

TOWN OF WINDSOR



COLORADO

Commercial Corridor Plan

(Design Criteria and Procedures)

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I. Introduction

A. Purpose and Intent

Over the years the Town of Windsor's Planning Commission and Town Board have taken great pride in the development of the major thoroughfares in and around Windsor, adopting several corridor plans that address various elements of site planning such as architectural requirements, lighting, landscaping and other aspects of commercial development. As a result, the development that has occurred in the Town's arterial and collector corridors conveys an image of quality and community to anyone travelling within Windsor. The high quality development also creates positive first impressions on visitors and a sense of pride for residents and property owners.

In an effort to make the aforementioned corridor plans more user friendly for the development community, elected and appointed officials and staff, this Corridor Plan Design Criteria and Procedures document consolidates the common elements of the plans into baseline design criteria and breaks out those elements that are unique to particular corridors into subarea design criteria.

The purpose of these design criteria is to:

1. Maintain and enhance the quality of existing commercial development.
2. Provide guidance and direction for renovations and proposed new construction.
3. To protect and enhance property values in the Town's corridors and ensure the long-term economic vitality of the Town through quality development and redevelopment.
4. To increase the opportunity for development and expansion of business.
5. To ensure that redevelopment and new development compliments the positive and unique character of surrounding properties.
6. To integrate new development so that the transition to surrounding residential neighborhoods is accomplished sensitively.

B. Municipal Code References

The Town of Windsor Commercial Corridor Plan (Design Criteria and Procedures) are adopted by reference in Chapter 17, Article XIII of the Municipal Code.

II. Procedures

A. Application of Design Criteria

The baseline design criteria and standards shall apply to all new commercial development, additions or remodeling of existing commercial properties within the Town's adopted commercial corridors as defined in Chapter 17 of the Municipal Code. The subarea design criteria and standards shall apply to all new commercial development, additions or remodeling of existing commercial properties within each respective subarea. It is not intended that these design criteria replace or supplant any zoning requirements; the criteria merely supplement such requirements. Furthermore, all pertinent requirements of the Town and other agencies shall be followed in the development of each site and shall require appropriate approval(s) by the Town of Windsor and any other agencies having jurisdiction. All zoning ordinance, building code and other restrictions and requirements shall be observed. In the event of any conflict between this document and other codes, regulations, restrictions and requirements, the more restrictive standard shall apply.

B. Variance and Waiver Processes

1. **Variances:** Variance applications apply to zoning requirements of Chapter 16 of the Municipal Code and are the purview of the Board of Adjustment. Variance applications are not applicable to Corridor Plan Design Criteria.
2. **Waivers.** Requests for design criteria waivers shall be subject to review and determination by the Planning Commission. The Planning Commission may grant, conditionally grant or deny any waiver request brought under this sub-section. Any person aggrieved by a Planning Commission decision with respect to a waiver may seek review by the Town Board by submitting a written request for review within thirty (30) days of the Planning Commission decision, setting forth the specific grounds for appeal. The Town Board shall consider the request for review, together with the record of the Planning Commission meeting, and shall affirm the Planning Commission decision if there is any competent evidence in the record to support the Planning Commission decision. The Town Board's decision shall be deemed final.

In order to receive a waiver, the applicant shall have the burden of establishing justification for waiver approval under the the following criteria:

- a. Strict application of the applicable standard will result in either extraordinary practical difficulties or undue hardship; and
- b. The proposed waiver, if approved, will protect the public interest equally or better than the standard for which the waiver is requested; and
- c. Approval of the waiver request will not be detrimental to the public interest.

C. Submittal Requirements

In addition to the applicable site plan and other requirements of the Municipal Code, the following items shall be the minimum submittal requirements for commercial development within the Town's arterial and collector corridors:

1. Site Plan. In addition to the site plan elements required by the Municipal Code, the site plan shall include the following elements:
 - a. The location of existing and proposed structures with the location of the access points to the site and the building entrances noted.
 - b. The location and dimensions of all driveways, parking areas, loading areas and pedestrian walkways.
 - c. The location and type of outdoor trash facilities with a description and of the screening materials.
 - d. The location and type of any accessory appurtenances such as scales, satellite dishes, antenna, fuel pumps, etc.
 - e. The type and location of proposed site lighting
 - f. A land use table indicating the overall lot size, the building square footage, the site area devoted to building coverage, parking and driveway coverage, and open landscape area.
2. Building Elevations. In addition to the site plan elements required by the Municipal Code, the site plan shall include the following elements:
 - a. An indication and description of all materials to be used on all sides of all buildings.

- b. The height of all buildings and any appurtenances.
 - c. Trash enclosure elevation depicting all four (4) elevations and labeling enclosure and gate materials.
 - d. The location and dimensions of any building mounted accessory appurtenances such as satellite dishes, utility meters, etc.
3. Building Color and Material Details: In addition to the site plan elements required by the Municipal Code, the site plan submittal shall include a high quality 24" x 36" full color rendering of all four (4) building elevations, as well as color photocopies and detailed manufacturer's information for the following elements:
- a. Roofing materials and colors.
 - b. Exterior wall materials and colors.
 - c. Trim materials and colors.
 - d. Window and door materials and colors.
4. Landscape Plan. All landscape plans shall comply with the submittal requirements of the Town of Windsor's Tree and Landscape Standards, adopted by Resolution 2006-53 on October 23, 2006 and any subsequent updates thereto.

III. Baseline Design Criteria

New development should incorporate sustainable concepts that benefit current and future generations. Building methods and land use planning concepts that are durable, healthy, efficient, and have a proven track record of success are encouraged. The baseline design criteria are intended to create consistent requirements for corridor plan elements that should be uniform throughout the community. The following baseline design criteria shall apply to all commercial development within the Town's arterial and collector corridors as designated in Chapter 17 of the Municipal Code.

A. Site Planning

- 1. Open landscape area on any site shall be twenty percent (20%) or greater.

2. The intent of this subsection is to minimize parking adjacent to Main Street and other major arterial streets and to encourage the location of buildings closer to those streets.
 - a. All property line setbacks as established by the Windsor Municipal Code shall remain in full force and effect. In addition thereto, there shall be an eighty foot (80') minimum building and paving setback where sites adjoin I-25 and US 34; and a thirty foot (30') minimum building and paving setback where sites adjoin Main Street and SH 257. Paving shall be set back from property lines a minimum of fifteen feet (15') adjacent to all other arterial and collector streets, and five feet (5') from all other property lines.
 - b. All building and landscaping shall be oriented to minimize the visual impact of parking areas.
 - c. Parking areas shall be minimized between the street and building entrances.
3. All off-street loading and refuse areas shall be designed to include adequate space for ingress, egress and maneuvering and shall be screened from view with appropriate landscape elements or with screenwalls constructed of materials which are compatible with the building.
4. All storage or equipment areas shall be screened from view with appropriate landscape elements or with screenwalls constructed of materials which are compatible with the building.
5. Site entrance drives into and out of each site shall be landscaped and include pedestrian connections from the building to the street. Parking spaces shall be set back from such site entrance drives in order to prevent blockage of site ingress and egress.
6. Landscape islands a minimum of fifteen feet (15') in length and eight feet (8') in width shall occur at ends of all parking rows.
7. Double-loaded rows of parking spaces shall be divided into sections of a maximum of thirty (30) parking spaces and single-loaded rows of parking spaces shall be broken into sections of a maximum of fifteen (15) spaces. Such sections of parking shall be divided by a landscaped island meeting the minimum dimensions required by Section III.A.6 above.

8. Parking lot areas shall be broken into sections of two hundred (200) parking spaces maximum, separated by landscape buffers ten feet (10') wide or greater.
9. Bicycle parking shall be provided on a paved surface near building entrances but shall not encroach into pedestrian walkways.
10. The use of a standard brick red concrete color and texture is encouraged to be utilized at building entrances and at other locations where pedestrian crossings occur.
11. All building sites shall incorporate pedestrian amenities such as benches, fountains, courtyards, planters and/or works of art into the site, particularly at building entrances.
12. All pedestrian walkways shall maintain a minimum width of four feet (4') free of any obstructions.
13. Site furniture shall be consistent in style and size throughout the area.
14. Any plazas, patios, courtyards, retaining walls or other hard surfaces shall be compatible with the materials utilized on the building.

B. Architecture

1. Building designs shall be site specific and sensitively integrated into the character of the surrounding development. Architectural designs shall respond to the positive elements of the neighboring projects rather than superimposing a design that is incompatible with the area.
2. Building Height. Unless otherwise specified in Section IV. of the subarea design criteria for a particular corridor, the following maximum building heights shall apply:
 - a. The predominant portion of any building shall not exceed thirty feet (30') in height.
 - b. Ornamental architectural elements or appurtenances such as clock towers or cupolas shall not exceed forty feet (40') in height.

3. Building Materials. A relatively wide variety of building materials shall be permitted, however, it is intended that a basic harmony of architecture prevail.
 - a. One or more of the following building materials shall be incorporated into a structure's design:
 - (1) Brick is encouraged both as a major building material and as an accent element.
 - (2) Stone and high quality stone veneer.
 - (3) Concrete masonry units (CMU) shall be of an architectural grade such as split-face, ground-face or fluted block and shall be varied in pattern or shall be combined with other accent materials (i.e. brick, stucco, siding, etc.) to provide an aesthetically appealing façade which is consistent with the intent of the design criteria.
 - (4) Any proposed materials other than those mentioned above shall be consistent in terms of high quality, durability and compatibility with the abovementioned materials.
 - (5) Stucco or Exterior Insulation Finish Systems (EIFS) is encouraged to be used as a secondary material or accent element not to exceed thirty-five percent (35%) of the respective building facade.
 - b. The following building materials are prohibited as façade materials:
 - (1) Vertical ribbed metal siding shall be prohibited. Only architectural grade metal panels will be allowed on non-prominent facades.
 - (2) Smooth faced gray concrete block.
4. Building Form:
 - a. Building facades should be articulated to reduce the scale and the uniform, impersonal appearances of large retail buildings and provide visual interest that will be consistent with the community's identity, character and scale.

- b. On non-residential buildings, ground floor facades that face streets or public walkways must be modulated with features such as windows, entrances, arcades, porches, pilasters, arbors, awnings, recessed or projecting display windows along no less than 50% of the façade. For residential buildings these features must occur on 75% of the façade.
 - c. No blank wall that faces a public street or walkway shall exceed fifty feet (50') in length.
 - d. Building massing of taller projects shall transition into smaller and lower building masses which are residential in scale where such projects abut residential areas.
 - e. Architectural elements that add interest to roofs such as dormers, cupolas, clock towers and other similar elements are encouraged.
5. Roofs:
- a. Roofing consisting of high-profile asphalt or composition shingles is encouraged to be used on the most prominent building elements. Standing seam metal roofs or concrete tile roofs will also be allowed provided that such roofs are compatible with the architecture of the proposed project and surrounding buildings.
 - b. On non-residential projects, flat rooflines should be avoided on low one-story buildings and where utilized on taller buildings they should feature a three-dimensional cornice treatment on all walls facing streets or public walkways.
 - c. Roof pitches on residential buildings shall be a minimum of 3:12.
6. Façade colors shall be earth tone colors with a low reflectance. High intensity, metallic, or fluorescent colors are prohibited. Other colors may be used for accent or to emphasize focal areas provided that they are sensitively integrated into the overall color palette.
7. All mechanical equipment on building exteriors or roofs must be screened from view from all front and side streets and adjoining side properties. Screening walls and other screening elements shall be of a design and material compatible with those of the building. Equipment and service functions of a building shall be

incorporated into the building design so that these functions are screened from view from public ways and adjacent properties.

8. Building mounted accessory appurtenances such as satellite dishes, utility meters, etc. shall be painted to match the building and shall be labeled as such in the site plan drawings.
9. Garages and other covered parking must be located in side or rear yards to minimize their visibility from the street.
10. Trash enclosures shall fully screen the dumpster from all visible sides and enclosure gates shall be constructed of heavy gage metal or similar material for durability.

C. Lighting

1. All lighting shall be compatible and harmonious throughout the area.
2. Parking lot lighting shall not exceed thirty feet (30') in height.
3. Pole mounted lighting shall utilize round poles anodized bronze in color to minimize reflectance of light. Decorative light poles that may be proposed to contribute to a specific design theme in a development may be proposed for review and approval by the Planning Commission. Appeals of a Planning Commission decision are subject to review by the Town Board.
4. Lighting shall be designed to retain light within the property lines of a given building site and not to spill any light outside said property lines.
5. All exterior and security lighting shall have underground service.
6. All lighting fixtures, including wall pack lighting and other service area and security lighting, shall be full cutoff fixtures and mounted so that light is directed directly downward. The only exception shall be for decorative lighting such as lanterns and wall sconces which may be allowed as long as the fixtures do not exceed a maximum of 3,200 lumens and do not emit light directly upward.
7. The use of compact fluorescent light bulbs is encouraged.
8. Lighting may be used to illuminate the face of a building so long as the light does not spill outside the building façade.

- D. Landscaping. All landscaping shall comply with the Town of Windsor's Tree and Landscape Standards, adopted by Resolution 2006-53 on October 23, 2006 and any subsequent updates thereto.

IV. Subarea Design Criteria

The subarea design criteria are intended to be tailored to address unique aspects of a particular corridor. In addition to the baseline design criteria, the following subarea design criteria shall apply to all commercial development within each respective subarea.

- A. Downtown Subarea. In addition to the Downtown Corridor Plan, the Town also undertook a Downtown Master Plan process in 2009 and is on-going. Until such time that design criteria and standards are developed in association with that master plan, the existing Downtown Corridor Plan will be included in Appendix A and the following additional subarea design criteria shall apply to development within the Downtown Subarea.
 - 1. Building Height. In order to allow for taller mixed use buildings with office and residential uses on the upper floors, the maximum height in the Downtown Subarea shall be forty-five feet (45').
 - 2. Properties adjacent to Main Street within the Downtown Subarea shall be exempt from the Section III.A.2.a baseline design criteria regarding setbacks and offsets contained herein.
- B. I-25 Subarea (Res. 2001-50 adopted July 23, 2001). The I-25 Corridor Plan came about as the result of a regional planning effort that included several communities, counties and other regional and state agencies in order to "create a framework for development that focuses on improving the quality, location, environmental sensitivity, and long-term viability of land uses." The Development Design Standards for the I-25 Corridor in Appendix B and the following subarea design criteria shall apply to development within the I-25 Subarea.
 - 1. Building Height. The building height regulations of Chapter 16 of the Municipal Code shall apply within the I-25 Subarea in accordance with the respective zoning of the property.