



## TOWN BOARD REGULAR MEETING

February 22, 2021 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550  
Please click this URL to join. <https://windsorgov.zoom.us/j/99279493769>  
OR join by telephone at (888) 788-0099 or (877) 853-5247  
Webinar ID:992 7949 3769

## MINUTES

### A. CALL TO ORDER

Mayor Rennemeyer called the meeting to order at 7:01 p.m.

#### 1. Roll call

Mayor Paul Rennemeyer  
Mayor Pro Tem Ken Bennett  
Scott Charpentier  
Barry Wilson  
Julie Cline  
Victor Tallon  
David Sislowski

Also Present:

Shane Hale, Town Manager  
Ian McCargar, Town Attorney  
Jessica Humphries, Admin Services Director  
Omar Herrera, Engineering Manager  
Kim Emil, Assistant Town Attorney  
Dean Moyer, Finance Director  
Rick Klimek, Police Chief  
Aaron Lopez, Police Commander  
Scott Ballstadt, Director of Planning  
John Thornhill, Community Development Director  
Eric Lucas, Public Services Director  
Tara Fotsch, Deputy Director of PRC  
Carlin Malone, Chief Planner  
Paul Hornbeck, Senior Planner  
Bobby Warner, Recreation Manager  
Doug Roth, Civil Engineer  
Desa Blair, Civil Engineer  
Stacy Miller, Economic Development Director  
Jill Young, Business Development Specialist  
McKenzie Payne, Visual Media Coordinator  
Karen Frawley, Town Clerk

#### 2. Pledge of Allegiance

Mayor Rennemeyer asked that all rise for 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 Tallon moved to approve the agenda as presented, Town Board Member Wilson seconded the motion. Roll call on the vote resulted as follows; Yeas - Bennett, Charpentier , Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**

4. Board Liaison Reports

- Town Board Member Charpentier - Chamber of Commerce, Clearview Library Board

Town Board Member Charpentier reported that there have been several work sessions with the Clearview Library Board who is attempting to work out locations and choices on if the Library will have a satellite location and where to place it.

Town Board Member Charpentier reported that the Chamber of Commerce has seen an increase in membership and holding a lot of open houses.

- Town Board Member Wilson - Planning Commission, Larimer County Behavioral Health Policy Council

Town Board Member Wilson reported that the Planning Commission approved the Golden Meadows project which will be before the board later in the agenda.

Town Board Member Wilson reported that there is no update on the Larimer County Behavioral Health Policy Council at this time.

- Mayor Pro Tem Bennett – Water and Sewer Board, 34, and I-25 Coalition’s

Mayor Pro Tem Bennett reported that at the last Water and Sewer Board meeting, they went through the analysis of the upgrade or replacement of the Wastewater Treatment Plant which the Board will see at work session on April 5th. Also reviewed was the snow pack for the month which is between ninety to one-hundred percent. The Water and Sewer Board now has an Ad Hoc committee that focuses on education and have three things they want to promote within the next few months. They want to hold a virtual meeting for homeowners called Landscape Basics put on by CSU. The next item is information for homeowners to be able to complete a sprinkler self audit. The last is the Mayor’s Water Challenge to be held in April.

Mayor Pro Tem Bennett reported that the I25 and 34 Coalition's meet next week. Friday, Senator Bennet will host a webinar regarding the possible future regarding federal funding for infrastructure projects.

- Town Board Member Cline – Tree Board, Poudre River Trail Corridor Authority, Historic Preservation Commission

Town Board Member Cline reported that the Tree Board will meet on February 23rd and will have new updates to provide at the next meeting.

Town Board Member Cline reported that the Historic Preservation Commission will meet in March and will have updates at a future Board Meeting.

Town Board Member Cline reported that the Poudre River Trail Corridor Authority has not met since the last Board Meeting, however the PPE subcommittee has met twice since the last Board Meeting and is working on a

brief on rebranding and a creative way to get out information for the Poudre Trail as well as looking at new signage for the trail.

- Town Board Member Tallon - Parks, Recreation and Culture Advisory Board, Great Western Trail Authority

Town Board Member Tallon reported that there are no updates for either board as there has not been a meeting since the last provided updates.

- Town Board Member Sislowski - Windsor Housing Authority, Windsor Severance Fire District

Town Board Member Sislowski reported that the Windsor Severance Fire District held their meeting on February 11th and provided a financial update. There were discussions about the impact fees that were presented to the Town Board and question about the timing of when to impose the fee and if they should phase in the fee. It seemed to be a consensus of the board members to agree to seek to impose one-hundred percent of the fees but there may be a delay at collecting the fees until later in the year. There was also discussions on the financing for the new fire station and they were scheduled to close with a lease back financing structure on March 2nd.

Town Board Member Sislowski reported that the Windsor Housing Authority met on February 16th. The financials have been going well with a few accounts delayed due to COVID and financially feel they are in good shape. The Housing Authority is looking at contracting with a new vendor to update their website. An issue at the time was having several units without heat and water due to the cold weather.

- Mayor Rennemeyer - Downtown Development Authority, North Front Range MPO

Mayor Rennemeyer reported that there is no update on the North Front Range MPO since the last Board Meeting.

Mayor Rennemeyer reported that the Downtown Development Authority is currently entertaining presentations and bids for the Backlots project and will be in a joint executive session with the Town Board for these presentations.

5. Public Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the February 8, 2021 Town Board Regular Meeting - K. Frawley, Town Clerk
2. Minutes of the February 9, 2021 Joint Special Town Board and Downtown Development Authority Meeting - K. Frawley, Town Clerk
3. Boards and Commissions Appointments - K. Frawley, Town Clerk

During the week of February 16th, Mayor Rennemeyer and Mayor Pro Tem Bennett conducted various Board and Commissions interviews for vacant seats. The following individuals are being recommended for appointment.

Board of Adjustment/Appeal

Shawn Wherry - Term expiring September 2021

Historic Preservation Commission

ToniRae Andres - Term expiring March 2022

Ruth Brunner - Term expiring March 2024

Jean Zuckweiler - Term expiring March 2024

Tree Board

Rebecca Morrison - Term expiring September 2022

Water and Sewer Board

Greg Bielawski - Term expiring March 2026

Alan MacGregor - alternate - Term expiring March 2026

Alan Overton - alternate Term expiring March 2026

Windsor Housing Authority

Nate Santillanes - Term expiring March 2024

Diana Frick - Term expiring March 2026

Megan Ferguson- Term expiring March 2026

4. Resolution No. 2021-08 A Resolution Approving the Accessioning of Items to the Museum Collection

The Parks, Recreation, and Culture Advisory Board will occasionally have the opportunity to review recommended accessions and deaccessions to the permanent collection of the Town of Windsor Museum, per adopted policies. PReCAB has reviewed the attached items and recommended accessioning items at their February 2, 2021 meeting.

Museum collection items are only accessioned into the collection when they fit the following criteria:

- Object illustrates unique Windsor heritage as specified in mission statement.
- Known provenance
- Object displays rarity as specified in collections criteria
- Collection supports object's interpretive potential for exhibition
- Stable Condition
- Museum can adequately care for object

All items listed are items currently in the museums possession, and have been donated to the museum.

5. Resolution No. 2021-09 - A Resolution Approving the Overland 368 Annexation Agreement and Authorizing its Execution - Ian D. McCargar, Town Attorney

On March 23, 2020, the Town Board gave final approval to the Overland 368 Annexation to the Town of Windsor. Since that time, the Town Attorney's Office has been in negotiations with the ownership group to arrive at satisfactory terms for an Annexation Agreement. The attached Annexation Agreement is the result of these efforts.

The Annexation Agreement captures the basic expectations of the Town with respect to future development of the property, and is consistent with other agreements of its type.

Per Ms. Frawley, there is an amendment on the Board and Commission item amending Alan Overton's term expiration on the Water and Sewer Board to March of 2026. There is also an amendment to the February 9, 2021 Special meeting minutes, adding the date February 10, 2021 to the sentence under item D. Reconvene so it reads: The special meeting reconvened and was reopened by Mayor Rennemeyer on February 10, 2021 at 5:56 p.m.

**Town Board Member Tallon moved to approved the consent calendar as amended, Mayor Pro Tem Bennett seconded the motion. Roll call on the vote resulted as follows; Yeas - Bennett, Charpentier , Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**

#### C. BOARD ACTION

1. Public Hearing - Final Major Subdivision - Windshire Park Subdivision 6th Filing - Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority, owner/applicant, and Jim Doyle, TB Group, applicant's representative

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

Town Board Member Wilson stated "Mr. Mayor, for the record I would like to point out that my capacity as a 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 in the Planning Commission proceeding 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."

The applicant, Mr. Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority (WHA), has submitted a final major subdivision plat, known as Windshire Park Subdivision 6th Filing. The proposal is a replat of Windshire Park Subdivision 4th Filing (approved on July 24, 2017, for 57 townhome lots). The subject 8.5-acre subdivision is zoned Residential Mixed Use (RMU). The replatting will vacate the existing townhome lots and private drives and reestablish lot lines and tracts to accommodate the senior housing buildings and internal drives. The property is currently owned by Windsor Housing Authority and once developed, will remain owned, operated, and maintained by WHA.

On September 10, 2018, the Town Board approved a resolution amending the Windshire Park Master Plan, for the subject 8.5-acre property (Master Plan "Parcel E"), from multifamily residential use of 58 units to senior housing use of 123 units. The associated site plan of the project proposes 123 senior apartment units with one two-story building centrally located and one-story cottage-style buildings along the perimeter of the property (north, south, west). The number of proposed senior housing units for this property is based on the sewer capacity available, which is equivalent to 60 standard multifamily residential units. The preliminary plat approval noted that the maximum number of units for the subject property is 123 senior housing units or 60 standard multifamily units.

Final Plat characteristics:

Consistent with the Windshire Park 6th Filing Preliminary Plat, approved by

- Planning Commission on February 6, 2019.
- 8.5 acres
- 4 lots for buildings, private drive and parking lot; one tract for drainage
- detention area and landscaping
- Site Plan:
  - 14.47 dwelling units / acre
  - 7 senior housing buildings – main building centrally located within the site
  - and proposed for two-stories, other buildings proposed for single-story and located along perimeter of property to north, south and west.

**Relationship to Comprehensive Plan:**

The application is consistent with the following goals and objectives of the Comprehensive Plan:

Chapter 5b – Growth Framework Goal: Maintain the character of the

- community while accommodating future growth that is fiscally and environmentally responsible.
  - Objectives:
    - Prioritize new growth in areas currently served by the Town infrastructure and services.
    - Incentivize infill development to complete neighborhoods and leverage existing resources.
- Chapter 5c – Residential Areas Framework Goal:
  - Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.
  - Objectives:
    - Foster a diversity of housing types and sizes through coordinated land use planning and zoning.
    - Support high density residential development near Downtown, commercial centers, and mixed-use nodes.

**Notification:**

Public hearing notifications for this meeting were as follows:

- February 1, 2021 – affidavit of mailing to property owners within 300 feet
- January 29, 2021 – display ad published in newspapers
- January 25, 2021 – sign posted on property
- January 25, 2021 – notice posted on Town's website

Per Ms. Malone, at the February 17, 2021 meeting, the Planning Commission forwarded to the Town Board a recommendation of approval of the final major subdivision as presented.

Town Board Member Sislowski asked if this is going to be a duel tap project and will there be non-potable water for the irrigated areas? Mr. Lingle of the Loveland Housing Authority replied that the intent is they will be using raw water for irrigation purposes.

**Town Board Member Tallon moved to close the public hearing, Board Member Cline seconded the motion. Roll call on the vote resulted as follows; Yeas - Bennett, Charpentier , Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**

2. Resolution No. 2021-10 - A Resolution Approving a Final Major Subdivision - Windshire Park Subdivision 6th Filing - Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority, applicant/owner; and Jim Doyle, TB Group, applicant's representative

The applicant, Mr. Jeff Feneis, Loveland Housing Authority, on behalf of Windsor Housing Authority (WHA), has submitted a final major subdivision plat, known as Windshire Park Subdivision 6th Filing. The proposal is a replat of Windshire Park Subdivision 4th Filing (approved on July 24, 2017, for 57 townhome lots). The subject 8.5-acre subdivision is zoned Residential Mixed Use (RMU). The replatting will vacate the existing townhome lots and private drives and reestablish lot lines and tracts to accommodate the senior housing buildings and internal drives. The property is currently owned by Windsor Housing Authority and once developed, will remain owned, operated, and maintained by WHA.

On September 10, 2018, the Town Board approved a resolution amending the Windshire Park Master Plan, for the subject 8.5-acre property (Master Plan "Parcel E"), from multifamily residential use of 58 units to senior housing use of 123 units. The associated site plan of the project proposes 123 senior apartment units with one two-story building centrally located and one-story cottage-style buildings along the perimeter of the property (north, south, west). The number of proposed senior housing units for this property is based on the sewer capacity available, which is equivalent to 60 standard multifamily residential units. The preliminary plat approval noted that the maximum number of units for the subject property is 123 senior housing units or 60 standard multifamily units.

**Final Plat characteristics:**

- Consistent with the Windshire Park 6th Filing Preliminary Plat, approved by Planning Commission on February 6, 2019.
- 8.5 acres
- 4 lots for buildings, private drive and parking lot; one tract for drainage detention area and landscaping
- Site Plan:
  - 14.47 dwelling units / acre
  - 7 senior housing buildings – main building centrally located within the site and proposed for two-stories, other buildings proposed for single-story and located along perimeter of property to north, south and west.

**Relationship to Comprehensive Plan:**

The application is consistent with the following goals and objectives of the Comprehensive Plan:

- Chapter 5b – Growth Framework Goal: Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.

Objectives:

- Prioritize new growth in areas currently served by the Town infrastructure and services.
- Incentivize infill development to complete neighborhoods and leverage existing resources.
- Chapter 5c – Residential Areas Framework Goal:
  - Support diverse housing and residential neighborhoods to meet the needs of varying family sizes, lifestyles, and income levels.
  - Objectives:
    - Foster a diversity of housing types and sizes through coordinated land use planning and zoning.
    - Support high density residential development near Downtown, commercial centers, and mixed-use nodes.

**Notification:**

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- February 1, 2021 – affidavit of mailing to property owners within 300 feet
- January 29, 2021 – display ad published in newspapers
- January 25, 2021 – sign posted on property
- January 25, 2021 – notice posted on Town's website

Per Ms. Malone, nothing further to add.

**Town Board Member Tallon moved to approve Resolution No. 2021-10, Town Board Member Wilson seconded the motion. Roll call on the vote resulted as follows; Yeas - Bennett, Charpentier , Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**

3. Resolution No. 2021-11 A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Town of Windsor, Colorado, for 2020.

Per Mr. Moyer, this is a housekeeping item related to the 2020 budget. This action is taken due to during the course of the year, taking a final acceptance of certain final improvements from the developers. What needs to be done to stay in compliance is to have a revenue as if the Town collected from taxes or somewhere else. The Town also shows an expense as a supplemental budget as if the Town collected the exact amount of money that was taken from the value of the improvements. During this process, no money really changes hand but it is needed to stay in compliance with budget law.

**Mayor Pro Tem Bennett moved to approve Resolution No. 2021-11, Town Board Member Wilson seconded the motion. Roll call on the vote resulted as follows; Yeas - Bennett, Charpentier , Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**



## D. COMMUNICATIONS

### 1. Communications from Town Attorney

Per Mr. McCargar, there is an executive session following communications and the entire title needs to be read into the motion. On Thursday and Friday of last week, the Colorado Bar Association conducted the Northern Regional competition for the high school mock trial program. Windsor's team performed as good as the other team who went on to State. Windsor's team did not make it to State, but did receive the professionalism award, which is the second time in the last four years.

### 2. Communications from Town Staff

Per Mr. Lucas, the Public Services team did a great job over the last week with two storms and another one expected late Wednesday night.

Per Ms. Malone, there are two items in the packet that are site plan reviews and if there are any comments from the Board, please forward those to the Planning Director by February 24th.

Per Ms. Miller, there is a memo in the packet regarding the meal delivery service.

Per Commander Lopez, the monthly statistical report is provided in the packet.

Per Chief Klimek, the Polar Plunge for the Special Olympics is coming up in March and everyone is invited to come out.

Town Board Member Sislowski stated that looking at the statistical report, it shows sexual assaults in January, 2021 to be four. The next column shows 2020 year to date showing as two. Does that mean that all of 2020, there were two sexual assaults but in one month of 2021, there have been four? Mr. Hale responded that it is showing that in 2020 for the same month this is what we had year to date at that time.

Per Ms. Fotsch, the first special event for this year was held, the magical forest at Eastman Park South. There were over one-hundred and ten individuals participate.

#### a. Windsor Police Department January 2021 Statistical Report

#### b. Site Plan Review - Windshire Park Subdivision 6th Filing (Golden Meadows Senior Complex - Windsor Housing Authority)

**Owner/Applicant:** Loveland Housing Authority on behalf of Windsor Housing Authority

**Applicant's Representative:** Jim Doyle, Landscape Architect, TB Group

**Development:** Golden Meadows Senior Housing Complex

**Location:** Northwest Corner of 15th Street and Windshire Drive

**Subdivision / Lot-Block:** Windshire Park Subdivision 6th Filing

**Zoning:** Residential Mixed Use (RMU)

**Adjacent Zoning:** Residential Mixed Use (RMU)

**Special Planning Area:** Windshire Park Master Plan 3<sup>rd</sup> Amendment, Tract E, approved for a maximum of 123 Senior Housing Units or 60 Multifamily Residential Units

On September 10, 2018, at the request of LHA, on behalf of WHA, the Town Board approved a resolution amending the Windshire Park Master Plan (Windshire Park Master Plan 3<sup>rd</sup> Amendment) Tract E land use from 58 multifamily residential units to 123 senior housing units with a provision that, in the event senior housing units were not developed, a maximum of 60 multifamily residential units would be permitted.

The Golden Meadows Senior Housing Complex will provide housing opportunities for income-qualified seniors. Phase one and two of the development has two portions of the main two-story building, which include individual rooms with common areas. Phase three includes one-story cottages consisting of individual units for more independent living. The development will remain owned and managed by the Loveland Housing Authority on behalf of the Windsor Housing Authority.

**Overall development characteristics:**

- lot area = 8.5 acres (370,446 s.f.)
- 4.46 acres (194,310 s.f.)
- landscape area (52.5% site area)
- 123 senior housing units
- 164 parking spaces
- Three phases:
  - Phase 1 – 52 units:
    - 44 one-bedroom
    - 8 two-bedroom
    - 79 parking spaces
  - Phase 2 – 38 units
    - 34 one-bedroom
    - 4 two-bedroom
    - 54 parking spaces
  - Phase 3 - 27 units
    - 31 parking spaces
- Building characteristic include:
  - Horizontal and vertical siding, stone accent walls
  - One-story buildings adjacent to existing single-family
- residential rear property lines – 15’(approx)
- Building height at highest point
  - Two-story buildings centrally located within the site – 35’ max building height

**Comment Period**

The site plan will be reviewed and approved administratively by staff. However, if there are any comments please forward them to the Director of Planning by **February 24, 2021** either by email or at a regular meeting under the communications section of the agenda.

- c. Site Plan Review - Centennial Leasing & Sales - 4488 Highland Meadows Parkway

**Owner/Applicant:** Centennial Leasing and Sales  
**Applicant's Representative:** Shelby Hinchliff, The Neenan Company  
**Business:** Centennial Leasing and Sales  
**Location:** 4488 Highland Meadows Parkway  
**Subdivision / Lot-Block:** Highlands Industrial Park Subdivision / Lot 1 / Block 5  
**Zoning:** Limited Industrial (IL)  
**Adjacent Zoning:** Limited Industrial (IL)  
**Special Planning Area:** None  
**Overall development characteristics:**

- lot area = 1.86 acres (80,902 sf)
- 21,481 sf building
- 91 parking stall provided
- 32% landscaped area
- building characteristics include: integral color ground faced CMU block, stucco texture metal panels, and prefinished metal panels
- 32' building height at highest point

**Comment Period**

The site plan will be reviewed and approved administratively by staff. However, if there are any comments please forward them to the Director of Planning by **February 24, 2021** either by email or at a regular meeting under the communications section of the agenda.

d.NoCo Nosh - Meal Delivery Service Update

3. Communications from Town Manager
4. Communications from Town Board

Town Board Member Charpentier stated that he attended an event at The Mill which included four guest speakers. One of the speakers was Stacy Miller who had the loudest and longest applause for the job she is doing and wanted to give her props.

E. EXECUTIVE SESSION

1. 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 - Jill Young, Business Development Specialist

**Town Board Member Charpentier moved to enter 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, Town Board Member Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas - Bennett, Charpentier, Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**

Upon a motion duly made, the Town Board entered into an Executive Session at 7:48 p.m.

Upon a motion duly made, the Town Board returned to the Regular Meeting at 8:41 p.m.

The Executive Session was closed and the Town Board returned to the Regular Meeting.

Upon returning to the Regular Meeting, Mayor Rennemeyer 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 8:41 p.m.

F. ADJOURN

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

Upon a motion duly made, the meeting was adjourned at 8:41 p.m.



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Karen Frawley, Town Clerk