



**TOWN OF WELLINGTON
PLANNING COMMISSION**

**November 4, 2024
6:30 PM**

Leeper Center, 3800 Wilson Avenue, Wellington CO

REGULAR MEETING

Individuals wishing to make public comments must attend the meeting in person or may submit comments by sending an email to planning@wellingtoncolorado.gov. The email must be received by 3:00 p.m. Friday, November 1, 2024. After 3:00 p.m. on November 1, written public comments can not be accepted. The comments will be provided to the Commissioners at the meeting. Emailed comments will not be read during the meeting.

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

https://us06web.zoom.us/j/87444906670?pwd=2VL6yH1Aw7oiVM9vBmLbClS6pfu6Zg.amuG_8D0ykf2MI3z

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1. CALL TO ORDER
 2. ROLL CALL
 3. ADDITIONS TO OR DELETIONS FROM THE AGENDA
 4. PUBLIC FORUM
 5. CONSIDERATION OF MINUTES
 - A. Meeting Minutes of October 7, 2024
 6. NEW BUSINESS
 - A. 2025 Planning Commission Meeting Dates and Submission Deadlines
 7. COMMUNICATIONS
 8. ADJOURNMENT

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3381 at least 24 hours in advance.



**TOWN OF WELLINGTON
PLANNING COMMISSION
October 7, 2024**

**MINUTES
REGULAR MEETING – 6:30 PM**

1. CALL REGULAR MEETING TO ORDER – 6:30 p.m.

The Planning Commission for the Town of Wellington, Colorado, met on October 7, 2024, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 6:30 p.m.

2. ROLL CALL

Commissioners Present:

Eric Sartor, Chairperson
Linda Knaack
Tim Whitehouse
Stephen Carman
Bert McCaffrey

Absent:

Lisa Chollet
Sherman Stringer

Town Staff Present:

Cody Bird, Planning Director
Patty Lundy, Controller
Aidan Checkett, Planner I

3. ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

4. PUBLIC FORUM

None

5. CONSIDERATION OF MINUTES

A. Meeting Minutes of August 5, 2024

Commissioner Whitehouse moved to approve the regular meeting minutes of August 5, 2024, as presented.

Commissioner McCaffrey seconded.

Yeas – Knaack, Carman, McCaffrey, Sartor, Whitehouse

Nays – None

Motion carried.

6. New Business

A. Site Development Plan and Preliminary Plat of Lot 7 and Lot 8, Wellington Business Center.

Cody Bird, Planning Director, gave an overview of the plan and presented the staff report. The plan entails four buildings, two on each lot, to be used for commercial purposes. The applicant meets all the findings for approval, and staff recommended approval of both lots in one motion.

The applicants Scoo Leary and Steve Wimp and their civil engineer Shane Ritchie spoke briefly, thanking staff and offering a few clarifying comments.

Chairman Sartor asked for any conflicts of interest or ex parte communications.

Commissioner Knaack noted that she had purchased a property from Mr. Leary years before, but that they had no present financial or transactional relationship. There were no ex parte communications.

Chairman Sartor opened the public hearing.

There were no public comments.

Chairman Sartor closed the public hearing.

After a brief discussion, Commissioner Whitehouse moved to approve the site development plan for Lot 7 and Lot 8, Wellington Business Center, and forward a recommendation to the Board of Trustees to approve the Preliminary Plat for Wellington Business Center, Amendment No. 1. Commissioner McCaffrey seconded.

Yeas – Knaack, Carman, McCaffrey, Sartor, Whitehouse

Nays – None

Motion carried.

7. COMMUNICATIONS

A. Third Quarter 2024 Residential Building Permit and Lot Inventory Report

Bird presented the report. The third quarter followed the rest of the year in having relatively few permits, but staff expects that number to increase with the completion of the water treatment plant and wastewater reclamation facility expansion projects.

8. ADJOURNMENT

Chairman Sartor adjourned the regular meeting at 7:23 PM

Approved this _____ day of _____, 2024.

Recording Secretary

Planning Commission Meeting

Date: November 4, 2024
Submitted By: Cody Bird, Planning Director
Subject: 2025 Planning Commission Meeting Dates and Submission Deadlines

EXECUTIVE SUMMARY

It is recommended that the Planning Commission adopt a meeting schedule and submission deadlines for the 2025 calendar year. Identifying and publishing meeting dates and deadlines assists applicants in preparing project schedules.

BACKGROUND / DISCUSSION

The Planning Commission has established meeting dates as the first Monday of each month, provided there is not a conflict with a recognized holiday. The regular meeting dates of July, September, and December 2025 conflict with holidays. When a regular meeting date conflicts with a recognized holiday, the meeting is rescheduled for the following Monday. Submission deadlines are established to allow enough time to provide notice for public hearings, allow for town staff review, refer cases to appropriate agencies for review, and to prepare and distribute agenda reports and packets to Commissioners. Where submission deadlines fall on a Monday on which Town offices are closed for a holiday, submissions are due the following business day. Such occurrences are highlighted on the attached meeting and submission deadline schedule.

STAFF RECOMMENDATION

Move to adopt the schedule of Planning Commission meeting and submission dates for the 2025 calendar year.

ATTACHMENTS

1. 2025 Planning Commission Meeting Schedule

Town of Wellington

Planning Commission Schedule 2025

Final Review* Submission Deadline for Applications

Final Review* submission date (includes public notice period, if needed)	Earliest Planning Commission date	Earliest Board of Trustees date
November 4, 2024	January 6, 2025	January 28, 2025
December 2, 2024	February 3, 2025	February 25, 2025
December 30, 2024	March 3, 2025	March 25, 2025
February 3, 2025	April 7, 2025	April 22, 2025
March 3, 2025	May 5, 2025	May 27, 2025
March 31, 2025	June 2, 2025	June 24, 2025
May 12, 2025	July 14, 2025	July 22, 2025
June 2, 2025	August 4, 2025	August 26, 2025
July 7, 2025	September 8, 2025	September 23, 2025
August 4, 2025	October 6, 2025	October 28, 2025
September 2, 2025	November 3, 2025	December 9, 2025
October 6, 2025	December 8, 2025	January 13, 2026**
November 10, 2025	January 12, 2026**	January 27, 2026**
December 1, 2025	February 2., 2026**	February 24, 2026**

*Final Review are those applications that are certified by the Department Directors as being in the final review round. These are applications that have already gone through rounds of review and are now considered eligible to be scheduled for Planning Commission and/or Town Board, as necessary. Applications submitted for the first time enter the Town review process.

*Application revisions are not accepted within 14 days before an established Planning Commission date.

Yellow and bolded dates indicate date has been changed to accommodate a Holiday.

****Dates identified in 2026 are subject to change.**