Rick Klimek, Chief of Police  
Scott Ballstadt, Director of Planning  
Stacy Miller, Director of Economic Development  
Krystal Eucker, Town Clerk

2. Pledge of Allegiance

Town Board Member Bennett led the pledge of allegiance.

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

**Town Board Member Rennemeyer moved to approve the agenda as presented, Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

4. Board Liaison Reports

- Town Board Member Baker - Tree Board, Historic Preservation Commission

Town Board Member Baker has no update although the Tree Board is hosting an Evening with the Tree Board on September 24, 2019 at 6:00 p.m. at the Community Recreation Center.

- Town Board Member Wilson - Parks, Recreation and Culture Advisory Board; Poudre River Trail Corridor

Town Board Member Wilson no new major reports, except to note that the summer activities are winding down.

Mr. Wilson reported that the Poudre River Trail Corridor Board held their fundraising event, The Party of the Poudre last week on September 12, 2019 at the Poudre Learning Center. Mr. Wilson said it was a successful event and thanked everyone for their support.

- Mayor Pro Tem Bennett - Water and Sewer Board

Mayor Pro Tem Bennett reported that the Water and Sewer Board met on September 11, 2019. The Board notes state that they discussed and reviewed Single-Family Residential Dual Use Systems Raw Water Dedication and a discussion also took place regarding the MS4 permit process and fees.

- Town Board Member Rennemeyer - Chamber of Commerce

Town Board Member Rennemeyer had no update.

- Town Board Member Jones - Windsor Housing Authority; Great Western Trail Authority

Town Board Member Jones reported the Great Western Trail Authority has their regular meeting next week.

Dr. Jones reported the Windsor Housing Authority met last week. They will be submitting their Letter of Intent to the Colorado Housing and Finance Authority for the Golden Meadows Project. They are particularly interested in whether the Town of Windsor will be receptive to waiving fees related to tap and inspection fees for this particular project, as the Town has in the past. A work session is scheduled for October 21, 2019 to talk about Housing Authority issues. The Windsor Housing Authority is advertising for a full time maintenance position to coordinate all the maintenance for Century III Apartments. That position they hope to fill and start after the first of the new year. Currently, Board member Bill Vokley has been over-seeing this position *pro bono*.

- Town Board Member Sislowksi - Clearview Library Board; Planning Commission

Town Board Sislowksi reported the Library Board will be meeting Thursday, September 26th at the Library at 5:30 PM. and that meeting is open to the public.

Mr. Sislowksi did not attend the Planning Commission meeting last week; therefore has nothing new to report, although there are agenda items to discuss tonight.

- Mayor Melendez - Downtown Development Authority; North Front Range/MPO

Mayor Melendez reported the Downtown Development Authority worked on strategic planning for 2020 and had an in-dept discussion about what the DDA will be focusing on this next year in terms of developments, businesses and future events. Matt Ashby will use all that information to create a public document that will be available to the public in the near future.

Ms. Melendez reported the MPO will be meeting October 3rd at 5:30 in Loveland.

## 5. Public Invited to be Heard

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

Joe DeWiese, 6121 Southern Hills Drive, Windsor, CO addressed the Board seeking change in the current parking Municipal Code regarding vehicles over 22 feet in length. Had concern over the limitation that currently exists that says a motor home cannot be parked on the street for any longer than 24 hours continuous. Generally takes longer trips from 2-3 weeks and up to 6 months. A longer length of time is needed for maintenance and preparation when a motor home is used as a second home. Requesting to extend that time limitation from 24 hours to 48 or 72-hours. Currently, City of Loveland has a 72-hour limit and Fort Collins has a 48-hour limit.

B. CONSENT CALENDAR

1. Minutes of the September 9, 2019 Regular Town Board Meeting - K. Eucker
2. Resolution No. 2019-63 - A Resolution Approving and Accepting Instruments of Conveyance Associated with Roadway Improvements on Harmony Road (Knievel) - Ian D. McCargar

**Town Board Member Rennemeyer moved to approve the consent calendar as presented, Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

C. BOARD ACTION

1. Public Hearing - Resolution No. 2019-64 - Water Valley South Subdivision 27th Filing - Brian Williamson, TST, applicant's representative

**Town Board Member Rennemeyer moved to open the public hearing, Town Board Member Wilson seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

Per Mr. Ballstadt, the applicant has submitted a preliminary major subdivision plat, known as Water Valley South 27th Filing. The proposal is the replat of Tract F of the Water Valley South Subdivision. The site is located directly northeast of the intersection of New Liberty Road and 7<sup>th</sup> Street.

The subject subdivision encompasses approximately 17.33 acres and is zoned Residential Mixed Use (RMU). The proposal is for 70 patio home lots, one clubhouse lot, and associated open space and access. The platting will allow for individual ownership of the patio home lots. The remaining property will be managed by a metro district.

Preliminary Plat characteristics (please see project presentation for plat):

- 17.33 acres
- Residential Mixed Use Zone (RMU)
- 70 patio home lots (covering 6.64 acres)
- 7.84 acres of open space/drainage/access and utility easement
- Clubhouse lot

The applicant held a neighborhood meeting on March 27, 2019, in accordance with the Municipal Code. There were three neighbors in attendance, all with general questions about the development.

[Notifications were completed in accordance with the Municipal Code.](#)

The application was consistent with various goals of the Comprehensive Plan as well as the Strategic Plan.

At their September 18th regular meeting, the Planning Commission forwarded a recommendation of approval of the final major subdivision, subject to all remaining Planning Commission and staff comments be addressed and the development agreement being executed.

Dr. Jones inquired if these will be one and two story units.

Mr. Ballstadt stated he believed there is a mix. The applicant is present to address questions as well.

Mr. Baker inquired if they will have direct access to the roundabout.

Mr. Ballstadt stated they have direct access to the previous roundabout which is east of 7th Street but not the new roundabout.

Ms. Melendez inquired if the units are for sale or lease.

Mr. Ballstadt stated he believed they the units are for sale.

Ms. Melendez invited the application to address the Board.

Mr. Brian Williamson with TST Consulting provided a brief presentation to the Town Board of Pelican Shores final major subdivision.

Dr. Jones inquired as to how many one story and two story units there will be and where will they be located.

Mr. Williamson stated the individual will purchase the lot and then pick the plan to go on the lot.

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

**Town Board Member Rennemeyer moved to close the public hearing, Mayor Pro Tem Bennett seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

2. Resolution No. 2019-64 - Water Valley South Subdivision 27th Filing - Brian Williamson, TST, applicant's representative

Mr. Ballstadt requested the following be entered into the record:

- Application and supplemental material
- Staff memorandum and supporting documentation
- Recommendation

**Town Board Member Rennemeyer moved to to approve Resolution 2019-64, Town Board Member Wilson seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

3. Ordinance No. 2019-1592 - An Ordinance Of The Town Board Of The Town Of Windsor, Colorado, Approving The Service Plan For The Future Legends Sports Park Metropolitan District Nos. 1-2, And Authorizing The Execution Of An Intergovernmental Agreement Between The Town And The Districts

Per Mr. McCargar, this Ordinance is before the Board on second reading and would approve the Service Plan for Future Legends Metropolitan Districts No's 1 & 2. The Service Plan provides for District-funded infrastructure serving the development surrounding what was formerly known as Colorado National Sports Park and is now known as Future Legends Sports Park (FLSP).

Mr. Bennett inquired as to the total mill cap.

Mr. McCargar stated the total is 39 mills.

Ms. Melendez inquired as to the time frame going through the court process.

Mr. Zach White with FLSP stated if the ordinance is adopted this evening, a petition will be filed in District Court asking for a hearing to call the organizational election which would be held on November 5, 2019. Within 14 days following that election, the results would be certified by a canvass board and those results would be filed with the District Court. The process would be concluded in late November or early December.

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

**Town Board Member Rennemeyer moved to approve Ordinance 2019-1592, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

4. Ordinance No. 2019-1593 - An Ordinance Raising the Height Limit of Accessory Structures Exempt from Building Permits by Repealing, Amending and Replacing Windsor Municipal Code Sections 16-8-30(d), and 18-2-10 International Building Code ("IBC") Section 105.2

Per Mr. Ballstadt, before the Board on second reading is an ordinance that corrects an oversight that staff had intended to address with the adoption of the 2018 building codes. The height of accessory structures, such as storage sheds, currently limited to eight feet (8') in height and 120 square feet in area is to be exempt from the need for a building permit. However, a large number of stock prefab storage sheds come with a height of 9'-10' and therefore require a building permit. The subject ordinance will revise the current 8' maximum height in both the building code and zoning code allowing sheds up to 10' tall and 120 square feet in size to be erected without the need for a building permit.

There have been no changes since first reading.

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

**Mayor Pro Tem Bennett moved to to approve Ordinance 2019-1593, Town Board Member Wilson seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

5. Ordinance No. 2019-1594 - An Ordinance Correcting Article III, Chapter 18 International Residential Code by Repealing, Amending and Replacing Section R313 (Automatic Fire Sprinkler Systems)

Per Mr. Ballstadt, before the Board on second reading is an ordinance that corrects an oversight to reflect Town Board direction received with the adoption of the 2018 building codes. Town Board will recall the discussion regarding residential fire sprinklers and, after much discussion, it was determined that the code adoption would not require fire sprinklers in single-family and duplex residential products, but would require fire sprinklers in all other residential applications. Unfortunately, that direction was not accurately reflected and the subject ordinance will correct this oversight.

No changes have been made since first reading.

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

**Town Board Member Rennemeyer moved to to approve Ordinance 2019-1594, Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

6. Ordinance No. 2019-1595 - An Ordinance Amending Chapter 2 and Chapter 16 of the Windsor Municipal Code With Respect to the Removal of Members of Certain Boards and Commissions Serving the Town of Windsor

Per Mr. McCargar, the ordinance before the Board is a companion ordinance to changes made under Ordinance No. 2019-1591, and brings consistency to the reasons for and manner of advisory board member removal. Ordinance 2019-1595 applies only to removal of Planning Commission and Board of Adjustment members, leaving the Library Board and Housing Authority to their statutorily-authorized removal processes.

The specific new language appears in Section 2-7-30 (e) for the Planning Commission, and

Section 16-6-10 (c) for Board of Adjustment.

Dr. Jones inquired as to C and E in the ordinance stating the same thing.

Mr. McCargar stated there was a drafting oversight and recommends postponing this item to October 14, 2019 as there is no urgency to this ordinance.

**Town Board Member Sislowski moved to postpone the agenda item to October 14, 2019, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

7. Retail Strategic Plan Update

Per Ms. Miller, Economic Development engaged Katy Press from KP Consulting & Associates for the final piece to our retail strategic plan. The portion of the plan includes the Opportunity Area Visioning Process – Working with the study materials (Ricker Cunningham & KP analysis) from the five (5) target areas, KP Consulting & Associates shall define and implement a process to provide land use and development/ redevelopment vision for each of the five (5) target areas in Windsor.

Since the initial study began, two new retail areas developed in Windsor. The new sports park project started at Diamond Valley and Great Western Industrial Park converted some land from residential to commercial on the south east corner of Hwy 257 and Eastman Park Drive. The consultant and working team decided to focus on this new area first because of how quickly this area was going to develop. The working team is made up of members from economic development, planning and engineering.

Retail is trending in dramatic new directions causing significant disruptions in the retailing industry. As retailing is shifting, so should the retail expectations for key target areas of the Town. Evaluating the target areas from a new perspective will provide the groundwork and vision necessary for the “next generational” aspect of retail to be represented in Windsor.

Working from a forward-thinking perspective as it relates to retail, the following process is designed to:

- Create a comprehensive process to review retailing, in key strategic areas of the City.
- Provide specific development focus and detail for those retailing areas
- Align the City’s vision with retailing market realities.
- Guide Economic Development efforts in retail.

Youth sports complexes have become a force to reckon with nationwide with cities all over the country vying for the opportunity to host major youth sports tournaments. With the ability to host teams that rent hotel rooms, fill restaurants and shop in local stores – cities and towns can help bolster their economy with the staggering visitor counts associated with these complexes. The analysis looked at the specific opportunity for additional retail and discussion of how to manifest that opportunity. The working team conducted interviews with land owners, business owners, senior staff and elected officials. Questions were centered on what aspects of the area would/could change based on the catalytic nature of the sports park. The sports park area is an industrial area and has been developed as such.

Specific issues for the sports park include:

- Sports Complex is located off a major intersection.
- Sports Complex alone will not provide or generate transition of the broader area.
- Supporting hospitality, entertainment and retail development will be needed.
- Connectivity is non-existent within the immediate and broader area.
- Visual presentation along Eastman Drive and the surrounding area is industrial only.

The Great Western Industrial Park could assist the Sports Complex with direct visibility and accessibility to the primary intersection. They have the best site within the trade area for retailing and there is sufficient land to add entertainment, hospitality, sporting venues and retail

that will compliment the Sports Complex.

There is no formula on how to link Downtown Windsor to the Sport Complex.

Next steps for Eastman Park Drive:

- The character of Eastman Park Drive must evolve from a staid industrial street to one that has dynamic features signaling visitors and residents that they are entering a new environment.
- Emphasis must start at the primary intersection at Highway 257 and carry through to the Sports Complex. Elements of architectural character, streetscape and branding need to be evaluated within the corridor plan along with the traffic and functional elements currently required by Eastman Park Drive to include specific guidelines where none currently exist.
- The Great Western Industrial Park must play a significant role in helping to establish the character for Eastman Park Drive. Their development could provide the initiation of the necessary streetscape elements. Directing and reviewing their development plans will be made easier with a corridor plan in place.
- Given the transitional challenges, an expanded corridor study is the appropriate vehicle to review all of these elements. Timing of the corridor study is important so as to be in front of any new development being planned.

Connectivity Planning:

- The opportunity for connectivity and mobility between Diamond Valley Industrial Park and the surrounding areas (specifically downtown) was mentioned as a priority by both private and public stakeholders.
- With issues like railroad tracks, disconnected roads, physical barriers, missing sidewalks, lack of bike lanes – this opportunity is not without complexity.
- A comprehensive look at the viability of making these connections is necessary as it could serve as a significant building block towards developing an “environment” attractive to visitors.

Summary:

- Although non-traditional, the traffic counts being projected by the sports complex are certainly in the range to support restaurant and entertainment types of retailing.
- The southeast corner of Highway 257 and Eastman Park Drive Road (GWIP) is positioned to garner retail interest – interest outside and not specific to the sports complex.
- Their site has better visibility and exposure to the broader trade area. In addition, it is in close proximity to the sports complex making it more of a “bulls-eye” site for retailing. The opportunity for specialty retailing related directly to the baseball aspect of the complex is possible within the sports complex itself.
- The Great Western Industrial Park site and the sports complex are actually symbiotic to each other as each needs the attributes of the other to fully succeed with retail interest.
- A "competitive" perspective between the town developments which results in the two not recognizing the value each has to the other will result in both projects limiting the retail viability overall.
- The Town of Windsor will need to keep focus on how the retail manifests itself to include place making, streetscape and landscaping elements dynamic enough to offset the existing traditional industrial development pattern.
- Currently an industrial area - the area must transform away from that perspective to be fully successful in retailing.
- The transformation starts at Highway 257 and extends down to the Sports Complex.
- For retailing to show up and be successful, the Town must engage in efforts to complete that transformation.
- The success of that initiative will dictate the quality and type of retailing that looks to locate here.

## D. COMMUNICATIONS

1. Communications from Town Attorney

Mr. McCargar informed the Board that the residency requirement for Planning Commission members is in-state statutes.

2. Communications from Town Staff

a. Windsor Police Department August 2019 Statistical Report

Dr. Jones inquired as to the formal traffic warnings going from 320 in 2018 to 77 in 2019.

Chief stated the PD has ceased to write written warnings so the warnings are verbal after the clearance.

3. Communications from Town Manager

Mr. Hale reminded the Board of the Joint Districts meeting in Severance on September 25, 2019.

Also, the raw water dedication presentation will be made to the Board during the regular meeting on October 14, 2019.

4. Communications from Town Board

Mr. Sislowksi thanked Ms. Miller on the retail study.

Ms. Melendez commented that Windsor was host of the Cattle Barron's Ball and it was one of the largest events, raising over \$1 million.

Ms. Melendez gave a reminder of the Dish and Dessert event on September 26, 2019.

E. ADJOURN

**Town Board Member Rennemeyer moved to to adjourn, Town Board Member Sislowksi seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.**

The meeting was adjourned at 8:41 p.m.



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Krystal Eucker, Town Clerk