



**TOWN BOARD REGULAR MEETING**  
August 26, 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 7:10 p.m.

1. Roll call

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

Also Present:

Shane Hale, Town Manager  
Kim Emil, Assistant Town Attorney/Town Prosecutor  
Richard Zeigler, Lieutenant  
Scott Ballstadt, Director of Planning  
Wade Willis, Open Space and Trails Manager  
Stacy Miller, Economic Development Director  
Paul Hornbeck, Senior Planner  
Krystal Eucker, Town Clerk

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

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

4. Board Liaison Reports

- Town Board Member Baker - Tree Board, Historic Preservation Commission  
  
Town Board Member Baker reported the Tree Board meets August 27, 2019 at 5:30 at the Community Recreation Center.  
  
Mr. Baker reported he was unable to attend the Historic Preservation Commission meeting but they did hold a work session regarding signage around Windsor Lake related to the history of water in Windsor.
- Town Board Member Wilson - Parks, Recreation and Culture Advisory Board; Poudre River Trail Corridor

Town Board Member Wilson - absent; no report.

- Mayor Pro Tem Bennett - Water and Sewer Board

Mayor Pro Tem Bennett had no update.

- Town Board Member Rennemeyer - Chamber of Commerce

Town Board Member Rennemeyer reported the Chamber will have a strategic planning meeting on September 9, 2019. The Annual Golf Tournament will be held on September 23, 2019 at Highland Meadows Golf Course and sponsors are still being gathered for that event.

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

Town Board Member Jones reported the Great Western Trail Authority has contacted Omnitrax regarding a property line dispute. A court decision will need to be made to verify the property lines before construction can commence.

Dr. Jones reported the Housing Authority continues to review the planning process for the Golden Meadows Senior Housing. Dr Jones asked if a discussion could take place at a work session regarding how Windsor stands with the Housing Authority.

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

Town Board Member Sislowski reported the Library will be meeting on August 29, 2019 although they did have a special meeting on August 15, 2019 for a financial audit report.

Mr. Sislowski reported the Planning Commission met and the items from that meeting are on this evening's agenda.

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

Mayor Melendez reported the next MPO Meeting is scheduled for September 5, 2019.

Ms. Melendez reported the DDA took a tour of The Mill and the opening is estimated to be mid-October which will include the Windsor Mill Tavern and Cacciatore. The DDA also discussed the backlots; a joint special meeting between the Town Board and DDA will be September 11, 2019.

5. Public Invited to be Heard

Mayor Melendez opened the meeting up for public comment.

Kathleen Benedict with the Poudre Heritage Alliance addressed the Board and invited them to attend the Emeritas Dinner which is a the second annual dinner that honors individuals that were significant in creating the Heritage Area.

B. CONSENT CALENDAR

1. Minutes of the August 12, 2019 Regular Town Board Meeting
2. Resolution No. 2019-59 - Vacating a Portion of Utility Easement- Highland Meadows Golf Course Subdivision 7th Filing Lot 18 Block 1 - J. Christensen

3. Resolution No. 2019-62 A Resolution Approving and Adopting the August 26, 2019, Intergovernmental Agreement Between the Town of Windsor and the Raindance Metropolitan District No.1 With Respect to Security for Stormwater Management Measures - - Kimberly A. Emil, Assistant Town Attorney

**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, Sislowksi; Motion Passed.**

C. BOARD ACTION

1. Public Hearing - Final Major Subdivision – Highland Meadows Golf Course 15th Filing – Jon Turner, Colorado 80 Land Holdings, LLC, owner; Jason Sherrill, Landmark Homes, LLC, applicant; Mike Walker, TB Group, applicant’s representative

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

Mr. Sislowksi stated, "Madam Mayor, in my capacity as the Town Board liaison for the Planning Commission I was present at the Commission meeting during which this matter was previously presented. I wish to state that my participation in the Planning Commission proceedings has in 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 presented during this public hearing."

Per Mr. Hornbeck, the applicant has submitted a final major subdivision plat, known as Highland Meadows Golf Course Fifteenth Filing.

The subject subdivision encompasses approximately 16 acres and is zoned Residential Mixed Use (RMU). The associated site plan of the project proposes 100 2-story townhomes with attached two-car garages, a clubhouse, and landscape areas. Access is provided from two full access intersections with Highland Meadows Parkway and cross access to the properties to the north and south.

Plat characteristics (please see project presentation for plat):

- 100 townhome lots on 6.8 acres
- 6.4 dwelling units / acre
- 8.9 acre Tract A containing clubhouse site, streets, utility corridors, and landscaping

The applicant held a neighborhood meeting on November 13, 2018 with approximately 20 neighbors in attendance.

Notifications were completed in accordance with the municipal code.

The application is consistent with the Comprehensive Plan as well as the Strategic Plan.

At their August 21, 2019 meeting, the Planning Commission forwarded to the Town Board a recommendation of approval of the final major subdivision as presented, subject to all remaining Planning Commission and staff comments being addressed.

Staff requested the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Testimony from public hearing
- Recommendation

Ms. Melendez inquired if there were concerns addressed at the neighborhood meeting.

Mr. Hornbeck stated a lot of the concerns were typical of multifamily development and there were concerns of traffic.

Ms. Sislowksi inquired if the subdivision meets all the subdivision consideration requirements.  
Per Mr. Hornbeck; yes.

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

2. Resolution 2019-60 - Final Major Subdivision – Highland Meadows Golf Course 15th Filing – Jon Turner, Colorado 80 Land Holdings, LLC, owner; Jason Sherrill, Landmark Homes, LLC, applicant; Mike Walker, TB Group, applicant’s representative  
Please refer to agenda item C.1 for memo and attachments.

Mr. Hornbeck had nothing further to add.

**Mayor Pro Tem Bennett moved to approve Resolution 2019-60, Town Board Member Rennemeyer seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowksi; Motion Passed.**

3. Resolution 2019-61 - Final Site Plan – Highland Meadows Golf Course 15th Filing – Jon Turner, Colorado 80 Land Holdings, LLC, owner; Jason Sherrill, Landmark Homes, LLC, applicant; Mike Walker, TB Group, applicant’s representative

Per Mr. Hornbeck, the applicant has submitted a final site plan for development planned for the Highland Meadows Golf Course Fifteenth Filing. The subject site plan encompasses approximately 16 acres and is zoned Residential Mixed Use (RMU). The site plan proposes 100 2-story townhomes with attached two-car garages, a clubhouse, and landscaped areas. Access is provided from two full access intersections with Highland Meadows Parkway and cross access to the properties to the north and south.

Overall site plan development characteristics (please see project presentation for site plan):

- 100 townhome lots on 6.8 acre
  - 25 four-unit buildings
  - 6,730 sf footprint for each building
  - Small private front yard per unit
  - Building height: varied roof line; tallest point approximately 30'
- 8.9 acre Tract A
  - Clubhouse (2,347 sf)
  - Internal streets / access
  - Utility corridors
  - Landscaping
- 6.38 dwelling units / acre
- 4 parking spaces per unit (2 garage, 2 driveway) – 400 total
- Plus 62 guest parking spaces throughout development including clubhouse parking lot (17 stalls)
- Building materials: stucco, stone veneer, and board and batten siding
- 2,347 sf clubhouse with pool and dedicated parking spaces
- Building setbacks from Highland Meadows Parkway between 58 feet and 126 feet
- 15'+ landscape buffer along Highland Meadows Parkway per Highland Meadows Golf Course Development Agreements
- Trail connections through site, to clubhouse, and boardwalk

The application is consistent with the Comprehensive Plan as well as the Strategic Plan.

At their August 21, 2019 meeting, the Planning Commission forwarded a recommendation of approval to the Town Board, subject to all remaining Planning Commission and staff comments being addressed.

Staff requests the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- Recommendation

Mr. Sislowski inquired as to the required setback.

Mr. Hornbeck stated there is a 20 foot setback required.

Ms. Melendez inquired if there will be additional landscaping.

Mr. Hornbeck stated there will be significant landscaping along Highland Meadows that matches what is already in place.

**Town Board Member Rennemeyer moved to approve Resolution No. 2019-61, Mayor Pro Tem Bennett seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski; Motion Passed.**

4. Ordinance No. 2019-1591 - An Ordinance Amending Chapter 2 of the Windsor Municipal Code With Respect to the Addition of Youth Members to Certain Advisory Boards Serving the Town of Windsor

Per Mr. Hale, Ordinance 2019-1591 opens membership on three Town advisory boards to youth members upon appointment by the Town Board. This step is being taken in response to community and Town Board interest in bringing high school-age residents into the policy process.

The youth members on these advisory boards are in addition to existing board composition. Youth membership is limited to residents between the ages of fourteen and eighteen. Youth member terms are limited to one year (subject to re-appointment if not aged out). Youth membership is not required, and is available to qualified individuals who seek appointment and are appointed to fill the positions.

The advisory boards chosen for this effort (Tree Board, PReCAB and Water & Sewer Board) were chosen in part because they do not have quasi-judicial authority. Staff and the Town Attorney believe that quasi-judicial proceedings carry a higher level of controversy, intensity and risk that young people should not be asked to bear. These three boards are true advisory boards.

Dr. Jones inquired if all the Board have seven members.

Mr. Hale stated they have seven voting members.

Dr. Jones inquired as to how the word will get out about the youth seats.

Mr. Hale stated currently the Charter School has been very interested in integrating youth into the government process although the Town will work with the various schools in the area to promote the youth seats.

Ms. Melendez inquired if the appointments will be mandatory; meaning the Board and Commission will be able to continue business if a youth member is not appointment.

Per Mr. Hale; yes.

Mr. Rennemeyer inquired if there will be an interview process.

Mr. Hale believed there would be an interview process for the youth seats.

**Town Board Member Sislowski moved to approve Ordinance No. 2019-1591, Mayor Pro Tem Bennett seconded the motion. Roll call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski; Motion Passed.**

5. Economic Development Update

Ms. Miller provided an overview of the Economic Development Update Report. The Economic

Development Department has attended a number of events in the first half of 2019 including:

- Bobcat of the Rockies Groundbreaking
- NCRTA Meeting
- The Great Colorado Experience
- The Ranch Master Plan
- Re/Max Commercial and Residential
- BizWest Commercial Real Estate Event
- Windsor Rotary
- Leadership Norther Colorado
- SMPS
- 60 for 60

2019 Prospect Activity through June includes:

- 61 prospects YTD in 2019
- 67 total active prospects (10 from 2015-2018)
- 12 prospect visits
- 4 company announcements
- 40 business visits
- 100 misc. companies assisted
- 82 community outreach and events

Currently the Economic Development Department is working on five expansion projects.

Mr. Baker inquired if 12 prospect visits so far this year is a lot.

Mr. Miller stated that is about average but very good for Windsor.

Mr. Sislowski inquired as to what Windsor's biggest challenge is when it comes to bringing in businesses.

Mr. Miller stated it was water although it is an impediment for everyone in Colorado; workforce is also an issue.

#### D. COMMUNICATIONS

1. Communications from Town Attorney

None.

2. Communications from Town Staff

- a. Windsor Police Department July 2019 Statistical Report

3. Communications from Town Manager

None.

4. Communications from Town Board

Mr. Rennemeyer commented that the Windsor PD statistical wasn't included in the packet.

#### E. ADJOURN

**Town Board Member Rennemeyer moved to to adjourn, 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.**

The meeting was adjourned at 8:10 p.m.



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Krystal Eucker, Town Clerk