



BOARD OF TRUSTEES
April 8, 2025
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Minutes

A. CALL TO ORDER

Mayor Chaussee called the meeting to order at 6:30 p.m.

1. Pledge of Allegiance
Mayor Chaussee asked for all to rise for the pledge of allegiance.
2. Roll Call
The Clerk noted a quorum with the following roll call:
Cannon – Absent
Dailey – Present
Moyer – Present
Tietz- Present
Wiegand - Present
Mason – Present
Chaussee – Present
3. Amendments to Agenda
Mayor Chaussee asked if there were any amendments to the agenda, and there were none.
4. Conflict of Interest
Mayor Chaussee asked if there were any conflicts of interest on agenda items; there were none.

B. COMMUNITY PARTICIPATION

1. Public Comment
There was no public comment.

C. LIQUOR LICENSE AUTHORITY BOARD

1. Special Event Permit Application for Wellington Main Street Program, Brewfest

Mayor Chaussee recessed the Regular Meeting and called the Liquor License Authority Board to order at 6:31 p.m. and the Clerk noted a quorum with the following roll call:

Cannon – Absent
Dailey – Present
Moyer – Present
Tietz- Present
Wiegand - Present
Mason – Present
Chaussee – Present

Hannah Hill, Town Clerk, presented the Special Event Permit application noting the applicant provided all required documentation and posting for the event on June 7, 2025.

The Authority welcomed back the applicant and expressed appreciation the event is returning.

Trustee Dailey moved to approve the Special Event Permit Application

Trustee Tietz seconded and the motion passed unanimously.

Mayor Chaussee adjourned the Liquor License Authority Board and reconvened the Regular Meeting at 6:33 p.m.

D. CONSENT AGENDA

1. March 25, 2025 Meeting Minutes
2. Resolution No. 11-2025- A Resolution of the Town of Wellington, Colorado Considering a Contract for Engineering Services
3. Resolution No. 14-2025 - A Resolution Requesting a Budget Amendment for Housing Affordability Infrastructure Study

Trustee Moyer moved to approve the consent agenda

Mayor Pro Tem Mason seconded and the motion passed unanimously.

E. ACTION ITEMS

1. Housing Needs and Affordability Assessment - Final Report

Cody Bird, Planning Director and Matrix Design Group, Inc., consultants presented the report noting the Town's adopted Strategic Plan, which included goals to grow responsibility, among other areas. Mr. Bird reviewed the areas that the assessment covered, including community engagement. Dr. Christian Caron spoke to Matrix's key findings from the assessment. Laney Corey, Matrix Design Group, spoke to housing strategies.

The Board asked for clarification on the municipalities that the Town was compared to during the study. Mr. Bird noted it was concluded that many peer communities do not compare to Wellington due to several factors, including the specific housing costs and needs for where Wellington is.

Mayor Chaussee opened public comment.

Kate Conley spoke this item being a benefit to the community.

Aaron Blackstone, on behalf of the Wellington Community Affordable Housing, spoke in favor of this item.

Mayor Chaussee closed public comment.

Trustee Dailey moved to accept the final report of the Wellington Housing Needs Assessment

Trustee Moyer seconded and the motion passed unanimously.

2. Public Hearing on Proposed Amendments to the Land Use Code to Increase Opportunities for Housing Affordability

Mr. Bird, and Brittany Lenoir, Planner III reviewed the proposed code amendments. It was noted the Planning Commission recommends approval of the code amendments. Areas being focused on were noted to be an increase in diversity of housing types.

The Board asked for clarification on lot sizes and Mr. Bird did spoke to the information included in the packet related to net and gross density for the downtown area.

The Board asked what communication had been done with downtown residents related to the R4 zoning, and Mr. Bird did note several of the concerns addressed in a previously routed citizen petition, including the scale of the height of the buildings, commercial aspects and architectural structure, among others, were included in the proposed Land Use Code. Clarification was provided on what items would not be required for ADUs, such as stylings and embellishments, however building codes would still need to be met.

Mr. Bird noted that the Code does discuss previsions should something happen to current structures and how exceptions or other thresholds would need to be considered. The proposed items would be related more to new requests.

Mayor Chaussee opened the meeting for public comment.

Mr. Blackstone spoke to the Housing Catalyst recommending this item as a code change and would be in support of the amendments.

Mayor Chaussee closed the public hearing at 8:02 p.m.

3. Ordinance No. 08-2025 - An Ordinance Adopting Amendments to Chapter 15 of Land Use Code to Increase Opportunities for Housing Affordability

Mr. Bird noted the previous presentation, and this ordinance would be the official action taken by the Board regarding the code amendments.

The Board discussed the need for affordable housing, and the benefits of attainable housing, as well as what other options and benefits the proposed changes would have for the Town. Items focused on where owner occupancy, lot sizes and ADUs changes.

Mayor Pro Tem Mason proposed an amendment to R4 zoning to change the number from 8 to keep at 6 and include multi-family dwelling as a permitted use in R4. Mr. Bird noted that 6 would be better than 0, and would address the residents' concerns, and would still provide a benefit to the community. Discussion centered around benefits of 8 to 6 units in the code.

Mayor Pro Tem Mason moved to approved Ordinance No. 08-2025 - An Ordinance Adopting Amendments to Chapter 15 of Land Use Code to Increase Opportunities for Housing Affordability with an amendment to allow 6 units per dwelling in the R4 District

Trustee Tietz seconded and the motion passed with all in favor.

Mayor Chaussee recessed the meeting at 8:52 p.m.

Mayor Chaussee reconvened the meeting at 9:00 p.m.

4. Ordinance No. 02-2025 - An Ordinance Granting Black Hills Colorado Gas, Inc. D/B/A Black Hills Energy, Its Lessees, Successors And Assigns, A Natural Gas Franchise And The Authority To Construct, Operate, Maintain, And Extend A Natural Gas Distribution Plant And System, And Granting The Right To Use The Streets, Alleys, And Other Public Places Within The Present Or Future Corporate Limits Of The Town Of Wellington, Colorado

Patti Garcia, Town Administrator, presented this item noting the first reading held at the last Town Board meeting and reviewed the terms in the agreement. It was noted no information has changed since first reading on this item.

There was no public comment on this item

Trustee Dailey moved to approve Ordinance No. 02-2025, the Black Hills Energy Franchise Agreement on Second Reading

Trustee Moyer seconded and the motion passed unanimously.

5. Resolution No. 13-2025 - A Resolution of the Town of Wellington, Colorado Approving a Consultant Agreement with Berry, Dunn, McNeil & Parker LLC for a Parks, Recreation, Open Space and Trails (PROST) Master Plan and Community Center Feasibility Study

Billy Cooksey, Parks, Recreation, Open Space and Trails Manager, presented the proposed contract and noted the previously adopted plan was approved in 2008. Mr. Cooksey noted the development in Wellington and the strategic plan areas that a masterplan would speak to. It was noted the proposed amount is approved in the 2025 budget, and a Request for Proposal was sent out with five companies submitting proposals.

Mr. Cooksey noted the main theme of community engagement through all phases of the project.

The Board discussed funding and the financial separation of any use of funding for this project and any water funding, and discussion spoke in favor of a masterplan to look at visioning for the Town.

There was no public comment for this item.

Trustee Dailey moved to approve Resolution No. 13-2025 - A Resolution of the Town of Wellington, Colorado Approving a Consultant Agreement with Berry, Dunn, McNeil & Parker LLC for a Parks, Recreation, Open Space and Trails (PROST) Master Plan and Community Center Feasibility Study for an amount not to exceed \$174,539

Trustee Moyer seconded and the motion passed unanimously.

6. Resolution No. 12-2025 - A Resolution of the Board of Trustees of the Town of Wellington, Colorado Approving a Contract with Cities Digital, Inc. for a Software and Services Purchase Agreement related to Laserfiche Software

Hannah Hill, Town Clerk, presented the proposed contract, reviewing the importance of document retention and the benefits of Laserfiche Software, including the software being Department of Defense certified and being able to utilize the digital.

The Board spoke in support of record management, and sought clarification on renewal pricing, and how the Town can retrieve the data once uploaded into the software.

There was no public comment for this item.

Trustee Moyer moved to Approve Resolution No. 12-2025, a Resolution of the Board of Trustees of the Town of Wellington, Colorado Approving a Contract with Cities Digital, Inc for a Software and Services Purchase Agreement related to Laserfiche Software

Trustee Tietz seconded and the motion passed unanimously.

7. Resolution No. 15-2025 - A Resolution of the Town of Wellington Establishing Guidelines For Irrigation and Water Conservation

Meagan Smith, Deputy Public Works, presented the item to the Board, noting the guidelines and noting the guidelines would protect residents from HOA fines from Colorado law, if they are following the guidelines but not meeting the HOA standards.

The Board clarified that these are voluntary guidelines, not a restriction and expressed support of the guidelines.

Clarification was sought for if a sign needed to be posted for non-potable water, and recommended the guidelines be amended to say “should” display signage.

There was no public comment on this item.

Trustee Dailey moved to approve Resolution No. 15-2025, a Resolution of the Town of Wellington Establishing Guidelines for Irrigation and Water Conservation

Trustee Wiegand seconded and the motion passed unanimously.

F. REPORTS

1. Town Attorney
There was no Town Attorney report.
2. Town Administrator
The Town Administrator noted the water rate study and a potential work session on May 6th, 2025 to discuss with the group and consultant.
3. Staff Communications
Staff reports were included in the packet.
 - a. Quarterly CORA Report (January-March 2025)
4. Board Reports
Trustee Moyer noted passion for affordable housing.

Trustee Wiegand noted the Larimer County Behavioral Health meeting with their annual report, with County Impact grant applications being opened beginning of May.

Trustee Dailey noted attendance at the Downtown Inc conference.

Mayor Chaussee noted a meeting with LCSO relating to an SRO for the schools in Wellington. It was also stressed the number of individuals being served at the Behavioral Health center.

G. ADJOURN

The meeting was adjourned at 9:44 p.m.



Calar Chaussee, Mayor



Hannah Hill, Town Clerk