



**TOWN OF WELLINGTON
PLANNING COMMISSION
October 4, 2021**

Work Session - 5:30 PM

Regular Meeting - 6:30 PM

Individuals that attend the meeting in person and have not been fully vaccinated are required to wear a face-covering while in attendance.

The meeting details below are for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87076384136?pwd=M0JqN3c5STFDVHJwamNFZEhSSlhMUT09>

Passcode:804812

Webinar ID: 870 7638 4136

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-
1. WORK SESSION - 5:30pm
 - A. Land Use Code - Draft Language and Discussion
 2. CALL TO ORDER REGULAR MEETING - 6:30pm
 3. ROLL CALL
 4. ADDITIONS TO OR DELETIONS FROM THE AGENDA
 5. PUBLIC FORUM
 6. CONSIDERATION OF MINUTES
 - A. Meeting Minutes of September 13, 2021
 7. NEW BUSINESS
 - A. Site Plan Review – Lot 6 & 7, Meridian First Subdivision - Multi-tenant, mixed use
 8. ANNOUNCEMENTS
 9. ADJOURNMENT



Planning Commission Meeting

Date: October 4, 2021
Submitted By: Cody Bird, Planning Director
Subject: Land Use Code - Draft Language and Discussion

EXECUTIVE SUMMARY

The Planning Commission adopted the Wellington Comprehensive Plan 2021 on August 2, 2021. The Comprehensive Plan provides the long-range vision and recommendations for the growth and development of the Town and is the basis for zoning, subdivision regulations and other land use codes. The Town is now evaluating and updating the Town's land use codes to reflect the recommendations of the Comprehensive Plan 2021 and to bring the land use codes into compliance with recent changes to State statutes and other regulatory requirements. Additional considerations may also include updates to reflect emerging technologies, changes in development practices, water conservation needs and more.

Land use code topics and draft code language will be presented in work sessions over the coming months and will be presented in parts to facilitate review and discussion. The complete land use code and all recommended changes will be presented at a future meeting date for a public hearing.

Work sessions are for general presentation and discussion, but no action will be taken.

BACKGROUND / DISCUSSION

At the September Planning Commission work session, the Commission was presented draft materials relating to draft zoning district descriptions, a draft list of land uses and descriptions, and draft landscaping standards with an accompanying new draft landscape and irrigation design manual. The Commission discussed the draft materials at a high-level. The purpose of this work session is to continue the discussion of the September draft materials now that Commissioners have had more time to review. Staff is seeking guidance on what additional information should be evaluated and included as well input on any recommended changes to the draft language.

In addition to continuing the discussion of the prior materials, staff will present draft language for a couple of sections of the code relating to general provisions and processing of development applications. The attached draft language is presented in "clean" format to minimize confusion with tracking revisions. The drafts include language from the Town's existing adopted regulations as well as proposed revisions and proposed new sections. Drafts will continue to be revised and edited until a final draft is presented for consideration.

Attachments for consideration with this report include the following:

- Draft Chapter 1 - General Provisions
- Draft Chapter 2 - Application Procedures

STAFF RECOMMENDATION

ATTACHMENTS

1. Draft Chapter 1 - General Provisions
2. Draft Chapter 2 - Application Procedures

CHAPTER 1: GENERAL PROVISIONS

1.01 Purpose and Organization

1.01.1 Purpose. The purpose of this Land Use Code is to create a vital, cohesive, well-designed community in order to enhance the Town's small-town character and further the residents' goals as identified in the Comprehensive Plan. These zoning regulations are designed to:

- A. Promote the health, safety, values, and general welfare of Town residents. (Ord. 11-2007 §1)
- B. Establish a variety of zoning district classifications according to the use of land and buildings with varying intensities of uses and standards whose interrelationships of boundary zones form a compatible pattern of land uses and buffer areas which enhance the value of each zone.
- C. Ensure adequate provision of transportation, water supply, sewage disposal, schools, parks, and other public improvements.
- D. Regulate and restrict the location, use, and appearance of buildings, structures and land for residence, business, trade, industry, or other purposes, including federal requirements pertaining to floodplains.
- E. Regulate and restrict the height, number of stories and size of buildings and structures including their distance from any street or highway; the percentage of each lot that may be occupied by buildings and other structures; and size of yards, courts, and other open spaces.
- F. Promote good design and arrangement of buildings or clusters of buildings and uses in residential, business, and industrial development.
- G. Encourage innovative and quality site planning, circulation on and transportation to sites, architecture and landscaping that reflect land development best practices.
- H. Prevent the overcrowding of land; poor quality development; waste and inefficiency in land use; danger and congestion in travel and transportation and any other use or development that might be detrimental to the stability and livability of the Town.
- I. Encourage the redevelopment, infill, and renewal of developed spaces in a manner that protects the Town's existing development context.
- J. Establish streets and availability of active transportation routes that promote walking, bicycling, and other active transportation forms that create safe and viable options for all.
- K. Establish regulations that promotes adequate light and air, maintains acceptable noise levels, and conserves energy and natural resources.

1.01.2 Organization. The Wellington Land Use Code is organized into nine (9) chapters as follows:

- Chapter 1 General Provisions – The General Provisions address the Land Use Code’s organization, its purpose and authority, rules for interpretation, and legal provisions.
- Chapter 2 Application Procedures – The Application Procedures guides the reader through the procedural and decision-making process by providing divisions pertaining to general procedural requirements and a common development review process, as well as providing a separate division for each type of development application and other land use requests.
- Chapter 3 Zoning Districts – All zone districts within the Town of Wellington and their respective list of permitted uses, prohibited uses and particular development standards are located in Chapter 4 Use Regulations and Chapter 5 Development Standards.
- Chapter 4 Use Regulations – The Use Regulations identifies permitted and prohibited use allowances for their respective zoning districts, while also providing use-specific standards that meet certain development needs.
- Chapter 5 Development Standards – The Development Standards establish standards which apply to all types of development applications unless otherwise indicated. This chapter is divided into sections addressing standards for site planning and design, engineering, environmental and cultural resource protection, buildings, and transportation.
- Chapter 6 Subdivision Regulations – The Subdivisions Regulations establish the Town’s land division requirements.
- Chapter 7 Nonconforming Uses – The Nonconforming Uses protects and regulates nonconforming uses, structures, lots, site improvements, and applications (referred to collectively as “nonconformities”) and specifies the circumstances and conditions under which those nonconformities may continue.
- Chapter 8 Floodplain Regulations – The Floodplain Regulations address the Town’s development and planning measures to mitigate for potential flood hazards.
- Chapter 9 Definitions – The Definitions encompass the terms used throughout the Land Use Code.

1.01.3 Organizational Method. This method of organization provides a user-friendly and easily accessible Land Use Code by consolidating most town regulations addressing land use and development, standardizing the regulatory format, providing common development review procedures, separating and clarifying standards, and maintaining definitions.

1.02 Authority

- A. This Land Use Code is adopted pursuant to the authority contained in the Colorado Revised Statutes (C.R.S.). Local governments are provided broad authority to plan for and regulate the use of land within their jurisdictions, as authorized in Title 29, Article 20, et seq. and Title 31, Article 23, et seq. of the C.R.S., as amended. Additional statutory authority may also exist for specific types of development regulation.

- B. Whenever a section of the Colorado Revised Statutes cited in this Land Use Code is later amended or superseded, this Land Use Code shall be deemed amended to refer to the amended section or section that most nearly corresponds to the superseded section.

1.03 Effective Date

This Land Use Code is effective immediately upon approval of the Board of Trustees.

1.04 Applicability

1.04.1 Generally. Unless otherwise provided, this Land Use Code applies to any:

- A. Development or redevelopment of land;
- B. New building or use;
- C. Addition or enlargement of an existing building or use;
- D. Change in occupancy of any building; or
- E. Change of use.

1.04.2 Applications. Unless otherwise provided, this Land Use Code applies to any of the following development applications:

- A. Any subdivision plat;
- B. Any site plan;
- C. Any plot plan;
- D. Any land entitlement process plan;
- E. Any special use authorization;
- F. Any conditional use review;
- G. Any building permit for a use other than a single-family detached dwelling; or
- H. Any certificate of occupancy.

1.05 Relationship to Other Ordinances

The standards of this Land Use Code are in addition to all other standards, guidelines, policies, and Municipal Code requirements otherwise applicable to land use and development. To the extent that there is a conflict between a requirement of this Land Use Code and another Town standard, guideline, policy or requirement, refer to *Chapter 1.07 Interpretation and Conflicting Provisions*.

1.06 Relationship to Comprehensive Plan

The adopted Wellington Comprehensive Plan is the official policy document of the Town of Wellington. This provides a consistent statement of the Town's plan and policies for future development to bring

about the Town's vision for the future. This Land Use Code implements the policies established in the comprehensive plan.

1.07 Interpretation and Conflicting Provisions

1.07.1 Interpretation. In their interpretation and application, the provisions of these zoning regulations shall be held to be minimum requirements adopted for the promotion of the public health, safety, values, convenience, comfort, prosperity, and general welfare. (Ord. 11-2007 §1)

1.07.2 Conflicting Provisions.

- A. Conflict with Other Provisions of Law. Whenever the requirements of this Land Use Code are at a variance with the requirements of any other lawfully adopted rules, regulations, or ordinances, the more restrictive or that imposing the higher standards shall govern. (Ord. 11-2007 §1)
- B. Conflict with Private Covenants or Deeds. In case of a conflict between this Land Use Code and any private restrictions imposed by covenant or deed, the responsibility of the Town shall be limited to the enforcement of this Land Use Code. When provisions within this Land Use Code are more restrictive than those imposed by covenant or deed, or when any such private instruments are silent on matters contained within this Land Use Code, the provisions of this Code shall rule. (Ord. 11-2007 §1)

1.08 Transition from Prior Regulations

A development application for approval, including the approval, conditional approval, or denial of approval of that plan, shall be governed only by the duly adopted laws and regulations in effect at the time the complete application is submitted.

1.09 Application Fees

1.09.1 Generally.

- A. All fees assessed pursuant to this Land Use Code are non-refundable.
- B. Any property owner submitting a development application is responsible for paying all costs and fees incurred by the Town in reviewing and processing that application, including, but not limited to: attorney fees; engineering fees; surveying fees; consulting fees; recording fees; and legal publications and notice expenses.
- C. Final approval of any application submitted pursuant to this Land Use Code shall be contingent upon payment of all fees and expenses to the Town. The Town is not obligated to record documents, issue building permits or process any applicant submittals until all outstanding costs and fees have been paid.
- D. If the Town must pursue collection of an applicant's outstanding fees or costs, it is the applicant's responsibility for the payment of all attorney fees and costs incurred by the Town in such collection

efforts. The Town reserves the right to suspend an application, withhold approval or postpone public hearings if an applicant fails to pay any fee due under this Land Use Code. In addition to any other remedy available, any delinquent charges due under this Land Use Code may be certified to Larimer County and collected in the same manner as municipal taxes.

1.10 Review and Decision-Making Bodies

This Land Use Code uses the review and decision-making bodies established in *Chapter 2 Administration of the Wellington Municipal Code* to make development application decisions.

CHAPTER 2: APPLICATION PROCEDURES

2.01 Purpose and Organization

2.01.1 Purpose. This chapter describes the review procedures for land use applications and development activity in the Town of Wellington (the Town). This chapter ensures consistency and efficiency in the administration of the Town's land use regulations.

2.01.2 Organization. This chapter is organized into the following sections:

- 2.02 – Public Notice
- 2.03 – Procedures Table
- 2.04 – General Application Procedures
- 2.05 – Land Use Code Amendment
- 2.06 – Comprehensive Plan Amendment
- 2.07 – Rezone
- 2.08 – Administrative Adjustment
- 2.09 – Lot Line Adjustment
- 2.10 – Easement Adjustment
- 2.11 – Minor Deviation
- 2.12 – Site Plan
- 2.13 – Plot Plan
- 2.14 – Conditional Use Application
- 2.15 – Minor Subdivisions
- 2.16 – Major Subdivisions
- 2.17 – Planned Unit Development
- 2.18 – Condominium/Townhome Plat
- 2.19 – Revised Final Plat
- 2.20 – Annexation
- 2.21 – Variance
- 2.22 – Appeals

2.02 Public Notice and Public Hearing

Public Notice

2.02.1 Generally. For every public hearing required by the Land Use Code, the Town shall notify the public of the date, time, and place of that hearing; the address and legal description of the property involved; the purpose of the hearings; the right of interested persons to appear and be heard; the name of the applicant; and where additional information may be obtained by:

- A. *Published Notice.* Notice shall be published once in a newspaper published with general circulation in the Town at least 15 days prior to all hearings, except for annexation hearings. Noticing requirements apply to each subsequent hearing.
- B. *Written Notice.* Written notice shall be mailed at least 30 days prior to the hearing to all property owners of record, as recorded at the office of the Larimer County assessor, of properties within 500' of the subject property. The applicant is responsible for the list of names and addresses of owners as they appear in the records of the County Clerk and Recorder. The Town will verify the list of names and addresses prior to noticing.
 - 1. Written notice shall be mailed first-class postage, except subdivision review which shall be by certified mail.
 - 2. The applicant is responsible for obtaining the list of owners and providing it to the Planning Director or designee with the application submittal.
- C. *Posted Notice.*
 - 1. Notice shall be posted at the Town's designated official posting locations referenced at the Town's website (cite website location), at least five days prior to the hearing.
 - 2. Posting notice on the subject property on a sign approved by the Town of Wellington at least 15 days prior to the hearing. Location approval is required prior to sign placement.

2.02.2 Computation. In computing a period of days, the first day is excluded and the last day is included. If the last day of any period is a Saturday, Sunday, or legal holiday, the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday.

Public Hearing

2.02.3 Generally.

- A. All required public hearings shall comply with the procedures adopted by the Town.
- B. The decision-maker conducting the public hearing shall record the public hearing by any appropriate means. A copy of the public hearing may be acquired by any person upon application to the Planning Director or designee and payment of a fee to cover the cost of duplication.

2.02.4 Hearing Continuations. The Town Board, Planning Commission, or Board of Adjustment may continue the hearing to a subsequent meeting at a certain date and time or may close the hearing and continue the meeting to deliberate the issues until a final decision is made. If a hearing is

continued to a certain date and time, no further notice of a continued hearing or meeting need be published.

2.03 Procedures Table

2.03.1 **Overview.** The following table summarizes the major review procedures for land use applications and development activity in the Town of Wellington. Not all procedures addressed in this chapter are summarized in this table (see subsequent sections of this chapter for additional details on each procedure).

Application Type	Pre-application Conference Required Y = Yes O = Optional	Authority		
		Staff Review	Planning Commission	Town Board
Entitlements				
Amendment	O	R	R	D
Rezone	Y	R	R	D
PUD	Y	R	R	D
Conditional Use	Y	R	R	D
Annexation	Y	R	R	D
Variance	Y	R	R	D
Special Use				
Exception				
Plans				
Site Plan	Y	R	D	--
Plot Plan	O	D	--	--
Administrative				
Administrative Adjustment	Y	D	--	--
Lot Line Adjustment	Y	D	--	--
Easement Adjustment	Y	D	--	--
Minor Deviation	Y	D	--	--
Plats				
Major Subdivision				
Preliminary Plat	Y	R	R	D
Final Plat	O	R	R	D
Minor Subdivision	Y	R	R	D
Revised Final Plat	Y	D	--	--
Condominium/Townhome Plat	Y	D	--	--
Vacation				

2.04 General Application Procedures

General Review Procedures

2.04.1 **Purpose.** This section outlines the general application procedures and review process for all land use applications.

2.04.2 **Applicability.** This section applies to all land use applications unless an exception to the general procedures is expressly identified in subsequent sections of this chapter.

2.04.3 **Procedure.**

A. *Pre-application Meeting.*

1. Intent. The pre-application conference provides an opportunity for an informal review of an application, and discusses the submittal requirements, development standards, schedule, and approval criteria. The pre-application meeting is not a formal review of the application. The guidance and feedback provided during the pre-application meetings are not considered binding upon the application, applicant, or the Town.
2. Standards.
 - a. The applicant shall request in writing, on the official form provided by the Town, a pre-application meeting with the Planning Director or designee. The applicant shall provide the required information as deemed necessary by the Planning Director or designee to conduct an informal review of the proposed development at least 10 business days in advance of a pre-application meeting.
 - b. A pre-application conference shall be held within 30 days of receipt of all necessary information unless a later date is agreed to by the applicant and the Planning Director or designee.
 - c. The Planning Director or designee may waive the pre-application meeting requirement if determined that the request does not warrant review prior to application.

B. *Land Use Application Submittal.*

1. Intent. The intent of the land use application is to formally review an application.
2. Standards. Application submittals shall be made on a form provided by the Town and accompanied by all required submittal documents and supporting information identified on the application, checklist and as discussed in the pre-application conference.
 - a. The applicable land use application fees shall be paid at the time of submittal of any land use application.
 - b. Unless otherwise specified in this Land Use Code, applications for review and approval may be initiated by:
 - i. The owner of the property that is subject to the application;

- ii. The property owner's authorized agent, representative, or contract purchaser; or
 - iii. Any review or decision-making body for the Town.
 - c. If an authorized agent or representative files an application under this Land Use Code on behalf of the property owner, the representative shall provide the Town with written, notarized documentation that the owner has authorized the filing of said application.
 - d. If a review or decision-making body initiates action under this Land Use Code, it shall do so without prejudice toward the outcome.
3. **Filing Fees.** Application filing fees are set by the Town Board by resolution and may be reviewed and updated from time-to-time. Applications will not be processed until fees are paid in full. The fees paid are not refundable in whole or in part for applications withdrawn by an applicant unless recommended by the Planning Director and approved by the Town Administrator. All or a portion of the fees may be refunded depending on the amount of review and processing time already incurred by the Town.
4. **Additional Fees.** If the Town Manager determines that additional funds are needed to complete the application review, including retention of outside professional services, the Town Manager may impose additional application fees, to recover the Town's actual costs in completing review.
- a. The applicant shall be billed by the Town for all additional costs and any other fees incurred by the Town on a as needed basis per the Town's D-5 form;
 - b. Costs shall be a lien upon the property, and the Town reserves the right to stop work on a project and/or withhold approvals and permits if costs are not paid within 30 days after written notice. For withdrawn applications, any unused deposit shall be returned to the applicant within 60 days less any incurred "pass through" costs, as of the date of the formal withdrawal request.
- C. *Completeness Determination.*
- 1. Following receipt of a development application, the Planning Director or designee shall certify that the development application submittal is complete.
 - 2. If the application is determined to be incomplete, the Planning Director or designee shall return the application to the applicant and provide a statement in writing specifying the additional information required. No further review activities will proceed until a completed application is accepted. Returned applications that are not resubmitted and accepted within 60 days shall be determined to be abandoned and of no further effect. A new application may be submitted, including applicable fees.
- D. *Application Review and Preparation of a Staff Report.*
- 1. Following a completeness determination, the Planning Director or designee circulates the application to staff and appropriate referral entities for review.

2. The Planning Director or designee may also refer applications to other boards, commissions, government agencies, and non-governmental agencies not referenced in this chapter.
 3. The Planning Director or designee may request a meeting with the applicant to discuss the application and any written comments. Based on the written comments, the applicant may request an opportunity to revise the application prior to further processing. Additional submittals and review may be subject to additional fees, as determined by the Planning Director or designee.
 4. If the application requires review and approval by the Planning Commission or Town Board, the Planning Director or designee shall prepare a staff report once written comments have been adequately addressed. The staff report shall be made available to the applicant and the public, prior to the scheduled hearing on the application. The staff report shall indicate if the application complies with all applicable standards of this Land Use Code.
- E. *Public Notice.* Public noticing requirements, when required, must meet the requirements established in Section 2.02.
- F. *Public Hearings.* Public hearing requirements, when required, must meet the requirements established in Section 2.02.3.
- G. *Final Approvals.*
1. Decision. After consideration of the application, the staff report, comments received by the public and other reviewers, and the public hearing, the decision-making body shall either approve, approve with conditions, or deny the application based on the applicable approval criteria. Written notification of the decision shall be provided by the Planning Director or designee to the applicant within 10 business days following the decision and shall become part of the public record. All decisions shall include:
 - a. A clear written statement of approval, approval with conditions, or denial (whichever is appropriate); and
 - b. A clear statement of the basis upon which the decision was made, including specific findings of fact with reference to the relevant standards.
 2. Approval Criteria. The decision-making body shall find that the application complies with all applicable standards of the Land Use Code and applicable approval criteria.
 3. Conditions of Approval. The decision-making body may approve the application with conditions as necessary to bring the proposed development into compliance with this Land Use Code or other regulations, or to mitigate the impacts of that development to the surrounding properties and streets.
 - a. All conditions of approval shall be reasonably related to the anticipated impacts of the proposed development or use or shall be based upon standards duly adopted by the Town.

- b. Any condition of approval that requires an applicant to dedicate land or pay money to a public entity in an amount that is not calculated according to a formula applicable to a broad class of applicants shall be roughly proportional in nature and extent to the anticipated impacts of the proposed development, as shown through an individualized determination of impacts.
- c. Unless otherwise provided in this Land Use Code, any representations of the applicant in submittal materials or during public hearings shall be binding as conditions of approval.

H. *Post Decision Actions.*

1. Modification or Amendment of Approval. Unless otherwise permitted in this Land Use Code, any modification of approved plans, permits, or conditions of approval shall require a new application to be submitted and reviewed in accordance with the full procedure and fee requirements applicable to the application type.
2. Recording of Decisions. Once approved, the resolution, ordinance, or notice of decision shall be filed with the Town Clerk and recorded in the Office of the Larimer County Clerk and Recorder at the expense of the applicant.
 - a. For applications approved by the Planning Director or designee or Planning Commission, a notice of land use decision shall be issued by the Planning Director or designee or Town Clerk.
 - b. For applications approved by the Town Board, an ordinance or resolution shall be issued as determined by application type.
3. Lapse of Approval. Application approval shall be valid for a period of one year from the date of approval. Unless otherwise noted, authority to grant extensions shall reside with the decision-making body that granted the original approval. Extensions to the approval time frames may be granted only when all the following conditions have been met:
 - a. The provisions of this Land Use Code expressly allow the extension;
 - b. An extension request must be filed 10 days prior to the lapse-of-approval deadline with adequate justification; and
 - c. Any applicable conditions of approval have been met.
4. Revocation. Application approval may be revoked or suspended upon finding that the use, building, or site for which the permit was issued is substantially different than what was represented in the application or that one or more of the conditions or requirements contained in the application approval has been violated.
5. Denial and Reapplication. No application that is substantially similar shall be submitted within a period of one year.

- I. *Effect of Inaction.* If a review or decision-making body fails to take action on an application within the specified timeframe, such inaction shall be deemed a denial of the application unless the decision-making body grants an extension.

Administrative Review Procedures.

2.04.4 **Purpose.** This section outlines the review process for all administrative land use applications which do not require a public hearing.

2.04.5 **Applicability.** This section applies to all administrative land use applications not requiring a public hearing unless an exception is expressly identified in subsequent sections of this chapter.

2.04.6 **Procedure.**

- A. *Pre-application Meeting.* Same as referenced in Section 2.04.3.
- B. *Land Use Application Submittal.* Same as referenced in Section 2.04.3.
- C. *Application Fees.* Same as referenced in Section 2.04.3.
- D. *Completeness Determination.* Same as referenced in Section 2.04.3.
- E. *Application Review.* Same as referenced in Section 2.04.3.
- F. *Final Approvals.*
 1. Decision. After consideration of the application, the Planning Director or designee shall either approve, approve with conditions, or deny the application based on the applicable approval criteria. Written notification of the decision shall be provided by the Planning Director or designee to the applicant following the decision.
 - a. All decisions shall include a clear written statement of approval, approval with conditions, or denial (whichever is appropriate).
 - b. A clear statement of the basis upon which the decision was made, including specific findings of fact with reference to the relevant standards shall be provided to the applicant and included in the public record.
 2. Approval Criteria. The Planning Director or designee shall find that the application complies with all applicable standards of the Land Use Code and applicable approval criteria.
 3. Conditions of Approval. The Planning Director or designee may approve the application with conditions as necessary to bring the proposed development into compliance with this Land Use Code or other regulations, or to mitigate the impacts of that development to the surrounding properties and streets.
 - a. All conditions of approval shall be reasonably related to the anticipated impacts of the proposed development or use or shall be based upon standards duly adopted by the Town.

- b. Any condition of approval that requires an applicant to dedicate land or pay money to a public entity in an amount that is not calculated according to a formula applicable to a broad class of applicants shall be roughly proportional in nature and extent to the anticipated impacts of the proposed development, as shown through an individualized determination of impacts.
- c. Unless otherwise provided in this Land Use Code, any representations of the applicant in submittal materials shall be binding as conditions of approval.

G. *Post Decision Actions*. Same as referenced in Section 2.04.2

H. *Effect of Inaction*. If the Planning Director or designee fails to take action on an application within the specified timeframe of 30 days, such inaction shall be deemed a denial of the application.

Review and Decision-Making Bodies.

2.04.7 Purpose. This section outlines the review and decision-making bodies and their roles. Full duties and responsibilities for each decision-making body can be found in Sections 2.04.6 – 9 of this Land Use Code.

2.04.8 Planning Director

- A. The Planning Director or their duly authorized designee shall review and prepare a staff report for all applications requiring a public hearing. The Planning Director or designee shall also present the application and their recommendation of approval, approval with conditions, or denial at the public hearing for the application.
- B. In the event of an administrative review, the Planning Director or designee shall make the final determination of an application. Applications undergoing administrative review shall follow the procedure for administrative review outlined in section 2.04.06 the specific review procedures for the application.
- C. Decisions made by the Planning Director or designee are appealable to the Planning Commission. See Section 2.22 for appeal standards and procedure.

2.04.9 Town Planning Commission

- A. The Town Planning Commission (Planning Commission) shall review all applications at a public hearing held during a regular meeting, including the staff report, information from the applicant, and any public comment. This hearing will provide a recommendation of approval, approval with conditions, or denial to the Town Board for all applications requiring Town Board approval.
- B. All applications requiring Planning Commission review or approval shall follow the general review procedures set forth in Section 2.02 and Section 2.04.3 and the specific review procedures for the application.
- C. Decisions made by the Town Planning Commission are appealable to the Town Board. See Section 2.22 for appeal standards and procedure.

2.04.10 **Town Board of Trustees**

- A. The Town Board of Trustees (Town Board) shall review an application at a public hearing held during a regular meeting including the recommendation of the Planning Commission, the staff report, information from the applicant, and any public comment. This hearing will provide a final decision of approval, approval with conditions, or denial of an application.
- B. Applications requiring Town Board approval shall follow the general review procedures set forth in Section 2.02 and Section 2.04.3 and the specific review procedures for the application.
- C. Decisions made by the Town Board are appealable to the District Court. See Section 2.22 for appeal standards and procedure.

2.04.11 **Town Board of Adjustment**

- A. Any application obtaining Town Board approval shall follow the general review procedures set forth in Section 2.02 and Section 2.04.3 and the specific review procedures for the application.
- B. Decisions made by the Town Board of Adjustment are appealable to the District Court. See Section 2.22 for appeal standards and procedure.

2.05 **Land Use Code Amendment**

2.05.1 **Purpose.** The text of this Land Use Code may be amended pursuant to this section to respond to a change in conditions or public policy, or to advance the general health, safety, welfare, and morals of the Town.

2.05.2 **Applicability.** The Planning Commission or Town Board may initiate an amendment to the text of this Land Use Code. Any person may suggest to the Planning Commission that an amendment be given consideration. The Planning Director or designee shall prepare the application at the request of the Planning Commission.

2.05.3 **Procedure.** All Land Use Code amendment applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

- A. *Pre-application Conference.* A pre-application conference is not required for a Land Use Code amendment.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a Land Use Code amendment application shall include:
 - 1. A narrative of the proposed Land Use Code amendment;
 - 2. The existing text in the Land Use Code;
 - 3. An analysis of the proposed impact on residents, if applicable; and
 - 4. Any other information identified by the Planning Director or designee.
- C. *Review and Approval.*

1. Planning Commission Recommendation.

- a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. Staff shall present the staff report and recommendation.
- b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the amendment to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement to submit additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. A copy of the Planning Commission recommendation shall be sent to the Town Board to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.

2. Town Board Approval.

- a. The Town Board shall hold a public hearing and review the amendment at a regular meeting. Public notice shall be given pursuant to Section 2.02. Staff shall present the staff report and recommendation.
- b. The Town Board shall either approve, approve with conditions, or deny the amendment, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the amendment complies with the Town's regulations, goals, and policies.

2.05.4 Findings for Approval.

- A. The amendment is not likely to result in significant adverse impacts upon the natural environment (including air, water, noise, stormwater management, wildlife, and vegetation) or such impacts will be substantially mitigated;
- B. The amendment is necessary for the protection of health, safety, welfare, and morals of the community;
- C. The amendment is consistent with the Comprehensive Plan and the intent stated in this Land Use Code; and
- D. The amendment is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for these areas.

2.06 Comprehensive Plan Amendment

2.06.1 Purpose. The Comprehensive Plan may be amended pursuant to this section to respond to a change in conditions or public policy, or to advance the general health, safety, welfare, and morals of the Town.

2.06.2 Applicability. The Planning Commission may initiate an amendment to the Comprehensive Plan. Any person or the Town Board may suggest to the Planning Commission that an amendment be given consideration. The Planning Director or designee shall prepare the application at the request of the Planning Commission.

2.06.3 Procedure. All Comprehensive Plan amendment applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

- A. *Pre-application Conference.* A pre-application conference is not required for a Comprehensive Plan amendment.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a Comprehensive Plan amendment application shall include:
 - 1. A narrative of the proposed Comprehensive Plan amendment;
 - 2. The existing text in the Comprehensive Plan;
 - 3. An analysis of the proposed impact on residents, if applicable.
- C. *Review and Approval.*
 - 1. Planning Commission Approval.
 - a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02.3. Staff shall present their staff report and recommendation.
 - b. The Planning Commission shall either approve, approve with conditions, or deny the amendment, or continue the hearing pursuant to Section 2.02.4, with the requirement to submit additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.

2.06.4 Findings for Approval.

- A. The amendment is not likely to result in significant adverse impacts upon the natural environment (including air, water, noise, stormwater management, wildlife, and vegetation);
- B. The amendment is necessary for the protection of health, safety, welfare, and morals of the community; and
- C. The amendment is consistent with the Town's goals and policies.

2.07 Rezone

2.07.1 Purpose. The boundaries of any zoning district may be changed or the zoning classification of any parcel of land may be changed pursuant to this section.

- A. The intent is to make adjustments to the official zoning map that are necessary as a result of a change in conditions or public policy, or to advance the general health, safety, welfare, and morals of the Town.
- B. A rezone is not intended to relieve particular hardships, nor confer special privileges or rights to any person or party.

2.07.2 Applicability. Rezone applications may be initiated by the Planning Commission, the Town Board, or the owner(s) of the property to be rezoned. Any person may suggest to the Planning Commission that a rezone be given consideration.

- A. A rezone application shall not be made when a variance, or administrative adjustment could be used to achieve the same result.
- B. Changes to the standards or characteristics of zoning districts (such as floor area ratio or setbacks) shall be processed as text amendments to the Land Use Code.

2.07.3 Procedure. All rezone applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

- A. *Pre-application Conference.* A pre-application conference is required for a rezone application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a rezone application shall include:
 - 1. A site plan depicting the property lines, location of existing buildings, parking, utilities and easements, and any other details required to demonstrate rezone request;
 - 2. A written narrative justifying why the proposed zoning fits in with the surrounding neighborhood and is more appropriate for the property than the existing zoning;
 - 3. A list of all property owners within 500';
 - 4. A map showing all zoning districts within 500';
 - 5. Proof of ownership or a letter of authorization from the owner; and
 - 6. Any other information identified in the pre-application meeting.
- C. *Review and Approval.*
 - 1. Planning Commission Recommendation.
 - a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present the staff report and recommendation.
 - b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the application to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information

necessary to determine whether the application complies with the Town's regulations, goals, and policies.

- c. A copy of the Planning Commission recommendation shall be sent to the Town Board with the applicant to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.

2. Town Board Approval.

- a. The Town Board shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative shall be present at the meeting to present the proposal. Staff shall present the staff report and recommendation.
- b. The Town Board shall either approve, approve with conditions, or deny the application, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Town Board shall be considered a part of and inseparable from the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

D. Post Decision Actions. Same as referenced in Section 2.04.3, General Application Procedures in addition to the following: Is the protest petition post-decision if the Town Board hasn't voted yet?

1. Protests. A protest against a rezone application must be submitted to the Town Clerk at least 14 days before the Town Board's vote on the rezone application.
2. If a valid protest is submitted, the amendment shall only become effective upon approval by three-fourths of the entire membership of the Board, whether present or not. For a protest to be valid, it must be signed by either:
 - a. The owners of 20% or more of the area included in the proposed rezone application; or
 - b. The owners of 20% or more of the land within 500 feet of the land included in the proposed rezone application.
- c. Add specifics about criteria for consideration.

2.07.4 Findings for Approval.

- A. The rezone is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- B. The rezone is consistent with the stated intent of the proposed zoning district(s);
- C. The rezone will not result in adverse impacts to the natural environment (including air, water, noise, stormwater management, wildlife, and vegetation) or such impacts will be mitigated;

- D. The rezone of the subject property will not result in material adverse impacts to the surrounding properties;
- E. Facilities and services (roads, transportation, water, gas, electricity, police, fire protection, and sewage and waste disposal) are available to serve the subject property while maintaining adequate levels of service to existing development; and
- F. The rezone is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for those areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.08 Administrative Adjustment

2.08.1 Purpose. This Section allows for greater flexibility as necessary without requiring a formal zoning amendment, Land Use Code amendment, or variance. The administrative adjustment procedure is not intended to serve as a waiver of Land Use Code standards or to circumvent the variance procedure.

2.08.2 Applicability. The administrative adjustment procedure allows for minor modifications or deviations from the dimensional or numeric standards of The Land Use Code up to 10% with approval by the Planning Director or designee.

- A. Changes to the following standards cannot be approved through the administrative adjustments procedure and must be approved through the original application process.
 - 1. Deviations from the dimensional or numeric standards beyond 10%;
 - 2. Amendments to approved Planned Unit Developments;
 - 3. Conditions of approval;
 - 4. An increase in the overall project density or floor area;
 - 5. A change in permitted use intensity;
 - 6. A deviation from the use-specific standards;
 - 7. A change to a development standard already modified through a separate administrative adjustment or variance;
 - 8. Building materials or aesthetic elements; or
 - 9. Requirements for public roadways, utilities, or other public infrastructure or facilities.

2.08.3 Procedure. All applications for administrative adjustments shall comply with the following specific procedures in addition to the administrative review procedures set forth in Section 2.04.6.

- A. *Pre-application Conference.* A pre-application conference is required for an administrative adjustment application to discuss specific application procedures, criteria and requirements for a formal application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, an administrative adjustment application shall include:
 - 1. A site plan detailing property boundaries, footprints of all existing and proposed buildings, parking configuration, location of all utilities and easements, and any other details required to demonstrate conformance with all regulations and development standards applicable to the proposed zoning district;
 - 2. A written narrative justifying why the proposed use fits in with the surrounding neighborhood and detailing existing uses on neighboring properties;
 - 3. Conceptual building plans, including elevations, exterior materials, doors, decks, etc., if applicable;
 - 4. Any other information identified in the pre-application meeting.
- C. *Review and Approval.*
 - 1. Administrative Approval.
 - a. The Planning Director or designee shall either approve, approve with conditions, or deny the application.
 - b. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Planning Director or designee shall be considered a part of, and inseparable from the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.08.4 Findings for Approval.

- A. The relief requested is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- B. The relief requested is compatible with the character of the surrounding area in terms of building scale, form, landscape, and site design;
- C. The relief requested is based upon sound planning or urban design principles that are professionally recognized and shall not result in new or increased nonconformities;
- D. The relief requested is based on the context of the property, is not solely for the convenience of one particular application on the site, and is not generally applicable to other sites in the area;
- E. The relief requested is the minimum necessary to meet the intent and applicability of the zoning district and the intent of the administrative adjustment process; and

- F. The relief requested is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for those areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.09 Lot Line Adjustment

2.09.1 **Purpose.** This section is intended to provide administrative review for minor adjustments to legal boundaries and title of property for proper recording. These adjustments have little or no impacts on public facilities and infrastructure and are within ownership patterns or development patterns that have otherwise been determined in accordance with the Wellington Comprehensive Plan.

2.09.2 **Applicability.** Adjustments to previously platted lots may be eligible for lot line adjustment where:

- A. The adjustment affects no more than 4 lots;
- B. The adjustment results in no additional lots;
- C. The adjustment does not affect public right-of-way or easement dedications that would adversely impact provision of public services unless a separate instrument can be recorded to provide necessary connectivity;
- D. The adjustment does not result in a vacation request; and
- E. The adjustment does not create nonconformities on any lot.

2.09.3 **Procedure.** All applications for lot line adjustment shall comply with the following specific procedures in addition to the administrative review procedures set forth in Section 2.04.6 and shall meet all requirements for a final subdivision plat as set forth in Section 2.16.

- A. *Pre-application Conference.* A pre-application conference is required for a lot line adjustment application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a lot line adjustment application shall include:
 - 1. A site plan detailing property boundaries, footprints of all existing and proposed buildings, parking configuration, location of all utilities and easements, and any other details required to demonstrate conformance with all regulations and development standards applicable to the proposed zoning district;
 - 2. A written narrative justifying why the proposed use fits in with the surrounding neighborhood and detailing existing uses on neighboring properties;
 - 3. Conceptual building plans, including elevations, exterior materials, doors, decks, etc., if applicable;

4. Any other information identified in the pre-application meeting.

C. Review and Approval.

1. Administrative Approval.
 - a. The Planning Director or designee shall either approve, approve with conditions, or deny the application.
 - b. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Planning Director or designee shall be considered a part of, and inseparable from, the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.09.4 Findings for Approval.

- A. The lot line adjustment is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- B. The lot line adjustment shall meet the intent of the zone district in which it is located and all criteria and regulations specified in that zone district, including but not limited to minimum lot size and setbacks;
- C. The lot line adjustment shall not result in new or increased nonconformities;
- D. The lot line adjustment shall mitigate, to the maximum extent possible, any negative impacts on existing and planned public facilities;
- E. The lot line adjustment has no effect on the conditions applied to the approval and does not violate any Code requirement; and
- F. The lot line adjustment is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for those areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.10 Easement Adjustment

2.10.1 Purpose. This section is intended to provide administrative review for minor adjustments to easements for proper recording. These adjustments have little or no impacts on public facilities and infrastructure and are within ownership patterns or development patterns that have otherwise been determined in accordance with the Wellington Comprehensive Plan.

2.10.2 Applicability. Easement adjustments, vacations, or additions may be eligible for administrative approval where:

- A. The revisions are due to field conditions that could not have been reasonably anticipated or were discovered at the time of the final plat which result in no material change to the application;

- B. The revisions are due to changes in the development program, and these changes will impact public facilities the same or similarly to the previously approved application; or
- C. The application contains sufficient documentation showing the easement holder concurs with a proposed adjustment or vacation.

2.10.3 Procedure. All applications for easement adjustment shall comply with the following specific procedures in addition to the administrative review procedures set forth in Section 2.04.6 and shall meet all requirements for a final subdivision plat as set forth in Section 2.16.

- A. *Pre-application Conference.* A pre-application conference is required for an easement adjustment application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, an easement adjustment application shall include:
 - 1. A site plan detailing property boundaries, footprints of all existing and proposed buildings, parking configuration, location of all utilities and easements, and any other details required to demonstrate conformance with all regulations and development standards applicable to the proposed zoning district;
 - 2. A written narrative justifying why the proposed use fits in with the surrounding neighborhood and detailing existing uses on neighboring properties;
 - 3. Conceptual building plans, including elevations, exterior materials, doors, decks, etc., if applicable;
 - 4. Any other information identified in the pre-application meeting.
- C. *Review and Approval.*
 - 1. Administrative Approval.
 - a. The Planning Director or designee shall either approve, approve with conditions, or deny the application.
 - b. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Planning Director or designee shall be considered a part of, and inseparable from, the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.10.4 Findings for Approval.

- D. The easement adjustment is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- A. The easement adjustment shall meet the intent of the zone district in which it will be located and all criteria and regulations specified in that zone district, including but not limited to minimum lot size and setbacks;

- B. The easement adjustment shall not result in new or increased nonconformities;
- C. The easement adjustment shall mitigate, to the maximum extent possible, any negative impacts on existing and planned public facilities in surrounding neighborhood;
- D. The easement adjustment has no effect on the conditions applied to the approval and does not violate any Code requirement; and
- E. The easement adjustment is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for these areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.11 Minor Deviation

2.11.1 **Purpose.** This section is intended to allow minor deviation from approved permits/approvals for changes that are determined necessary to address technical or engineering considerations first discovered during development or use that were not reasonably anticipated during the initial approval process.

2.11.2 **Applicability.** Minor Deviations may not be sought for the following approved applications:

- A. Amendments to Land Use Code;
- B. Rezone Applications;
- C. Administrative Adjustments;
- D. Lot Line Adjustments;
- E. Easement Adjustments;
- F. Variances; or
- G. Appeals.

2.11.3 **Procedure.** All applications for Minor Deviations shall comply with the following specific procedures in addition to the administrative review procedures set forth in Section 2.04.6.

- A. *Pre-application Conference.* A pre-application conference is required for a minor deviation application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a minor deviation application shall include:
 - 1. A site plan detailing property boundaries, footprints of all existing and proposed buildings, parking configuration, location of all utilities and easements, and any other details required to demonstrate conformance with all regulations and development standards applicable to the proposed zoning district;
 - 2. A written narrative justifying why the proposed use fits in with the surrounding neighborhood and detailing existing uses on neighboring properties;

3. Conceptual building plans, including elevations, exterior materials, doors, decks, etc., if applicable;
4. Any other information identified in the pre-application meeting.

C. Review and Approval.

1. Administrative Approval.
 - a. The Planning Director or designee shall either approve, approve with conditions, or deny the application.
 - b. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Planning Director or designee shall be considered a part of, and inseparable from, the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.11.4 Findings for Approval.

- A. The relief requested is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- B. The relief requested does not include increases in the amount of building floor area or reduction of the amount of open space set aside;
- C. The relief requested is based upon sound planning or urban design principles that are professionally recognized and shall not result in new or increased nonconformities;
- D. The relief requested is based on the context of the property, is not solely for the convenience of one particular application on the site, and is not generally applicable to other sites in the area;
- E. The relief requested is the minimum necessary to meet the intent and applicability of the zoning district and the intent of the minor deviation process; and
- F. The relief requested is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for those areas. (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.12 Site Plan

2.12.1 Purpose and Applicability. The site plan shall be submitted to apply for a building permit for all permitted principal uses of multi-family, commercial and industrial developments. The site plan shows lot arrangement and site design so the Town can make sure the site plan complies with all Town regulations. A site plan shall also be submitted for any re-development, substantial changes to an existing site, changes that affect site circulation or access, and for any exterior modifications to an existing building within the C-2, Downtown Commercial District to show compliance with the Cleveland Avenue Architectural Standards. When a development requires

approval as a conditional use, the site plan approval process shall be processed concurrently with the conditional use application. (Ord. 11-2007 [§1](#)) (Ord. No. [2-2013](#), § 2, 3-26-13)

2.12.2 Procedure. All site plan applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.2

A. *Preapplication Conference.* A pre-application conference is required for a site plan application to discuss specific application procedures, criteria, and requirements for a formal application. This requirement may be waived at the discretion of the Planning Director or designee.

B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a site plan application shall include:

1. Traffic study or waiver request. In accordance with the Standard Design Criteria and Standard Construction Requirements.
2. Site plan map. The site plan map shall provide information per the site plan application checklist provided by the Planning Director or designee.
3. Demonstrate, in written or graphic form, how the proposed structure is consistent with the Design and Development Standards found in Article 3 of this Chapter 16 of this Code.
4. Final landscape plan per Section 5.04.
5. Provide complete building elevations and perspective rendering, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structures. In addition, Town staff may require building floor plans, sectional drawings, additional perspective drawings, models and/or computer visualizations when the impacts of a proposal warrant such information.

C. *Review and Approval.*

1. Planning Commission Approval.
 - a. The Planning Commission shall review the application at a regular meeting. Staff shall present their staff report and recommendation.
 - b. The Planning Commission shall either approve, approve with conditions, or deny the application.
2. Town Board consideration of appeals.
 - a. The Town Board shall consider any appeal within forty-five (45) days of the close of the appeal period, except an appeal associated with a concurrent development application requiring Town Board review or approval, which the Town Board shall consider with final action on the concurrent development application. The Town Board shall apply the site plan review criteria to either uphold, modify, or reverse the Planning Commission's decision.

D. *Post Decision Actions.* Same as referenced in Section 2.04.3, in addition to the following:

1. Any aggrieved party, who wishes to appeal the action shall file a written appeal stating the reasons why the Planning Commission action is incorrect. The applicant shall file the appeal with the Town Administrator/Clerk within seven (7) days of the meeting at which such action was taken.

E. Post Decision Actions. Same as referenced in Section 2.04.3, in addition to the following:

1. Memorandum of Agreement for Public Improvements. Staff may require that the applicant execute a MOAPI to assure the construction of on-site and off-site improvements as a condition of approval of the site plan. Guarantees in the site plan agreement shall be secured by an irrevocable letter of credit in an amount determined appropriate by Town staff.
2. Building permit. A building permit shall be issued only when final site plan plans have been submitted, reviewed, and approved by the Department directors.
 - a. Exception. A building permit may be issued for the construction of a foundation and shell only for commercial and industrial uses to allow for the partial construction of a speculation building with unknown tenant and use.
3. Certificate of Occupancy. When building construction and site development are completed in accordance with the approved site plan and building permits, a Certificate of Occupancy may be issued.
4. Phasing and expiration of approval. The site plan shall be effective for a period of three (3) years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three (3) years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three (3) years from the date of Phase I approval. (Ord. 11-2007 §1) (Ord. No. 13-2011, § 1, 11-22-11)

2.12.3 Findings for Approval.

- A. The site plan is consistent with the Comprehensive Plan and the intent stated in this Land Use Code.
- B. The lot size and lot dimensions are consistent with what is shown on the approved final plat.
- C. No buildings or structures infringe on any easements.
- D. The proposed site grading is consistent with the requirements of _____ (insert reference to any applicable adopted storm drainage criteria or master drainage plans).
- E. The density and dimensions shown conform with Article 5 of Chapter 16 of this Code, Density and Dimensional Standards, or the approved PUD requirements.
- F. The applicable Design and Development Standards have been adequately addressed and the proposed improvements conform with Article 3 of Chapter 16 of this Code. (Ord. 11-2007 §1)

2.12.4 Amendments to Approved Site Plans.

- A. Minor variations in the location of structures, improvements or open space areas caused by engineering or other unforeseen difficulties may be reviewed and approved by the Town staff. Such

changes shall not exceed ten percent (10%) of any measurable standard or modify the use, character, or density of an approved site plan. All plans so modified shall be revised to show the authorized changes and shall become a part of the permanent records of the Town.

- A. Changes to approved site plans that exceed the ten percent (10%) threshold, or other major modifications (such as changes in building size or footprint, relocation of access points, changes to required parking, etc.), shall be considered as a new site plan application. Such amendments shall require Planning Commission review and approval to become effective. A complete site plan application shall be prepared and submitted in compliance with the requirements set forth in this Section. (Ord. 11-2007 §1)

2.13 Plot Plan

2.13.1 Purpose and Applicability. The plot plan shall be submitted to apply for a building permit for any building or structure constructed on a single-family home or duplex lot. The plot plan shows where the proposed building or structure will be located on the lot so the Town can make verify compliance with all Town regulations. (Ord. 11-2007 [§1](#))

2.13.2 Procedure. All plot plan applications shall comply with the following specific procedures in addition of the general procedures in Section 2.04.2

- B. *Pre-application Conference.* A pre-application conference is not required for a plot plan application.
- A. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a plot plan application shall include:
 - 1. Plot plan map.
 - 2. Drainage information. Provide the Town with information regarding how the lot will drain, if requested by the Planning Director or designee. Submit a copy of the subdivision master drainage plan for the area of the lot, if available.
- B. *Review and Approval.* The Planning Director or designee shall review the plot plan map and determine if it is consistent with the findings for approval. The Planning Director or designee will submit their determination to the Building Department to accompany the building permit application. (Ord. 11-2007 §1)

2.13.3 Findings for Approval.

- A. The plot plan is consistent with the Comprehensive Plan and the intent stated in this Land Use Code.
- B. The lot size and lot dimensions are consistent with what is shown on the approved final plat.
- C. No buildings or structures infringe on any easements.
- D. The proposed site grading is consistent with the subdivision grading and drainage plan, if applicable; otherwise, it shall meet the Town's approval.

- E. The density and dimensions shown conform with the Density and Dimensional Standards (Article 5 of Chapter 16 of this Code) or the approved PUD requirements.
- F. The applicable Design and Development Standards have been adequately addressed. (Ord. 11-2007 §1)

2.14 Conditional Uses

2.14.1 **Purpose.** Conditional Use approval provides flexibility and helps diversify uses within a zoning district. Specific conditional uses for each zone district are listed in Article 6.

2.14.2 **Applicability.** Because of their unusual or special characteristics, conditional uses require review and evaluation so that they may be located properly with respect to their effects on surrounding properties. The review process prescribed in this section assures compatibility and harmonious development between conditional uses, surrounding properties and the Town's goals and policies. Conditional uses may be permitted subject to conditions and limitations as the Town may prescribe to ensure that the location and operation of the conditional uses will be in accordance with the conditional use criteria. The scope and elements of any conditional use may be limited or qualified by the conditions applicable to the specific property. Where conditions cannot be devised to achieve these objectives, applications for conditional use permits shall be denied. (Ord. 11-2007 §1)

2.14.3 **Procedure.** All conditional use applications shall comply with the following specific procedures in addition to the general application procedures in Section 2.04.3.

- A. *Pre-application Conference.* A pre-application conference is optional for a conditional use application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a conditional use application shall include the following:
 - 1. A written statement and any graphics necessary to describe the precise nature of the proposed use and its operating characteristics and to illustrate how all conditional use review criteria have been satisfied.
 - 2. A map showing the proposed development of the site, including any applicable topography, building locations, parking, traffic circulation, usable open space, landscaped area and utilities and drainage features.
 - 3. Preliminary building plans and elevations sufficient to indicate the dimensions, general appearance, and scale of all buildings.
 - 4. Such additional material as the Planning Director or designee may prescribe or the applicant may submit pertinent to the application.

C. Review and Approval.

1. Planning Commission Recommendation.

- a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the application to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. A copy of the Planning Commission recommendation shall be sent to the Town Board with the applicant to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.

2. Town Board Approval.

- a. The Town Board shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Town Board shall either approve, approve with conditions, or deny the application, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Town Board shall be considered a part of and inseparable from the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.14.4 Findings for Approval.

- A. The conditional use is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- B. The conditional use will be adequately served with public utilities, services and facilities (i.e., water, sewer, electric, schools, street system, fire protection, public transit, storm drainage, refuse collection, parks system, etc.) and not impose an undue burden above and beyond those of the permitted uses of the district.

- C. The conditional use will not substantially alter the basic character of the district in which it is in or jeopardize the development or redevelopment potential of the district.
- D. The conditional use will result in efficient on- and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.
- E. Potential negative impacts of the conditional use on the rest of the neighborhood or of the neighborhood on the conditional use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods. The applicant shall satisfactorily address the following impacts or state a negligible impact:
 - 1. Traffic;
 - 2. Activity levels;
 - 3. Light;
 - 4. Noise;
 - 5. Odor;
 - 6. Building type, style and scale;
 - 7. Hours of operation;
 - 8. Dust; and
 - 9. Erosion control.
- F. The applicant has submitted evidence that all applicable local, state, and federal permits have been or will be obtained. (Ord. 11-2007 §1)

2.15 Minor Subdivisions

Minor Subdivision Plat

2.15.1 Purpose. The purpose of the minor subdivision plat is to provide an administrative process for subdivision of land that meets the requirements of the applicability section below.

2.15.2 Applicability. A minor subdivision shall be defined as a subdivision of land that meets the following conditions:

- A. The property has previously been platted within the Town;
- B. The entire tract to be subdivided is five (5) acres or less in size;
- C. The resulting subdivision will produce four (4) or fewer additional lots; and
- D. There will be no exceptions to the Subdivision Design Standards. (Ord. 11-2007 §1)

2.15.3 Procedure. All minor subdivisions shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3

- A. *Pre-application Conference.* A pre-application conference is required for a minor subdivision application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a minor subdivision application shall include:
 - 1. Minor subdivision plat.
 - 2. General development information. Provide a written description addressing how the proposed development conforms with the Design and Development Standards, Chapters 16 and 17 of this Code and the Comprehensive Plan.
- C. *Review and Approval.*
 - 1. Administrative Approval.
 - a. The Planning Director or designee shall either approve, approve with conditions, or deny the application.
 - b. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Planning Director or designee shall be considered a part of, and inseparable from, the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.15.4 Findings for Approval.

- 1. The minor subdivision is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- 2. The minor subdivision meets the intent of the zone district in which it will be located and all criteria and regulations specified in that zone district, including but not limited to minimum lot size and setbacks;
- 3. The minor subdivision does not result in new or increased nonconformities;
- 4. The minor amendment mitigates, to the maximum extent possible, any negative impacts on existing and planned public facilities in surrounding neighborhood;
- 5. The minor amendment has no effect on the conditions applied to the approval of the plat and does not violate any requirement of the Code; and
- 6. The administrative plat is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for these areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.16 Major Subdivisions

Preliminary Plat

2.16.1 **Purpose.** The purpose of the major subdivision preliminary plat is to provide the Town with an overall master plan for the proposed development. (Ord. 11-2007 §1)

2.16.2 **Applicability.** A major subdivision shall be defined as a subdivision of land results in more than four (4) additional lots.

2.16.3 **Procedure.** All major subdivision preliminary plat applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

A. *Pre-application Conference.* A pre-application conference is required for a major subdivision preliminary plat application to discuss specific application procedures, criteria, and requirements for a formal application.

B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a major subdivision application shall include:

1. Preliminary plat.
2. General development information. Provide a written description of the existing conditions on the site and the proposed development, including an explanation of how the plan is consistent with the Land Use Code and Comprehensive Plan.
3. Preliminary grading and drainage plan and report. This plan and report must be certified by a Colorado-registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains on and adjacent to the site as well as any FEMA applications required.
4. Preliminary utility plan. This plan shall be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision. Town utilities shall be designed in conformance with the Town's Standard Design Criteria and Standard Construction Requirements.
5. Preliminary landscape and open space plan per Section 5.04.
6. Traffic study. This study must be prepared by a professional traffic engineer in conformance with the Division 1 Section 01300 Standard Design Criteria and Standard Construction Requirements.
7. Draft of proposed covenants and architectural design guidelines.
8. Mineral, oil and gas rights documentation. Evidence that the surface owner has contacted all lessees of mineral, oil and gas rights associated with the site and is working towards resolution. Included in the evidence must be the name of the current contact person, their phone number and mailing address.
9. Soils report.

C. *Review and Approval.*

1. Planning Commission Recommendation.

- a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the application to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. A copy of the Planning Commission recommendation shall be sent to the Town Board with the applicant to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.

2. Town Board Approval.

- a. The Town Board shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Town Board shall either approve, approve with conditions, or deny the application, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Town Board shall be considered a part of and inseparable from the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.16.4 Findings for Approval.

- A. The preliminary plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code and the Comprehensive Plan.
- B. The land use mix within the project conforms to the Town's Zoning District Map and furthers the goals and policies of the Comprehensive Plan including:
 1. The proposed development promotes the Town's small town, rural character;
 2. Proposed residential development adds diversity to the Town's housing supply;
 3. Proposed commercial development will benefit the Town's economic base;
 4. Parks and open space are incorporated into the site design;

5. The proposed project protects the Town's environmental quality; and
 6. The development enhances cultural, historical, educational and/or human service opportunities.
- C. The utility design is adequate at a capacity that promotes the Town's character while strengthening the Town's vitality.
 - D. The transportation design meets the intent of the Comprehensive Plan to provide increased connectivity, reduce traffic impacts, and encourage walkability.
 - E. Negative impacts on adjacent land uses have been identified and satisfactorily mitigated.
 - F. There is a need or desirability within the community for the applicant's development and the development will help achieve a balance of land use and/or housing types within the Town, according to the Town's goals. (Ord. 11-2007 §1)

Final Plat

2.16.5 Purpose. The purpose of the final plat is to complete the subdivision of land consistent with the technical standards. (Ord. 11-2007 §1)

2.16.6 Procedure. All major subdivision preliminary plat applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

- A. *Pre-application Conference.* A pre-application conference is not required for a major subdivision final plat application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a major subdivision application shall include:
 1. Final plat.
 2. General development information. Provide a written description confirming that the final plat conforms with the preliminary plat. In addition, the description shall address how the proposed development conforms with the Design and Development Standards.
 3. Complete engineering plans and specifications.
 - a. *Construction plans and profiles.*
 - b. *Structure details.* Sufficient data shall be given to construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc.; detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc.
 - c. *Sewage collection and water supply distribution plans, profiles and specifications.* The plans, profiles and specifications shall be prepared by a registered professional engineer and shall conform to the Standard Design Criteria and Standard Construction Requirements.
 - d. *Final drainage plans and reports.* Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with applicable storm drainage design criteria as determined at the initial preapplication conference.

- e. *Final grading plan.*
 - f. *Soils reports.* The soils reports shall detail special foundation requirements (shall be submitted after overlot grading is complete) and pavement design (may be submitted prior to building permit).
 - g. *Final street lighting plan.* A final street lighting plan shall be prepared in conjunction with the electric utility. The plan must specify the number, kind and approximate location of street lights.
 - h. *Final landscape plan.*
4. Special documents (as needed).
- a. Special improvement district documents.
 - b. Maintenance bonds.
 - c. Special agreements (as may be required by the Town).
 - d. Work in Right-of-Way permit (from the Town).
 - e. Floodplain Use permit (from the Town).
 - f. Grading permit (from the Town).
 - g. State Highway Utility permit (from Colorado Department of Transportation).
 - h. State Highway Access permit (from Colorado Department of Transportation).
 - i. Construction Dewatering permit (from Colorado Department of Public Health and Environment).
 - j. 404 permit (from Army Corps of Engineers).
 - k. Air Pollution Emission Notice (APEN) (from Colorado Department of Public Health and Environment).
 - l. Work in Ditch Right-of-Way permit (from individual ditch companies).
 - m. Rare Species Occurrence Survey (from U.S. Fish and Wildlife Service).
 - n. Approved adjudication of water rights and a plan of augmentation (if applicable).
 - o. Protective covenants, homeowners' association (HOA) documents, articles of incorporation for HOA, and Architectural Design Guidelines finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.
 - p. FEMA-approved applications (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).
 - q. Documentation showing who will own and maintain the open space.
 - r. Documentation for dedication of public sites for open space or other civic purposes.
5. "Clean" final plat for addressing.

- a. Title of project.
- b. North arrow, scale (not greater than 1"=100') and date of preparation.
- c. Vicinity map.
- d. Lot and block numbers, numbered in consecutive order.
- e. Rights-of-way and street names.
- f. Property boundary.

C. Review and Approval.

1. Planning Commission Recommendation.

- a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the application to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. A copy of the Planning Commission recommendation shall be sent to the Town Board with the applicant to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.

2. Town Board Approval.

- a. The Town Board shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Town Board shall either approve, approve with conditions, or deny the application, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Town Board shall be considered a part of and inseparable from the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

D. Post Decision Actions. The applicant shall submit the following documentation to the Town Planner following final decision of the major subdivision final plat:

1. List of contractors. List of all contractors that will be performing the improvements.
2. Proof of insurance. Proof of workers' comprehensive insurance and liability insurance for each contractor.
3. Open space deed restriction. Areas designated as open space shall be protected by a deed restriction or other appropriate method to ensure that they cannot be subdivided or developed in the future and will remain as open space in perpetuity.
4. Other certificates, affidavits, enforcements, or deductions. As required by the Planning Commission or Town Board. (Ord. 11-2007 §1)
5. Memorandum of Public Improvements (MOAPI). This agreement assures construction of the required improvements. This document shall be signed by the developer and the Town, the signatures shall be notarized and the document shall be recorded by the Town Administrator/Clerk with the County Clerk and Recorder.
6. General warranty deed. This deed conveys to the Town all public lands other than streets shown on the plat or, in lieu of a deed, a check in an amount to be determined by the Town.
7. Improvements guarantee. Letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated to in the MOAPI or other agreements or contracts, posted in favor of the Town in an amount sufficient to assure construction of public improvements.

2.16.7 Findings for Approval.

- A. The final plat conforms with the approved preliminary plat and incorporates recommended changes, modifications and conditions attached to the approval of the preliminary plat unless otherwise approved by the Town Board.
- A. The development will substantially comply with the Design and Development Standards as set forth in Chapter 16, Article 3 of this Code.
- B. All applicable technical standards have been met. (Ord. 11-2007 §1)

2.17 Planned Unit Development (PUD)

2.17.1 Purpose. The Planned Unit Development (PUD) permits and encourages innovative design and high quality, master-planned developments on large parcels of land.

2.17.2 Applicability. Planned Unit Developments may be eligible for approval pursuant to the requirements established in this section.

2.17.3 General PUD Requirements. Properties utilizing the PUD Overlay District shall be subject to the following:

- A. The area of land for the PUD may be controlled by one (1) or more landowners and must be developed under unified control or a unified plan of development.

- B. Any areas designated as private streets and/or common open space, including land, an area of water or a combination of land and water within the site designated for a PUD, shall be designed and intended primarily for the use or enjoyment of residents, occupants and owners of the PUD; and provisions shall be made for the establishment of an organization for the ownership and maintenance of such private streets and/or common open space areas unless other adequate arrangements for the ownership and maintenance thereof are provided in a manner acceptable to the Town.
- C. All requirements set forth in this Code otherwise applicable to the area of land proposed for a PUD shall govern, except to the extent that the unified plan of development for residential, commercial, educational, recreational, or industrial uses or any combination thereof may propose exceptions in lot size, bulk, type of use, density, lot coverage, open space, or other standards within the existing land use regulations.
- D. No PUD may be approved by the Town without the written consent of the landowner whose property is included within the PUD.

2.17.4 **General PUD Procedure.**

- A. All PUD applications shall be submitted and processed simultaneously with the processing of subdivision applications for the property per the procedures set forth in Section 2.16. In addition, an application for a rezone shall be processed per Section 2.07.
- B. Rezoning to a PUD shall occur concurrently with a preliminary plat/preliminary PUD development plan. Public hearings for the zoning of a property as a PUD and for preliminary PUD development plan approval may be combined or can occur separately.
- C. Development within a PUD cannot occur unless and until a final plat for the portion of the property to be developed has been approved and recorded as provided in Section 2.16.
- D. Upon approval of a final PUD development plan, the Town Board shall adopt an ordinance establishing the PUD Overlay District for the property in accordance with that plan.
- E. In addition to all of the information required as part of the sketch plan, preliminary plat and final plat application packages, applications for a PUD development plan and PUD Overlay District shall include additional information as outlined below.

Sketch PUD Development Plan

2.17.5 **Purpose.** The purpose of the sketch PUD development plan is to provide the Town with a preliminary master plan concept for the proposed development.

2.17.6 **Procedure.** All sketch PUD development plan applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

- A. *Pre-application Conference*. A pre-application conference is required for a sketch PUD development plan application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Land Use Application Submittal*. In addition to the requirements set forth in Section 2.04.3, a major subdivision application shall include:
 - 1. A written PUD description as part of the general development information, which includes:
 - a. A list of all subdivision regulation exceptions proposed for the PUD.
 - b. Identification of the underlying zoning districts for the property and a description of any proposed modifications and/or restrictions to the allowed uses and/or standards within the districts. If any conditional uses are requested, explain how the conditional use review criteria will be addressed.
 - c. Identification and explanation of the benefits which will be provided by the PUD to offset the impact of the modifications requested (i.e., if the minimum lot size is decreased, additional functional, centrally located common open space will be provided; or if the width of the local street right-of-way is decreased by eliminating on-street parking, then there will be designated parking areas within five hundred [500] feet of all residences, etc.). All proposed benefits must offset the proposed modifications.
 - d. An explanation of how the proposed PUD will be compatible with adjacent neighborhoods which now exist or are proposed in the future. Describe any proposed buffering techniques which serve to achieve such compatibility.
 - e. Any additional relevant information which the Town may deem necessary.
- C. *Review and Approval*.
 - 1. Administrative Approval.
 - a. The Planning Director or designee shall either approve, approve with conditions, or deny the application.
 - b. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Planning Director or designee shall be considered a part of, and inseparable from, the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

Preliminary PUD Development Plan

2.17.7 Purpose. The purpose of the preliminary PUD development plan is to provide the Town with an overall master plan with preliminary engineering detail to ensure all provisions of this Land Use Code can be met.

2.17.8 Procedure. All preliminary PUD development plan applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

- A. *Pre-application Conference*. A pre-application conference is not required for a preliminary PUD development plan application.
- B. *Land Use Application Submittal*. In addition to the requirements set forth in Section 2.04.3, a major subdivision application shall include:
1. A written PUD description as part of the general development information which includes:
 - a. A list of all subdivision regulation exceptions being proposed for the PUD and an explanation of why such exceptions are justified.
 - b. Identification of the underlying zoning districts for the property and a description of any proposed modifications and/or restrictions to the allowed uses and/or standards within the districts. Provide a comparison between the proposed preliminary PUD plan to the elements and standards of the underlying zone districts as contained in this Chapter. If any conditional uses are requested, explain how the conditional use review criteria will be addressed.
 - c. A description of how the proposed PUD overlay rezoning satisfies one (1) or more of the criteria for amendments to the official zoning map.
 - d. Identification and an explanation of the benefits which will be provided by the PUD to offset the impact of the modifications requested. The proposed benefits must offset the proposed modifications.
 - e. An explanation of how the proposed PUD will be compatible with adjacent neighborhoods which now exist or are proposed in the future. Buffering techniques which serve to achieve such compatibility shall be described.
 - f. An explanation of how the preliminary PUD development plan is consistent with the sketch PUD development plan or, if there are differences, the rationale for the changes.
 - g. Draft copies of owners' association documents (covenants, conditions, restrictions, and any architectural design guidelines) that provide an acceptable program for the continuing maintenance of open space, recreational areas, walkways, and private streets within the PUD that detail the type of organizational structure responsible for such ongoing maintenance and that provide for architectural review based on the design guidelines.
 - h. Any additional relevant information which the Town may deem necessary.
 2. Preliminary PUD development plan map. The preliminary PUD development plan map shall be prepared using the preliminary plat map as the base. The base shall include a clear graphic or written representation of:
 - a. All principal, conditional and accessory uses within each land use category within the PUD (i.e., single-family, multi-family, commercial, etc.), either listed specifically or by reference to the zoning districts within the Town. In particular, any modifications to the principal, conditional, and accessory uses of the underlying zone districts shall be noted.

- b. Standards for principal and accessory uses within each land use category, to include:
 - i. Minimum lot area.
 - ii. Maximum lot coverage.
 - iii. Maximum floor area ratio (total floor area to total lot area).
 - iv. Maximum building height.
 - v. Parking requirements for principal, accessory, and conditional uses.
 - vi. Any additional relevant information which the Town may deem necessary.
- c. Proposed phasing for the development.

C. Review and Approval.

1. Planning Commission Recommendation.

- a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the application to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. A copy of the Planning Commission recommendation shall be sent to the Town Board with the applicant to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.

2. Town Board Approval.

- a. The Town Board shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Town Board shall either approve, approve with conditions, or deny the application, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Town Board shall be considered a part of and inseparable from the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

Final PUD Development Plan

2.17.9 **Purpose.** The purpose of the final PUD development plan is to complete the subdivision of land consistent with the technical standards.

2.17.10 **Procedure.** All final PUD development plan applications shall comply with the following specific procedures in addition to the general procedures in Section 2.04.3.

- A. *Pre-application Conference.* A pre-application conference is not required for a final PUD development plan application.
- B. *Land Use Application Submittal.* In addition to the requirements set forth in Section 2.04.3, a major subdivision application shall include:
- C. A written PUD description as part of the general development information, based on the materials submitted for the preliminary PUD development plan and on comments received from the Town at the time of preliminary plan review. All of the items listed above for the preliminary PUD development plan in finalized form shall be included. An explanation shall also be included of how the final PUD development plan is consistent with the preliminary PUD development plan, or if there are differences, the rationale for the changes.
- D. A final PUD development plan map. The final PUD development plan map using the final plat map as the base shall be prepared.
- E. Any additional relevant information which the Town may deem necessary.

2.17.11 **Findings for Approval.**

- A. *Sketch PUD development plan review criteria.* The following review criteria will be used by the Town staff, Planning Commission and Town Board to evaluate all PUD applications at the time of sketch PUD plan/sketch plan review:
 - 1. The proposed benefits offset the proposed exceptions to the zoning and subdivision standards, and the exceptions are in the best interest of the public health, safety, and welfare.
 - 2. The proposed PUD conforms to the PUD restrictions, and the proposed zoning is compatible with the surrounding land uses.
 - 3. The PUD proposes creative and innovative design and high-quality development, thereby protecting and promoting public safety, convenience, health, and general welfare.
 - 4. The uses and densities in the proposed PUD are compatible and will be effectively integrated with adjacent neighborhoods which now exist or are proposed in the future.
 - 5. The proposed PUD is in general conformance with the Comprehensive Plan.
 - 6. One (1) or more of the criteria for amendment of the official zoning map has been satisfied.

- B. *Preliminary PUD development plan review criteria.* In addition to all of the review criteria for a sketch PUD development plan, the following review criteria will be used by the Town staff and Town Board to evaluate all PUD applications at the time of the preliminary PUD plan/preliminary plat:
1. The preliminary PUD development plan is substantially consistent with the sketch development plan as approved by the Town Board.
 2. All sketch PUD development plan conditions of approval have been adequately addressed on the preliminary PUD development plan.
- C. *Final PUD development plan review criteria.* In addition to all of the review criteria for a preliminary PUD development plan, the following review criteria will be used by the Town staff and Town Board to evaluate all PUD applications at the time of the final PUD plan/final plat:
1. The final PUD development plan is substantially consistent with the preliminary PUD development plan as approved by the Town Board.
 2. All preliminary PUD development plan conditions of approval have been adequately addressed on the final PUD development plan.
 - a. Compliance with PUD Overlay District/final development plan. The Town Board may initiate the process to repeal the ordinance establishing the PUD Overlay District if:
 - i. The project for which the PUD overlay zone was established is not carried out pursuant to the approved final PUD development plan; provided, however, that the Town Board may approve appropriate modifications to the final PUD development plan from time to time prior to completion of the proposed development; or
 - ii. Building activity for the PUD Overlay District has not commenced within a period of one (1) year after the effective date of the creating ordinance, unless otherwise approved by the Town Board. (Ord. 11-2007 §1)

2.18 Condominium/Townhome Plat

2.18.1 **Purpose.** Condominium or townhome plat approval is intended for adjustments to legal boundaries, easements, and title of property for proper recording. These adjustments have little or no impacts on public facilities and infrastructure and are within ownership patterns or development patterns that have otherwise been determined in accordance with the Wellington Comprehensive Plan.

2.18.2 **Applicability.** Condominiumization or Townhome Plats may be eligible for administrative approval where:

- A. The subdivision is a condominiumization or townhome subdivision.

2.18.3 Procedure. All applications for administrative plat review shall comply with the following specific procedures in addition to the administrative review procedures set forth in Section 2.04.4 and shall meet all requirements for a final subdivision plat as set forth in Section 2.16.

- A. *Pre-application Conference.* A pre-application conference is required for a condominium or townhome plat application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Application Submittal.* The condominium or townhome plat application shall follow the requirements established in Section 2.08.3.B.
- C. *Review and Approval.* The condominium or townhome plat shall follow the requirements established in Section 2.08.3.C.

2.18.4 Additional Standards – Condominiumization. For final condominiumization approval the following additional provisions are needed:

- A. A map showing all common areas (general and limited common elements) and usages of the building and grounds, for the interior division of the building showing horizontal and vertical boundaries of all units, including a distance from a building corner to a property corner or other survey reference; and
- B. A copy of the declaration applicable to the condominium project, as defined in Section 38-33-105, C.R.S. 1973, as amended and/or as may be required pursuant to the Colorado Common Interest Ownership Act, C.R.S. 38-33.3-101 et.seq., as amended.
- C. A copy of the condominium association Articles of Incorporation, bylaws, and covenants. The bylaws and declaration of covenants shall contain the information required by the Condominium Ownership Act of the State of Colorado and the Colorado Common Interest Ownership Act, if applicable. All condominium projects shall comply with this requirement.
- D. A management plan that states:
 - 1. The responsible party for managing the common area;
 - 2. Provisions for selecting, appointing, and securing management; and
 - 3. Responsibilities and duties of the management entity.
- E. A maintenance plan that states:
 - 1. The responsible entity for repair and maintenance of common areas;
 - 2. What will be included in the maintenance program, including but not limited to provisions for snow removal, trash removal, maintenance of pools, hot tubs, common areas and other amenities; and
 - 3. The mechanism used to fund the management and maintenance activities of the development.
- F. In addition, if there are any restrictive covenants, conditions, or restrictions other than specified in the declaration, they shall be filed concurrently with the filing of the final plat.

2.18.5 Additional Standards – Townhomes.

- A. A townhome lot may be subdivided prior to the construction of the foundation provided that:
1. The final plat of any such townhome lot shall contain a plat note that provides as follows:
 - a. Pursuant to Section 4.02.8.G of the Town of Wellington Code, the townhome lot identified hereon as “_____” has been subdivided prior to the construction of the townhome or its foundation. Pursuant to said section, the owner(s) of the townhome lot, as well as the owner(s) of any property that abuts the townhome lot must, within ninety (90) days after the construction of the foundation for the townhome, have a survey of the location of the foundation prepared and make a subdivision plat amendment application to the Town that shall cause the townhome lot depicted on the plat to be coterminous with the foundation of the townhome as constructed; and
 2. Within ninety (90) days after the construction of the foundation for the townhome, the owner(s) of the townhome lot shall have a survey of the location of the foundation prepared and, along with the owner(s) of any property that abuts the townhome lot, shall make and pursue to completion an application to the Town to amend the plat of the townhome that causes the townhome lot to be coterminous with the foundation of the townhome as constructed.
- B. With respect to a townhome lot that has been subdivided prior to the construction of the townhome or its foundation, it is unlawful:
1. For the owner(s) of the lot to fail to, within ninety (90) days after the construction of the foundation, have a survey of the location of the foundation prepared; and
 2. For the owner(s) of the lot and the owner(s) of any property that abuts the townhome lot, to fail to, within ninety (90) days after the construction of the foundation, make and pursue to completion an application to the Town to amend the plat of the townhome lot that causes the townhome lot to be coterminous with the foundation of the townhome as constructed.
- C. For final townhome plat approval the following additional provisions are needed:
1. A map showing all common areas (general, limited common area), usages of the building and grounds, and the building showing horizontal boundaries for the interior division of all unit;
 2. A copy of the Townhome Association Articles of Incorporation, bylaws, and covenants;
 3. A management plan that states:
 - a. The responsible party for managing the common area;
 - b. Provisions for selecting, appointing, and securing management; and
 - c. Responsibilities and duties of the management entity.
 4. A maintenance plan that states:
 - a. The responsible entity for repair and maintenance of common areas;

- b. What will be included in the maintenance program, including but not limited to provisions for snow removal, trash removal, maintenance of pools, hot tubs, common areas and other amenities; and
 - c. The mechanism used to fund the management and maintenance activities of the development.
- D. In addition, if there are any restrictive covenants, conditions, or restrictions other than specified in the declaration, they shall be filed concurrently to filing of the final plat; and
- E. A copy of the declaration applicable to the townhome project, as defined in Section 38-33-105, C.R.S. 1973, as amended and/or as may be required pursuant to the Colorado Common Interest Ownership Act, C.R.S. 38-33.3-101 et. seq., as amended.

2.18.6 Findings for Approval.

- A. The condominium or townhome plat is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- B. The condominium or townhome plat shall meet the intent of the zone district in which it will be located and all criteria and regulations specified in that zone district, including but not limited to minimum lot size and setbacks;
- C. The condominium or townhome plat shall not result in new or increased nonconformities;
- D. The condominium or townhome plat shall mitigate, to the maximum extent possible, any negative impacts on existing and planned public facilities in surrounding neighborhood;
- E. The condominium or townhome plat has no effect on the conditions applied to the approval of the plat and does not violate any Code requirement; and
- F. The condominium or townhome plat is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for these areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.19 Revised Final Plat

2.19.1 Purpose. Revised final plat approval is intended for revisions to legal boundaries, easements, and title of property for proper recording. These revisions are within ownership patterns or development patterns that have otherwise been determined in accordance with the Wellington Comprehensive Plan.

2.19.2 Applicability. Revisions to a previously approved final plat may be eligible for administrative approval where:

- A. The revisions are due to field conditions that could not have been reasonably anticipated or were discovered at the time of the final plat which results in no material change to the application; or

- B. The revisions are due to changes in the development program, and these changes will result in no additional lots and will impact public facilities the same or similarly to the previously approved application.

2.19.3 Procedure. All revised final plat applications shall comply with the following specific procedures in addition to the administrative review procedures set forth in Section 2.04.4 and shall meet all requirements for a final subdivision plat as set forth in Section 2.16.

- A. *Pre-application Conference.* A pre-application conference is required for a revised final plat application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Application Submittal.* The revised final plat application shall follow the requirements established in Section 2.08.3.B.
- C. *Review and Approval.* The revised final plat application shall follow the requirements established in Section 2.08.3.C.

2.19.4 Findings for Approval.

- D. The revised final plat is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- A. The revised final plat shall be meet the intent of the zone district in which it will be located and all criteria and regulations specified in that zone district, including but not limited to minimum lot size and setbacks;
- B. The revised final plat shall not result in new or increased nonconformities;
- C. The administrative plat shall mitigate, to the maximum extent possible, any negative impacts on existing and planned public facilities in surrounding neighborhood;
- D. The revised final plat has no effect on the conditions applied to the approval of the plat and does not violate any Code requirement; and
- E. The revised final plat is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for these areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.20 Annexation

2.20.1 Purpose. This Section establishes the procedure to bring land under the jurisdiction of the Town in compliance with the Colorado Municipal Annexation Act of 1965, as amended. (Ord. 11-2007 §1)

2.20.2 Responsibilities of Applicant. In addition to other duties imposed upon all applicants by this Code and the Colorado Municipal Annexation Act of 1965, as amended, all applicants shall have the following responsibilities:

- A. The applicant is responsible for having a representative at all meetings where the request is reviewed. Failure to have a representative present will be cause to have the item withdrawn from the agenda of that meeting.
- B. The applicant shall consult with the Planning Department to discuss any special conditions pertaining to the annexation and to obtain an annexation petition. (Ord. 11-2007 §1)

2.20.3 Procedure.

- A. *Pre-application Conference.* A pre-application conference is required for an annexation application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Annexation Petition Submittal.* At least fifteen (15) days prior to the presentation of any annexation petition to the Town Board, the applicant shall submit to the Town an annexation petition including:
 - 1. An Annexation Map depicting at a minimum the property boundaries, location of existing buildings, parking, utilities, and easements as well as current and proposed zoning and land use categories.
 - 2. A Master Plan depicting the preliminary design of the proposed use including lot and block layout and proposed residential density.
 - 3. A request for zoning of the area pursuant to Section 2.07, to be reviewed concurrently with the annexation.
 - 4. Supportive information. The following supportive information shall be submitted with the annexation map and master plan:
 - a. Soils description and limitation.
 - b. Preliminary utility plan.
 - c. Statement on community need for proposed annexation and zoning.
 - d. For all annexations in excess of ten (10) acres, the applicant shall obtain from the school district governing the area to be annexed a statement of the effect of the annexation upon the school district, including an estimate of the number of students generated by the proposed annexation and the capital construction required to educate such students. (Ord. 11-2007 §1) (Ord. No. 5-2008, § 1, 3-11-08)
- C. *Review and Approval.*
 - 1. The Planning Director or designee shall review all documents submitted for completeness and accuracy.
 - 2. Once it is determined that the annexation petition is complete and accurate, the Planning Director or designee shall present the annexation petition and a resolution initiating annexation proceedings to the Town Board, which shall thereafter establish a date for a public hearing.

3. Upon the establishment of a public hearing date, the notice shall be given in accordance with the Colorado Municipal Annexation Act of 1965, as amended, and shall specifically direct copies of the annexation petition and the resolution initiating the annexation procedure by certified mail to the Clerk of the Larimer County Board of County Commissioners and to the Larimer County Attorney. Copies of the annexation petition and the resolution initiating the annexation procedure shall also be sent by certified mail to any school district or special district having territory within the annexed area. These copies shall be sent at least twenty-five (25) days prior to the public hearing.
4. The Planning Director or designee shall furnish the annexation map and the master plan to the following entities and may submit copies of the annexation map and the master plan to additional interested entities at their discretion. Such entities shall be advised by the Planning Director or designee of the scheduled hearing date and shall further be notified that any objections to the annexation and master plan must be submitted to the Town in writing no later than seven (7) days after receipt of the annexation map and master plan:
 - a. Telephone companies.
 - b. Franchise utility companies.
 - c. Town Engineer.
 - d. Fire Department.
 - e. Town Water and Sewer Department.
 - f. Colorado Department of Transportation.
5. Planning Commission Recommendation.
 - a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
 - b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the application to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
 - c. A copy of the Planning Commission recommendation shall be sent to the Town Board with the applicant to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.
6. Town Board Approval.

- a. The Town Board shall hold a public hearing and review the application at a regular meeting. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
- b. The Town Board shall either approve, approve with conditions, or deny the application, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
- c. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Town Board shall be considered a part of and inseparable from the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.20.4 Annexation Impact Report.

- A. For all annexations in excess of ten (10) acres, the Town shall prepare an impact report regarding the proposed annexation not less than twenty-five (25) days before the date of the annexation hearing. One (1) copy of the impact report shall be filed with the Larimer County Board of County Commissioners within five (5) days thereafter. The preparation and filing of the annexation impact report may be waived upon approval of the Larimer County Board of County Commissioners.
- B. The annexation impact report shall include the following:
 1. A map or maps of the Town and adjacent territory showing the following information:
 - a. The present and proposed boundaries of the Town in the vicinity of the proposed annexation.
 - b. The present streets, major trunk water lines, sewer interceptors and outfalls, other utility lines and ditches and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation.
 - c. The existing and proposed land use pattern in the areas to be annexed.
 2. A copy of any draft or final pre-annexation agreement, if available.
 3. A statement of the Town's plans for extending or providing for municipal services within the area to be annexed.
 4. A statement of the Town's plans for the financing of municipal services to be extended into the area to be annexed.
 5. A statement identifying all existing districts within the area to be annexed.
 6. A statement of the effect of the annexation upon the school district governing the area to be annexed, as is more fully set forth in Paragraph 15-1-30(d)(7) above. (Ord. 11-2007 §1)

2.20.5 Consideration of Annexation Ordinance. Upon the submission of documentation in accordance with this Chapter and upon compliance with the notice and hearing requirements as set forth in the Colorado Municipal Annexation Act of 1965, as amended, the Town Board may

consider the approval of an ordinance annexing the subject property to the Town. If the Town Board considers and disapproves the ordinance, no similar request may be heard for a period of one (1) year from the date of denial. (Ord. 11-2007 §1)

2.20.6 Findings for Approval.

1. The annexation is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
2. The annexation shall not create any additional cost or burden on then-existing residents of the Town to provide public facilities and additional community services in any newly-annexed area;
3. The applicant has demonstrated that they arranged with the school district regarding the dedication of school sites, or payment of fees in lieu of said dedication, as may be agreed to among the applicant, the school district, and the Town;
4. All existing and proposed streets in newly annexed territory shall be constructed in compliance with all current Town standards unless the Town determines that the existing streets will provide appropriate access during all seasons of the year to all lots fronting on each street; and that the curbs, gutters, sidewalks, bike lanes, culverts, drains, and other structures necessary to the use of such streets or highways are satisfactory or not necessary to promote public safety. The location, type, character and dimensions of all structures and the grades for all existing or proposed street work shall be subject to approval by the Town;
5. The annexation is in the best interest of the citizens of the Town of Wellington; and
6. The annexation is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for these areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.20.7 Final Submission. If the Town Board approves an annexation ordinance, the applicant shall submit to the Planning Department the final annexation map and master plan within ten (10) days of the effective date of the annexation ordinance. (Ord. 11-2007 §1)

2.21 Variance

2.21.1 Purpose. A variance provides relief from the strict application of a standard to a specific site that would create an unnecessary hardship or practical difficulties on all reasonable use of the property.

2.21.2 Applicability. Variances may be sought for relief from dimensional and numerical standards of this Land Use Code. Variances may not be sought to vary the allowed use on a property.

2.21.3 Procedure. All applications for Variances shall comply with the following specific procedures in addition to the general procedures set forth in Section 2.04.

- A. *Pre-application Conference.* A pre-application conference is required for a variance application to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Application Submittal.* The variance application shall include:
1. A site plan detailing property boundaries, footprints of all existing and proposed buildings, parking configuration, location of all utilities and easements, and any other details required to demonstrate conformance with all regulations and development standards applicable to the proposed zoning district;
 2. A written narrative justifying why the proposed variance fits in with the surrounding neighborhood;
 3. Conceptual building plans, including elevations, exterior materials, doors, decks, etc., if applicable;
 4. Any other information identified in the pre-application meeting.
- C. *Review and approval.*
1. Planning Commission Recommendation.
 - a. The Planning Commission shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
 - b. The Planning Commission shall either recommend approval, approval with conditions, or denial of the application to the Town Board, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.
 - c. A copy of the Planning Commission recommendation shall be sent to the Town Board with the applicant to be reviewed during a public hearing by the Town Board at a regularly scheduled board meeting.
 - d. The review of a development permit may occur concurrently with review for a general rezone or other land development application.
 2. Town Board Approval.
 - a. The Town Board shall hold a public hearing and review the application at a regular meeting. Public notice shall be given pursuant to Section 2.02. The applicant or their representative may be present at the meeting to present the proposal. Staff shall present their staff report and recommendation.
 - b. The Town Board shall either approve, approve with conditions, or deny the application, or continue the hearing pursuant to Section 2.02.4, with the requirement that the applicant

submit changes or additional information which they find necessary to determine whether the application complies with the Town's regulations, goals, and policies.

- c. Any information, exhibits, plans or elevations, whether conceptual or detailed, that are part of the application approved by the Town Board shall be considered a part of, and inseparable from, the approval. All development shall conform to the approved plans, unless otherwise provided for within this Land Use Code.

2.21.4 Findings for Approval.

- A. The relief requested is consistent with the Comprehensive Plan and the intent stated in this Land Use Code;
- B. Strict application of the regulation will result in an unnecessary hardship and practical difficulties on all reasonable use of the land intended by the existing zoning, as opposed to convenience or benefit of the applicant or a specific application;
- C. The need for the variance is due to specific and unique physical conditions on the site that do not exist on similarly situated land in the area;
- D. The manner in which strict application of the regulation deprives the applicant of reasonable use of the land compared to other similarly situated land in the area;
- E. The circumstances warranting the variance are not the result of actions by the applicant, or could not be reasonably avoided by actions of the applicant;
- F. Granting the variance will not harm the public health, safety and welfare or the purposes and intent of these regulations;
- G. The relief requested is the minimum necessary to alleviate the hardship and practical difficulties; and
- H. The relief requested is consistent with any other prior approvals and official plans and policies created under the guidance of that plan for these areas (e.g., The Comprehensive Plan, specific area plans like a Downtown Corridor Study, etc.).

2.22 Appeals

2.22.1 Purpose. This section sets forth the process for appealing land use decisions made by any applicant, administrative official, board, or commission under this Code.

2.22.2 Applicability. An appeal application may be initiated by any person aggrieved by a final decision made by an administrative officer or agency, based upon or made in the course of the administration or enforcement of this Code. Appeals are made in accordance with C.R.S. § 31-23-307.

- A. Appeals may be taken by any officer, department, board, or commission of the Town affected by the grant or refusal of the building permit, or by other decision of the administrative officer or agency, based on or made in the course of administration or enforcement of this regulation.
- B. *Appeal of Administrative Decisions.* Appeals of all administrative decisions shall be to the Board of Adjustment.
- C. *Appeal of Planning Commission Decisions.* Appeals of all Planning Commission decisions shall be to the Town Board.
- D. *Appeal of Town Board Decisions.* Appeals of any final decision by the Town Board decisions made pursuant to this Code shall be to the District Court in the manner set forth in the Colorado Rules of Civil Procedure.

2.22.3 Procedure.

- A. *Pre-application Conference.* A pre-application conference is not required for an appeal of an administrative decision, but may be used to discuss specific application procedures, criteria, and requirements for a formal application.
- B. *Application Submittal.* Appeals shall be:
 - 1. Made in writing and submitted to the Planning Director stating the specifics of the appeal, the grounds for the requested relief, and include all pertinent records of the decision.
 - 2. Made within 7 days of the final decision.
 - 3. Demonstrate that the decision is final and that all other administrative remedies have been exhausted.
- C. *Review.* Upon receipt of a formal application staff will conduct an internal review and may supplement the application with any additional records on the decision.
 - 1. Upon submittal of a formal application, staff shall only review the application to confirm that it is complete and that the appeal is heard by the appropriate review body. The staff report shall not make a formal recommendation, but rather shall include only the necessary facts to warrant an appeal, which shall be provided by the appellant.
 - 2. The appellant has the burden of proving the necessary facts to warrant approval of an appeal by the appropriate decision-making body. Such proof shall be provided at time of a written application with the non-refundable application fee. If the appellant fails to provide facts warranting an appeal, the application shall be rejected.
 - 3. An appeal stays all proceedings from further action unless the Town Administrator determines that a stay would create adverse impacts to the health, safety, and welfare of the Town or subject neighborhood.
- D. *Public Hearings.*

1. The Town Board shall review the application subject to the criteria in this section. Upon the close of the public hearing the Town Board shall either affirm the decision of the administrative official or Planning Commission, affirm the decision of the administrative official or Planning Commission with specific conditions and modifications, overturn the decision of the administrative official or Planning Commission and make the decision that the Town Board determines should be made, or continue the application to collect additional information pertinent to the application or to take the matter under advisement.
 - a. If the hearing is postponed, new notice shall be required.
 - b. The continued hearing shall occur at the next Town Board regular meeting, or at some other time within 60 days with the consent of the applicant. No application may be postponed more than once by the Town Board without the applicant's consent.
2. No decision of the Town Board may exceed the authority granted to the administrative official or Planning Commission under these regulations,
3. The appeal authority may reverse a previous decision in whole or in part, or may modify the order, requirement, decision, or determination appealed from.
4. The appeal authority may attach conditions of approval on any appeal to ensure the health, safety, and welfare of the Town.

2.22.4 Findings for Approval. In reviewing and determining whether to affirm, reverse, or amend a decision of another decision-making body, the current decision-making body shall consider the following findings:

- A. Whether the decision of the administrative official or Planning Commission was a clear error, as opposed to fairly debatable, according to the provisions of these regulations.
- B. The interpretation instructions of these regulations.
- C. The purposes, intent, and design objectives of any standards that are subject to the appeal.
- D. The record on the application, including the official plans and policies of the Town used to evaluate the application or make the decision.
- E. Whether the final decision and the grounds for relief requested in the appeal are within the authority granted by these regulations.
- F. Whether there are other more appropriate and applicable procedures to achieve the applicant's proposed objective, such as a plan amendment, text amendment, planned zoning districts, a zoning map amendment, or a variance.

2.22.5 Post Decision Actions. Any further appeals from the appropriate appeal authority shall be made as provided by law.



Planning Commission Meeting

Date: October 4, 2021
Submitted By: Patty Lundy, Development Coordinator
Subject: Meeting Minutes of September 13, 2021

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Move to approve the work session minutes and regular meeting minutes of September 13, 2021, as presented.

ATTACHMENTS

1. Minutes of September 13, 2021



**TOWN OF WELLINGTON
PLANNING COMMISSION
September 13, 2021**

**MINUTES
WORK SESSION – 5:30pm**

1. WORK SESSION – 5:30pm

The Planning Commission for the Town of Wellington, Colorado, met on September 13, 2021, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 5:30 p.m. in a work session to discuss draft language relating to land use code updates and landscape and irrigation standards updates.

Cody Bird, Planning Director introduced a proposed new outline for the land use code, draft descriptions for zoning districts, and a draft list of land uses.

Commissioners inquired if the land use code updates would be made retro-active and if residents would have to change properties to come into compliance with the new codes.

Bird replied that any new code provisions adopted would apply only to new projects and substantial changes or redevelopment of existing sites.

Commissioners commented that they liked the new code format and it is easier to find what they were looking for compared to the current code.

Commissioners asked to consider medical care uses including uses such as elder care and urgent care facilities.

Jennifer Gardner, Logan Simpson introduced draft provisions for the landscape standards and irrigation standards. These updated standards would be applicable for new developments, and will also provide guidance and recommendations for those looking to make changes to an existing landscape. The updated landscape standards is also proposed to be supported by a landscape and irrigation design manual to provide further guidance.

Commissioners liked having examples shown in the code and the design manual to show residents what the code is describing. They felt the graphics would be very helpful.

No action was taken during the work session. The work session adjourned at 6:30pm.



**TOWN OF WELLINGTON
PLANNING COMMISSION
September 13, 2021**

**MINUTES
REGULAR MEETING – 6:30pm**

2. CALL REGULAR MEETING TO ORDER – 6:30pm

The Planning Commission for the Town of Wellington, Colorado, met on September 13, 2021, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 6:30 p.m.

3. ROLL CALL

Commissioners Present: Bert McCaffrey, Chairperson
Tim Whitehouse
Rebekka Kinney
Eric Sartor
Troy Hamman
Linda Knaack

Absent: Barry Friedrichs

Town Staff Present: Cody Bird, Planning Director
Liz Young Winne, Planner II
Patty Lundy, Development Coordinator

4. ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

5. PUBLIC FORUM

Christine Gaiter said that on page 6 she did not like what she was seeing for the definition for the C2 zone district description. She would like to see Harrison and McKinley Street be treated the same.

Kathy Wydallis commented that there was discussion during the Comprehensive Plan discussion that there was not going to have high density .

Sherry Leeper commented that she lives on Harrison Ave. in a residential area and wishes for it to remain low density residential.

Alyssa Ratzlaff said that she takes pride in her home and she says she likes the feeling when you drive through town that it is not big and fancy but that it is the small town feel with history. She doesn't want transitional zoning and would like the area to keep the same old character that it has now. The downtown housing is currently the most affordable.

Jon Gaiter, Trustee, said he wanted the Commissioners and staff to remember that the Town Board asked residents to trust this Commission and staff that they would do their jobs and will listen to concerns. He said that it doesn't seem that has happened.

Karen March stated she lives is on McKinley Ave. and would like it to be low density.

6. CONSIDERATION OF MINUTES

A. Meeting Minutes of August 2, 2021

Moved by Commissioner Sartor, seconded by Commissioner Whitehouse to approve the minutes as presented. Motion passed 6-0.

7. NEW BUSINESS

A. Minor Subdivision – Lot 1, Amended Lots 2 and 3, Replat of Tract 47, Wellington Place Subdivision (3837 6th St.)

Bird introduced the staff report. The proposed minor subdivision is a lot split of the existing property currently occupied by the Wellington Vet Hospital. The applicant desires to divide the lot so the Vet Hospital can remain and create a second building site for future commercial development. Staff is supportive of the request to divide the property to create a second building site. A few minor cleanup things on the drawing are identified in the staff report that can easily be corrected on the final document.

Bird explained that the site has a significant floodplain that limits the site. Staff asked the applicant to provide some conceptual drawings to illustrating that subdivision of the property would still have sufficient space to meet the building footprint needs, parking lot circulation and access, and to meet the 6th Street dedication requirements. The applicant provided the conceptual drawings requested and demonstrated that all the requirements could be satisfied. A cross-lot parking and access easement was suggested by staff to ensure the needs of both properties could be met. Staff can work with the owner and applicant on the mechanics of the parking and access dedications.

Kevin Brazelton, United Civil Design Group was in attendance to representing the applicant. He did not have anything to add to Bird's comments. The owner has reviewed the staff comments in the report and have no issues with providing the easement or addressing the comments. He is available to answer any questions.

Chairman McCaffrey wanted to know if the concept site plan provides enough parking. Bird replied that it does.

Commissioner Whitehouse asked about the drainage and the flood plain.

Bird reminded that the site plan provided for the site was conceptual only to show that there is room to build a structure and parking to support it on the property if the property is divided.

Chairman McCaffrey asked if there would still be a dog park with the vet clinic.

Brazelton replied yes, there would be.

Chairman McCaffrey opened the public hearing.

Ralph Houdeshell said that Coal Creek can't handle the water presently and wanted to know if there are any plans to remedy the situation. He said that the 24" pipe that goes across the property does not hold the water that it does not go through it but that it floods his property at 7735 Sixth Street. He said that he tried to meet with the prior Town Administrator or Town Engineer in the past, but the meeting did not happen.

Commissioner Hamman asked for him to send in some documentation and pictures and the Town would investigate the situation.

Chairman McCaffrey, seeing no more public comments, closed the public hearing.

Commissioner Kinney moved to approve the minor subdivision for 7837 Sixth Street Subdivision, subject to staff report comments and engineering review comments, and forward a recommendation of approval to the Board of Trustees. Commissioner Whitehouse seconded. Motion passed 6-0.

8. ANNOUNCEMENTS

None

9. ADJOURNMENT

Chairman McCaffrey adjourned the meeting at 7:04 PM.

Approved this _____ day of _____, 2021

Recording Secretary

Planning Commission Meeting

Date: October 4, 2021
Submitted By: Elizabeth Young Winne, Planner
Subject: Site Plan Review – Lot 6 & 7, Meridian First Subdivision - Multi-tenant, mixed use

EXECUTIVE SUMMARY

Subject:

- Site Plan Review – Lot 6 & 7, Meridian First Subdivision - Multi-tenant mixed use

General Location:

- Generally located north of HWY 1/Cleveland Ave. and west of Wellington Blvd.

Applicant/Agent:

- Applicant: Wellington Business Court LLC, Fouad Faour

Reason for request:

- Request approval of site plan for a multi-tenant commercial building

Background Information:

- The applicant is seeking approval for a site plan for a multitenant commercial building in the Meridian First Subdivision generally located north of HWY 1/Cleveland Ave. and west of Wellington Blvd.
- The property is 1.67 acres (72,786 square feet).
- The property is zoned C3 - Highway Commercial and the building is intended to be mixed use.
- The applicant has not yet identified tenants for the development. Generally, the development is proposed to consist of 4,000 square feet of restaurant; 5,100 square feet of retail; and 5,065 square feet of office space (total square feet = 14,165). The square footage of the uses impacts the calculations for minimum required parking spaces. The applicant is proposing to restrict the tenant uses to the number of available parking spaces proposed.
- The subdivision has private drives connecting at Wellington Blvd. (2 locations) and at Saratoga St. The private drives were constructed along with the subdivision infrastructure and are in place to serve the site.
- Staff, the applicant, and the applicant's design agents held a conceptual review meeting and a number of communications discussing site design. The applicant has addressed many of staff's comments and suggestions and reflected changes in the site plan presented.

BACKGROUND / DISCUSSION

Site Plan Review:

1. Building Setbacks and dimensional standards: The proposed building does not encroach into required building setbacks. The building meets dimensional standards for C3-Highway Commercial.

- The zone district label on the cover sheet needs to be updated on the revised drawings.
- The total building height is 34', 7.5."
- The front of the building (facing south) meets the 25' setback from the south property line.
- The rear of the building (facing north) meets the 20' setback from the north property line.
- The building exceeds the 0' setback from the side property lines.

2. Easements: Proposed buildings and structures do not encroach into any platted easements.

3. Streets and Access: The site is adjacent to private streets.

- Primary access to the private drives that surround the building are from Saratoga St., Wellington Blvd. There is a minor access connection to Fairmont Drive, which benefits the site and the adjacent townhome development.
- The northern drive adjacent to the property is marked as 28' from flow line to flow line.
- The eastern drive adjacent to the property has a 35' easement (utility, drainage and access), but the flow line to flow line distance for the drive width is not provided. This must be updated.
- The south drive adjacent to the property has a 28' flow line to flow line and is marked with a 33' easement (utility, drainage, and access).
- The west side of the building has a 25' utility, drainage and access easement but there is no curb cut and adjacent to the building is an existing sidewalk for pedestrian circulation.

4. Pedestrian Connection: Sidewalks are required to connect to existing public sidewalks. Existing sidewalks and ramps will need to be evaluated for condition and any repairs made at the time of site construction. Ramps must meet current ADA standards.

- The building will provide 5' or wider pavement adjacent to the building to facilitate building access. Connections are proposed to connect the building accesses to existing sidewalks..
- The applicant has provided pedestrian circulation through the parking lot by creating a mid-block crossing. The crossing and associated ADA ramps address comments provided by staff at the conceptual review meeting.
- The landscape plan identifies an 8' existing sidewalk on the south side of the parking lot (near the property boundary) which is represented in the civil drawings as a 7.5' sidewalk. The applicant should verify the width of the existing sidewalk and update plans as needed.
- The applicant has provided crosswalks at each ADA ramp location to facilitate crossings for pedestrians between the building and parking lots.

5. Parking: Restaurant uses are required to provide a minimum of 1 space per 100 square feet. Retail requires 1 space per 200 square feet. Office requires 1 space per 300 square feet. The proposed building is 14,165 square feet total with a mix of uses, described below.

- *Parking requirements based on proposed uses are not met:*
 - 4,000 square feet of restaurant = 40 spaces required.
 - 5,100 square feet of retail ($5100/200 = 25.5$) = 26 spaces required.
 - 5,065 square feet of office = 17 spaces.

- 83 total parking spaces are required for the proposed use distribution. 82 parking spaces are provided, and is less than the minimum required.
- **Size:** Parking spaces are required to comply with the minimum width and depth requirements based on the angle of parking. For 90 degree parking, the stalls shall be 10 ft. x 20 ft. The angled parking must be 21' from the curb to the back of the stall and 10 feet wide.
 - The 90 degree parking stall sizes are met.
 - The angled parking stall sizes are not met (plans show width as 8.68'). Expanding the angled parking widths to meet the minimum width requirement may have considerable impacts on the total parking count and therefore, the overall site plan. The overall site plan is already constrained due to the size of the building and courtyard.
- **Bicycle rack info:** A bicycle rack is identified on the southeast side of the site, meeting the minimum requirement. The Planning Commission should consider if additional bicycle parking is desirable for the site for the multi-tenant and mixed-uses proposed.

6. Circulation Aisles: Circulation aisles should have a minimum 24-ft. width requirement for two-way traffic circulation. Most of the circulation for parking is on private drives and meet the minimum width requirements.

- The southern-most parking lot does not identify the width for the entrance. Please provide on the revised drawings.
- The circulation for the southern-most parking lot appears to be approximately 13' but a label was not found. Please confirm the width of the circulation aisle and include on the revised drawings.
- Staff has expressed concern to the applicant and design team that the private drives may become blocked by delivery vehicles, particularly the north side of the site at the rear of the building. Because the private driveway is access for the overall subdivision, staff has encouraged the applicant and design team to consider adding a loading and unloading space for their site. The overall site and/or building configuration would need to be re-evaluated to accommodate a delivery loading/unloading area.
- The applicant has indicated that deliveries and services like trash that could impact circulation will occur during non-business hours. Staff has commented that there is not much of a means to ensure or enforce this for delivery vehicles. Staff suggests the applicant provide additional information for the Planning Commission to evaluate.

7. ADA: ADA Standards for Accessible Design require accessible parking spaces based upon the total number of parking spaces provided on site. When 76-100 parking spaces are provided, a minimum of 4 accessible parking spaces are required and one must be van accessible.

- **Size:** The four ADA spaces appear to meet minimum size requirements and at least one meets requirements for van accessibility.
- **Location:** The ADA spaces are dispersed throughout the site, three are provided on the south side (front) of the building and one is provided on the north side (back) of the building. This dispersion is appropriate since there are multiple entrances.

- *Location:* It is assumed the one ADA space on the north side (back) of the building is to accommodate employees. However, this location and ramp may need extra care from a designated building manager (or other identified person), as it is likely to be icy in winter from the building's shadow and will require management practices to keep it clear. Relocation of the parking space to the front of the building can be considered.
- *Pathway to building or curbs:* The ADA ramp for the one ADA parking space in the southeast has a wing that conflicts with the parking island and must be corrected.
- *Details for signs:* All ADA spaces are marked as having signs. The sign height is detailed on sheet C-10.
- *Details for pavement:* The pavement marking colors for the ADA symbol and ADA striping were not found in the plan set. Details for pavement markings related to the ADA or parking lot striping must be noted on the plans or provided on the details sheet.
- The applicant or their designated agent shall ensure that all accessible parking spaces and routes meet the requirements of ADA standards including locations, widths, aisles, slopes, signage, and pavement markings. Sufficient details should be included and coordinated in the civil engineering and architectural plans, as provided.

8. Signage: Details for wall signs are not identified at this time. There is no free-standing monument sign proposed for the development.

- Staff encourages a location for a monument sign be proposed. If a location is not identified for a monument sign, any such sign proposed in the future should be reviewed by the Planning Commission.
- Staff requests the ability to administratively approve wall signs with tenant finish plans, provided the signs are within the applicable sign code regulations.

9. Site Lighting: A photometric plan was provided with the site plans as required.

- The Town's maximum illumination level at the property line is 0.1 footcandle.
 - Illumination along the west property line is over the maximum illumination level (noted as being up to 4.3 footcandles). There will be a future commercial development on the lot to the west, so consideration should be given to adequately lighting the sidewalk without negatively impacting the future commercial tenant.
 - There are multiple locations along the south property line that exceed .1 footcandle (up to .7). The south property line is adjacent to an Outlot that has a sidewalk for pedestrian access through the subdivision. A minimal amount of lighting above the illumination maximum is generally acceptable at this location and will help light the sidewalk.
 - The Town has a minimum illumination level of 1.0 footcandle for parking areas and pedestrian paths.
 - There are multiple areas within the northern parking lot that are not illuminated sufficiently (noted as being as low as .5 footcandles).
 - Additionally, the sidewalks to the northwest and northeast of the building do not meet the minimum 1.0 footcandle (as low as .2 footcandles).

- There are some areas along the sidewalk near the southern property line that are not illuminated to 1.0 footcandle, but it is a generally acceptable variation of light from the standard and appears to be technically off-property.
- Consideration should be given to light placement and direction in the parking lots and along pedestrian routes to ensure pedestrian areas are well lighted.
- *Lighting details:* The lighting fixture details show that light poles and fixtures are generally consistent with the other existing sites in the subdivision.
- Ensure wall light placement from the photometric plan is coordinated with the architectural drawings and commercial building plans. There are currently no lights identified on the architectural renderings.
- Ensure coordination between the landscape plan and lighting plan. Light locations are identified on the landscape plan, but locations appear to be slightly different and can become a conflict in the field.
- Staff requests the ability to review and approve minor changes to the landscape and lighting plan administratively.

10. Landscape/Screening and Buffering: The cover sheet indicates that of the 72,786 square feet site, 14,600 square feet is for the landscaping and plaza (20%). The cover sheet states 10% open space requirement would equate to 7,278 square feet and that 33,207 square feet are provided.

- Commercial developments are required to provide open space at a rate of 12% of the development site. Open space for commercial developments can include plazas, trails, and landscaped areas (including parking lot landscaping), recreational amenities, and other natural areas and civic purposes.
- The courtyard is identified as being 14,600 square feet, 20% of the site area and meeting the open space requirement.
- Notes on the cover sheet for land area, open space and impervious surface area appear to be conflicting and should be verified for accuracy on the revised site plans.
- Courtyard: The courtyard is a prominent feature of the multi-tenant space and could be a good use for outdoor seating, meetings, and general outdoor enjoyment for company customers and employees.
 - The courtyard may be hot in the summer. It is southern facing and there are only four planters with small decorative pear trees. Without much vegetation, this space could become very hot in the summer months without much shade.
 - The planter boxes should be evaluated to determine if the sizing is appropriate for the proposed tree's long-term health and longevity. The trees may require considerable water given the heat island effect created by the courtyard concrete and reflected heat from the building.
 - The applicant described the proposed "pond-less fountain" as more of an artistic sculpture and is intended to be a low water use that recycles its water.
 - Staff would recommend expanding the landscaping and/or outdoor amenities within the courtyard to reduce the heat island effect and potentially accommodating some more shade trees into the space.

- Street Trees: 1 street tree is required for each 40 linear feet of street frontage for a minimum requirement of 7.1 trees.
 - 4 Hackberries and 3 Skyline locusts are shown spaced 40 ft. apart along the southern property line, meeting the street tree requirement for HWY 1. Street trees are not identified along the private drives.
 - The label for tree species at the bottom left is partially cut off and should be adjusted.
- Site Trees: 1 tree is required for each 1,000 sq. ft. of landscaped area. There is 14,600 square feet of landscaping and plaza, so there should be 15 trees considered “site trees.”
 - The plans notes there are 19 trees total.
 - 5 provided trees are considered “site trees,” including the 4 pear trees in the plaza and the 1 hackberry tree on the west side of the site.
 - 7 trees provided are considered “parking lot trees” as they are in parking lot islands. There are 3 extra parking lot trees that could be considered by Planning Commission as site trees.
 - 7 are considered “street trees” on the south side of property.
 - It is unclear if the applicant was intending to use the shrub to tree substitution (1 tree for each 10 shrubs as allowed by section 16-3-350(e)(2)(b)). However, the substitution ratio only applies for half (49) of the required shrubs substituting 49 plants in exchange for 5 required site trees could be considered.
 - 5 additional trees could be considered “satisfied” by using the shrub to tree substitution. 3 additional trees from the parking lots could be included. Therefore, the 15-site tree minimum would only be missing 2 total site trees.
 - Planning Commission may consider the need for an additional 2-5 trees on the lot (given the missing 2 trees and the 2 extra parking lot trees).
 - The applicant will need to update the plans based on the Planning Commission's determination.
- Shrubs: 1 shrub is required for each 150 sq. ft. of landscaped area. The site is proposed to be calculated at the 14,600 sq. ft. of landscape area, thus 98 shrubs are required. To encourage xeriscape landscaping, Staff suggests that perennials be counted as “shrubs.” Staff counts 248 shrubs/perennials available for site landscaping.
 - Staff counts only 11 Kathryn Dykes Potentilla (PFK) in the Plaza (12 are noted). Staff did ultimately count 25 total. Please confirm the counts for this plant on the plan sets and edit, if necessary.
 - Staff counts 13 Blue Chip Juniper (JHBC) on the west side of the building (12 are noted); additionally, Staff counts 40 total junipers (39 are noted in the table). Please confirm and update as necessary.
 - Please remove “Yaku Jima Maiden Grass” from the table as there are no plants with that name found on the plan.
- Parking Lot Trees/Shrubs/Screening: Parking lots are required to provide trees in islands and shrubs for screening and buffering.

- 1 tree per 20 parking spaces is required. There are 82 total spaces, so 4 trees shall be provided in the parking lots. There are 7 provided parking lot trees found in islands and surrounding the parking lot spaces. The 3 extra trees can be considered as site trees, if deemed appropriate by the Planning Commissioners as discussed above.
- Parking lot shrubs are considered part of site landscaping, and the landscaping plans provide sufficient shrubs for screening.
- 16-3-250(c)(4) states landscaping setback to parking lots are to be 30 feet from arterials or twenty-five from other streets. The site plan proposes that no landscape setback or screening be required along the private drives. The Planning Commission should consider if the proposed reduction is acceptable to meet the intent of the code requirements.
- The applicant will need to ensure tree locations and light pole locations do not conflict on the revised drawings.

- Other:

- Please provide an irrigation plan. The irrigation plan is identified on the checklist as being provided, but may have become separated from the other submittal documents.
- The entry drives to the parking areas have trees proposed within the sight triangles. Please update this information and move the trees to a location identified outside of the site triangles.
- A separate tap and meter are required for outdoor landscape irrigation. Location and size of tap are indicated on the civil engineering plans.
- The site uses potable water for landscaping. The landscape architecture firm has confirmed the plants provided have been specifically chosen as water efficient plants, shrubs, and tree options to ensure long-term health of plants and financial savings for owner. The gallons of water required are indicated in the plant table.

11. Drainage: The applicant has provided grading and drainage details on the civil plans and submitted a drainage compliance memo. The comments provided by engineering are available to the applicant through the SharePoint folder. Any changes needed required by engineering must be addressed in the final drainage plan to be accepted by the Town.

12. Utilities: The site plan submission includes civil engineering plans and details for connections to the public lines. The Engineering comments are provided to the applicant in the SharePoint file. The site plan approval is conditioned upon final review and approval by the Town Engineer. All utilities to be abandoned must be done at the main and in coordination and with direction from Public Works staff.

- *Town Utilities:*

- There are adequate public water and sewer lines available to accommodate development of the site.
- The project is required to provide a grease interceptor in accordance with Town standards. One grease interceptor is identified on the site plan. If additional restaurant uses are proposed, the applicant may be required to install a second interceptor or modify the existing interceptor to accommodate the business needs. Additional evaluation can be accomplished at the time tenant finish plans are submitted for review.

- *Other:*

- The applicant is responsible for coordinating with private companies to ensure that all utilities are installed underground.
- A location for Post Office mail boxes needs to be identified on the site plan.
- *Fire District Review:*
 - There is a fire hydrant on a parking island near the building.
 - Town staff noticed a fire service line and connection proposed on the north side of the building. However, staff does not see a Fire Department Connection location.
 - Wellington Fire District staff reviewed the site plans and provided a letter to the applicant.
 - Building plan review and a permit issued by Wellington Fire Protection District is required prior to construction.

13. Architectural Design Standards: The building is "horseshoe" shaped and faces the south (toward HWY 1). The building highlights a tower, large windows, and columns as the main architectural elements of the building's design. The proposed building uses large windows, roof overhangs, variation in roof lines, wall heights and setbacks to create visual interest.

- *Massing/scale:* The total building height is 34 feet 7.5 inches at the peak of the tower.
 - The current adjacent properties have varying scale and massing. The bank is a tall and "bulky" building; whereas the adjacent multi-tenant building across the street from the bank is only 1-story and is a conservative size compared to the lot.
 - The building under review has a massing and scale that is different than the existing adjacent commercial properties.
 - While the massing and scale are not necessarily out of line with the adjacent sites, the building may visually appear to be too large for the site.
 - Decreasing the size of the building and reducing the number of potential tenant spaces may help alleviate the parking and landscaping constraints.
- *Description of materials:* The building material key indicates a metal roof, stucco finishes, a stone wainscot, stone veneer columns, and a metal column cap.
 - The color names for the proposed materials are not stated.
 - There is no established consistent "theme" for the subdivision.
 - The bank building uses a mix of materials including large windows, wood wall caps and corbels, wood siding, and masonry veneer. The roof is flat and some building edges are rounded.
 - The multi-tenant building to the north of the bank uses EIFS as a synthetic stucco and a split-faced CMU wainscot. The roof is asphalt shingles and wooden columns and beams. The building is generally a rectangle.
 - The proposed building uses floating stone columns, corrugated metal roof, and stone wainscot around only part of the building.
 - Staff suggests reassessing the existing themes within the area and proposing architectural elements that are consistent or compliment the existing buildings.

- *Screening of mechanical equipment and rooftop units:* All mechanical equipment and rooftop units are required to be screened from view from the public right-of-way. The applicant has provided a note that the RTUs will be screened with parapet walls, meeting the requirement.
- *Dumpster screening:* A 6 ft. tall dumpster enclosure is proposed on the north side of the site.
 - The style, materials, and colors proposed for the dumpster screening do not appear to be consistent with the building's architectural elements, which are prominent. The colors appear to be similar to the building. A decorative gate is identified and the swing of the gate appears to be appropriate for operations.
 - If material finishes on the building are modified, the dumpster enclosure materials should also be modified to match the building.
- Staff discussed with the applicant and design team a need to refer to Sec 16-3-420 which states location of the dumpster shall facilitate collection and minimize impacts. The applicant and team responded by moving the dumpster's location, which seems to be a more satisfactory location. Staff is still concerned with multiple trash pick ups per week that there may be traffic congestion and trash maintenance problems for the tenants.
- The applicant should provide additional access to the enclosure to reduce the need to traverse the parking lot curb or through the ADA ramp and onto the street to access the trash gate. This may create trash maintenance problems tenants. Some additional security lighting in this area may also be desirable.

14. Corrected Plans: Following Planning Commission approval, the applicant will need to revise the site plan documents to incorporate all corrections or comments, including Town engineering review of the civil plans, and submit revised copies to the Town.

- Changes on the site plan sheets shall be clouded, and a list of all changes shall be provided, noting which comment each is addressing.
- All drawings and plans must be coordinated so there is not differing information on the civil and architectural plans.
- Final plans must be provided digitally, as well as 2 full-size and 2 half-size sets.
- Building plans will not be reviewed or permits issued until revised plans are accepted by the Town.

STAFF RECOMMENDATION

The Planning Commission may choose to approve the site plan, approve the site plan with conditions, or may table the site plan to a later date and provide guidance for what additional information the Commission would like to see presented in the site plans. Options for motions are identified below:

- Move to approve the site plan for Lot 6 and Lot 7, Meridian First Subdivision, subject to town staff and engineering comments.
- OR -
- Move to approve the site plan for Lot 6 and Lot 7, Meridian First Subdivision, subject to town staff and engineering comments and subject to _____ (identify specific requirements).
- OR -
- Move to table the site plan review for Lot 6 and Lot 7, Meridian First Subdivision to November 1, 2021 to be held at the Wilson Leeper Center, 3800 Wilson Ave. at 6:30pm.



ATTACHMENTS

1. Location Map
2. Site Plan
3. Staff Presentation

Location Map

Lot 6 & 7, Meridian First Subdivision

(approximate location)





SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
STANDARD GENERAL NOTES

SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO

ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION OF PUBLIC IMPROVEMENTS SHALL MEET OR EXCEED THE STANDARDS AND SPECIFICATIONS SET FORTH IN THE TOWN OF WELLINGTON (TOWN) STANDARDS AND SPECIFICATIONS (STANDARDS) AND APPLICABLE STATE AND FEDERAL REGULATIONS. WHERE THERE IS CONFLICT BETWEEN THESE PLANS AND THE SPECIFICATIONS, OR ANY APPLICABLE STANDARDS, THE MOST RESTRICTIVE STANDARD SHALL APPLY.

2. ALL REFERENCES TO ANY PUBLISHED STANDARDS SHALL REFER TO THE LATEST REVISION OF SAID STANDARD, UNLESS SPECIFICALLY STATED OTHERWISE.

3. ALL WORK SHALL BE INSPECTED AND APPROVED BY THE TOWN. THE DEVELOPER SHALL PROVIDE THE TOWN A MINIMUM OF 24-HOURS NOTICE IN ADVANCE OF ANY CONSTRUCTION.

4. IF THE TOWN IS NOT AVAILABLE AFTER PROPER NOTICE OF THE CONSTRUCTION ACTIVITY HAS BEEN PROVIDED (SEE GENERAL NOTE 2), THE DEVELOPER MAY COMMENCE WORK IN THE TOWNS ABSENCE. HOWEVER, THE TOWN RESERVES THE RIGHT TO NOT ACCEPT THE IMPROVEMENT IF SUBSEQUENT TESTING REVEALS AN IMPROPER INSTALLATION.

5. THESE PUBLIC IMPROVEMENT CONSTRUCTION PLANS SHALL BE VALID FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF APPROVAL BY THE TOWN. USE OF THESE PLANS AFTER THE EXPIRATION DATE WILL REQUIRE A NEW REVIEW AND APPROVAL PROCESS BY TOWN PRIOR TO COMMENCEMENT OF ANY WORK SHOWN IN THESE PLANS.

6. THE ENGINEER WHO HAS PREPARED THESE PLANS, BY EXECUTION AND/OR SEAL HEREOF, DOES HEREBY AFFIRM RESPONSIBILITY TO THE TOWN, AS BENEFICIARY OF SAID ENGINEER'S WORK, FOR ANY ERRORS AND OMISSIONS CONTAINED IN THESE PLANS, AND APPROVAL OF THESE PLANS IS AN ATTESTATION OF THE ENGINEER WHO HAS PREPARED THESE PLANS OF ALL SUCH RESPONSIBILITY.

7. FURTHER, TO THE EXTENT PERMITTED BY LAW, THE ENGINEER HEREBY AGREES TO HOLD HARMLESS AND INDEMNIFY THE TOWN, AND ITS OFFICERS AND EMPLOYEES, FROM AND AGAINST ALL LIABILITIES, CLAIMS, AND DEMANDS WHICH MAY ARISE FROM ANY ERRORS AND OMISSIONS CONTAINED IN THESE PLANS.

8. ALL SANITARY SEWER, STORM SEWER, AND WATER LINE CONSTRUCTION, AS WELL AS POWER AND OTHER "DRY" UTILITY INSTALLATIONS, SHALL CONFORM TO THE TOWN STANDARDS AND SPECIFICATIONS CURRENT AT THE TIME OF CONSTRUCTION.

9. THE TYPE, SIZE, LOCATION AND NUMBER OF ALL KNOWN UNDERGROUND UTILITIES ARE APPROXIMATE WHEN SHOWN ON THE DRAWINGS. IT IS THE RESPONSIBILITY OF THE DEVELOPER TO VERIFY THE EXISTENCE AND LOCATION OF ALL UNDERGROUND UTILITIES ALONG THE ROUTE OF THE WORK BEFORE COMMENCING NEW CONSTRUCTION.

10. A. THE DEVELOPER SHALL BE RESPONSIBLE FOR UNKNOWN UNDERGROUND UTILITIES IF ENCOUNTERED. THE DEVELOPER SHALL BE RESPONSIBLE FOR PROTECTING ALL UTILITIES DURING CONSTRUCTION AND FOR COORDINATING WITH THE APPROPRIATE UTILITY COMPANY FOR ANY UTILITY CROSSINGS REQUIRED.

11. B. THE DEVELOPER SHALL CONTACT THE UTILITY NOTIFICATION CENTER OF COLORADO (UNCC) AT 1- 800-922-1987, AT LEAST 2 WORKING DAYS PRIOR TO BEGINNING EXCAVATION OR GRADING, TO HAVE ALL REGISTERED UTILITY LOCATIONS MARKED.

12. C. OTHER UNREGISTERED UTILITY ENTITIES (I.E. DITCH / IRRIGATION COMPANY) ARE TO BE LOCATED BY CONTACTING THE REPRESENTATIVE.

13. D. UTILITY SERVICE LATERALS ARE ALSO TO BE LOCATED PRIOR TO BEGINNING EXCAVATION OR GRADING.

14. E. IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER TO RELOCATE ALL EXISTING UTILITIES THAT CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.

15. EXISTING OVERHEAD UTILITIES ALONG THE ENTIRE PERIMETER OF THE PROPERTY OR WITHIN THE PROJECT SITE SHALL BE UNDERGROUND UNLESS OTHERWISE AGREED IN WRITING BY THE TOWN.

16. IF A CONFLICT EXISTS BETWEEN EXISTING AND PROPOSED UTILITIES AND/OR A DESIGN MODIFICATION IS REQUIRED, THE DEVELOPER SHALL COORDINATE WITH THE TOWN TO MODIFY THE DESIGN. DESIGN MODIFICATION(S) MUST BE APPROVED BY THE TOWN PRIOR TO BEGINNING CONSTRUCTION OF MODIFICATIONS.

17. THE DEVELOPER SHALL COORDINATE AND COOPERATE WITH THE TOWN, AND ALL UTILITY COMPANIES INVOLVED, TO ASSURE THAT THE WORK IS ACCOMPLISHED IN A TIMELY FASHION AND WITH A MINIMUM DISRUPTION OF SERVICE. THE DEVELOPER SHALL BE RESPONSIBLE FOR CONTACTING, IN ADVANCE, ALL PARTIES AFFECTED BY ANY DISRUPTION OF ANY UTILITY SERVICE AS WELL AS THE UTILITY COMPANIES.

18. A STATE CONSTRUCTION DETERAERING WASTEWATER DISCHARGE PERMIT IS REQUIRED IF DETERAERING IS REQUIRED TO INSTALL UTILITIES OR IF WATER IS DISCHARGED INTO A STORM SEWER, CHANNEL, IRRIGATION DITCH OR ANY WATERS OF THE UNITED STATES.

19. THE DEVELOPER SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF THE COLORADO PERMIT FOR STORM WATER DISCHARGE (CONTACT COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT, WATER QUALITY CONTROL DIVISION, (303.692.3590).

20. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM ALL APPLICABLE AGENCIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.

21. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING SOILS TESTS WITHIN THE PUBLIC RIGHT- OF-WAY AFTER RIGHT OF WAY GRADING AND ALL UTILITY TRENCH WORK IS COMPLETE AND PRIOR TO THE PLACEMENT OF CURB, GUTTER, SIDEWALK AND PAVEMENT. IF THE FINAL SOILS/PAVEMENT DESIGN REPORT DOES NOT CORRESPOND WITH THE RESULTS OF THE ORIGINAL GEOTECHNICAL REPORT, THE DEVELOPER SHALL BE RESPONSIBLE FOR A RE-DESIGN OF THE SUBJECT PAVEMENT SECTION OR, THE DEVELOPER MAY USE LARIMER COUNTY'S DEFAULT PAVEMENT THICKNESS SECTION(S). REGARDLESS OF THE OPTION USED, ALL FINAL SOILS/PAVEMENT DESIGN REPORTS SHALL BE PREPARED BY A LICENSED PROFESSIONAL ENGINEER. THE FINAL REPORT SHALL BE SUBMITTED TO THE INSPECTOR A MINIMUM OF 10 WORKING DAYS PRIOR TO PLACEMENT OF BASE AND ASPHALT. PLACEMENT OF CURB, GUTTER, SIDEWALK, BASE AND ASPHALT SHALL NOT OCCUR UNTIL THE TOWN APPROVES THE FINAL REPORT.

22. ALL UTILITY INSTALLATIONS WITHIN OR ACROSS THE ROADBED OF NEW TOWN ROADS MUST BE COMPLETED PRIOR TO THE FINAL STAGES OF ROAD CONSTRUCTION. FOR THE PURPOSES OF THESE STANDARDS, ANY WORK ABOVE THE SUBGRADE IS CONSIDERED FINAL STAGE WORK. ALL SERVICE LINES MUST BE STUBBED TO THE PROPERTY LINES AND MARKED SO AS TO REDUCE THE EXCAVATION NECESSARY FOR BUILDING CONNECTIONS.

23. THE DEVELOPER SHALL BE RESPONSIBLE FOR ALL ASPECTS OF SAFETY INCLUDING, BUT NOT LIMITED TO, EXCAVATION, TRENCHING, SHORING, TRAFFIC CONTROL, AND SECURITY. REFER TO OSHA PUBLICATION 2226, EXCAVATING AND TRENCHING.

24. THE DEVELOPER SHALL SUBMIT A CONSTRUCTION TRAFFIC CONTROL PLAN, IN ACCORDANCE WITH MUTCD, TO THE APPROPRIATE RIGHT-OF-WAY AUTHORITY. (THE TOWN, LARIMER COUNTY OR CDDT). FOR APPROVAL, PRIOR TO ANY CONSTRUCTION ACTIVITIES WITHIN, OR ADJACENT TO, THE CONSTRUCTION PROCESS, CONDITIONS ARE ENCOUNTERED WHICH COULD INDICATE A SITUATION THAT IS NOT IDENTIFIED IN AS MAY BE REQUIRED BY THE CONSTRUCTION ACTIVITIES.

25. PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION THAT WILL AFFECT TRAFFIC SIGN(S) OF ANY TYPE, THE CONTRACTOR SHALL CONTACT THE TOWN, WHO WILL TEMPORARILY REMOVE OR RELOCATE THE SIGN(S) AT NO COST TO THE CONTRACTOR; HOWEVER, IF THE CONTRACTOR MOVES THE TRAFFIC SIGN THEN THE CONTRACTOR WILL BE CHARGED FOR THE LABOR, MATERIALS AND EQUIPMENT TO REINSTALL THE SIGN AS NEEDED.

26. THE DEVELOPER IS RESPONSIBLE FOR ALL COSTS FOR THE INITIAL INSTALLATION OF TRAFFIC SIGNING AND STRIPING FOR THE DEVELOPMENT RELATED TO THE DEVELOPMENT'S LOCAL STREET OPERATIONS. IN ADDITION, THE DEVELOPER IS RESPONSIBLE FOR ALL COSTS FOR TRAFFIC SIGNING AND STRIPING RELATED TO DIRECTING TRAFFIC ACCESS TO AND FROM THE DEVELOPMENT.

27. THE DEVELOPER SHALL SUSPEND CONSTRUCTION ACTIVITIES ON SATURDAYS, SUNDAYS, OR HOLIDAYS, UNLESS THERE IS PRIOR WRITTEN APPROVAL BY THE TOWN.

28. THE DEVELOPER IS RESPONSIBLE FOR PROVIDING ALL LABOR AND MATERIALS NECESSARY FOR THE COMPLETION OF THE INTENDED IMPROVEMENTS, SHOWN ON THESE PLANS, OR DESIGNATED TO BE PROVIDED, INSTALLED, OR CONSTRUCTED, UNLESS SPECIFICALLY NOTED OTHERWISE AND APPROVED BY THE TOWN.

29. DIMENSIONS FOR LAYOUT AND CONSTRUCTION ARE NOT TO BE SCALED FROM ANY PLANS. IF PERTINENT DIMENSIONS ARE NOT SHOWN, CONTACT THE OWNER'S ENGINEER FOR CLARIFICATION, AND ANNOTATE THE DIMENSION ON THE AS-BUILT RECORD DRAWINGS.

30. THE DEVELOPER SHALL ALWAYS HAVE ON SITE, ONE (1) SIGNED COPY OF THE APPROVED PLANS, ONE (1) COPY OF THE APPROPRIATE STANDARDS, AND A COPY OF ANY PERMITS AND EXTENSION AGREEMENTS NEEDED FOR THE JOB.

31. DURING THE CONSTRUCTION PROCESS, CONDITIONS ARE ENCOUNTERED WHICH COULD INDICATE A SITUATION THAT IS NOT IDENTIFIED IN THE PLANS OR SPECIFICATIONS, THE DEVELOPER SHALL CONTACT THE TOWN IMMEDIATELY.

32. THE DEVELOPER SHALL BE RESPONSIBLE FOR RECORDING AS-BUILT INFORMATION ON A SET OF RECORD DRAWINGS KEPT ON THE CONSTRUCTION SITE, AND AVAILABLE TO THE TOWN AT ALL TIMES. UPON COMPLETION OF THE WORK, THE DEVELOPER SHALL HAVE THEIR ENGINEER TRANSFER FIELD INFORMATION TO A FINAL SET OF PLANS AND SHALL SUBMIT THE RECORD PLANS TO THE TOWN IN BOTH ELECTRONIC AND HARDCOPY FORMATS.

33. THE NEAREST THREE CONTROL POINTS FOR THE PROJECT ARE:

A. FOUND #4 REBAR: N: 4695.38, E: 4204.65
ELEV = 5203.23

B. SOUTHWEST CORNER OUTLOT B
N: 4699.25, E: 4680.41
ELEV = 5205.81

C. SOUTH LINE OF OUTLOT B
N: 4821.80, E: 4206.41
ELEV = 5203.19

WEST PROPERTY LINE ANGLE POINT

34. DAMAGED CURB, GUTTER AND SIDEWALK EXISTING PRIOR TO CONSTRUCTION, AS WELL AS EXISTING FENCES, TREES, STREETS, SIDEWALKS, CURBS AND GUTTERS, LANDSCAPING, STRUCTURES, AND IMPROVEMENTS DESTROYED, DAMAGED OR REMOVED DUE TO CONSTRUCTION OF THIS PROJECT, SHALL BE REPLACED OR RESTORED IN LIKE KIND AT THE DEVELOPER'S EXPENSE, UNLESS OTHERWISE INDICATED ON THESE PLANS AND APPROVED BY THE TOWN, PRIOR TO THE ACCEPTANCE OF COMPLETED IMPROVEMENTS.

35. UPON COMPLETION OF CONSTRUCTION, THE SITE SHALL BE CLEANED AND RESTORED TO A CONDITION EQUAL TO, OR BETTER THAN, THAT WHICH EXISTED BEFORE CONSTRUCTION, OR TO THE GRADES AND CONDITION AS REQUIRED BY THESE PLANS.

36. THE TOWN SHALL NOT BE RESPONSIBLE FOR THE MAINTENANCE OF ROADWAY AND APPURTENANT IMPROVEMENTS, INCLUDING STORM DRAINAGE STRUCTURES AND PIPES, FOR THE FOLLOWING PRIVATE STREETS: (LIST), INCLUDING ALL PANS AND STORM SEWER LOCATED ON SITE.

• ROADWAYS LOCATED NORTH, SOUTH AND EAST OF THE SUBJECT SITE.

37. APPROVED VARIANCES ARE LISTED AS FOLLOWS: (PLAN SET MUST HAVE A LIST OF ALL APPLICABLE VARIANCES FOR THE PROJECT).

38. ALL RECOMMENDATIONS OF THE FINAL DRAINAGE REPORT FOR LOTS 6 & 7 MERIDIAN FIRST SUBDIVISION, DATED MAY 11, 2021 AND THE FINAL DRAINAGE REPORT FOR MERIDIAN TRUST FEDERAL CREDIT UNION, PART OF THE NW¼ OF SECTION 33, 79N, R68W OF THE 6TH P.M., TOWN OF WELLINGTON, LARIMER COUNTY, CO, PREPARED BY AGPROFESSIONALS, DATED MARCH 20, 2018 SHALL BE FOLLOWED AND IMPLEMENTED.

39. THE TOWN SHALL NOT BE RESPONSIBLE FOR THE MAINTENANCE OF STORM DRAINAGE FACILITIES LOCATED ON PRIVATE PROPERTY.

40. MAINTENANCE OF ONSITE DRAINAGE FACILITIES SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER(S).

41. PRIOR TO FINAL INSPECTION AND ACCEPTANCE BY THE TOWN, CERTIFICATION OF THE DRAINAGE FACILITIES BY A COLORADO REGISTERED ENGINEER MUST BE SUBMITTED TO AND APPROVED BY THE TOWN. CERTIFICATION SHALL BE SUBMITTED TO THE TOWN AT LEAST TWO (2) WEEKS PRIOR TO THE RELEASE OF A CERTIFICATE OF OCCUPANCY.

42. AFTER ACCEPTANCE BY THE TOWN, PUBLIC IMPROVEMENTS DEPICTED IN THESE PLANS SHALL BE GUARANTEED TO BE FREE FROM MATERIAL AND WORKMANSHIP DEFECTS FOR A MINIMUM PERIOD OF TWO (2) YEARS FROM THE DATE OF CONSTRUCTION ACCEPTANCE.

1. THE TOWN MUST BE NOTIFIED AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO ANY CONSTRUCTION ON THE SITE.
2. THERE SHALL BE NO EARTH-DISTURBING ACTIVITY OUTSIDE THE LIMITS DESIGNATED ON THE ACCEPTED PLANS.
3. TEMPORARY EROSION CONTROL DURING CONSTRUCTION SHALL BE PROVIDED AS SHOWN ON THE EROSION CONTROL PLAN. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN GOOD REPAIR BY THE DEVELOPER, UNTIL THE ENTIRE DISTURBED AREAS ARE STABILIZED WITH HARD SURFACE OR LANDSCAPING.
4. THE DEVELOPER SHALL BE RESPONSIBLE FOR INSURING THAT NO MUD OR DEBRIS SHALL BE TRACKED ONTO THE EXISTING PUBLIC STREET SYSTEM. MUD AND DEBRIS MUST BE REMOVED WITHIN TWENTY-FOUR (24) HOURS BY AN APPROPRIATE MECHANICAL METHOD (I.E. MACHINE BROOM SWEEP, LIGHT DUTY FRONT-END LOADER, ETC.) OR AS APPROVED BY THE TOWN.
5. ALL REQUIRED PERIMETER SILT AND CONSTRUCTION FENCING SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITY (STOCKPILING, STRIPPING, GRADING, ETC.). ALL OTHER REQUIRED EROSION CONTROL MEASURES SHALL BE INSTALLED AT THE APPROPRIATE TIME IN THE CONSTRUCTION SEQUENCE AS INDICATED IN THE APPROVED PROJECT SCHEDULE, CONSTRUCTION PLANS, AND EROSION CONTROL REPORT.
6. AT ALL TIMES DURING CONSTRUCTION, THE DEVELOPER SHALL BE RESPONSIBLE FOR PREVENTING AND CONTROLLING ON-SITE EROSION INCLUDING KEEPING THE PROPERTY SUFFICIENTLY WATERED SO AS TO MINIMIZE WIND BLOWN SEDIMENT. THE DEVELOPER SHALL ALSO BE RESPONSIBLE FOR INSTALLING AND MAINTAINING ALL EROSION CONTROL FACILITIES SHOWN HEREIN.
7. PRE-DISTURBANCE VEGETATION SHALL BE PROTECTED AND RETAINED WHEREVER POSSIBLE. REMOVAL OR DISTURBANCE OF EXISTING VEGETATION SHALL BE LIMITED TO THE AREA(S) REQUIRED FOR IMMEDIATE CONSTRUCTION OPERATIONS, AND FOR THE SHORTEST PRACTICAL PERIOD OF TIME.
8. ALL SOILS EXPOSED DURING LAND DISTURBING ACTIVITY (STRIPPING, GRADING, UTILITY INSTALLATIONS, STOCKPILING, FILLING, ETC.) SHALL BE KEPT IN A ROUGHENED CONDITION BY RIPPING OR DISKING ALONG LAND CONTOURS UNTIL MULCH, VEGETATION, OR OTHER PERMANENT EROSION CONTROL BMPs ARE INSTALLED. NO SOILS IN AREAS OUTSIDE PROJECT STREET RIGHTS-OF-WAY SHALL REMAIN EXPOSED BY LAND DISTURBING ACTIVITY FOR MORE THAN THIRTY (30) DAYS BEFORE REQUIRED TEMPORARY OR PERMANENT EROSION CONTROL (E.G. SEED/MULCH, LANDSCAPING, ETC.) IS INSTALLED, UNLESS OTHERWISE APPROVED BY THE TOWN.
9. TO MINIMIZE EROSION POTENTIAL, ALL TEMPORARY (STRUCTURAL) EROSION CONTROL MEASURES SHALL:
 - A. BE INSPECTED AT A MINIMUM OF EVERY TWO (2) WEEKS AND AFTER EACH SIGNIFICANT STORM EVENT AND REPAIRED OR RECONSTRUCTED AS NECESSARY TO ENSURE THE CONTINUED PERFORMANCE OF THEIR INTENDED FUNCTION.
 - B. REMAIN IN PLACE UNTIL ALL THE SURROUNDING DISTURBED AREAS ARE SUFFICIENTLY STABILIZED AS DETERMINED BY THE TOWN OR THEIR DESIGNATED REPRESENTATIVE.
 - C. BE REMOVED AFTER THE SITE HAS BEEN SUFFICIENTLY STABILIZED AS DETERMINED BY THE TOWN OR THEIR DESIGNATED REPRESENTATIVE.
10. WHEN TEMPORARY EROSION CONTROL MEASURES ARE REMOVED, THE DEVELOPER SHALL BE RESPONSIBLE FOR THE CLEAN-UP AND REMOVAL OF ALL SEDIMENT AND DEBRIS FROM ALL DRAINAGE INFRASTRUCTURE AND OTHER PUBLIC FACILITIES.
11. THE CONTRACTOR SHALL IMMEDIATELY CLEAN UP ANY CONSTRUCTION MATERIALS INADVERTENTLY DEPOSITED ON EXISTING STREETS, SIDEWALKS, OR OTHER PUBLIC RIGHTS OF WAY, AND MAKE SURE STREETS AND WALKWAYS ARE CLEANED AT THE END OF EACH WORKING DAY.
12. ALL RETAINED SEDIMENTS, PARTICULARLY THOSE ON PAVED ROADWAY SURFACES, SHALL BE REMOVED AND DISPOSED OF IN A MANNER AND AT A LOCATION SO AS NOT TO CAUSE THEIR RELEASE INTO ANY WATERS OF THE UNITED STATES.
13. NO SOIL STOCKPILE SHALL EXCEED TEN (10) FEET IN HEIGHT. ALL SOIL STOCKPILES SHALL BE PROTECTED FROM SEDIMENT TRANSPORT BY SURFACE ROUGHENING, WATERING, AND PERIMETER SILT FENCING. ANY SOIL STOCKPILE REMAINING AFTER THIRTY (30) DAYS SHALL BE SEEDED AND MULCHED.
14. THE STORMWATER VOLUME CAPACITY OF DETENTION PONDS WILL BE RESTORED AND STORM SEWER LINES WILL BE CLEANED UPON COMPLETION OF THE PROJECT AND BEFORE TURNING THE MAINTENANCE OVER TO THE TOWN OR HOMEOWNERS ASSOCIATION (HOA).
15. COLORADO DISCHARGE PERMIT SYSTEM (CDPS) REQUIREMENTS MAKE IT UNLAWFUL TO DISCHARGE OR ALLOW THE DISCHARGE OF ANY POLLUTANT OR CONTAMINATED WATER FROM CONSTRUCTION SITES. POLLUTANTS INCLUDE, BUT ARE NOT LIMITED TO DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, OIL AND GREASE PRODUCTS, LITTER AND SANITARY WASTE. THE DEVELOPER SHALL TAKE ALL TIME APPROPRIATE MEASURES NECESSARY TO ASSURE THE PROPER CONTAINMENT AND DISPOSAL OF POLLUTANTS ON THE SITE IN ACCORDANCE WITH ANY AND ALL APPLICABLE LOCAL, STATE, AND FEDERAL REGULATIONS.
16. A DESIGNATED AREA SHALL BE PROVIDED ON SITE FOR CONCRETE TRUCK CHUTE WASHOUT. THE AREA SHALL BE CONSTRUCTED SO AS TO CONTAIN WASHOUT MATERIAL AND LOCATED AT LEAST FIFTY (50) FEET AWAY FROM ANY WATERWAY DURING CONSTRUCTION. UPON COMPLETION OF CONSTRUCTION ACTIVITIES THE CONCRETE WASHOUT MATERIAL WILL BE REMOVED AND PROPERLY DISPOSED OF PRIOR TO THE AREA BEING RESTORED.
17. CONDITIONS IN THE FIELD WILL BE USED TO ADJUST EROSION CONTROL MEASURES IN ADDITION TO WHAT IS SHOWN ON THESE PLANS. THE DEVELOPER SHALL IMPLEMENT WHATEVER MEASURES ARE DETERMINED NECESSARY, AS DIRECTED BY THE TOWN.
18. ALL DISTURBED AREAS, NOT IN A ROADWAY, SHALL BE SEEDED AND MULCHED AS SOON AS POSSIBLE USING THE APPLICABLE SEED MIXTURE SPECIFIED IN THE PLANS.

1. A PAVING SECTION DESIGN, SIGNED AND STAMPED BY A COLORADO LICENSED ENGINEER, MUST BE SUBMITTED TO THE TOWN FOR FULL ACCEPTANCE, PRIOR TO ANY STREET CONSTRUCTION ACTIVITY, (FULL DEPTH ASPHALT SECTIONS ARE NOT PERMITTED AT A DEPTH GREATER THAN 8 INCHES OF ASPHALT). THE JOB MIX SHALL BE SUBMITTED FOR APPROVAL BY THE TOWN PRIOR TO PLACEMENT OF ANY ASPHALT.
2. WHERE PROPOSED PAVING ADJOINS EXISTING ASPHALT, THE EXISTING ASPHALT SHALL BE SAW CUT, A MINIMUM DISTANCE OF 12 INCHES FROM THE EXISTING EDGE, TO CREATE A CLEAN CONSTRUCTION JOINT. WHEEL CUTS SHALL NOT BE ALLOWED.
3. STREET SUBGRADE SHALL BE SCARIFIED TO TOP 12 INCHES AND RE-COMPACTED PRIOR TO SUBBASE INSTALLATION. NO BASE MATERIAL SHALL BE LAYED UNTIL THE SUBGRADE HAS BEEN INSPECTED, PROVED & ROLLED. APPROVED BY THE TOWN.
4. FLYASH IS REQUIRED TO BE MIXED INTO THE SUBBASE ON ALL NEW STREETS IN ACCORDANCE WITH THE TOWN STANDARDS AND SPECIFICATIONS.
5. WHEN AN EXISTING ASPHALT STREET MUST BE CUT, THE STREET MUST BE RESTORED TO A CONDITION EQUAL TO OR BETTER THAN ITS ORIGINAL CONDITION. THE EXISTING STREET CONDITION SHALL BE DOCUMENTED BY THE TOWN BEFORE ANY CUTS ARE MADE. THE FINISHED PATCH SHALL BLEND SMOOTHLY INTO THE EXISTING SURFACE. THE DETERMINATION OF NEED FOR A COMPLETE OVERLAY SHALL BE MADE BY THE TOWN. ALL OVERLAY WORK SHALL BE COORDINATED WITH ADJACENT LANDOWNERS SUCH THAT FUTURE PROJECTS DO NOT CUT THE NEW ASPHALT OVERLAY WORK.
6. IF THE STREET IS REPAIRED OR RECONSTRUCTED IN AN AREA WHERE THERE IS A LOW CURB OR GUTTER IN THE PRESENCE OF THE TOWN, GUTTERS THAT HOLD MORE THAN 1/4 INCH DEEP OR 5 FEET LONGITUUDINALLY, OF WATER, SHALL BE COMPLETELY REMOVED AND RECONSTRUCTED TO DRAIN PROPERLY.
7. CRACK SEAL ALONG ALL NEW AND EXISTING CURB AND GUTTER WITHIN THE SUBDIVISION AFTER COMPLETION OF PAVING AND BEFORE THE END OF THE WARRANTY PERIOD.

1. ALL TRAFFIC CONTROL DEVICES SHALL BE IN CONFORMANCE WITH THESE PLANS OR AS OTHERWISE SPECIFIED IN M.U.T.C.D. (INCLUDING COLORADO SUPPLEMENT) AND THE TRAFFIC CONTROL PLAN.
2. ALL SYMBOLS, INCLUDING ARROWS, ONLYS, CROSSWALKS, STOP BARS, ETC. SHALL BE PRE-FORMED THERMO-PLASTIC. APPLICATIONS SHALL BE AS SPECIFIED IN THESE PLANS AND OR THESE STANDARDS.
3. ALL SIGNAGE SHALL BE PER THE TOWN STANDARD AND THESE PLANS OR AS OTHERWISE SPECIFIED IN MUTCD.
4. ALL LANE LINES FOR ASPHALT PAVEMENT SHALL RECEIVE TWO COATS OF LATEX PAINT WITH GLASS BEADS.
5. ALL LANE LINES FOR CONCRETE PAVEMENT SHOULD BE EPOXY PAINT.
6. PRIOR TO PERMANENT INSTALLATION OF TRAFFIC STRIPING AND SYMBOLS, THE DEVELOPER SHALL PLACE TEMPORARY TABS OR TAPE DEPICTING ALIGNMENT AND PLACEMENT OF THE SAME. THE TOWN SHALL APPROVE THEIR PLACEMENT PRIOR TO PERMANENT INSTALLATION OF STRIPING AND SYMBOLS.
7. EPOXY APPLICATIONS SHALL BE APPLIED AS SPECIFIED IN CDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
8. ALL SURFACES SHALL BE THOROUGHLY CLEANED PRIOR TO INSTALLATION OF STRIPING OR MARKINGS.
9. ALL SIGN POSTS SHALL UTILIZE BREAK-AWAY ASSEMBLIES AND FASTENERS PER THE STANDARDS.
10. A FIELD INSPECTION OF LOCATION AND INSTALLATION OF ALL SIGNS SHALL BE PERFORMED BY THE TOWN OR THEIR DESIGNATE. ALL DISCREPANCIES IDENTIFIED DURING THE FIELD INSPECTION MUST BE CORRECTED BEFORE THE 2-YEAR WARRANTY PERIOD WILL BEGIN.
11. THE DEVELOPER INSTALLING SIGNS SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL UNDERGROUND UTILITIES.
12. SPECIAL CARE SHALL BE TAKEN IN SIGN LOCATION TO ENSURE AN UNOBSTRUCTED VIEW OF EACH SIGN.
13. SIGNAGE AND STRIPING HAS BEEN DETERMINED BY INFORMATION AVAILABLE AT THE TIME OF REVIEW. PRIOR TO INITIATION OF THE WARRANTY PERIOD, THE TOWN RESERVES THE RIGHT TO REQUIRE ADDITIONAL SIGNAGE AND/OR STRIPING IF THE TOWN DETERMINES THAT AN UNFORESEEN CONDITION WARRANTS SUCH SIGNAGE ACCORDING TO THE M.U.T.C.D. OR THE CDOT M AND S STANDARDS.
14. ALL SIGNAGE AND STRIPING SHALL FALL UNDER THE REQUIREMENTS OF THE 2-YEAR WARRANTY PERIOD FOR NEW CONSTRUCTION (EXCEPT FAIR WEAR ON TRAFFIC MARKINGS).
15. SLEEVES FOR SIGN POSTS SHALL BE REQUIRED FOR USE IN ISLANDS/MEDIANS.

1. ALL WATER DISTRIBUTION SHALL BE AS FOLLOWS:
 - A. 8"-12" AWWA C900 PVC DR 18.
2. ALL WATER FITTINGS AND VALVES ARE ONLY GRAPHICALLY REPRESENTED AND ARE NOT TO SCALE.
3. ALL FIDDLE LINE PIPE, FITTINGS, VALVES, AND METALLIC APPURTENANCES SHALL BE POLYETHYLENE WRAPPED.
4. ALL FITTINGS AND MECHANICAL JOINTS SHALL BE INSTALLED WITH RESTRAINED JOINT GLANDS.
5. ONLY TOWN PERSONNEL SHALL OPERATE EXISTING WATER SYSTEM VALVES AND FIRE HYDRANTS.
6. IN LOCATIONS WHERE CHANGES IN LINE AND GRADE ARE PRODUCED THROUGH DEFLECTIONS IN INDIVIDUAL JOINTS, THE MAXIMUM ALLOWABLE DEFLECTION SHALL BE 80 PERCENT OF THE MANUFACTURER'S RECOMMENDATION.
7. ALL WATER SERVICES SHALL BE A MINIMUM OF 2' UNLESS OTHERWISE SHOWN ON THE APPROVED PLANS.
8. THE MINIMUM COVER OVER WATER LINES SHALL BE 5 FEET AND THE MAXIMUM COVER IS 5.5 FEET UNLESS OTHERWISE NOTED IN THE PLANS AND APPROVED BY THE TOWN.
9. WATER MAINS SHALL BE PVC WITH TRACER WIRE UNLESS OTHERWISE APPROVED BY THE TOWN.
10. WATER SERVICES SHALL BE EXTENDED TO A POINT 1-FOOT INSIDE THE UTILITY EASEMENTS. SEE UTILITY PLANS.
11. CONCRETE COLLARS SHALL BE INSTALLED AROUND ALL VALVE BOXES IN ACCORDANCE WITH THE TOWN DESIGN.
12. VALVE BOX LIDS SHALL HAVE "WATER" CAST IN THE METAL. LID ELEVATIONS ARE TO BE ADJUSTED TO 1" BELOW FINISHED GRADE. ONLY SMOOTH LIDS ARE ALLOWED (I.E. NO KNOBS OR RAISED PATTERNS).
13. A "W" SHALL BE STAMPED IN THE CURB OVER ALL WATER SERVICE LINES.
14. PLACE GROUNDWATER BARRIERS IN THE FOLLOWING LOCATIONS:
 - A. AT FOUR-HUNDRED (400) FOOT SPACING.

1. SEWER LINE DIMENSIONS AND SLOPES/GRADES ARE CALCULATED TO THE CENTER OF MANHOLES.
2. ALL SEWER LIDS SHALL BE AS FOLLOWS:
 - A. 4"-15", ASTM D3034 SDR 35 TYPE PSM;
 - B. 18"-27", ASTM F-679 SDR 35; TYPE PSM.
3. MANHOLE RIM ELEVATIONS ARE TO BE ADJUSTED TO $\frac{1}{4}$ " BELOW FINISHED GRADE. ONLY SMOOTH LIDS ARE ALLOWED (I.E. NO KNOBS OR RAISED PATTERNS).
4. SEWER SERVICES SHALL BE 6-INCH DIAMETER WITH A MINIMUM SLOPE OF 1% (0.01 FT/FT) AND 4-INCH DIAMETER WITH A MINIMUM SLOPE OF 2% (0.02 FT/FT).
5. MAINTAIN 10' MINIMUM SEPARATION (I.E. WALL TO WALL) BETWEEN ALL SANITARY SEWER & WATER MAINS SERVICES.
6. SERVICES CAN BE CONNECTED INTO MANHOLES ONLY IF MANHOLES ARE PRECAST WITH MANHOLE TO PIPE CONNECTORS CAST IN MANHOLE AT THE TIME OF MANUFACTURING. OTHERWISE CONNECT SERVICE DIRECT TO SANITARY SEWER MAIN.
7. PLACE GROUNDWATER BARRIERS IN THE FOLLOWING LOCATIONS:
 - A. 10'-FEET DOWNSTREAM OF EACH SANITARY SEWER MANHOLE.
8. SEWER SERVICES SHALL BE EXTENDED TO A POINT 1-FOOT INSIDE THE UTILITY EASEMENTS. SEE UTILITY PLANS.
9. CONCRETE COLLARS SHALL BE INSTALLED AROUND ALL MANHOLE LIDS IN ACCORDANCE WITH THE TOWN DETAIL.
10. MANHOLE LIDS SHALL HAVE "SEWER" CAST IN THE METAL.
 - A. "S" SHALL BE STAMPED IN THE CURB OVER ALL SANITARY SEWER SERVICE LINES.

1. PRIOR TO FINAL INSPECTION AND ACCEPTANCE BY THE TOWN, CERTIFICATION OF THE DRAINAGE FACILITIES BY A REGISTERED ENGINEER, MUST BE SUBMITTED TO AND ACCEPTED BY THE TOWN INCLUDING.
 - A. DETENTION POND STORAGE VOLUME AND OUTLET STRUCTURE RATING CURVE
 - B. PLACE GROUNDWATER BARRIERS IN THE FOLLOWING LOCATIONS:
 - A. 10-FOET DOWNSTREAM OF EACH STORM SEWER MANHOLE
 - C. DETECT COLLARS SHALL BE INSTALLED AROUND ALL MANHOLE LIDS IN ACCORDANCE WITH THE TOWN SPEC.
2. MANHOLE LIDS SHALL HAVE "STORM" CAST IN THE METAL.
3. MANHOLE RIM ELEVATIONS ARE TO BE ADJUSTED TO 1/4" BELOW FINISHED GRADE. ONLY SMOOTH LIDS ARE ALLOWED (I.E. NO KNOBS OR RAISED PATTERNS)

1. ALL NEW DRY UTILITIES SHALL BE INSTALLED UNDERGROUND IN ACCORDANCE WITH TOWN AND UTILITY PROVIDER STANDARDS. THE DEVELOPER SHALL PROVIDE A CONDUIT PLAN TO THE TOWN FOR APPROVAL BEFORE INSTALLING.
2. EXISTING OVERHEAD ELECTRIC ALONG THE PERIMETER OF THE PROPERTY SHALL BE UNDERGROUNDED AS PART OF THE CONSTRUCTION AT NO COST TO THE TOWN.
3. STREET LIGHT LAYOUTS SHALL BE PROVIDED TO THE TOWN FOR APPROVAL PRIOR TO INSTALLATION. SIGNAGE AND LIGHTING SHALL BE COMMENCED UNTIL APPLIED IN WRITING BY THE TOWN OF WELLINGTON.
4. DEVELOPER IS RESPONSIBLE FOR THE COST OF THE DRY UTILITY AND STREET LIGHT INSTALLATION FOR THE PROJECT.

TOWN OF WELLINGTON
DRAWING APPROVAL

REVIEW IS FOR GENERAL COMPLIANCE WITH
TOWN STANDARDS. NO RESPONSIBILITY IS
ASSUMED FOR CORRECTNESS OF DESIGN.

DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR

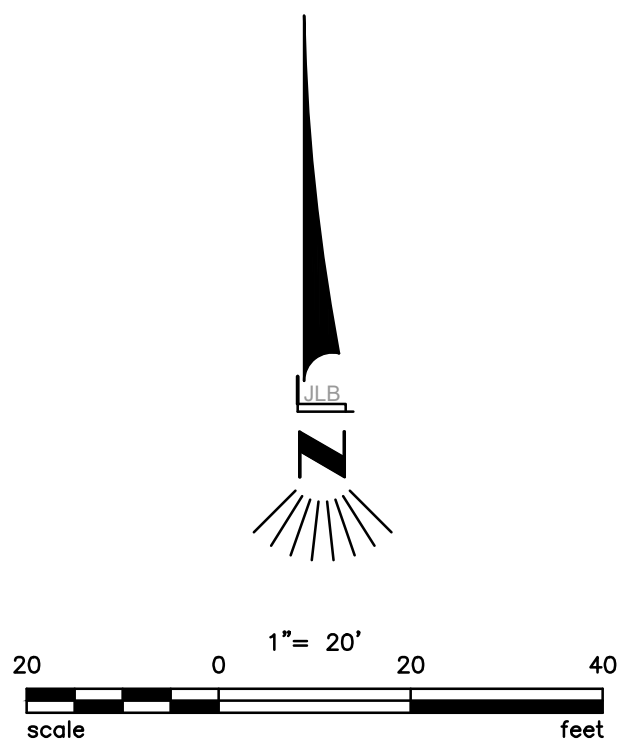
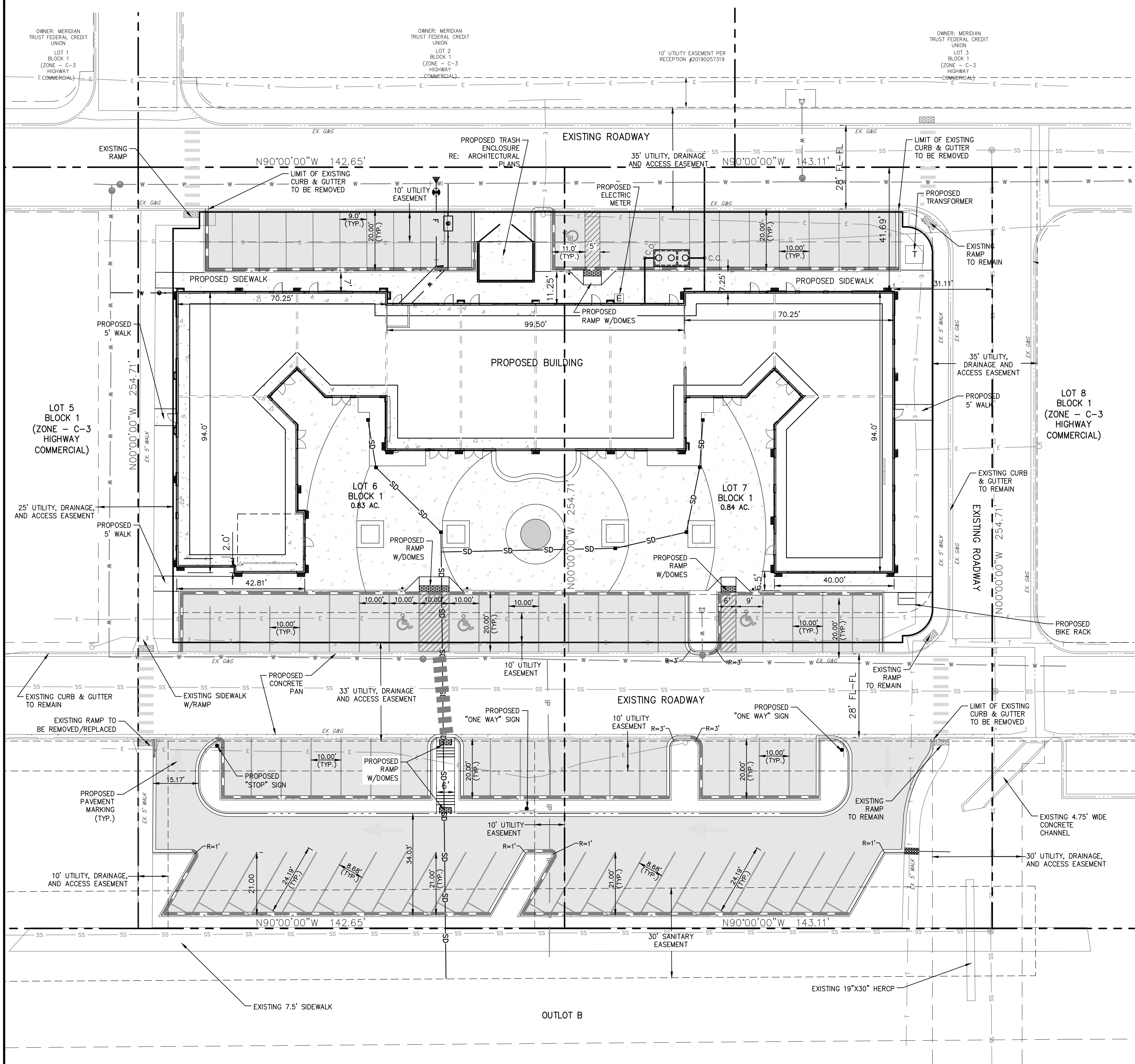


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Inc.**
16911 Potts Place
Mead, Colorado
970.217.9148

SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION

SITE PLAN

SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO



LEGEND OF SYMBOLS

EXISTING

WATER LINES
 SANITARY SEWER
 ELECTRIC
 GAS
 OVERHEAD
 TELEPHONE
 STORM DRAIN

VALVE
 FIRE HYD.
 METER
 GAS VALVE
 POLE
 GUY ANCHOR
 PEDESTAL
 MANHOLE
 MANHOLE
 STORM DRAIN

CONTOURS (1')

FLOW DIRECTION

EXISTING ASPHALT

EXISTING CONCRETE

PROPOSED CONCRETE

PROPOSED ASPHALT

SPILL CURB & GUTTER

NOTES

1. BUILDING WILL BE TYPE II-B CONSTRUCTION, WITH FIRE SUPPRESSION.
2. DIMENSIONS ARE TO FLOWLINE OR EDGE OF CONCRETE/ASPHALT UNLESS OTHERWISE NOTED.
3. THE EDGE OF THE ASPHALT PATCH SHALL NOT BE WITHIN THE WHEEL PATH OF THE LANE. CONTRACTOR SHALL COORDINATE ASPHALT PATCH WITH THE TOWN OF WINDSOR.
4. CONTRACTOR SHALL INSTALL SPLASH BLOCKS AT ALL DOWNSPOUTS ON THE EAST SIDE OF THE BUILDING TO DIRECT RUNOFF AWAY FROM THE BUILDING FOR A MINIMUM OF 5'. CONTRACTOR SHALL PIPE THE DOWNSPOUTS ON THE WEST SIDE OF THE BUILDING TO THE FLOWLINE OF THE NEAREST PARKING STALL. PIPE SHALL BE A MINIMUM OF 4".
5. CONSTRUCTION OPERATIONS AND TRAFFIC SHALL NOT IMPEDE ADJACENT PROPERTIES AND BUSINESSES.
6. A TRAFFIC CONTROL PLAN SHALL BE SUBMITTED BY THE CONTRACTOR FOR APPROVAL BY THE TOWN OF WELLINGTON.
7. REFER TO THE APPROVED GEOTECHNICAL REPORT FOR THE SITE FOR PAVING THICKNESS AND MATERIAL.
8. ALL SIGNS AND PAVEMENT MARKINGS SHALL BE IN CONFORMANCE WITH THE TOWN OF WELLINGTON STANDARDS AND THE MUTCD.
9. ADA RAMP SLOPES SHALL BE CONFIRMED AND ACCEPTED PRIOR TO CERTIFICATE OF OCCUPANCY.

PRELIMINARY
NOT FOR CONSTRUCTION
08/16/2021

TOWN OF WELLINGTON
DRAWING APPROVAL

REVIEW IS FOR GENERAL COMPLIANCE WITH
TOWN STANDARDS. NO RESPONSIBILITY IS
ASSUMED FOR CORRECTNESS OF DESIGN.

DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR

SURVEY NOTES

BENCHMARK:

1. FOUND #4 REBAR: N: 4695.38, E: 4204.65
ELEV = 5203.23
SOUTHWEST CORNER OUTLOT B
2. FOUND #4 REBAR: N: 4699.25, E: 4680.41
ELEV = 5205.81
SOUTH LINE OF OUTLOT B
3. FOUND #4 REBAR: N: 4821.80, E: 4206.41
ELEV = 5203.19
WEST PROPERTY LINE ANGLE POINT LOT 5

BASIS OF BEARINGS:
BASIS OF BEARINGS USED IN THE PREPARATION OF THE EXISTING
CONDITIONS BASE FILE IS THE WESTERN PORTION OF SOUTH
PROPERTY LINE OF THE MERIDIAN FIRST SUBDIVISION. SAID LINE IS
ASSUMED TO BEAR NORTH 89°37'32" EAST BETWEEN THE MONUMENTS
AS SHOWN ON ALTA PREPARED BY DONNELLY LAND CONSULTANTS,
DATED MARCH 12, 2021.

DATE	BY	REVISION / ISSUE	APPV	DATE

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Design	Drawn DSS
Checked TWC	Checked TWC
Date	AUGUST 16, 2021
Job No.	1049-1
D-	MERIDIAN_HC

SHEET
C-3

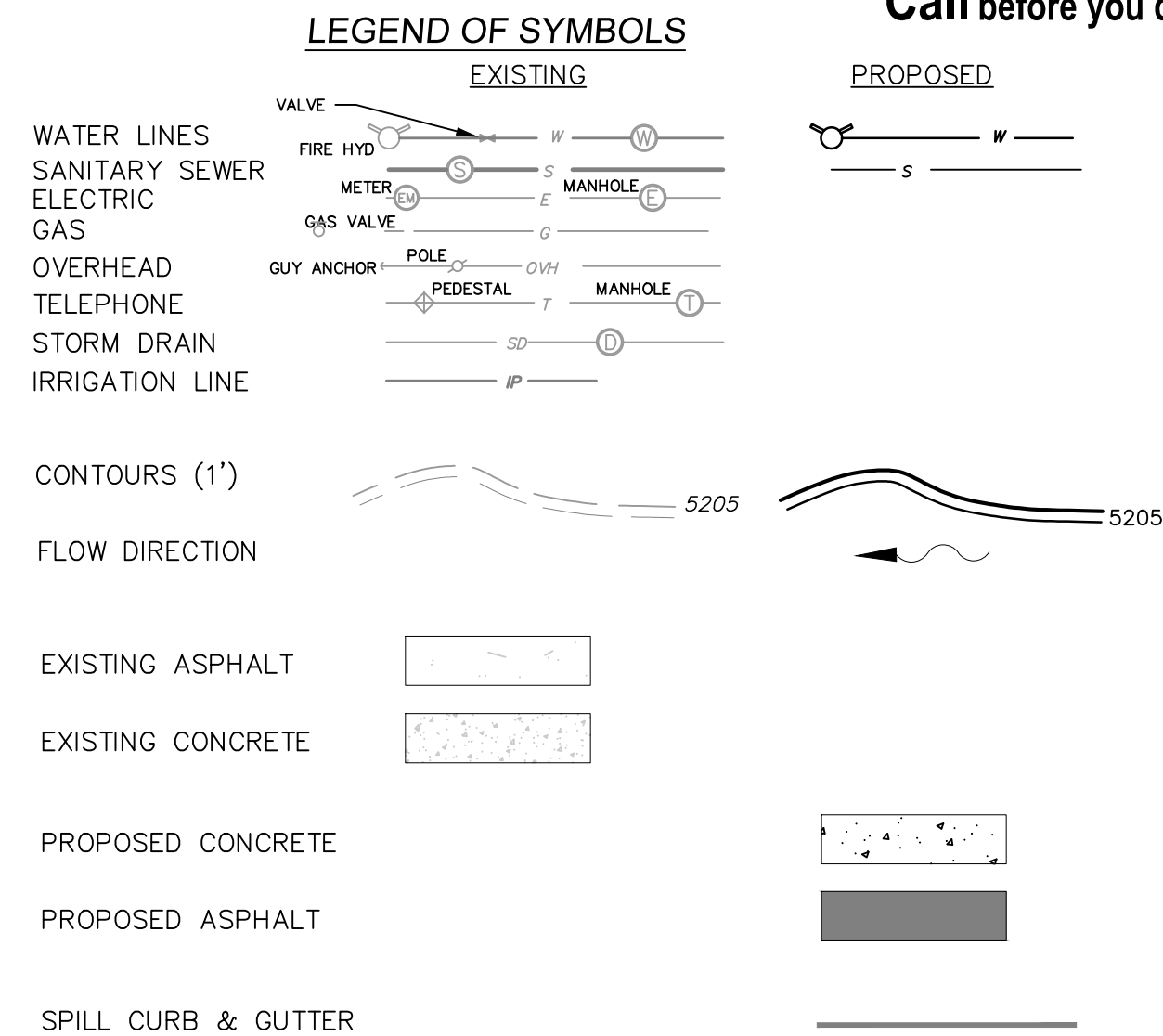
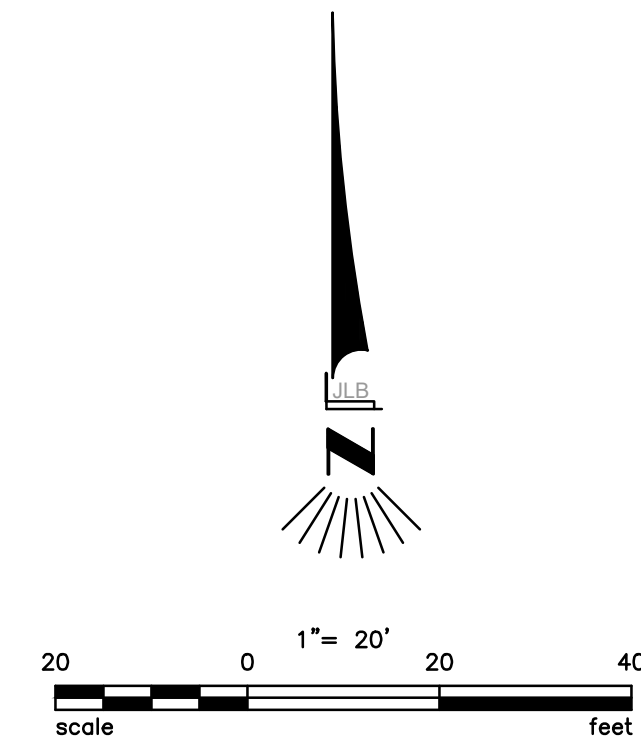
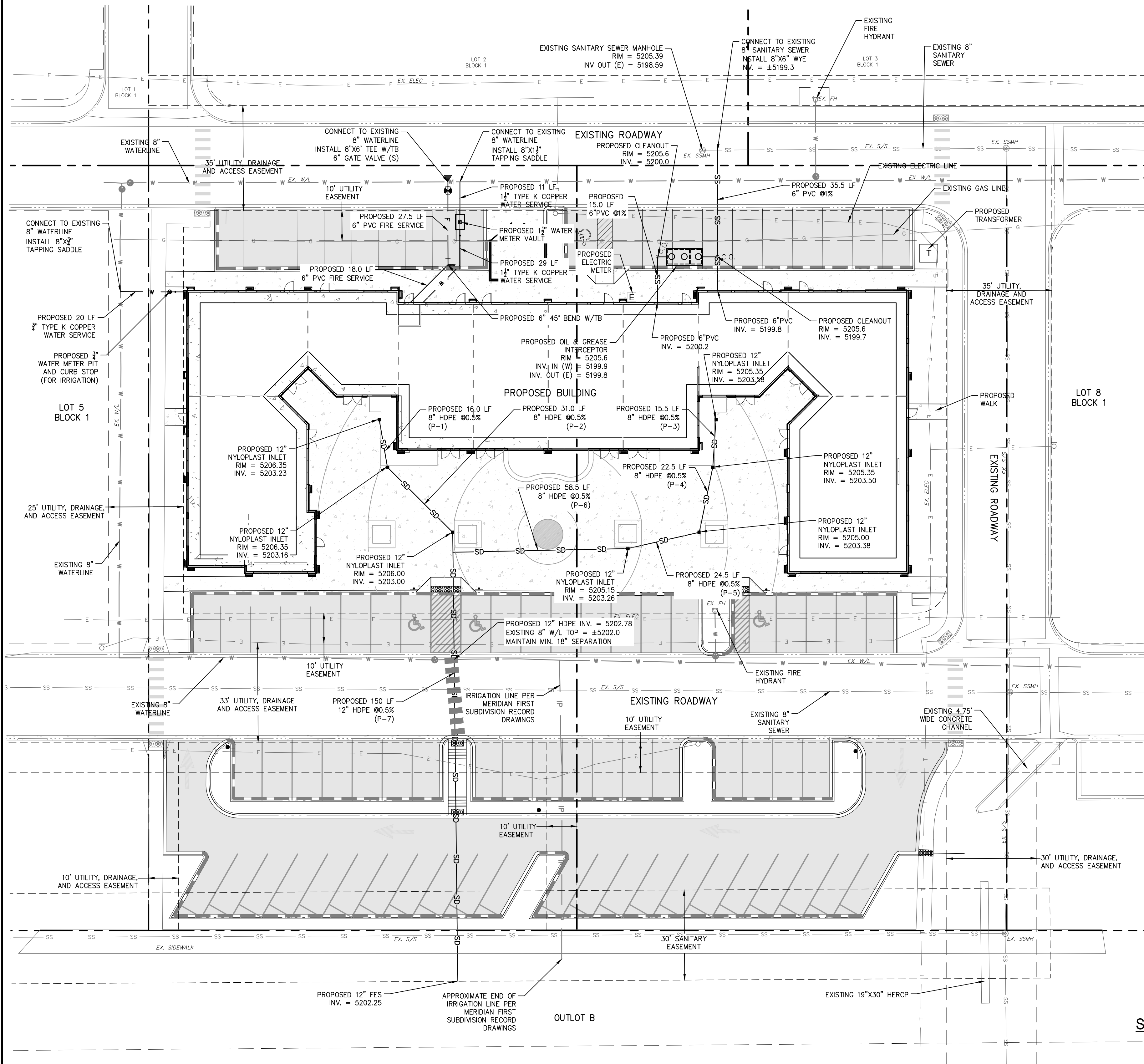
3 OF 22 SHEETS



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SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
OVERALL UTILITY PLAN
SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO



UTILITY PLAN NOTES

1. ALL WATERLINES SHALL BE C900, DR 18 PVC PIPE WITH A MINIMUM 12 GAGE INSULATED TRACER WIRE.
2. THE CONTRACTOR SHALL MAINTAIN A MINIMUM OF 10 FEET OF HORIZONTAL SEPARATION AND 18 INCHES OF VERTICAL SEPARATION BETWEEN ALL SEWER AND WATER LINES.
3. ALL EXISTING UTILITIES ARE APPROXIMATELY SHOWN AND LOCATIONS NEED TO BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
4. NO TREE(S) SHALL BE LOCATED WITHIN 10 FEET OF FACILITIES.
5. ALL GATE VALVES SHALL HAVE VALVE BOXES.
6. FIRE SPRINKLER SERVICES SHALL BE MECHANICALLY RESTRAINED PVC WITH VALVE BOXES LABELED "FIRE".
7. ALL FITTINGS SHALL BE MECHANICALLY RESTRAINED ALONG WITH THRUST BLOCK INSTALLATION.
8. WHERE NON-POTABLE IRRIGATION LINES CROSS ABOVE OR BELOW POTABLE WATERLINES, THE NON-POTABLE LINE SHALL BE INCASED WITH A C900 SLEEVE PER TOWN OF WINDSOR STANDARDS.
9. ALL STORM DRAINS CROSSING ABOVE WATERLINES SHALL BE ENCASED.
10. SANITARY SEWER SERVICES SHALL BE 4"SDR 35 PVC UNLESS OTHERWISE NOTED.

SURVEY NOTES

- BENCHMARK:
1. FOUND #4 REBAR: N: 4695.38, E: 4204.65
ELEV = 5203.23
SOUTHWEST CORNER OUTLOT B
2. FOUND #4 REBAR: N: 4699.25, E: 4680.41
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SOUTH LINE OF OUTLOT B
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ELEV = 5203.19
WEST PROPERTY LINE ANGLE POINT LOT 5

BASIS OF BEARINGS:
BASIS OF BEARINGS USED IN THE PREPARATION OF THE EXISTING CONDITIONS BASE FILE IS THE WESTERN PORTION OF SOUTH PROPERTY LINE OF THE MERIDIAN FIRST SUBDIVISION. SAID LINE IS ASSUMED TO BEAR NORTH 89°37'32" EAST BETWEEN THE MONUMENTS AS SHOWN ON ALTA PREPARED BY DONNELLY LAND CONSULTANTS, DATED MARCH 12, 2021.

PRELIMINARY
NOT FOR CONSTRUCTION
08/16/2021

TOWN OF WELLINGTON DRAWING APPROVAL	
REVIEW IS FOR GENERAL COMPLIANCE WITH TOWN STANDARDS. NO RESPONSIBILITY IS ASSUMED FOR CORRECTNESS OF DESIGN.	
DATE _____	BY _____ TOWN ENGINEER
DATE _____	BY _____ PUBLIC WORKS DIRECTOR

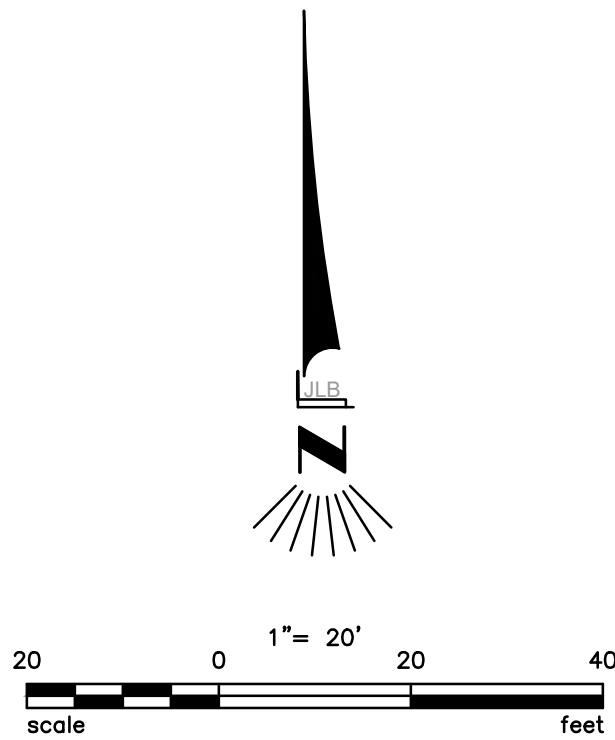
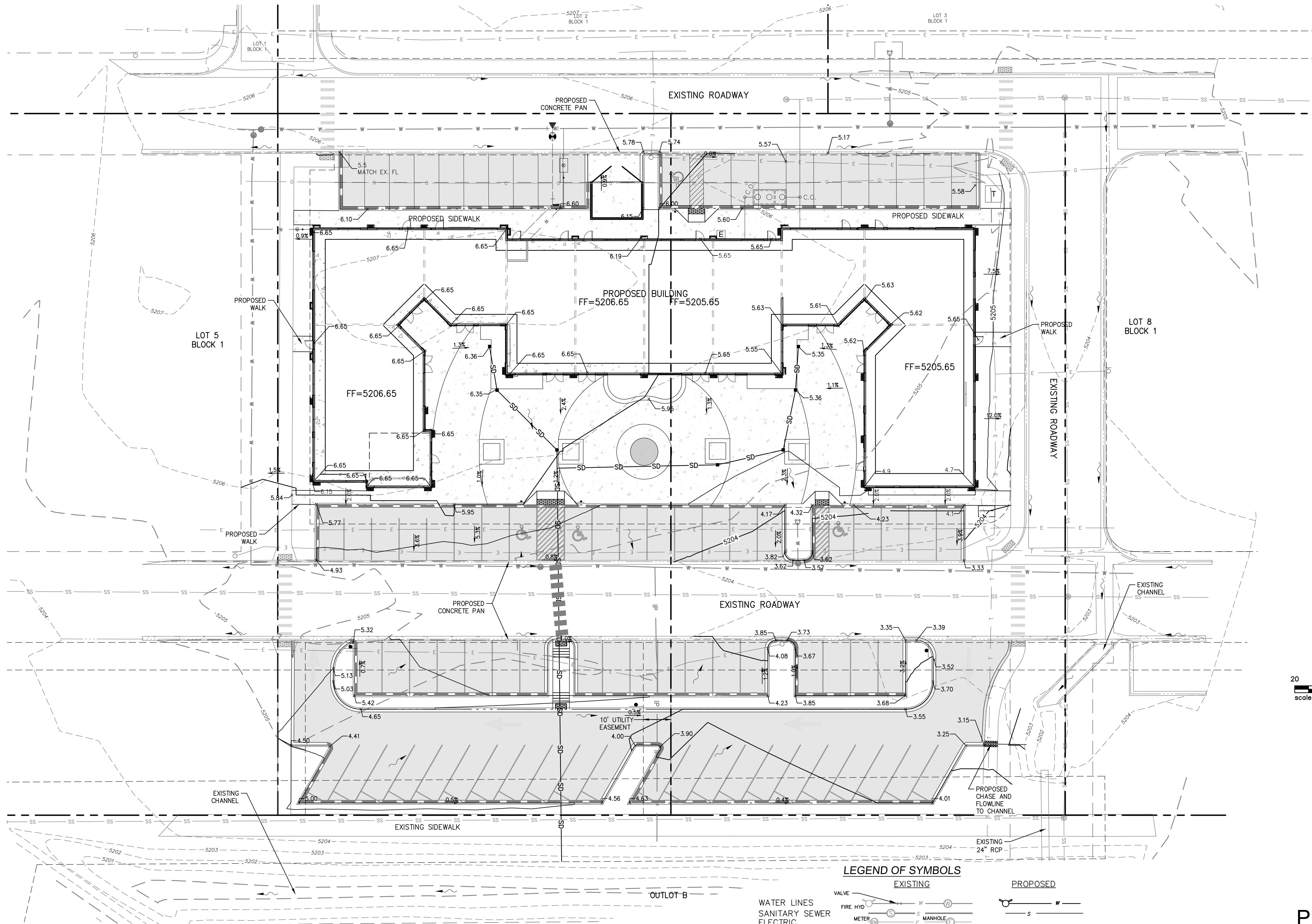
DESIGN	DRAWN	CHECKED	DATE	REVISION/ISSUE	BY	DATE
DSS	TWC	TWC	AUGUST 16, 2021			
Job No. 1049-1						
D- MERIDIAN_UT						
SHEET C-4						
4 OF 22 SHEETS						



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Inc.
16911 Potts Place
Mead, Colorado
970.217.9148

SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
OVERALL GRADING PLAN
SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO



SURVEY NOTES

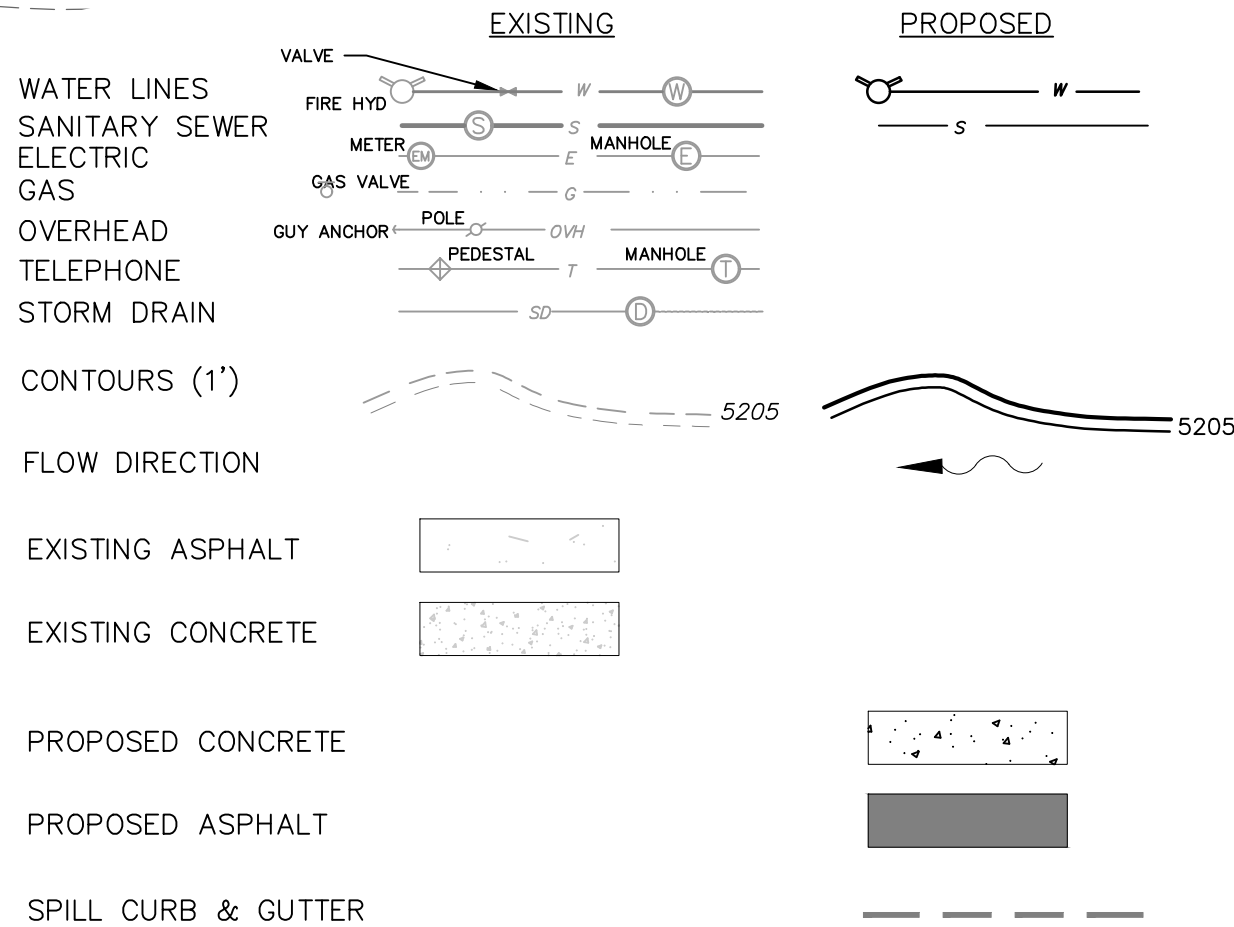
- BENCHMARK:
1. FOUND #4 REBAR: N: 4695.38, E: 4204.65
ELEV = 5203.23
SOUTHWEST CORNER OUTLOT B
2. FOUND #4 REBAR: N: 4699.25, E: 4680.41
ELEV = 5205.81
SOUTH LINE OF OUTLOT B
3. FOUND #4 REBAR: N: 4821.80, E: 4206.41
ELEV = 5203.19
WEST PROPERTY LINE ANGLE POINT LOT 5

BASIS OF BEARINGS:
BASIS OF BEARINGS USED IN THE PREPARATION OF THE EXISTING CONDITIONS BASE FILE IS THE WESTERN PORTION OF SOUTH PROPERTY LINE OF THE MERIDIAN FIRST SUBDIVISION. SAID LINE IS ASSUMED TO BEAR NORTH 89°37'32" EAST BETWEEN THE MONUMENTS AS SHOWN ON ALTA PREPARED BY DONNELLY LAND CONSULTANTS, DATED MARCH 12, 2021.

NOTES

- SPOT ELEVATIONS ARE TO FLOWLINE UNLESS OTHERWISE NOTED.
TOS = TOP OF STEP
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- CONTRACTOR SHALL INSTALL SPLASH BLOCKS AT ALL DOWNSPOUTS ON THE EAST SIDE OF THE BUILDING TO DIRECT RUNOFF AWAY FROM THE BUILDING FOR A MINIMUM OF 5'. CONTRACTOR SHALL PIPE THE DOWNSPOUTS ON THE WEST SIDE OF THE BUILDING TO THE FLOWLINE OF THE NEAREST PARKING STALL. PIPE SHALL BE A MINIMUM OF 4". REFER TO THE APPROVED GEOTECHNICAL REPORT FOR THE SITE FOR PAVING THICKNESS AND MATERIAL.
-

LEGEND OF SYMBOLS



**PRELIMINARY
NOT FOR CONSTRUCTION
08/16/2021**

TOWN OF WELLINGTON DRAWING APPROVAL

REVIEW IS FOR GENERAL COMPLIANCE WITH TOWN STANDARDS. NO RESPONSIBILITY IS ASSUMED FOR CORRECTNESS OF DESIGN.

DATE _____ BY _____
TOWN ENGINEER

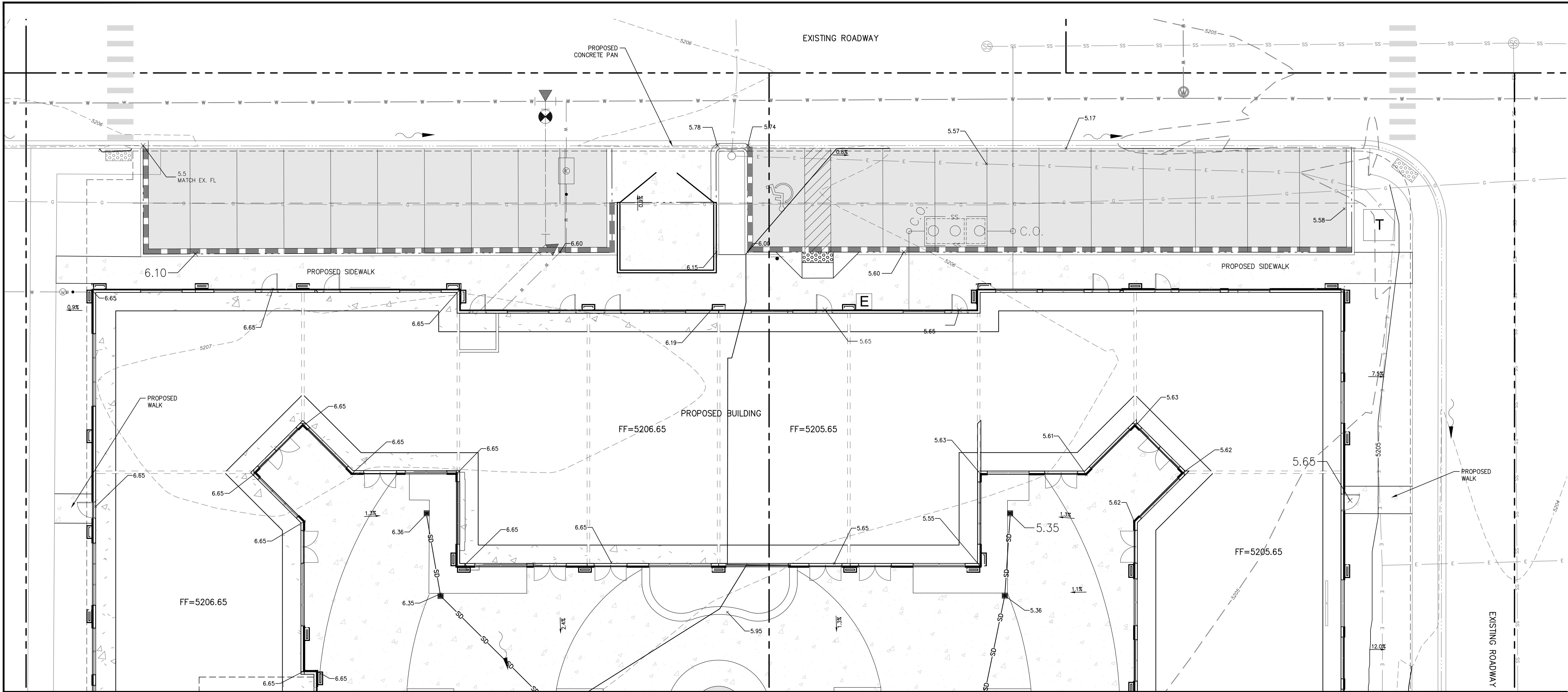
DATE _____ BY _____
PUBLIC WORKS DIRECTOR

Design _____ Drawn DSS
Checked TWC Checked TWC
Date AUGUST 16, 2021
Job No. 1049-1
D- MERIDIAN_GR

**SHEET
C-5**

5 OF 22 SHEETS

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MATCH LINE - SEE SHEET C-7



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SURVEY NOTES

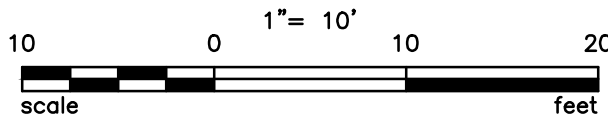
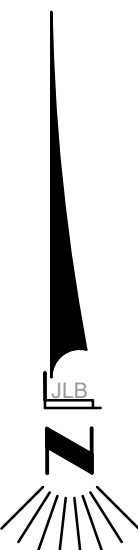
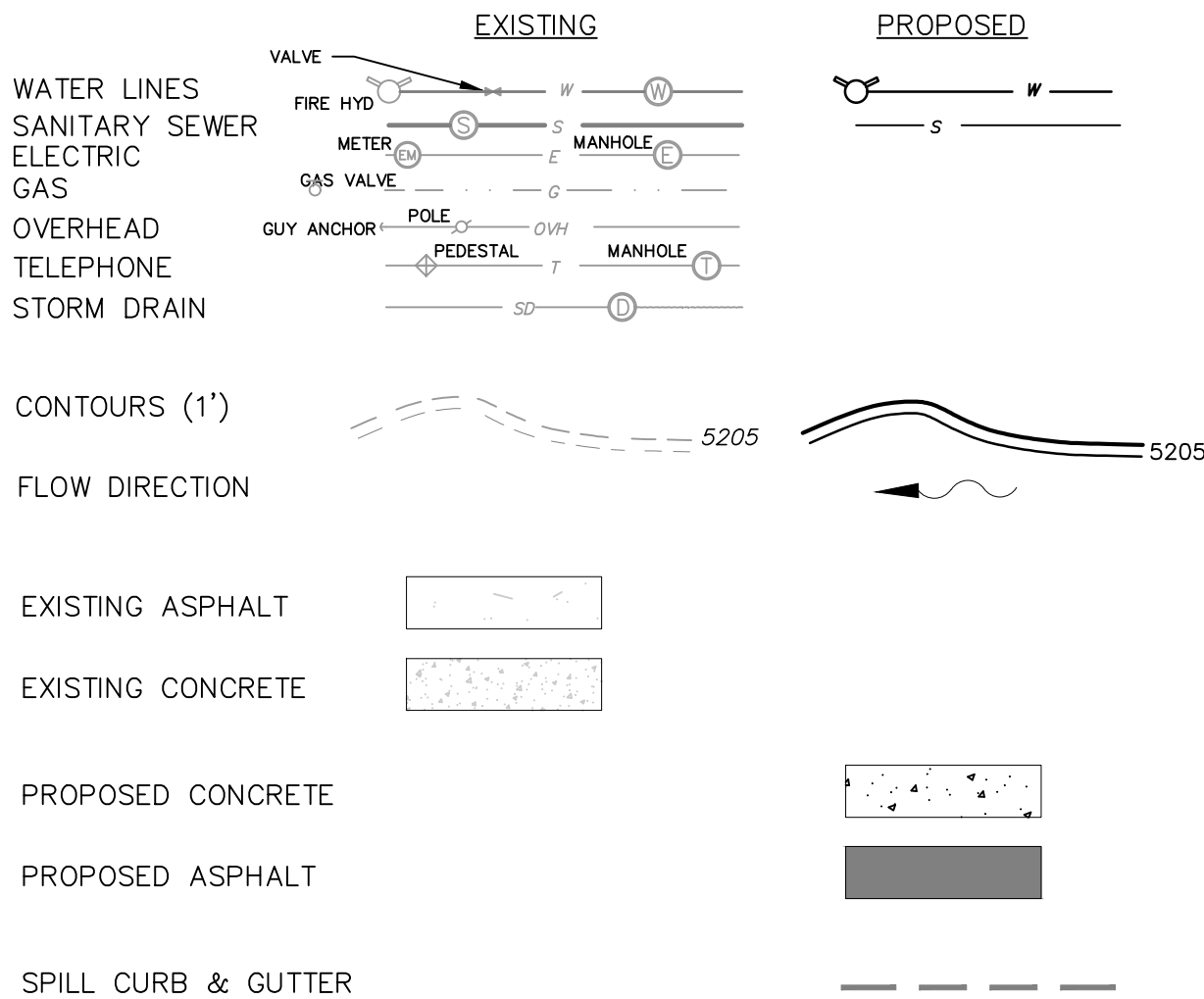
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PIPE SHALL BE A MINIMUM OF 4".

LEGEND OF SYMBOLS



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08/16/2021

TOWN OF WELLINGTON DRAWING APPROVAL

REVIEW IS FOR GENERAL COMPLIANCE WITH
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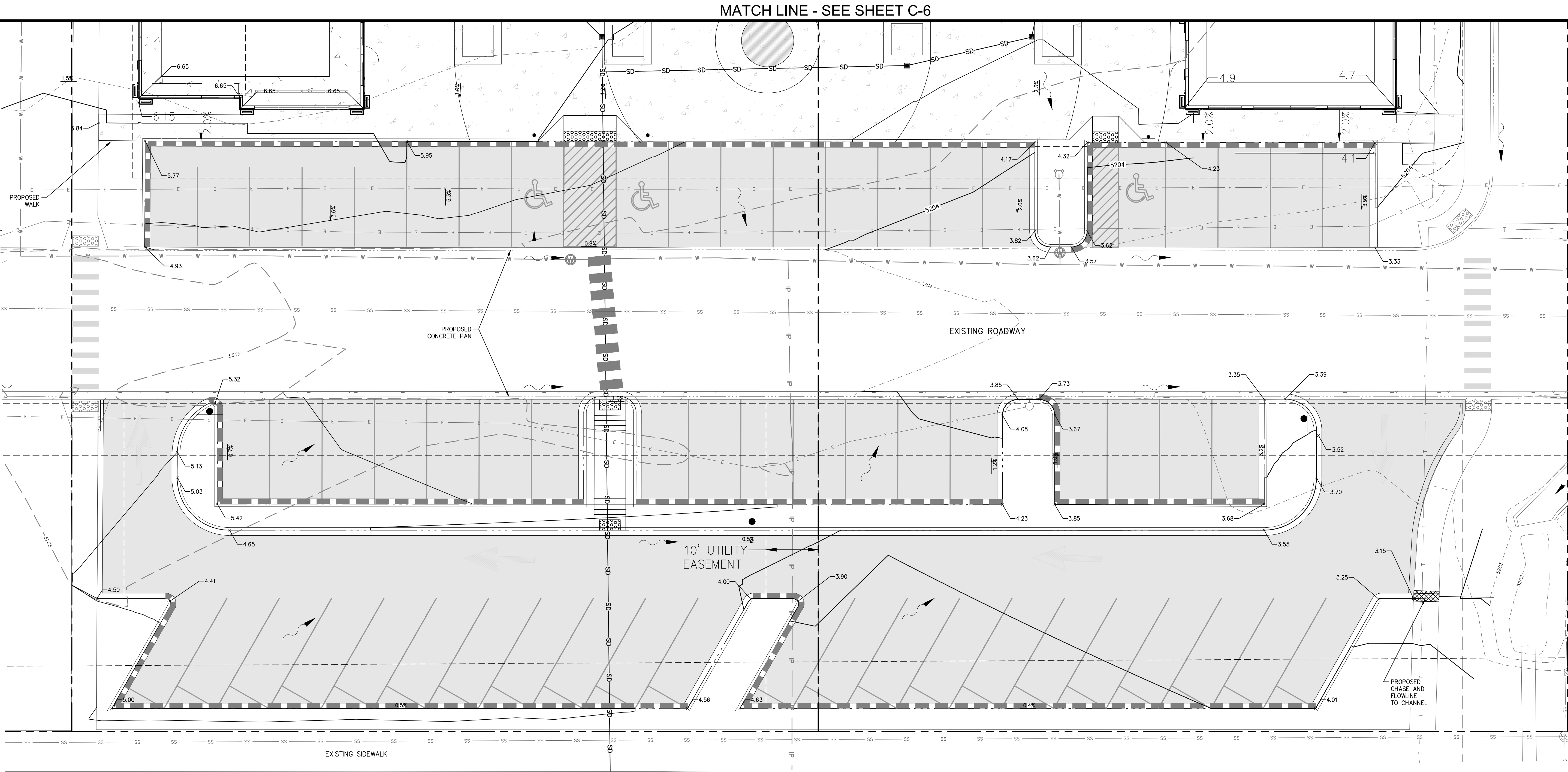
DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR

Design Drawn DSS
Checked TWC Checked TWC
Date AUGUST 16, 2021
Job No. 1049-1
D- MERIDIAN_GR

SHEET
C-6

6 OF 22 SHEETS



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SURVEY NOTES

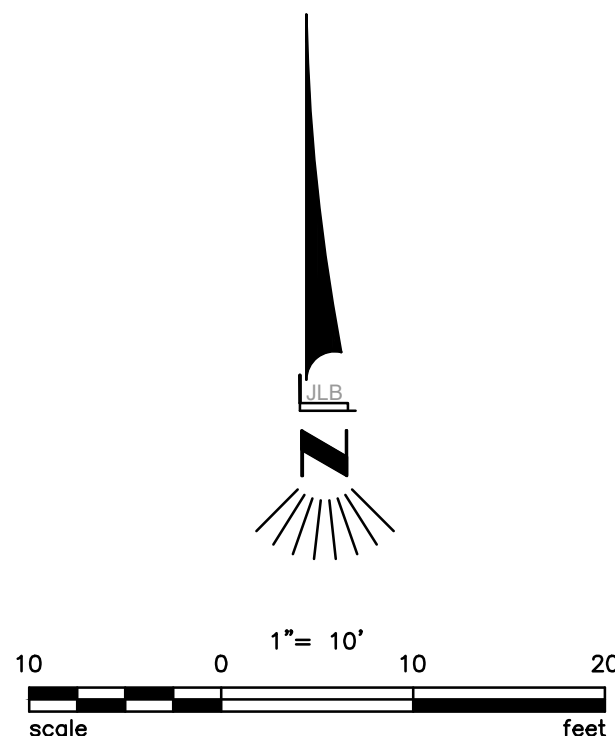
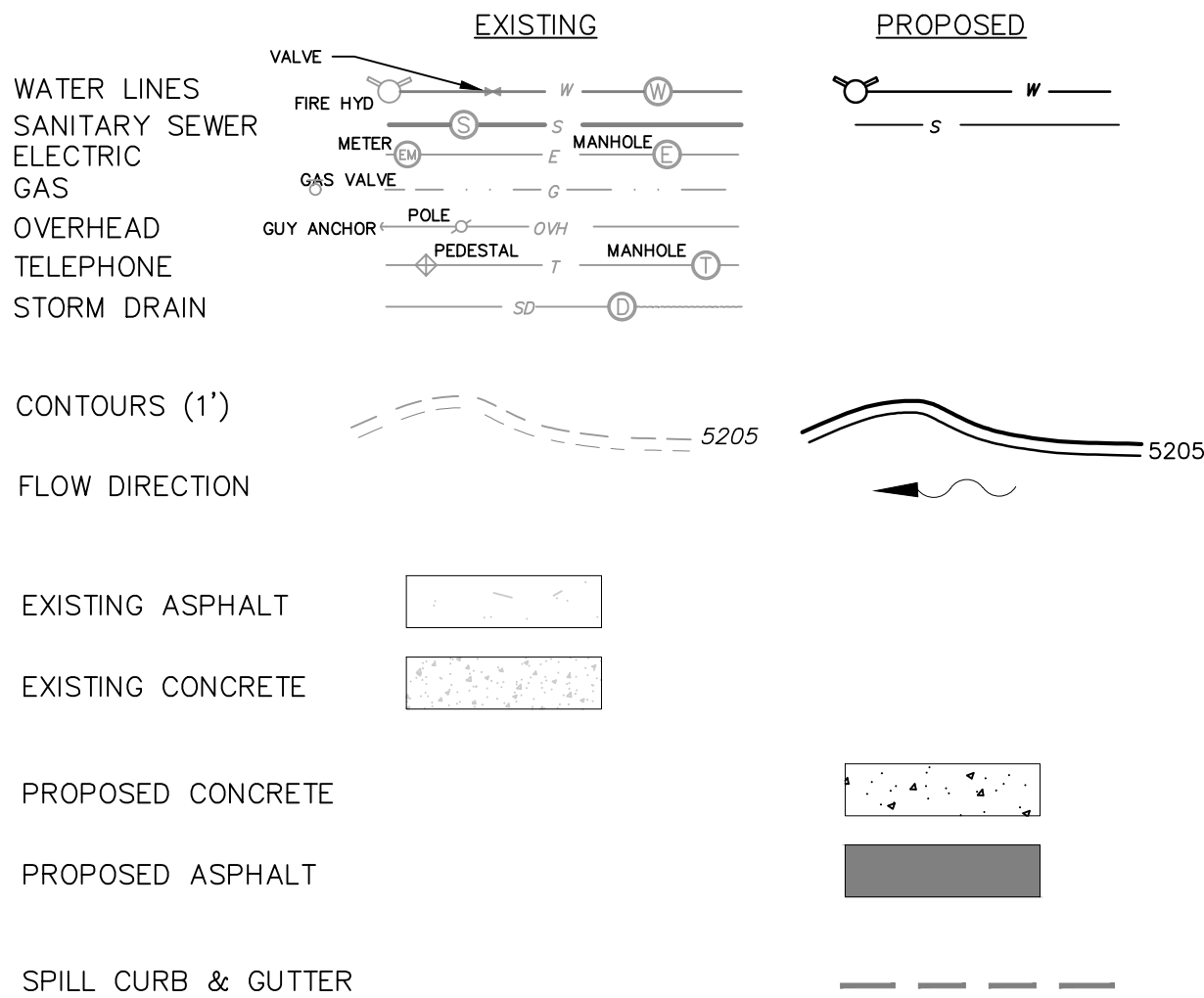
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08/16/2021

TOWN OF WELLINGTON
DRAWING APPROVAL

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DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR

Design	Drawn	DSS	
Checked	TWC	Checked	TWC
Date	AUGUST 16, 2021		
Job No.	1049-1		
D-	MERIDIAN_GR		

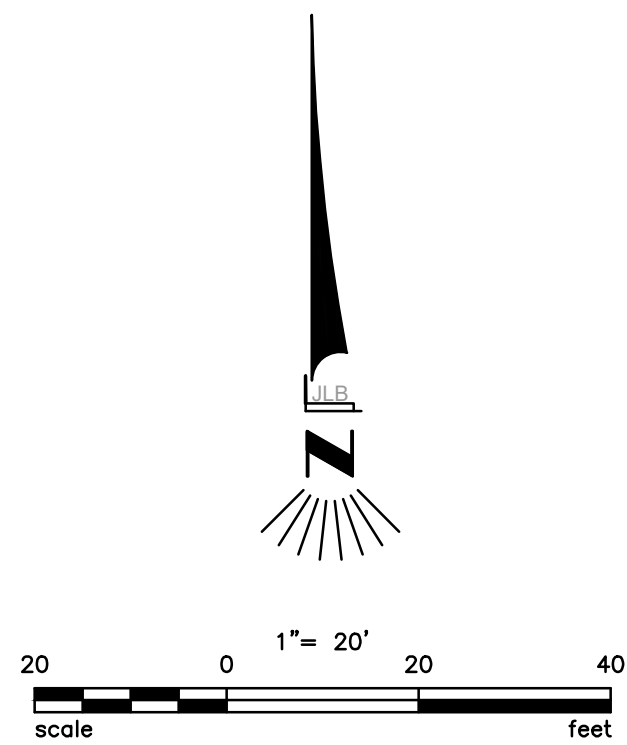
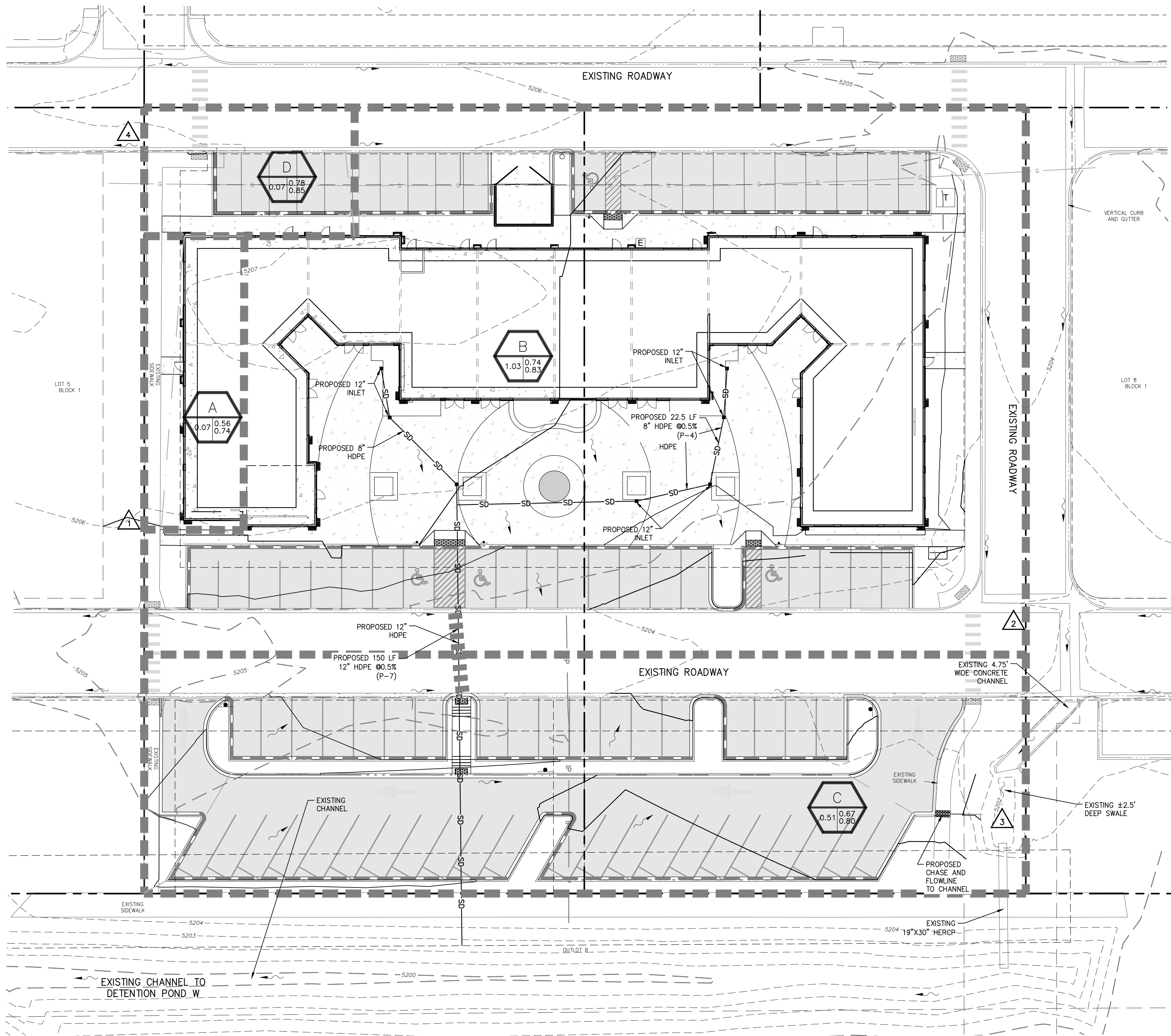
SHEET
C-7



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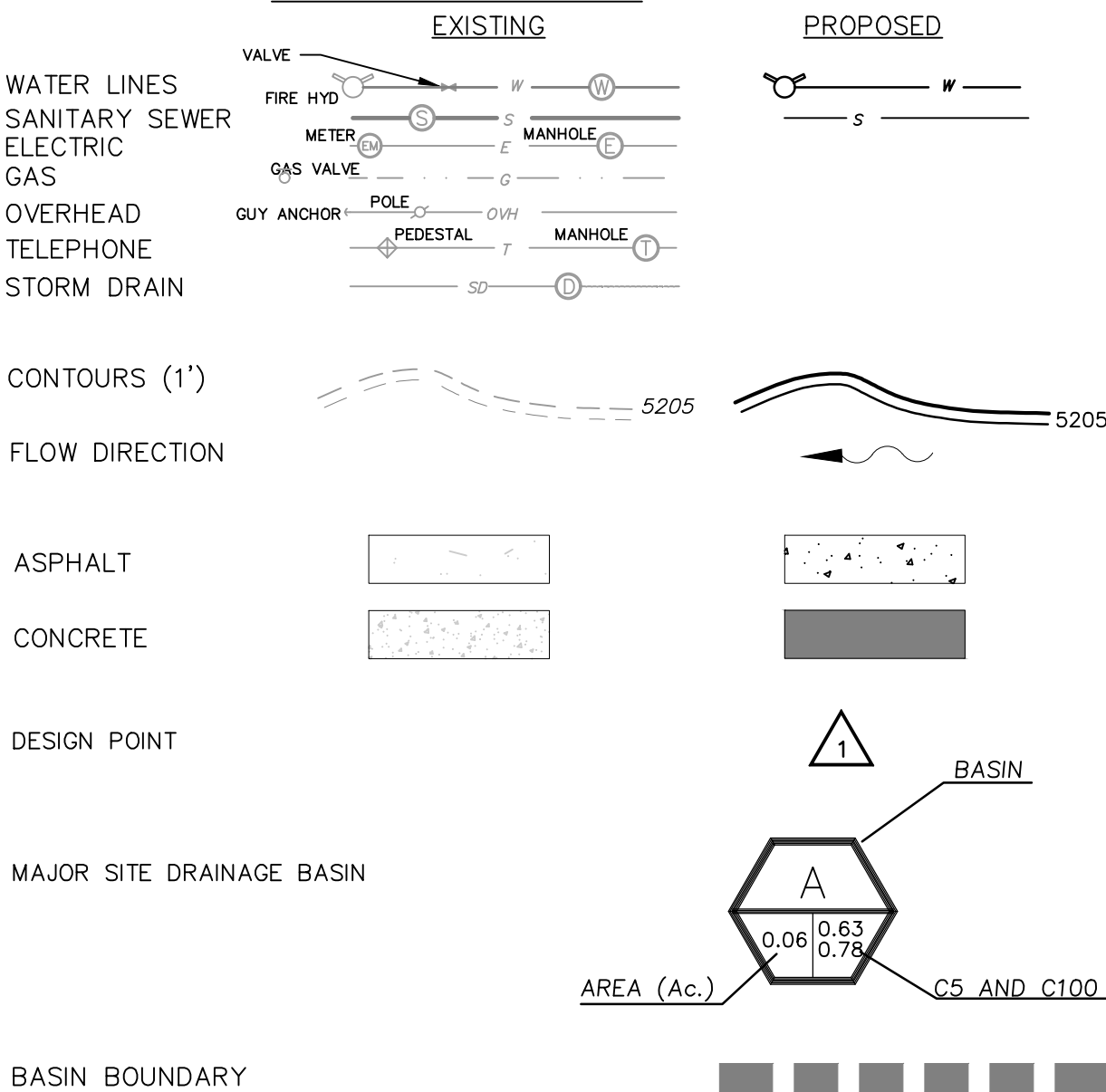
SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
DRAINAGE PLAN
SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO



BASIN RUNOFF SUMMARY

BASIN ID	DESIGN PT	AREA (ac)	DIRECT		DESCRIPTION
			Q ₀ (cfs)	Q ₁₀₀ (cfs)	
A	1	0.07	0.20	0.50	BASIN A TO BASIN B
B	2	1.03	3.48	7.73	BASIN B TO EXISTING CHANNEL
C	3	0.51	1.67	3.87	BASIN C TO EXISTING CHANNEL
D	4	0.07	0.26	0.58	BASIN D TO EXISTING ROADWAY
SITE	4	1.67	5.26	11.89	SITE TO EXISTING CHANNEL

LEGEND OF SYMBOLS



NOTES

- SEDIMENT AND EROSION CONTROL MEASURES SHALL BE REGULARLY INSPECTED AND MAINTAINED BY THE CONTRACTOR, DURING AND AFTER THE COMPLETION OF CONSTRUCTION.
- SITE SEDIMENT AND EROSION CONTROL MEASURES SHALL BE UPDATED AS NECESSARY DURING CONSTRUCTION, AS WARRANTED BY SITE CONDITIONS.

SURVEY NOTES

- BENCHMARK:
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TOWN OF WELLINGTON DRAWING APPROVAL

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DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR

Design _____ Drawn DSS
Checked TWC Checked TWC
Date AUGUST 16, 2021
Job No. 1049-1
D- MERIDIAN_DR

SHEET
C-8

8 OF 22 SHEETS

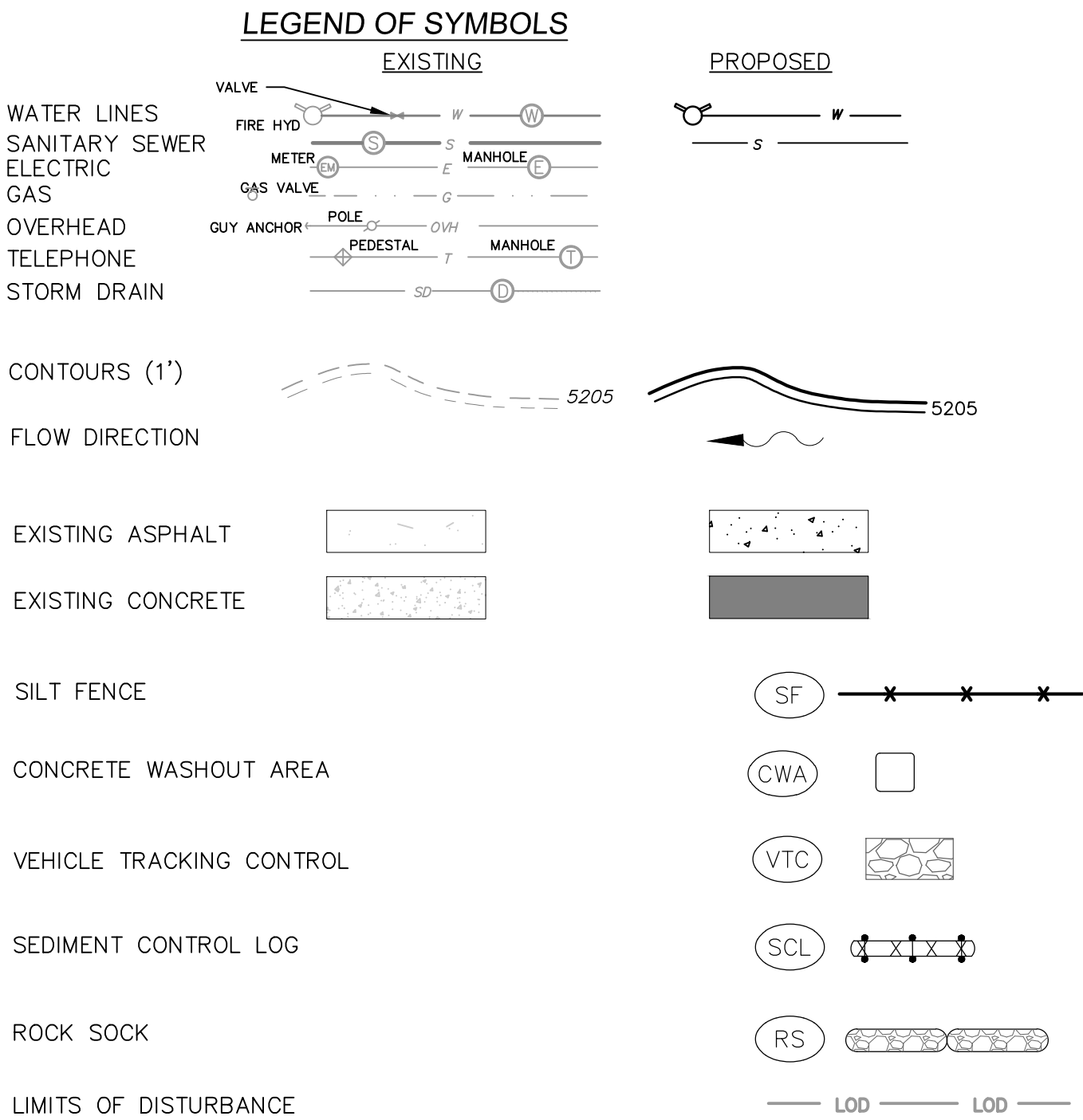
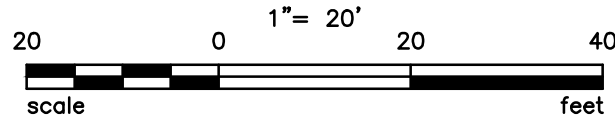
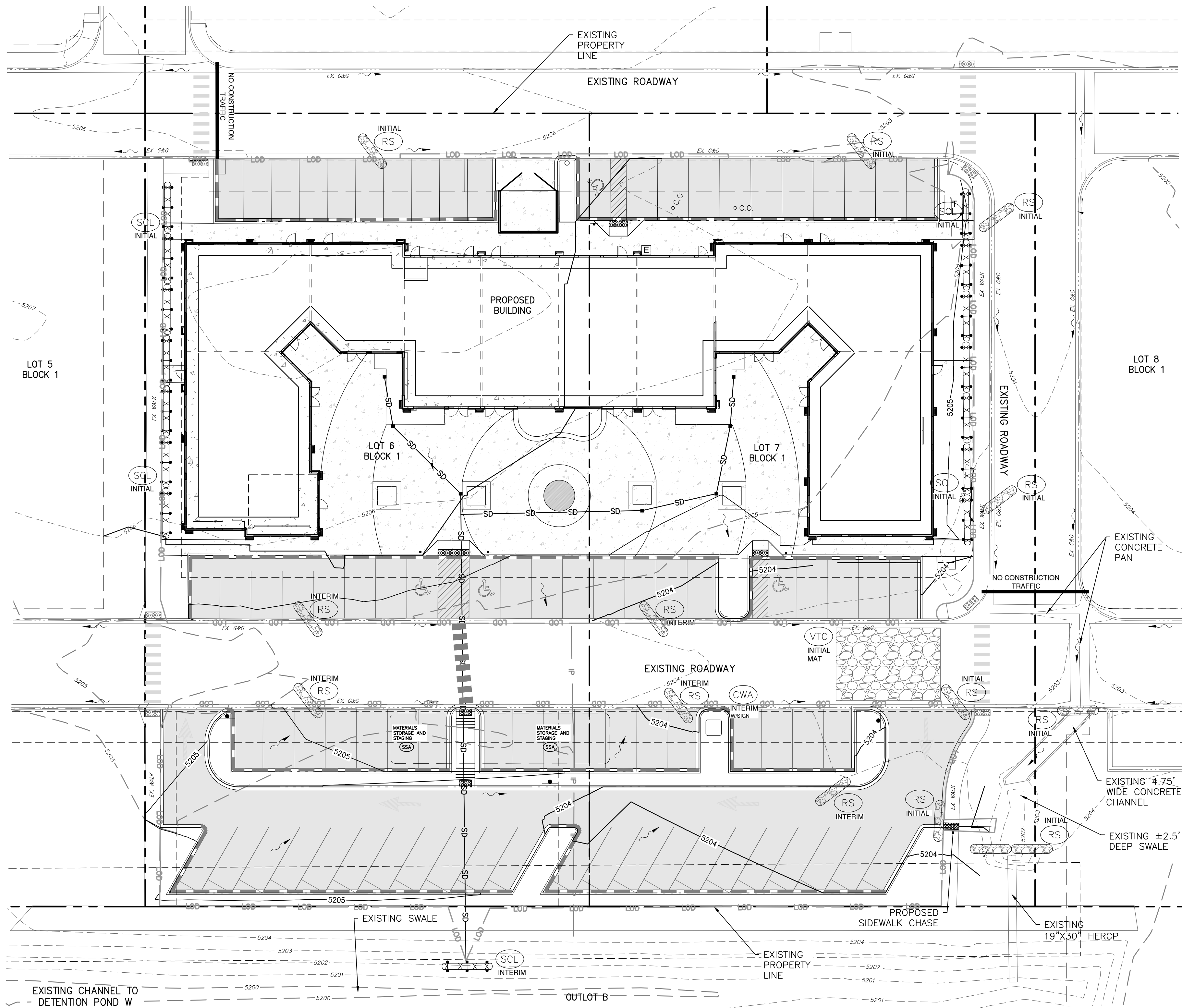
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SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
EROSION CONTROL PLAN
SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO



NOTES

- SEDIMENT AND EROSION CONTROL MEASURES SHALL BE REGULARLY INSPECTED AND MAINTAINED BY THE CONTRACTOR, DURING AND AFTER THE COMPLETION OF CONSTRUCTION.
- SITE SEDIMENT AND EROSION CONTROL MEASURES SHALL BE UPDATED AS NECESSARY DURING CONSTRUCTION, AS WARRANTED BY SITE CONDITIONS.
- CONSTRUCTION OPERATIONS AND TRAFFIC SHALL NOT IMPEDE ADJACENT PROPERTIES AND BUSINESSES.
- A TRAFFIC CONTROL PLAN SHALL BE SUBMITTED BY THE CONTRACTOR FOR APPROVAL BY THE TOWN OF WELLINGTON.

SURVEY NOTES

- BENCHMARK:
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PRELIMINARY
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TOWN OF WELLINGTON
DRAWING APPROVAL

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DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR

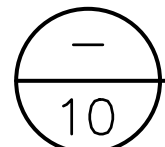
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Checked	TWC	Checked	TWC
Date	AUGUST 16, 2021		
Job No.	1049-1		
D-	MERIDIAN_EC		

SHEET
C-9

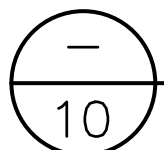
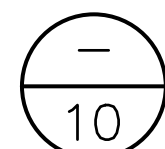
9 OF 22 SHEETS



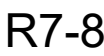
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NOTE:
WHEN THE CURB IS SEPARATED FROM THE SIDEWALK, THE
STEEL PLATE SHALL BE PLACED ON THE SIDEWALK AND THE
CONCRETE CHANNEL (WITH 6" THICK WALLS ON EACH SIDE)
CONTINUED INTO THE CURB AND GUTTER.



ADA SIGNS
NTS

TOWN OF WELLINGTON
DRAWING APPROVAL

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DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR



1. RAMP LANDING SHOULD BE CONCRETE COLORED WITH 4 LBS/SACK DAVIS NO.1117 (TILE RED) PIGMENT OR APPROVED EQUAL. DAVIS CLEAR SEALANT OR APPROVED EQUAL SHALL BE APPLIED ON ALL COLORED CONCRETE SURFACES
2. COLORED PORTION OF THE RAMP SHALL BE POURED SEPARATELY AND DOWELED INTO ADJACENT CONCRETE WITH MINIMUM OF 8 EQUALLY SPACED, 18-INCH #4 DEFORMED BARS DRIVEN 8-INCHES MINIMUM.
3. TRANSITIONS ARE TO BE SCORED PERPENDICULAR TO TRAVEL DIRECTION WITH 3/4-INCH DEEP TOOLED JOINTS AT 6-INCH ON CENTER



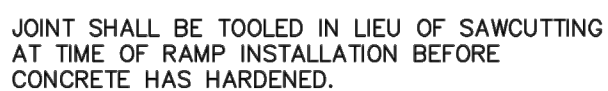
LATEST REV.
APRIL 2017



1. TRUNCATED DOMES SHALL BE INSTALLED AT SIDEWALK/ STREET INTERSECTIONS. THE DOMES SHALL BE PLACED IN A PATTERN GRID.
2. TRUNCATED DOMES SHALL BE INSTALLED A MINIMUM OF 6 INCHES FROM THE FLOW LINE OF THE CURB AND NOT BE MORE THAN A MAXIMUM OF 8 INCHES FROM THE FLOW LINE.
3. ALL TRUNCATED DOMES SHALL BE 24 INCHES IN LENGTH AND COVER THE COMPLETE WIDTH OF THE RAMP AREA.
4. RAMP SLOPES SHALL NOT BE STEEPER THAN 1" PER FOOT (12:1) THE TRUNCATED DOME SLOPE SHALL NOT BE STEEPER THAN 0.6" PER FOOT(20:1).

* SHALL BE
EQUAL IN
BOTH DIRECTIONS

CONSTRUCTION NOTES:
THE RAMP AREA SHALL RECEIVE
A COARSER BRUSH TREATMENT
THAN THE SIDEWALK.



LATEST REV.
March 2015



NOTE: REFER TO
HORIZONTAL
CONTROL PLAN FOR
DIMENSIONS FOR
ADA PARKING
SPACES.

HANDICAP PARK
LARIMER COUNTY
URBAN AREA
STREET STANDARDS

CONSTRUCTION DRAWINGS	
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LARIMER COUNTY URBAN AREA STREET STANDARDS

BICYCLE RAC
CONSTRUCTION DRAWINGS

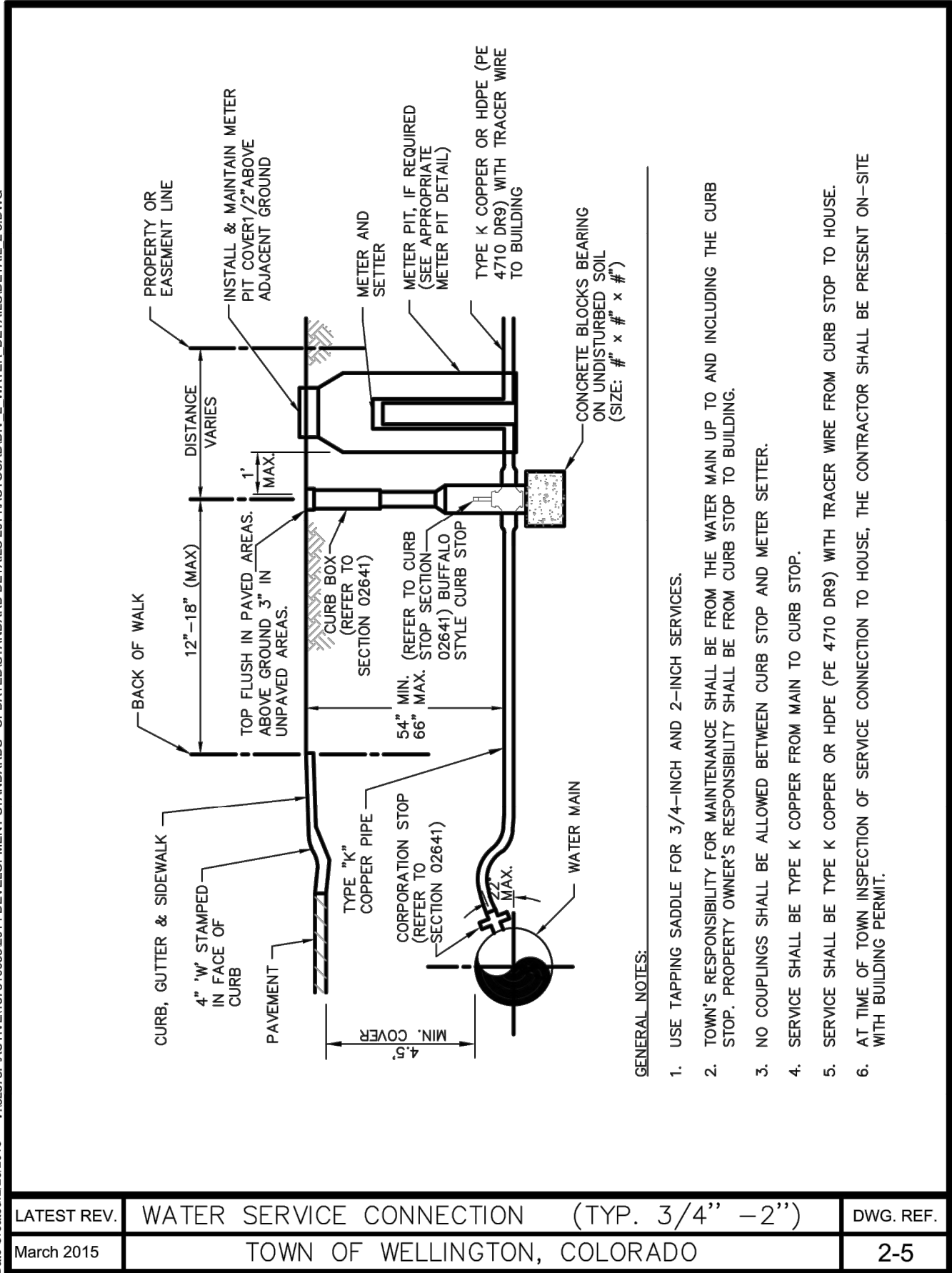


ELEVATION

BICYCLE
LARIMER COUNTY
URBAN AREA
STREET STANDARDS

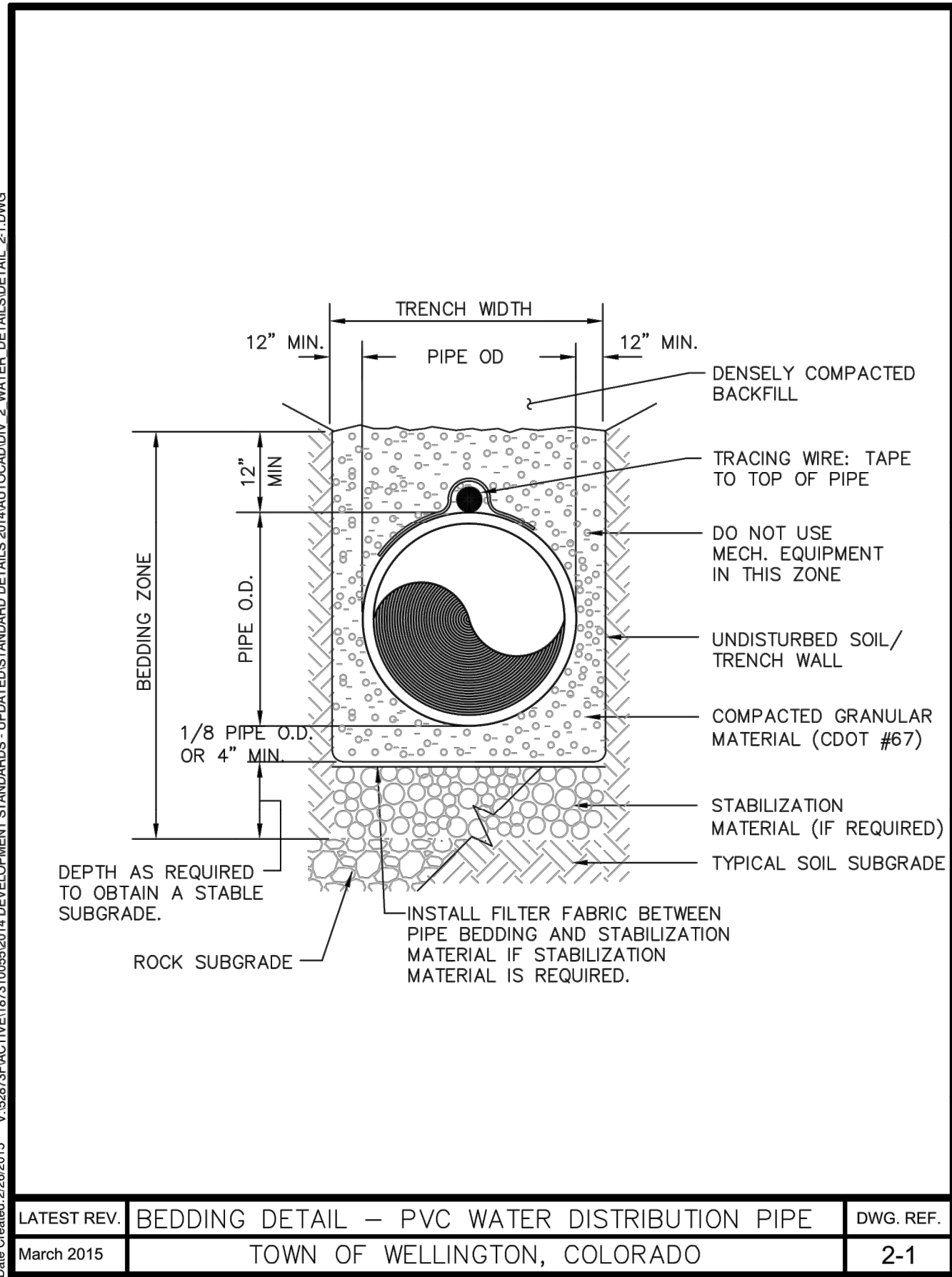
CONSTRUCTION
DRAWINGS

Plot Date: 3/30/2015 8:09 AM, Plotted By: Bowen, Conry
Date Created: 2/26/2015, V:\58378P\ACTIVE\167310058\2014 DEVELOPMENT STANDARDS - UPDATED\STANDARD DETAILS\2014AUTOCADDIV 2, WATER DETAILS\DETAIL 2-5.DWG



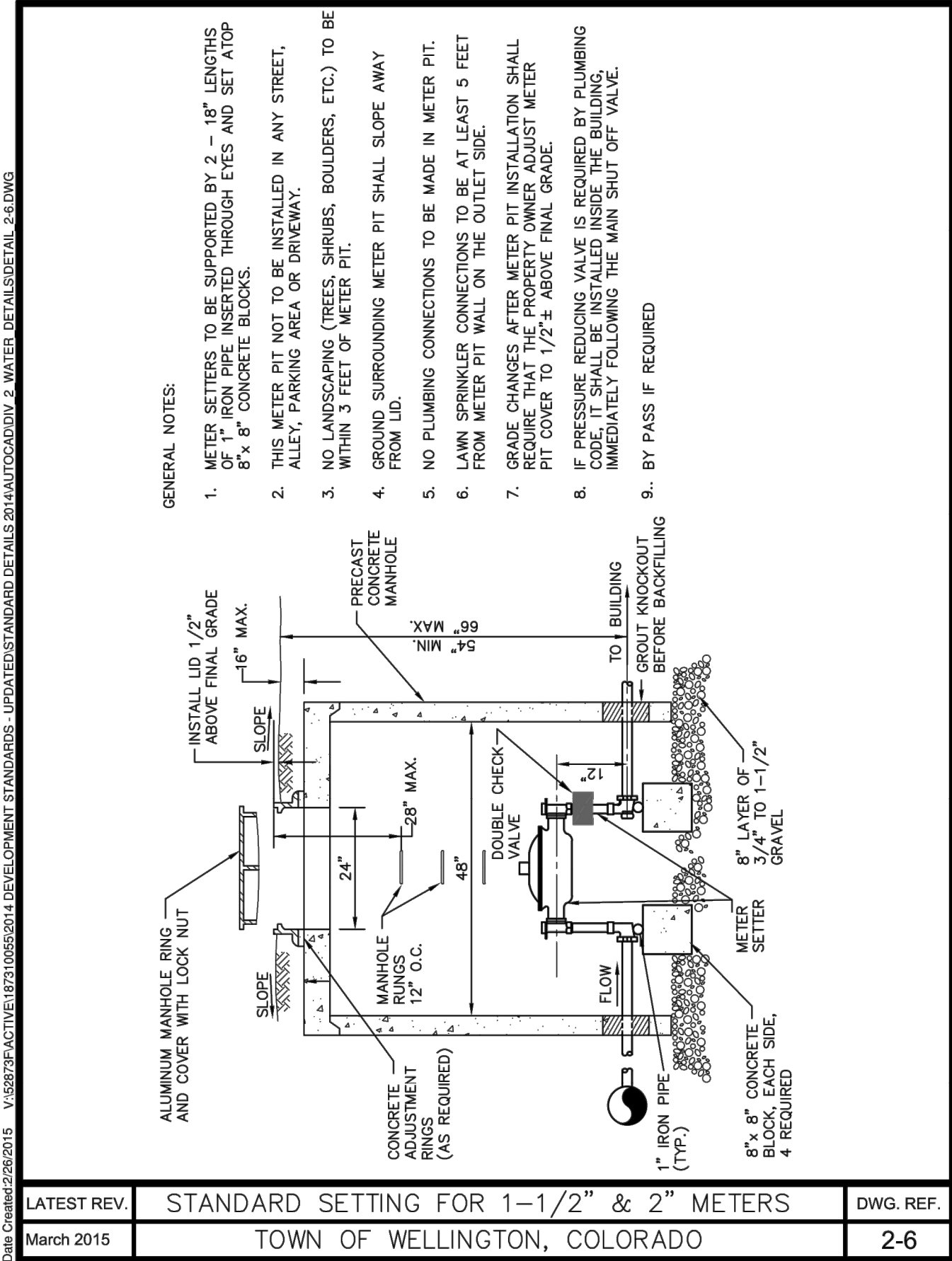
LATEST REV.	WATER SERVICE CONNECTION (TYP. 3/4" - 2")	DWG. REF.
March 2015	TOWN OF WELLINGTON, COLORADO	2-5

Plot Date: 3/30/2015 8:09 AM, Plotted By: Bowen, Conry
Date Created: 2/26/2015, V:\58378P\ACTIVE\167310058\2014 DEVELOPMENT STANDARDS - UPDATED\STANDARD DETAILS\2014AUTOCADDIV 2, WATER DETAILS\DETAIL 2-1.DWG



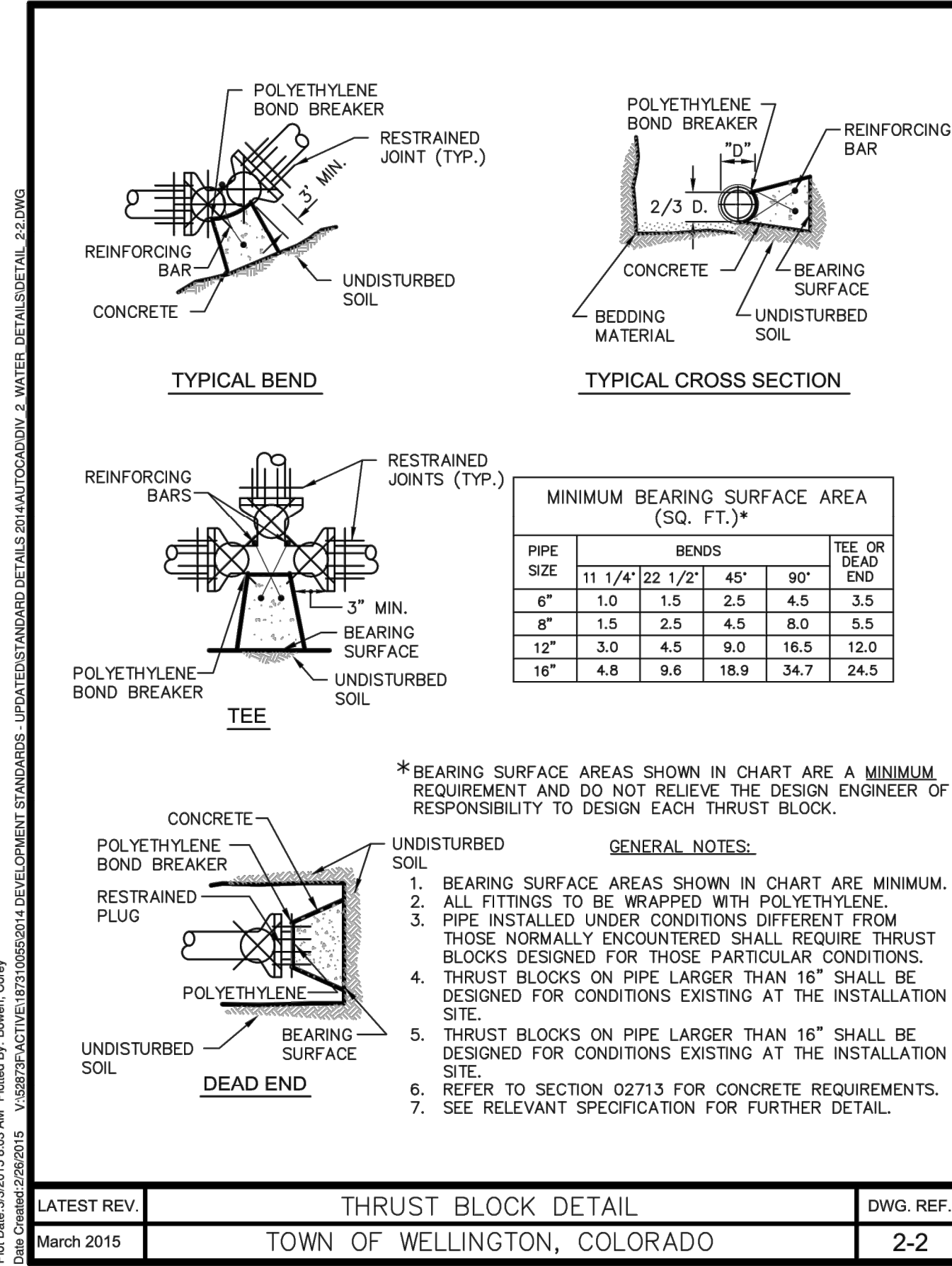
LATEST REV.	BEDDING DETAIL - PVC WATER DISTRIBUTION PIPE	DWG. REF.
March 2015	TOWN OF WELLINGTON, COLORADO	2-1

Plot Date: 3/30/2015 8:09 AM, Plotted By: Bowen, Conry
Date Created: 2/26/2015, V:\58378P\ACTIVE\167310058\2014 DEVELOPMENT STANDARDS - UPDATED\STANDARD DETAILS\2014AUTOCADDIV 2, WATER DETAILS\DETAIL 2-6.DWG



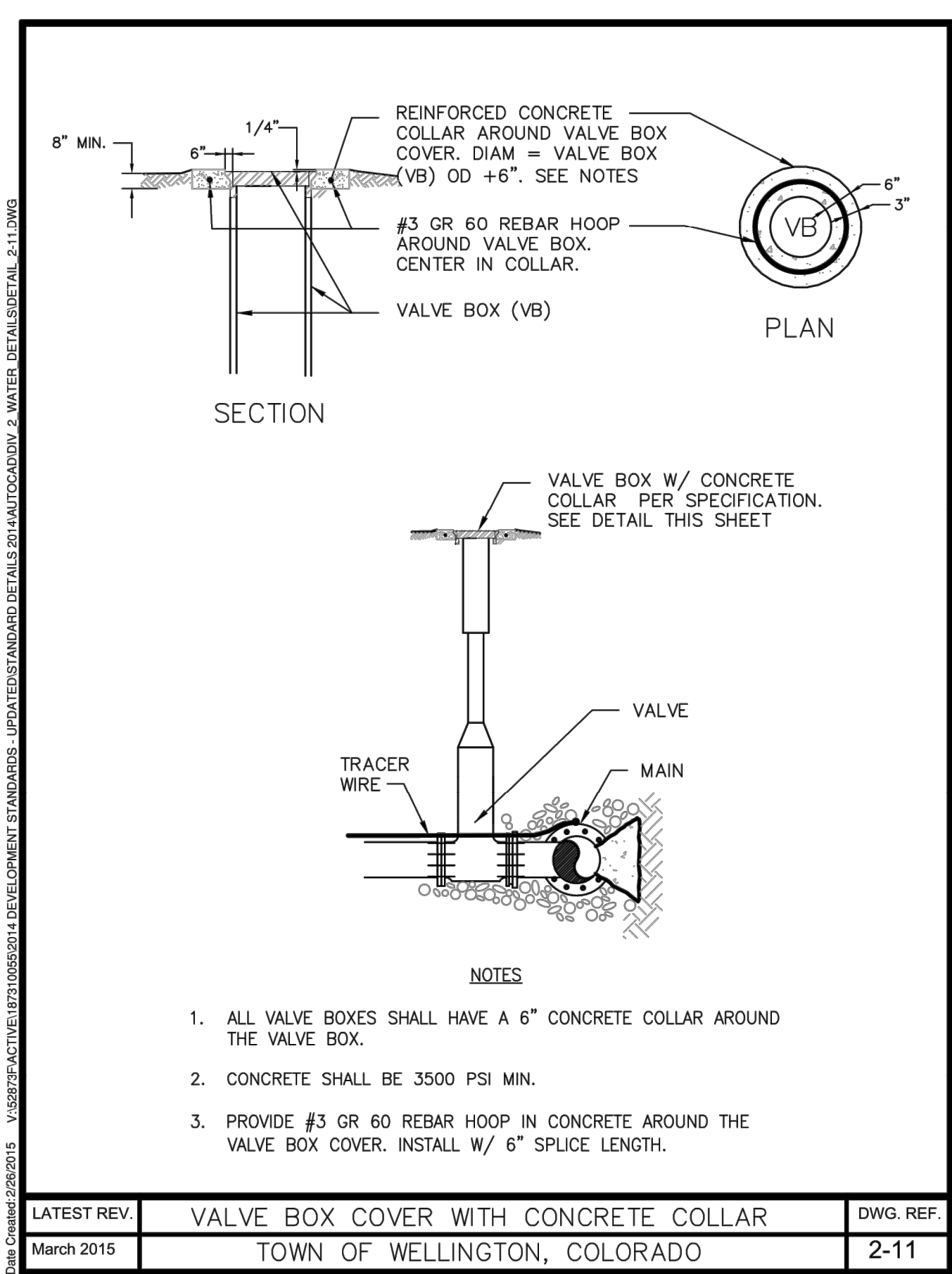
LATEST REV.	STANDARD SETTING FOR 1-1/2" & 2" METERS	DWG. REF.
March 2015	TOWN OF WELLINGTON, COLORADO	2-6

Plot Date: 3/30/2015 8:09 AM, Plotted By: Bowen, Conry
Date Created: 2/26/2015, V:\58378P\ACTIVE\167310058\2014 DEVELOPMENT STANDARDS - UPDATED\STANDARD DETAILS\2014AUTOCADDIV 2, WATER DETAILS\DETAIL 2-3.DWG



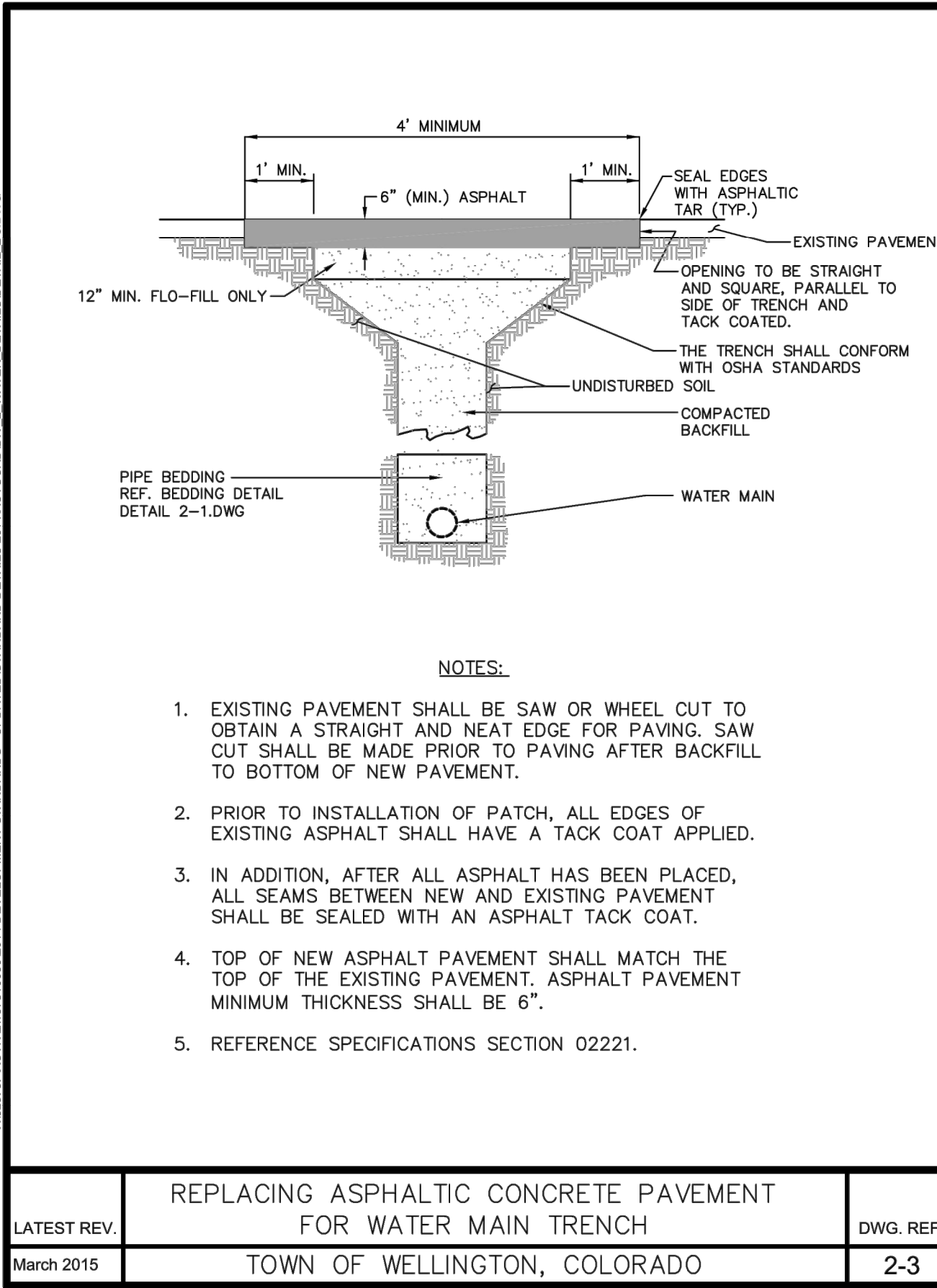
LATEST REV.	THRUST BLOCK DETAIL	DWG. REF.
March 2015	TOWN OF WELLINGTON, COLORADO	2-2

Plot Date: 3/30/2015 8:21 AM, Plotted By: Bowen, Conry
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LATEST REV.	VALVE BOX COVER WITH CONCRETE COLLAR	DWG. REF.
March 2015	TOWN OF WELLINGTON, COLORADO	2-11

Plot Date: 3/30/2015 8:09 AM, Plotted By: Bowen, Conry
Date Created: 2/26/2015, V:\58378P\ACTIVE\167310058\2014 DEVELOPMENT STANDARDS - UPDATED\STANDARD DETAILS\2014AUTOCADDIV 2, WATER DETAILS\DETAIL 2-3.DWG



LATEST REV.	REPLACING ASPHALTIC CONCRETE PAVEMENT FOR WATER MAIN TRENCH	DWG. REF.
March 2015	TOWN OF WELLINGTON, COLORADO	2-3



PRELIMINARY
NOT FOR CONSTRUCTION
08/16/2021

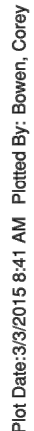
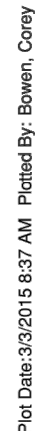
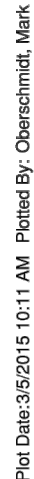
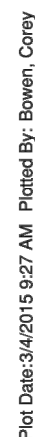
TOWN OF WELLINGTON DRAWING APPROVAL	
REVIEW IS FOR GENERAL COMPLIANCE WITH TOWN STANDARDS. NO RESPONSIBILITY IS ASSUMED FOR CORRECTNESS OF DESIGN.	
DATE _____	BY _____ TOWN ENGINEER
DATE _____	BY _____ PUBLIC WORKS DIRECTOR

Design	Drawn
Checked TWC	Checked TWC
Date	AUGUST 16, 2021
Job No.	1049-1
D-	MERIDIAN_DT
SHEET C-11	
11	OF 22 SHEETS

SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
DETAIL SHEET 2

SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO

i2
Consultants,
Inc.
16911 Potts Place
Mead, Colorado
970.217.9148



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<i>Checked</i> TWC	<i>Checked</i> TWC
<i>Date</i>	AUGUST 16, 2021
<i>Job No.</i>	1049-1
<i>D-</i>	<i>MERIDIAN_DT</i>
SHEET C-12	
12 OF 22 SHEETS	

November 2010
Urban Drainage and Flood Control District
Urban Storm Drainage Criteria Manual Volume 3
CP-3

CP-4	Urban Drainage and Flood Control District Urban Storm Drainage Criteria Manual Volume 3	November 2010
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VTC-1. AGGREGATE VEHICLE TRACKING CONTROL

November 2010	Urban Drainage and Flood Control District Urban Storm Drainage Criteria Manual Volume 3	VTC-3
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RS

ROCK SOCK SECTION

ROCK SOCK PLAN

ANY GAP AT JOINT SHALL BE FILLED WITH AN ADEQUATE AMOUNT OF 1/2" (MINUS) CRUSHED ROCK AND WRAPPED WITH ADDITIONAL WIRE MESH SECURED TO ENDS OF ROCK REINFORCED SACK. OR AN ALTERNATIVE TO FILLING JOINTS BETWEEN ADJOINING ROCK SOCKS WITH CRUSHED ROCK AND ADDITIONAL WIRE WRAPPING, ROCK SOCKS TO BE OVERLAPPED (TYPICALLY 12-INCH OVERLAP) TO AVOID GAPS

ROCK SOCK JOINTING

GRADATION TABLE

SIEVE SIZE	MASS PERCENT PASSING SQUARE MESH SIEVES
NO. 4	
2"	100
1 1/2"	90 - 100
1"	20 - 55
3/4"	0 - 15
3/8"	0 - 5

MATCHES SPECIFICATIONS FOR NO. 4 COARSE AGGREGATE FOR CONCRETE PER AASHTO M43. ALL ROCK SHALL BE FRACTURED FACE, ALL SIDES.

ROCK SOCK INSTALLATION NOTES

- SEE PLAN VIEW FOR:
- LOCATION(S) OF ROCK SOCKS.
- CRUSHED ROCK SHALL BE 1/2" (MINUS) IN SIZE WITH A FRACTURED FACE (ALL SIDES) AND SHALL COMPLY WITH GRADATION SHOWN ON THIS SHEET (1 1/2" MINUS).
- WIRE MESH SHALL BE FABRICATED OF 10 GAUGE POULTRY MESH, OR EQUIVALENT, WITH A MAXIMUM OPENING OF 3/4", RECOMMENDED MIN. ROLL WIDTH OF 48"
- WIRE MESH SHALL BE SECURED USING "MO. RINGS" OR WIRE TIES AT 6" CENTERS ALONG ALL JOINTS AND AT 2" CENTERS ON ENDS OF SOCKS.
- SOME MUNICIPALITIES MAY ALLOW THE USE OF FILTER FABRIC AS AN ALTERNATIVE TO WIRE MESH FOR ROCK ENCLASURE.

RS-1. ROCK SOCK PERIMETER CONTROL

RS-2	Urban Drainage and Flood Control District Urban Storm Drainage Criteria Manual Volume 3	November 2010
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VTC-3. VEHICLE TRACKING CONTROL W/ CONSTRUCTION
MAT OR TURF REINFORCEMENT MAT (TRM)

November 2010	Urban Drainage and Flood Control District Urban Storm Drainage Criteria Manual Volume 3	VTC-5
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STABILIZED CONSTRUCTION ENTRANCE/EXIT INSTALLATION NOTES

1. SEE PLAN VIEW FOR
-LOCATION OF CONSTRUCTION ENTRANCE(S)/EXIT(S).
-TYPE OF CONSTRUCTION ENTRANCE(S)/EXIT(S) (WITH/WITHOUT WHEEL WASH, CONSTRUCTION MAT OR TMU).
2. CONSTRUCTION MAT OR TRM STABILIZED CONSTRUCTION ENTRANCES ARE ONLY TO BE USED ON SHORT DURATION PROJECTS (TYPICALLY RANGING FROM A WEEK TO A MONTH) WHERE THERE WILL BE LIMITED VEHICULAR ACCESS.
3. A STABILIZED CONSTRUCTION ENTRANCE/EXIT SHALL BE LOCATED AT ALL ACCESS POINTS WHERE VEHICLES ACCESS THE CONSTRUCTION SITE FROM PAVED RIGHT-OF-WAYS.
4. STABILIZED CONSTRUCTION ENTRANCE/EXIT SHALL BE INSTALLED PERIOD TO ANY LAND USE OR ACTIVITY.
5. A NON-WOVEN GEOTEXTILE FABRIC SHALL BE PLACED UNDER THE STABILIZED CONSTRUCTION ENTRANCE/EXIT PRIOR TO THE PLACEMENT OF ROCK.
6. UNLESS OTHERWISE SPECIFIED BY LOCAL JURISDICTION, ROCK SHALL CONSIST OF DOT SPEC. #703, AASHTO #3 COURSE AGGREGATE OR 6" (MINUS) ROCK.

STABILIZED CONSTRUCTION/EXIT MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION, INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. ROCK SHALL BE REAPPLIED OR REGRADED AS NECESSARY TO THE STABILIZED ENTRANCE/EXIT TO MAINTAIN A CONSISTENT DEPTH.
5. SEDIMENT TRACKED ON PAVED ROADS IS TO BE REMOVED THROUGHOUT THE DAY AND AT THE END OF THE DAY BY SHOVELING OR SWEEPING. SEDIMENT MAY NOT BE WASHED DOWN STORM SEWER DRAINS.

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UNIFORM STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAILS ADAPTED FROM CITY OF BROOMFIELD, COLORADO, NOT AVAILABLE IN AUTOCAD)

VTC-6	Urban Drainage and Flood Control District Urban Storm Drainage Criteria Manual Volume 3	November 2010
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ROCK SOCK MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE AFTER EACH 24-HOUR PERIOD, OR AFTER A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE RECORDED.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. ROCK SOCKS SHALL BE REPLACED IF THEY BECOME HEAVILY SOILED, OR DAMAGED BEYOND REPAIR.
5. SEDIMENT ACCUMULATED UPSTREAM OF ROCK SOCKS SHALL BE REMOVED AS NECESSARY TO MAINTAIN FUNCTIONALITY. THE TYPE AND DEPTH OF ACCUMULATED SEDIMENTS IS APPROXIMATELY 3% OF THE HEIGHT OF THE ROCK SOCK.
6. ROCK SOCKS ARE TO REMAIN IN PLACE UNTIL THE UPSTREAM DISTURBED AREA IS STABILIZED AND APPROVED BY THE LOCAL JURISDICTION.
7. WHEN ROCK SOCKS ARE REMOVED, ALL DISTURBED AREAS SHALL BE COVERED WITH TOPSOIL, SEEDED AND MULCHED OR OTHERWISE STABILIZED AS APPROVED BY LOCAL JURISDICTION.

(DETAIL ADAPTED FROM TOWN OF PINEHUR, COLORADO AND CITY OF DENVER, COLORADO, NOT AVAILABLE IN STANDARD)

NOTES: MAINTAIN JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UPFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

NOTE: THE DETAILS INCLUDED WITH THIS FACT SHEET SHOW COMMONLY USED, CONVENTIONAL, CONCRETE ROCK INSTALLATION IN THE DRAINER METROPOLITAN AREA. THERE ARE A FEW OTHER SMALLER PROPRIETARY PRODUCTS ON THE MARKET. UPFCD NEITHER ENDORSES NOR DISENDORS THE USE OF PROPRIETARY PROTECTION METHODS. HOWEVER, IF THE EXISTING PROPRIETARY METHODS ARE USED, THE APPROPRIATE DETAIL FROM THE MANUFACTURER MUST BE INCLUDED IN THE SHOP AND THE BMP MUST BE INSTALLED AND MAINTAINED AS SHOWN

November 2010	Urban Drainage and Flood Control District Urban Storm Drainage Criteria Manual Volume 3	RS-3
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TOWN OF WELLINGTON
DRAWING APPROVAL

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TOWN ENGINEER

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SHEET C-13			
13 OF 22 SHEETS			

SC-2



SEDIMENT CONTROL LOG INSTALLATION NOTES

1. SEE PLAN VIEW FOR LOCATION AND LENGTH OF SEDIMENT CONTROL LOGS.
2. SEDIMENT CONTROL LOGS THAT ACT AS A PERIMETER CONTROL SHALL BE INSTALLED PRIOR TO ANY UPGRADE/LAND-DISTURBING ACTIVITIES.
3. SEDIMENT CONTROL LOGS SHALL CONSIST OF STRAW, COMPOST, EXCELSOR OR COCONUT FIBER, AND SHALL BE FREE OF ANY NOXIOUS WEED SEEDS OR DEFECTS INCLUDING RIPS, HOLES AND OBVIOUS WEAR.
4. SEDIMENT CONTROL LOGS MAY BE USED AS SMALL CHECK DAMS IN DITCHES AND SWALES. HOWEVER, THEY SHOULD NOT BE USED IN PERENNIAL STREAMS.
5. IT IS RECOMMENDED THAT SEDIMENT CONTROL LOGS BE TRENCHED INTO THE GROUND TO A DEPTH OF APPROXIMATELY 4" OF THE DIAMETER OF THE LOG. IF TRENCHING TO THIS DEPTH IS NOT FEASIBLE (DUE TO SOIL TYPE OR SHORT TERM INSTALLATION WITH DESIRE NOT TO DAMAGE LANDSCAPE) A LESSER TRENCHING DEPTH MAY BE ACCEPTABLE WITH MORE ROBUST STAKING. COMPOST LOGS THAT ARE 8 LB/FT DO NOT NEED TO BE TRENCHED.
6. THE UPHILL SIDE OF THE SEDIMENT CONTROL LOG SHALL BE BACKFILLED WITH SOIL OR FILLER MATERIAL THAT IS FREE OF ROCKS AND DEBRIS. THE SOIL SHALL BE TIGHTLY COMPACTED TO THE SHAPE OF A RIGHT TRIANGLE USING A SHOVEL OR WEIGHTED LAND ROLLER OR BLOWN IN PLACE.
7. FOLLOW MANUFACTURERS' GUIDANCE FOR STAKING. IF MANUFACTURERS' INSTRUCTIONS DO NOT SPECIFY SPACING, STAKES SHALL BE PLACED ON 4' CENTERS AND EMBEDDED A MINIMUM OF 6" INTO THE GROUND. 3" OF THE STAKE SHALL PROTRUDE FROM THE TOP OF THE LOG. THE LOG SHALL BE BROKEN PRIOR TO INSTALLATION SHALL BE REPLACED. COMPOST LOGS SHOULD BE STAKED 10" ON CENTER.

SEDIMENT CONTROL LOG MAINTENANCE NOTES:

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. SEDIMENT ACCUMULATED UPSTREAM OF SEDIMENT CONTROL LOG SHALL BE REMOVED AS NEEDED TO MAINTAIN FUNCTIONALITY OF THE BMP. TYPICALLY WHEN DEPTH OF ACCUMULATED SEDIMENTS IS APPROXIMATELY $\frac{1}{2}$ OF THE HEIGHT OF THE SEDIMENT CONTROL LOG.
5. SEDIMENT CONTROL LOG SHALL BE REMOVED AT THE END OF CONSTRUCTION/COMPOST FROM COMPOST LOGS MAY BE LEFT IN PLACE AS LONG AS BAGS ARE REMOVED AND THE SEDIMENTED AREAS EXIST AFTER REMOVAL. THEY SHALL BE COVERED WITH TOP SOIL, SEEDDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE LOCAL JURISDICTION.

(DETAILS ADAPTED FROM TOWN OF PARKER, COLORADO, JEFFERSON COUNTY, COLORADO, DOUGLAS COUNTY, COLORADO, AND CITY OF AURORA, COLORADO, NOT AVAILABLE IN AUTOCAD)

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

SCL-6
Urban Drainage and Flood Control District
Urban Storm Drainage Criteria Manual Volume 3
November 2015

MM-1



CWA MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. INSPECT BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND AT LEAST WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.

2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.

3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.

4. THE CWA SHALL BE REPAIRED, CLEANED, OR ENLARGED AS NECESSARY TO MAINTAIN CAPACITY FOR CONCRETE STRUCTURE MATERIALS. ACCUMULATED IN FIT, SHALL BE REMOVED ONCE THE MATERIALS HAVE REACHED A DEPTH OF 2".

5. CONCRETE WASHOUT WATER, WASTED PIECES OF CONCRETE AND ALL OTHER DEBRIS IN THE SUBSURFACE PIT SHALL BE TRANSPORTED FROM THE JOB SITE IN A WATER-TIGHT CONTAINER AND DISPOSED OF PROPERLY.

6. THE CWA SHALL REMAIN IN PLACE UNTIL ALL CONCRETE FOR THE PROJECT IS PLACED.

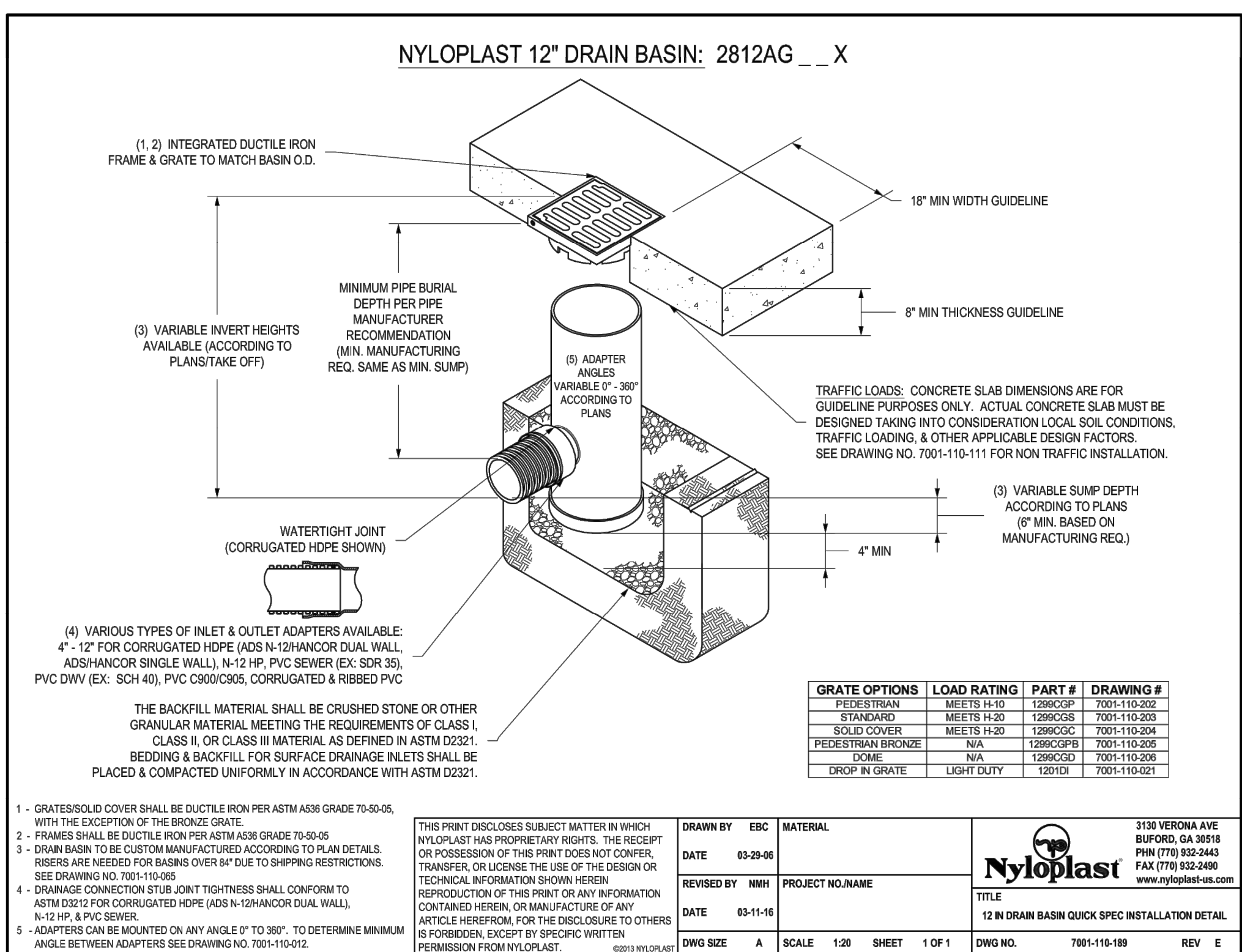
7. WHEN THE CWA IS REMOVED, COVER THE DISTURBED AREA WITH TOP SOIL, SEED AND MULCH OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE LOCAL JURISDICTION.

(NOTE: ADAPTED FROM DOUGLAS COUNTY, COLORADO AND THE CITY OF PARKER, COLORADO, NOT AVAILABLE IN AUTOCAD)

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UFCD STANDARD DETAILS. LOCAL SPECIFICATIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAIL ADAPTED FROM DOUGLAS COUNTY, COLORADO AND THE CITY OF PARKER, COLORADO, NOT AVAILABLE IN AUTOCAD).

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

The logo for 811, featuring the numbers "811" in a bold, white, sans-serif font inside a black shield-like shape. A small registered trademark symbol (®) is located to the right of the numbers.

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TOWN OF WELLINGTON
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DATE _____ BY _____
TOWN ENGINEER

DATE _____ BY _____
PUBLIC WORKS DIRECTOR

**i2
Consultants,
Inc.**
16911 Potts Place
Mead, Colorado
970.217.9148

SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
DETAIL SHEET 5

SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO

DATE	BY	REVISION/ISSUE	APPV	DATE

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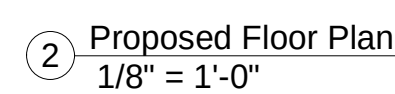
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<i>Date</i>	AUGUST 16, 2021
<i>Job No.</i>	1049-1
<i>D-</i>	MERIDIAN_DT

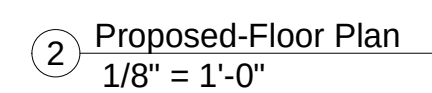
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C-14

14 OF 22 SHEETS



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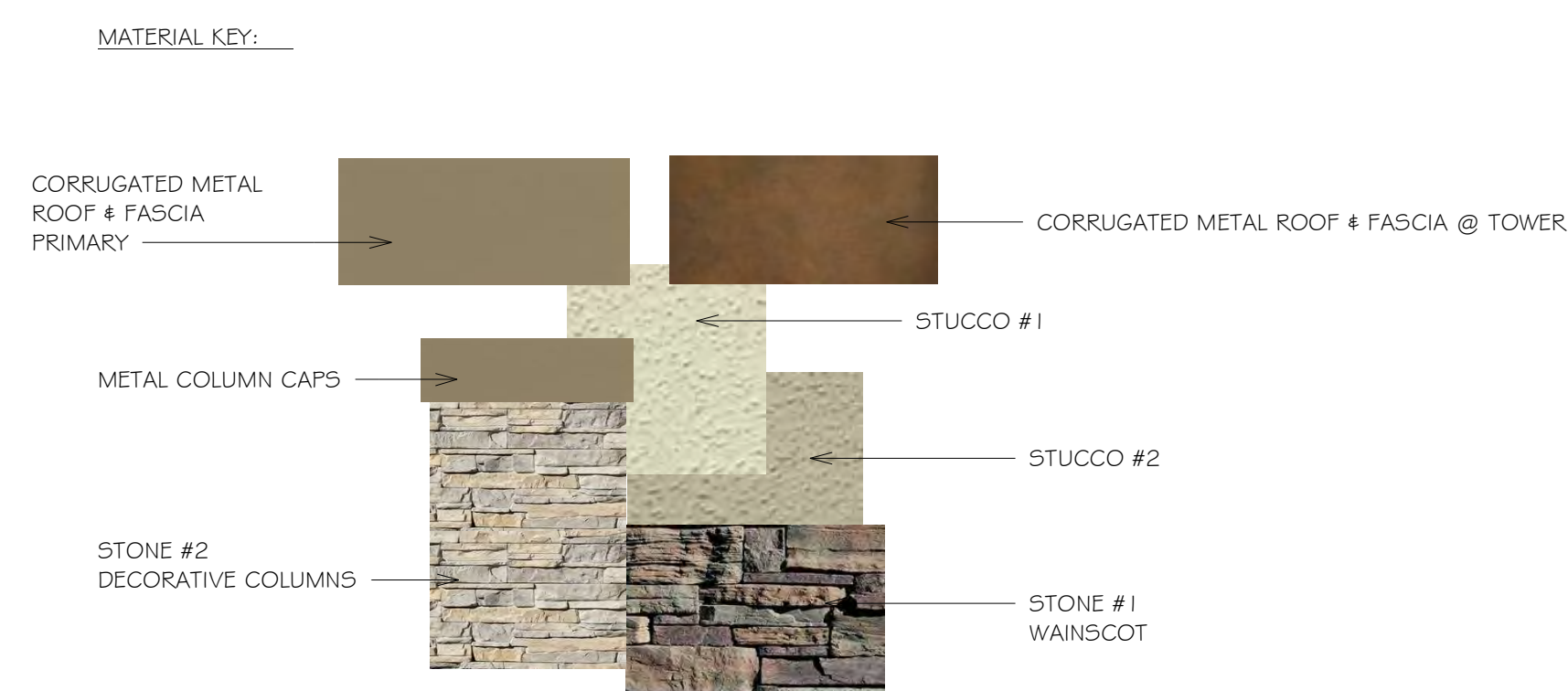
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① Front View

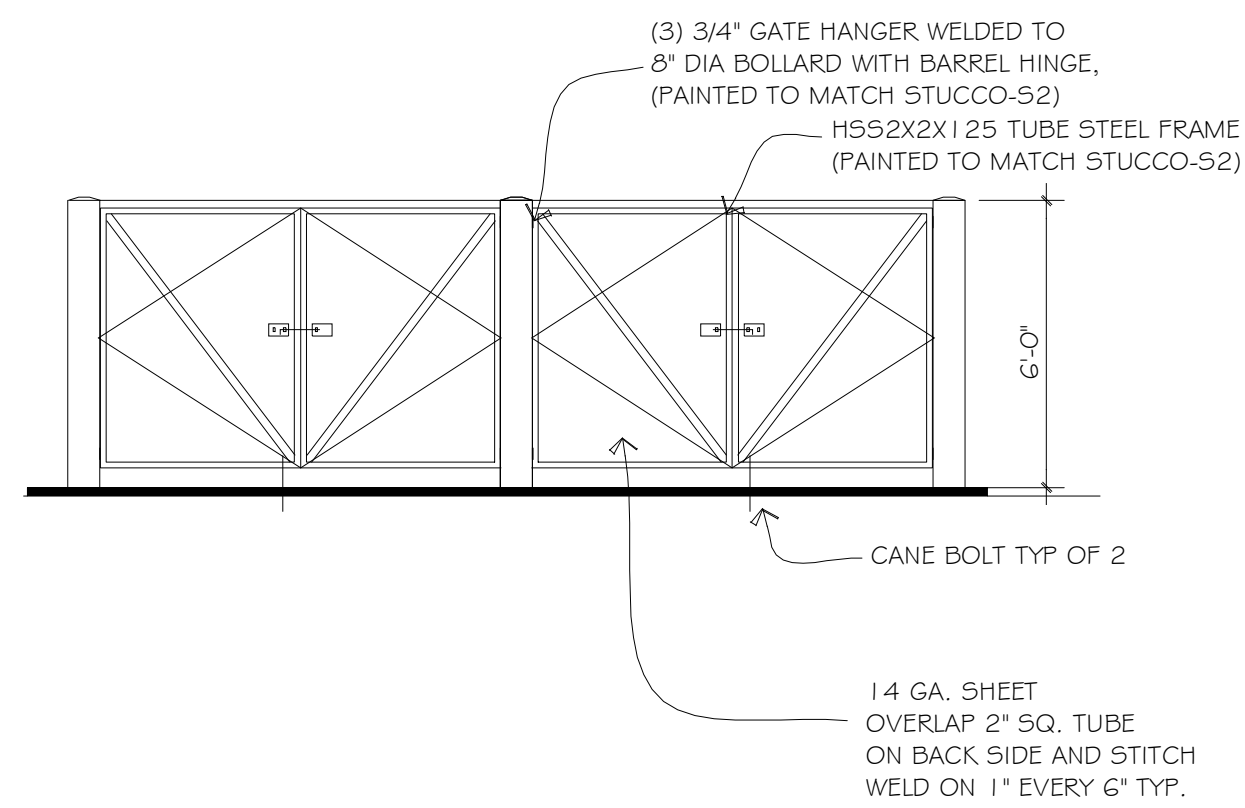


③ Rear View

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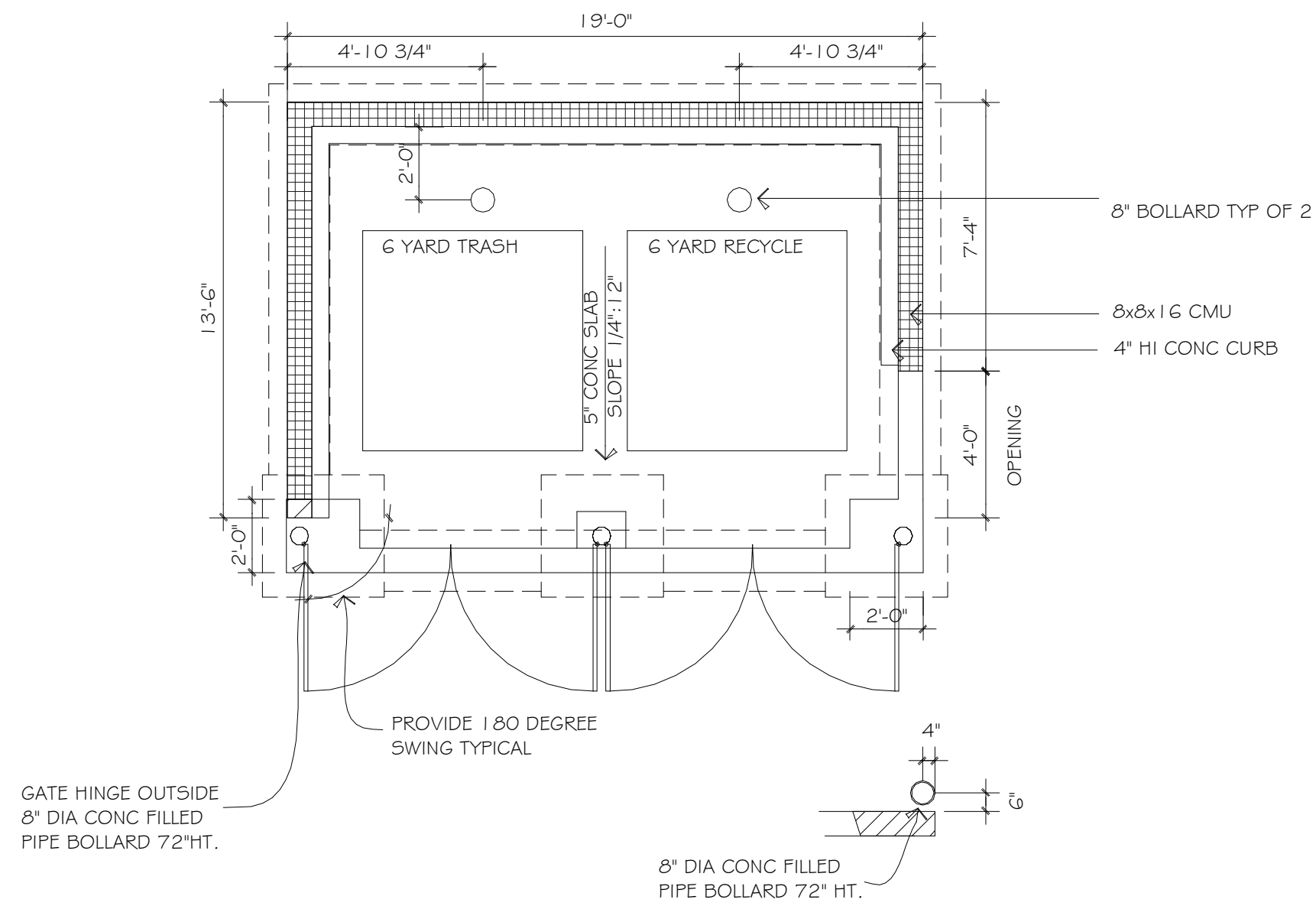
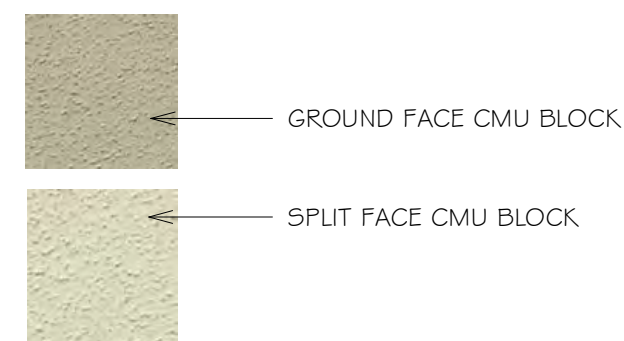
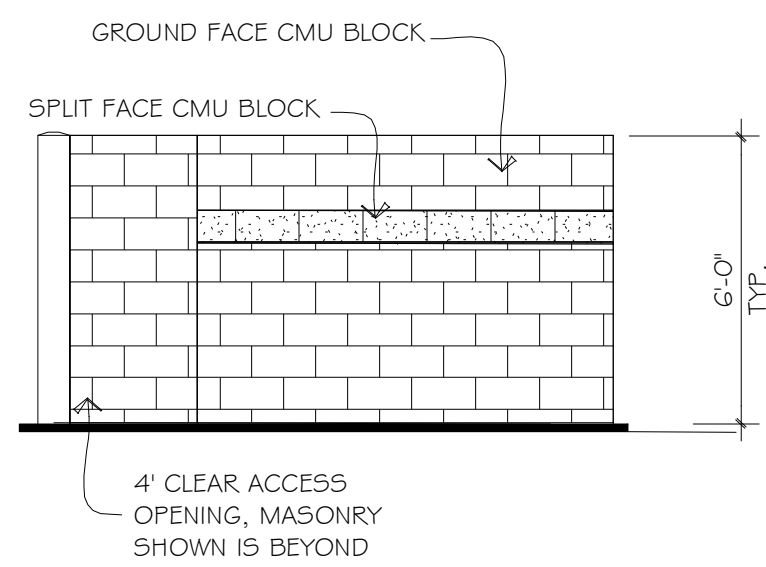
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ENCLOSURE

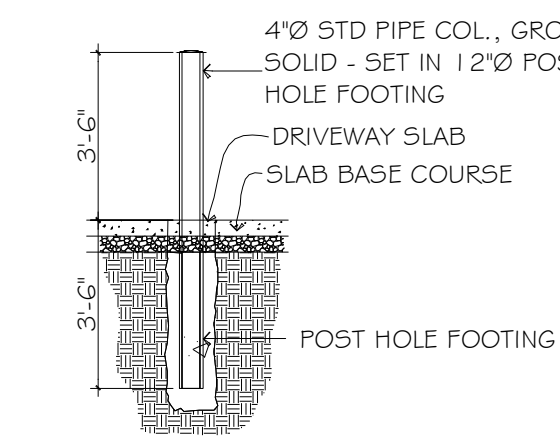
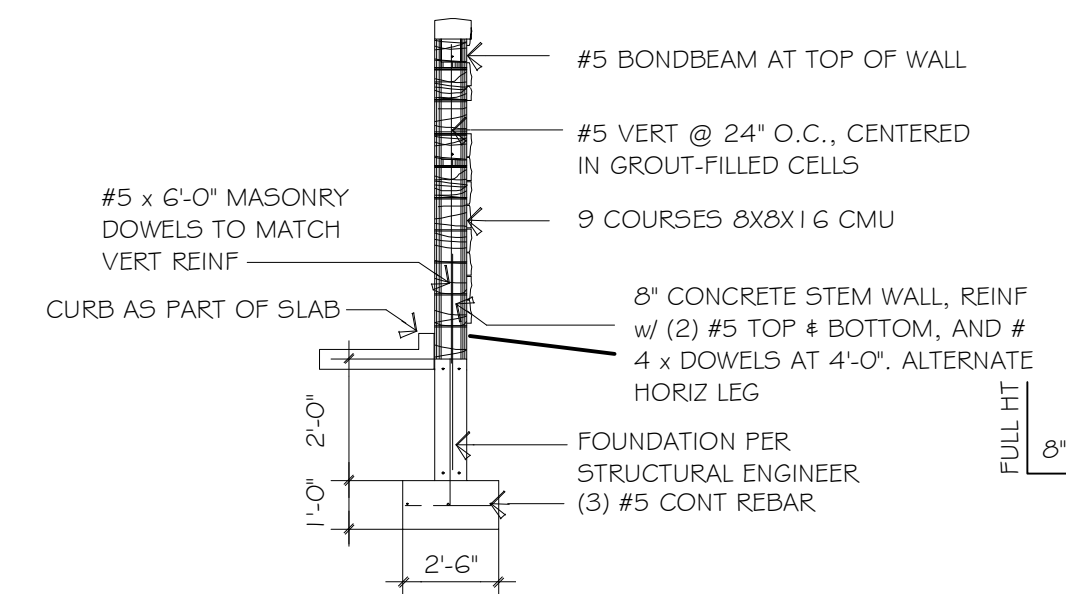
NTS

- REFERENCE SITE PLAN FOR LOCATION
- REFERENCE STRUCTURAL ENGINEER FOR WALL AND FOUNDATION DETAILS
- (2) 10 CUBIC YARD TOP AND END LOADING CONTAINER 6' l x 6' w x 7'-8" h

ELEVATION

PLAN

NTS

BOLLARD DETAILSECTION

NTS

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Trash Enclosure

Wellington Business Court
Meridian Trust 1st Subdivision
Wellington, CO

[illegible]

SHEET A-4.00

Markley
DESIGNS
ARCHITECTURE - PLANNING - CONSULTING
970.673.8248
MARKLEYDESIGNS.COM

(THIS SHEET)

1. NO SUBSTITUTIONS, ADDITIONS, OR CHANGES MAY BE MADE WITHOUT PRIOR APPROVAL BY THE TOWN OF WELLINGTON.
2. PRIOR TO ISSUING A CERTIFICATE OF OCCUPANCY THE CITY MAY REQUIRE CERTIFICATION THAT THE PROPERTY IS COMPLIANT WITH THE APPROVED PLANS AND THE REGULATIONS OF THE CITY.
3. ALL CALCULATIONS ARE DONE WITH A LIGHT LOSS FACTOR OF .9.
4. ALL CALCULATIONS POINTS ARE AT GRADE.
5. ANY PROPOSED LIGHT FIXTURES INSTALLED ON PRIVATE PROPERTY, ADJACENT TO THE RIGHT-OF-WAY, SHALL BE ORIENTED IN SUCH A MANNER OR LIMITED IN LUMEN OUTPUT TO PREVENT GLARE PROBLEMS AND SHALL NOT EXCEED NATIONAL IES LIGHTING STANDARDS FOR DISABILITY GLARE.
6. ALL LUMINAIRES TO BE FULL CUTOFF.

ZONE NAME	AVERAGE	MAXIMUM	MINIMUM	MAX./MIN.	AVERAGE/MIN.
OVERALL SITE	2.39	10.0	0	N/A	N/A
PROPERTY LINE	0.74	4.3	0	N/A	N/A
PROPERTY LINE +20'	0.22	1.0	0	N/A	N/A

SITE PLAN
LOTS 6 & 7, MERIDIAN FIRST SUBDIVISION
PHOTOMETRIC PLAN

SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST

SECTION 33, TOWNSHIP 9 NORTH, RANGE 88 WEST
TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO[illegible]

<i>Design</i>	<i>Drawn</i>
<i>Checked</i>	<i>Checked</i>
<i>Date</i> JUNE 4, 2021	
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<i>D-</i>	

SHEET
E-1

OF 19 SHEETS

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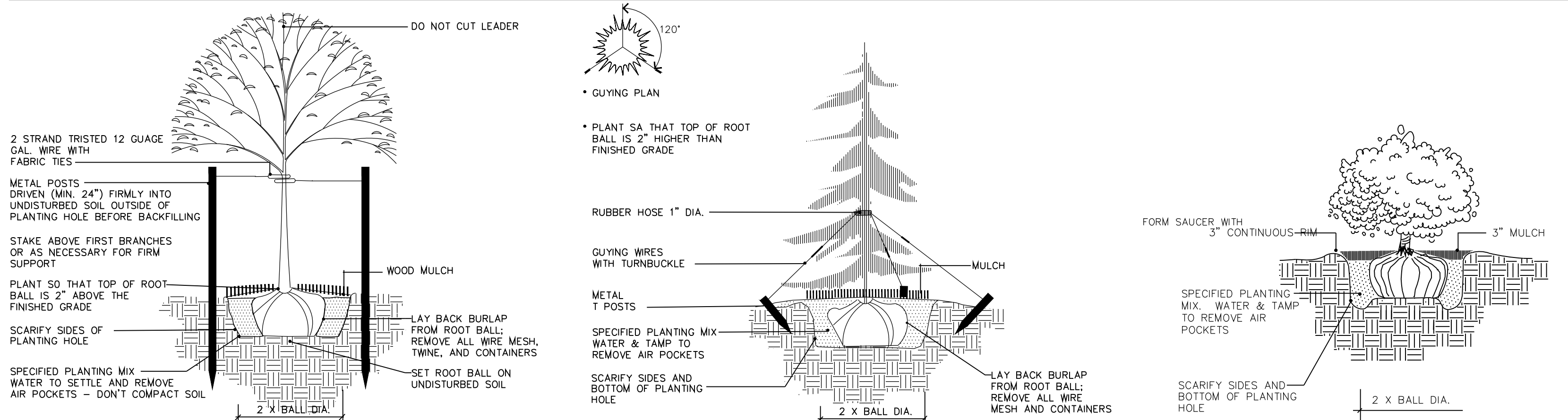
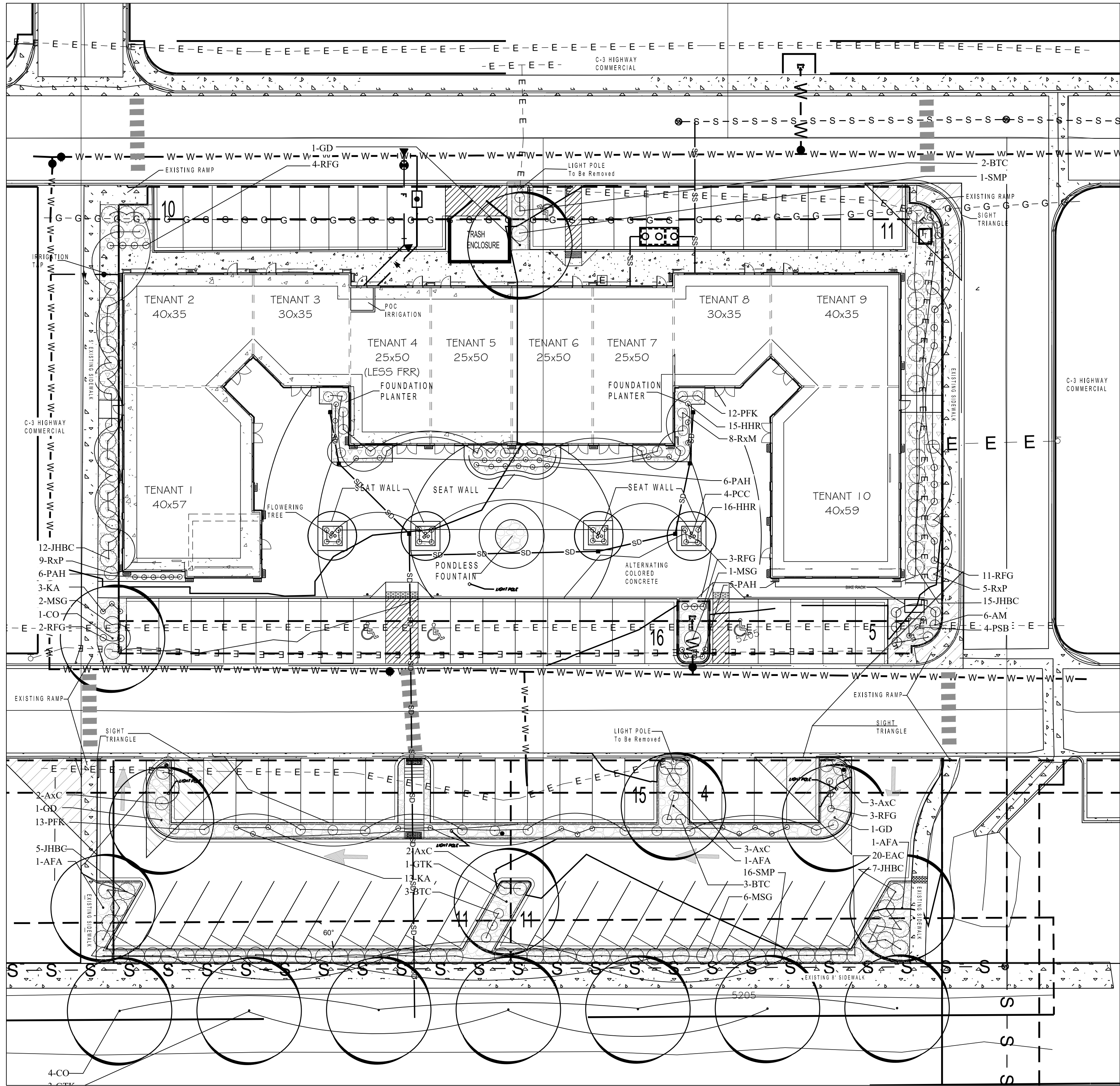
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DATE _____ BY _____
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 **1 SITE PHOTOMETRIC**
SCALE: 1/16" = 1'-0"

SCALE: 1/16" = 1'-0"



A TREE PLANTING – IRRIGATED AREAS NOT TO SCALE

B CONIFER TREE PLANTING – GUY WIRES NOT TO SCALE

C SHRUB PLANTING NOT TO SCALE

MERIDIAN BUSINESS PARK

OF LOTS 6 AND 7, BLOCK 1, MERIDIAN FIRST SUBDIVISION, SITUATE IN THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST OF THE 6TH P.M., TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO

PLANT LIST PHASE 1

KEY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES	QTY	GROWTH HEIGHT	ADBL
DECIDUOUS TREES							
CO	Celtis occidentalis	Western Hackberry	2" cal	B+B	5	40'	L
AFA	Acer x freemannii 'Autumn Blaze'	Autumn Blaze Maple	2" cal	B+B	3	40'	M
GTK	Gledisia trachanthos inermis 'Skyline'	Skyline Locust	2" cal	B+B	4	40'	M
GD	Gymnocladus dioicus	Kentucky Coffeetree	2" cal	B+B	3	40'	L
ORNAMENTAL TREES							
PCC	Prunus calleryana 'Chanticleer'	Chanticleer Pear	1.5" cal.	B+B	4	25'	M
EVERGREEN SHRUBS							
JHBC	Juniperus horizontalis 'Blue Chip'	Blue Chip Juniper	5 gal.	5' o.c.	39	2'	L
DECIDUOUS SHRUBS							
EAC	Euonymus alatus 'Compactus'	Dwarf Burning Bush	5 gal.	5' o.c.	20	6'	M
RxM	Rosa 'Knock Out'	Knock Out Rose	5 gal.	4' o.c.	8	4'	M
RxP	Rosa x 'Meidland Pnk'	Single Pink Shrub Rosa	5 gal.	5' o.c.	14	4'	M
AxC	Arctostaphylos x coloradoensis	Panchito Manzanita	5 gal.	5' o.c.	10	2'	L
PFK	Potentilla fruticosa 'Kathryn Dykes'	Kathryn Dykes Potentilla	5 gal.	3' o.c.	25	3'	L
BTC	Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Japanese Barberry	5 gal.	5' o.c.	8	3'	L
SMP	Syringa meyeri 'Palibin'	Dwarf Korean Lilac	5 gal.	5' o.c.	17	5'	L
PERENNIALS							
RFG	Rudbeckia fulgida 'Goldstrum'	Black-eyed Susan	1 gal.	24" o.c.	23	5'	L
PSB	Penstemon strictus 'Bandera'	Rocky Mountain Penstemon	1 gal.	18" o.c.	4	2'	L
KA	Calamagrostis x acutiflora 'Karl Forester'	Karl Forester	1 gal.	12" o.c.	16	5'	L
MSG	Miscanthus sinensis 'Gracillimus'	Maiden Grass	1 gal.	12" o.c.	9	4'	L
HHR	Hermocallis 'Happy Returns'	Dwarf Yellow Daylily	1 gal.	18" o.c.	31	2'	L
MSY	Miscanthus sinensis 'Yaku Jima'	Yaku Jima Maiden Grass	2 gal.	30" o.c.	0	4'	L
AM	Achillea 'Moonshine'	Moonshine Yarrow	2 gal.	24" o.c.	6	3'	L
PAH	Pennisetum alopecuroides 'Hameln'	Dwarf Fountain Grass	2 gal.	18" o.c.	17	2'	L

PLANT NOTES

- ALL PLANT MATERIAL SHALL MEET SPECIFICATIONS OF THE AMERICAN ASSOCIATION OF NURSERYMEN (AAN) FOR NUMBER ONE GRADE. ALL TREES SHALL BE BALLED AND BURLAPPED OR EQUIVALENT.
- NO SHRUBS SHALL BE PLANTED WITHIN FIVE (5) FEET OR TREES WITHIN (10) FEET OF POTABLE AND NONPOTABLE WATER METERS, FIRE HYDRANTS, SANITARY SEWER MANHOLES, OR POTABLE WATER, SANITARY SEWER, AND NON POTABLE IRRIGATION MAINS AND SERVICES.(VOLUME III, SECTION 2.05.B)
- DEVELOPER SHALL ENSURE THAT THE LANDSCAPE PLAN IS COORDINATED WITH THE PLANS DONE BY OTHER CONSULTANTS SO THAT THE PROPOSED GRADING, STORM DRAINAGE, OR OTHER CONSTRUCTION DOES NOT CONFLICT NOR PRECLUDE INSTALLATION AND MAINTENANCE OF LANDSCAPE ELEMENTS ON THIS PLAN.
- ALL LANDSCAPE AREAS WITHIN THE SITE SHALL BE IRRIGATED WITH AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM. AN IRRIGATION PLAN WILL BE REQUIRED PRIOR TO ISSUANCE OF A BUILDING PERMIT.
- ALL NATIVE AREAS TO BE IRRIGATED WITH AN TEMPORARY POP-UP IRRIGATION SYSTEM. ALL SHRUB BEDS AND TREES ARE TO BE IRRIGATED WITH AN AUTOMATIC IRRIGATION (TRICKLE) IRRIGATION SYSTEM, OR ACCEPTABLE ALTERNATIVE. THE IRRIGATION SYSTEM IS TO BE ADJUSTED TO MEET THE WATER REQUIREMENTS OF THE INDIVIDUAL PLANT MATERIAL. AUTOMATIC IRRIGATION SYSTEM SHALL BE EQUIPPED WITH AN AUTOMATIC RAIN DETECTION DEVICE.
- ALL SHRUB BEDS TO BE MULCHED 3" DEEP WITH RED CEDAR MULCH OR 3/4" RIVER ROCK PLACED ON COMMERCIAL GRADE WEED BARRIER FABRIC.
- EDGING BETWEEN GRASS AND SHRUB BEDS SHALL BE 1/2" X 4" STEEL SET LEVEL WITH TOP OF GRADE.
- SHORT GRASS PRAIRIE NATIVE SEED MIXTURE IS TO BE USED BETWEEN OCTOBER 19TH AND MARCH 30TH ONLY AT A RATE OF 30.75 PLS LBS/ACRE
- TOPSOIL. TO THE MAXIMUM EXTENT FEASIBLE, TOPSOIL THAT IS REMOVED DURING CONSTRUCTION ACTIVITY SHALL BE CONSERVED FOR LATER USE.
- SOIL AMENDMENTS. PRIOR TO INSTALLATION OF PLANT MATERIALS, AREAS THAT HAVE BEEN COMPACTED OR DISTURBED BY CONSTRUCTION ACTIVITY SHALL BE THOROUGHLY LOOSENEED. 4 CUBIC YDS./1000 SQ.FT. OF ORGANIC AMENDMENTS SUCH AS COMPOST, PEAT, OR AGED MANURE SHALL BE THOROUGHLY INCORPORATED INTO THE SOIL.
- FALL (LATE AUGUST THRU THE END OF OCTOBER) IS THE PREFERRED TIME OF YEAR TO PLANT TREE WITH THE UNDERSTANDING THAT THEY MAY NEED TO BE WATERED THROUGH OUT THE WINTER. FALL IS ALSO RECOMMEND FOR PLANTING OF SHRUBS WHEN TYPICALLY UP UNTIL THE FIRST FROST. SPRING IS THE BEST TIME FOR PLANTING PERENNIAL BETWEEN MID APRIL AND THE END OF MAY. THESE ARE RECOMMEND TIMES BUT ALL PLANTS CAN BE INSTALLED ANYTIME BETWEEN MID MARCH AND MID NOVEMBER AS LONG AS THEY ARE PROPERLY WATERED AND MAINTAINED.

MINIMUM SITE LANDSCAPE CALCULATIONS		
14,600 sq ft Plaza/Landscaping		
DESCRIPTION	REQUIRED	PROVIDED
1 TREE/20 PARKING SPACES	82 Parking Spaces = 4.1 Trees	5 Parking Lot Trees
1 TREE/1000 sq ft of LANDSCAPING	14,600/1000=14.6 TREES	19 TREES
1 SHRUB/150 sq ft of LANDSCAPING	14,600/150=98 Shrubs	141 SHRUBS
STREET TREES		
1 TREE/40 linear feet of street frontage	286/40=7.15 TREES	7 TREES (Reduction from 5 required due to conflict with storm sewer line)

PLANT LEGEND

- DECIDUOUS CANOPY TREES
- ORNAMENTAL TREES
- EVERGREEN TREES
- PERENNIALS
- 3/4" RIVER ROCK MULCH
- RED CEDAR MULCH
- STEEL EDGER



LANDSCAPE ARCHITECT

Planscapes
980 Norway Maple Drive
Loveland, Colorado
970-988-5301

ENGINEER

12 CONSULTANTS INC
TROY CAMPBELL
16911 POTTS PLACE
MEAD, COLORADO
(970)539-2656

WELLINGTON BUSINESS COURT

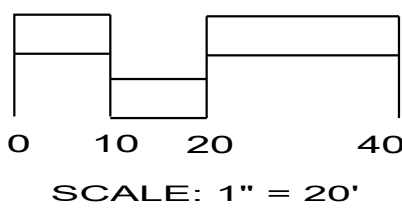
SITE PLAN REVIEW

COLORADO

WELLINGTON

LANDSCAPE PLAN

DATE 05/12/2021
JOB NO.
DRAWN RM
CHECKED RM
REVISED 08/16/2021



L1.0

Site Plan Review

Lot 6 & 7, Meridian First Subdivision



Multi-tenant, Mixed Use

Applicant: Wellington Business
Court, LLC – Fouad Faour
Agent:



TOWN OF WELLINGTON DRAWING APPROVAL	
THIS IS A PRELIMINARY DRAWING. THE TOWN ENGINEER'S REVIEW IS BASED ON THE INFORMATION PROVIDED BY THE SUBMITTER.	
DATE: _____	BY: _____
DATE: _____	BY: _____

PLANNING DOCUMENT
NOT FOR CONSTRUCTION

General Location





Background Information

- Zoned C-3, Highway commercial
- Multi-tenant, mixed use
 - 4,000 square feet restaurant
 - 5,100 square feet retail
 - 5,065 square feet office
- Drives are private
- Property is 1.67 acres (72,786 square feet)



Current Application

- Seeking site plan approval to construct multi-tenant core/shell building.
- Reviewed by Engineering
- Reviewed by WFPD

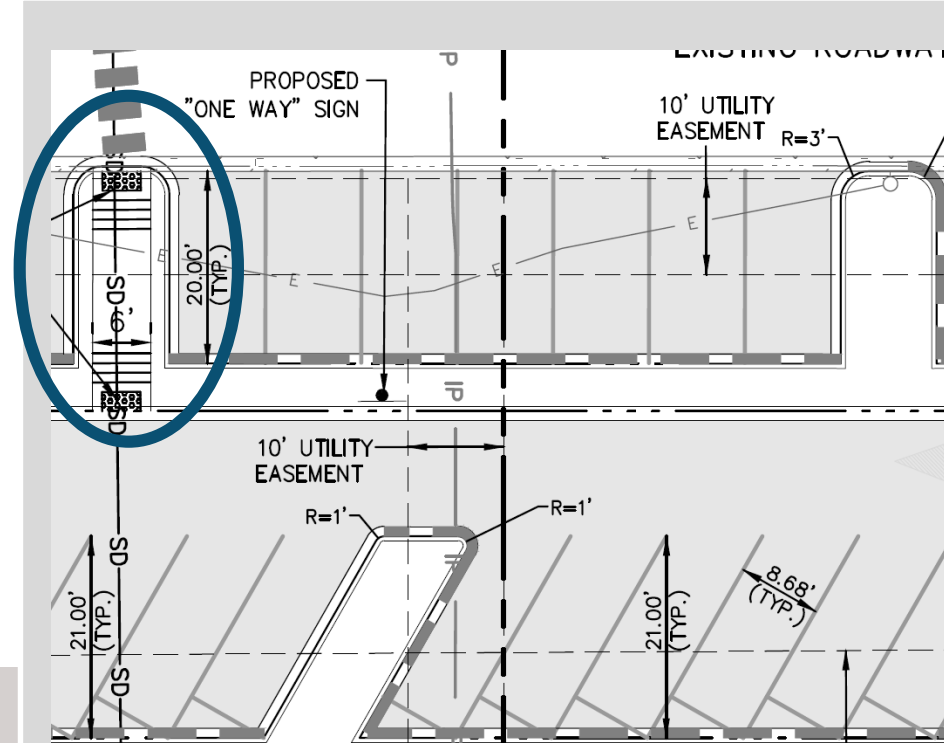


Site Plan Review: Overview

- Generally, the site meets the code and the application checklists used
- Parking lots may be under-parked
- Circulation concerns
- Lighting plan (photometric) should be updated to address areas that are over/under illumination levels
- Landscaping plan may be missing site trees but has exceeds the minimum requirements for shrubs and perennials
- Irrigation plan needed
- Operational questions for trash enclosure
- Architecture and design elements – ensure consistency with subdivision

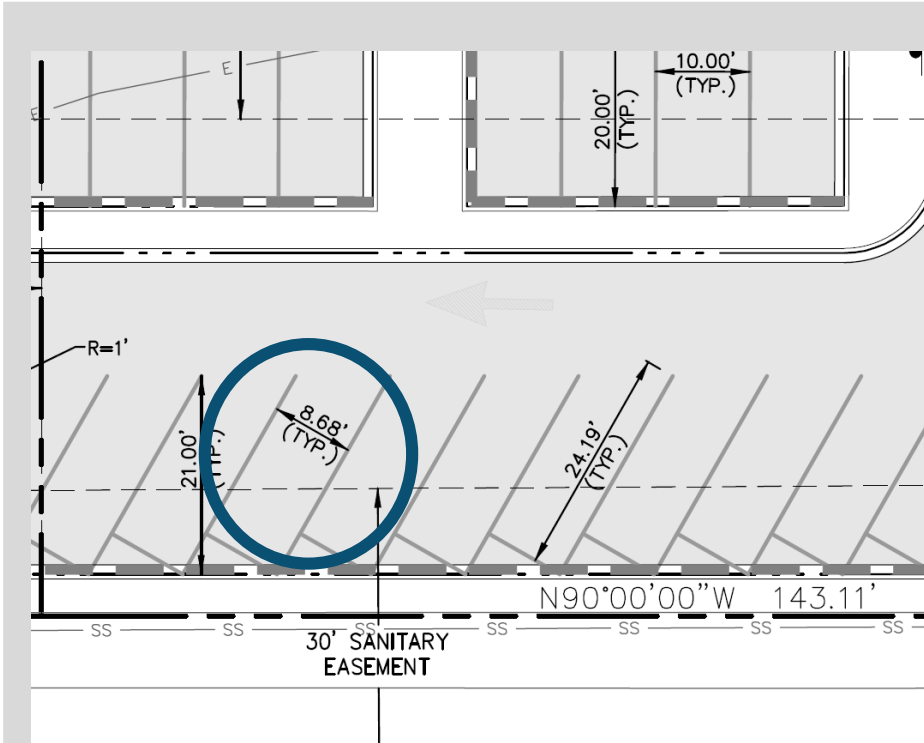
Parking

- Mix of uses = 83 spaces required
- Proposed 82 spaces
- One space may be eliminated for pedestrian island



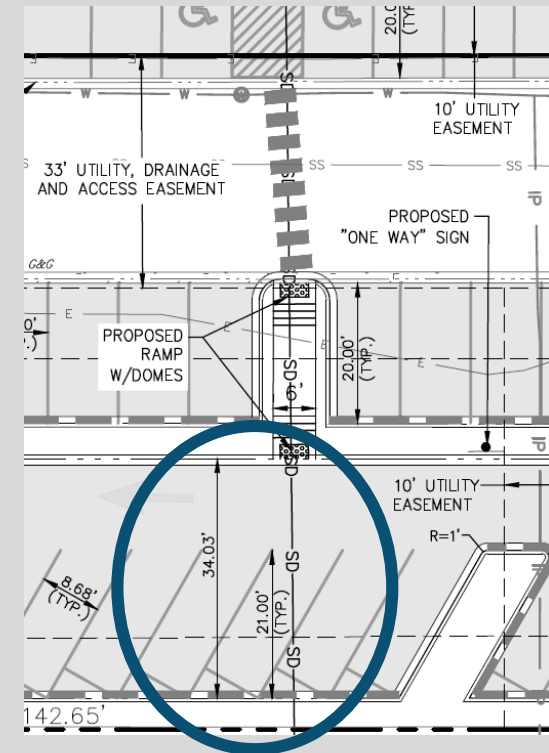
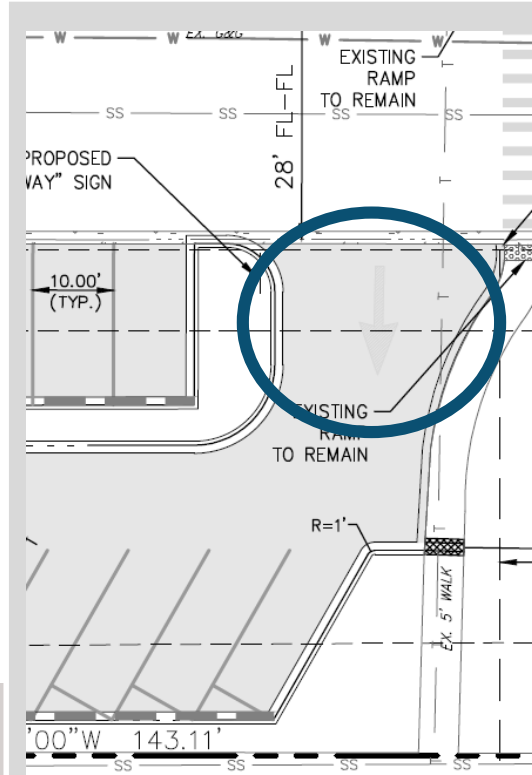
Parking

- Diagonal spaces in southern lot are too small
- The difference could be significant reduction in parking
- Tenant use limitations are proposed to match parking availability – building size may be too large to meet minimum site requirements



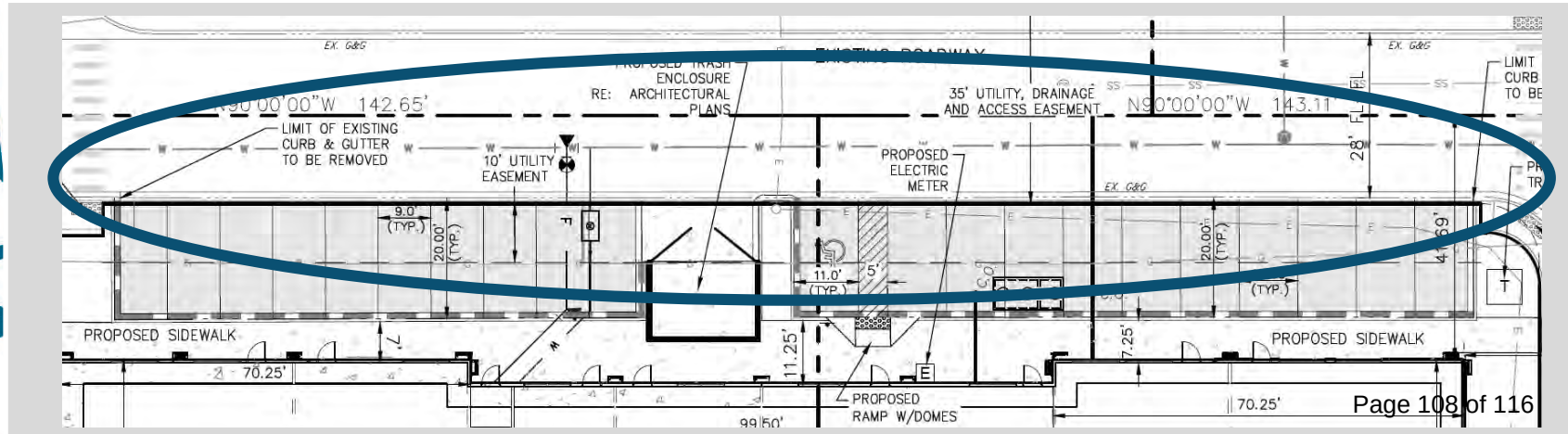
Circulation

- Entrance width
- Parking lot circulation marked width
- Minor changes can be updated on final plans



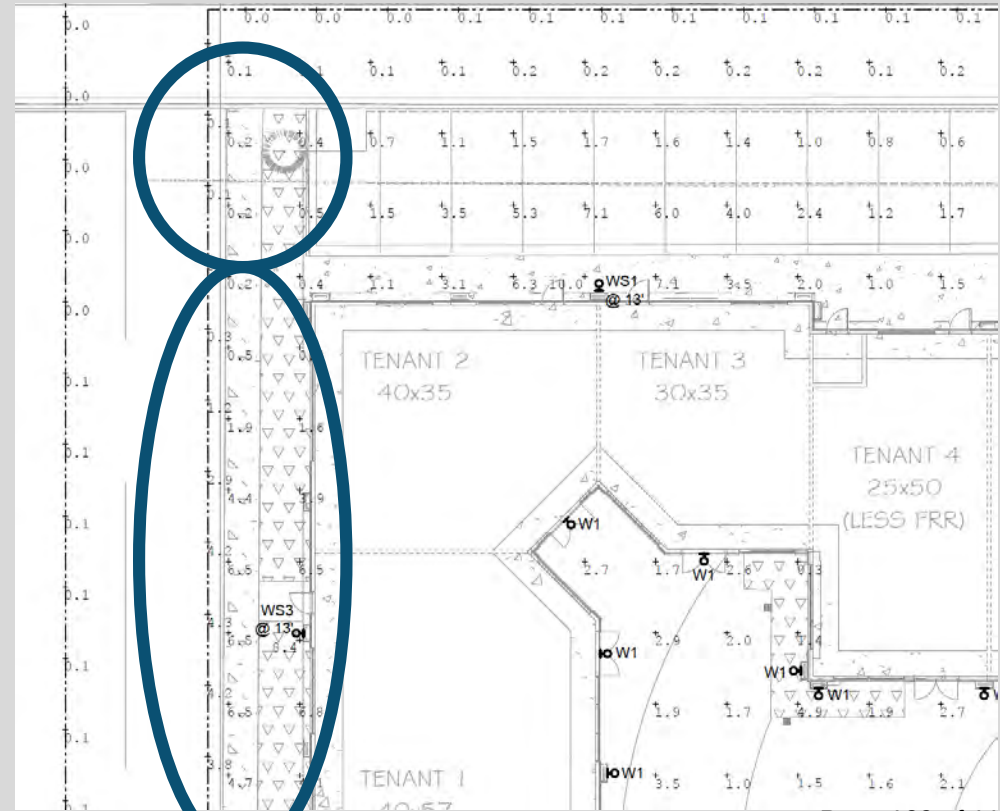
Circulation

- Staff suggests a loading/unloading area be provided for deliveries
- Trash letter identifying ability to serve multiple times/week
- Applicant may have ideas to present for proposed signage or operational limitations to address deliveries and trash collection



Photometrics

- Areas over maximum illumination and under minimum illumination



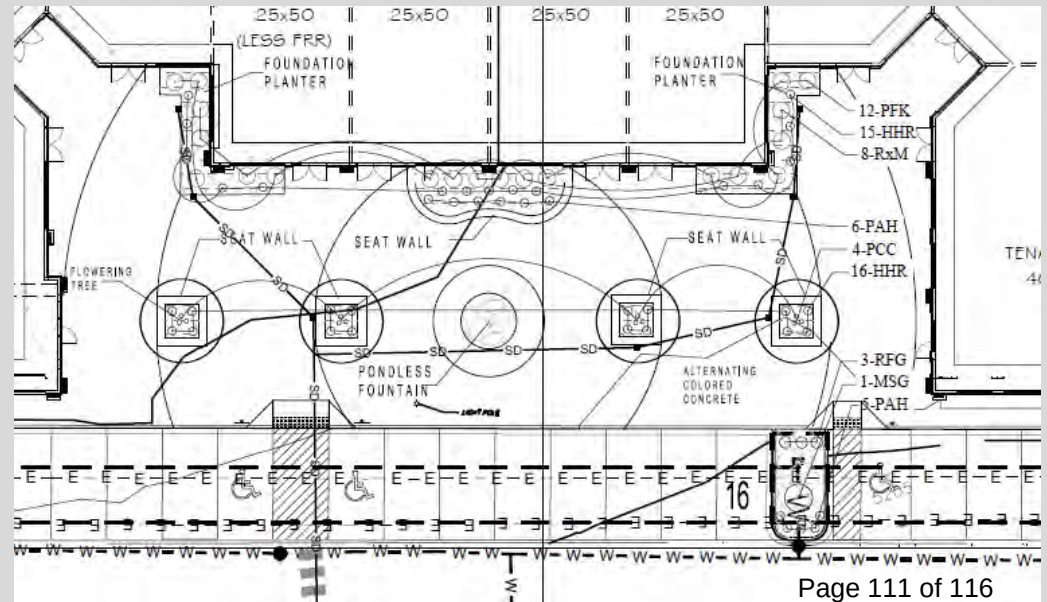
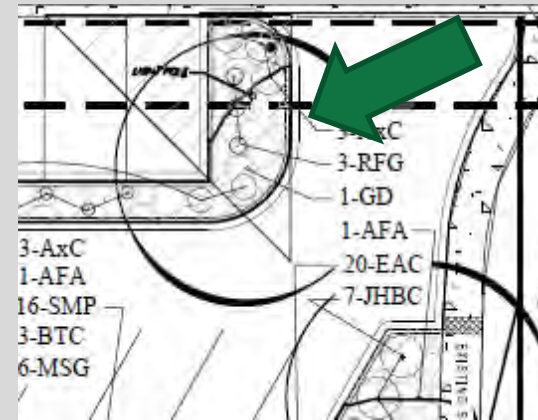
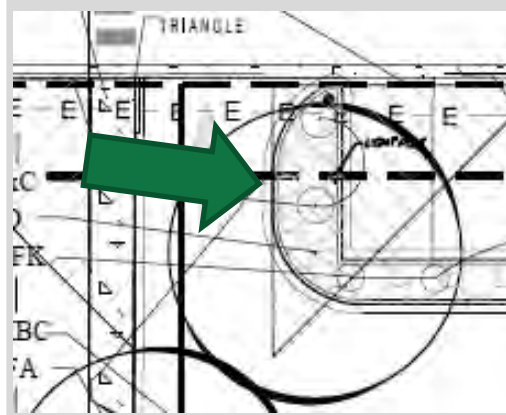


Landscaping

- Open space calculations
- Irrigation plans needed
- Code: 15 site trees + 4 parking lot trees + 7 street trees = 26 total trees minimum
- Proposed: 19 trees total
 - Could exchange 49 shrubs for 5 less site trees
 - Could consider 3 extra parking lot trees as “site trees”
 - Results in 2 missing site trees

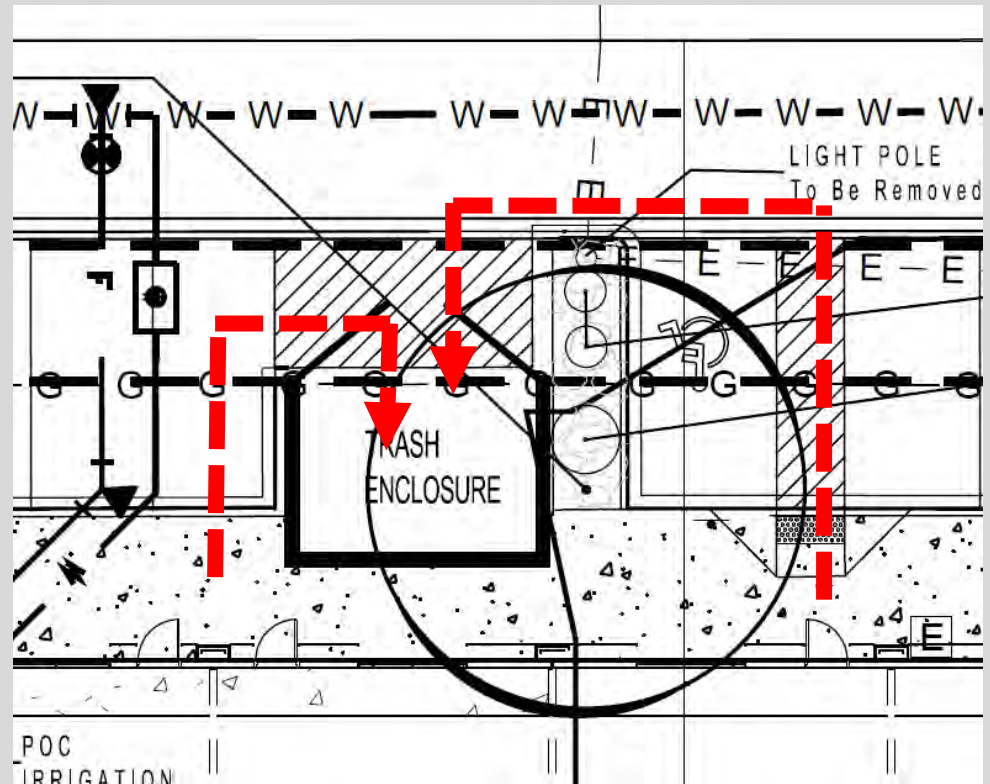
Landscaping

- Concerns with approach
 - 2 parking lot trees in site triangle
 - Courtyard without shade trees may create a heat island



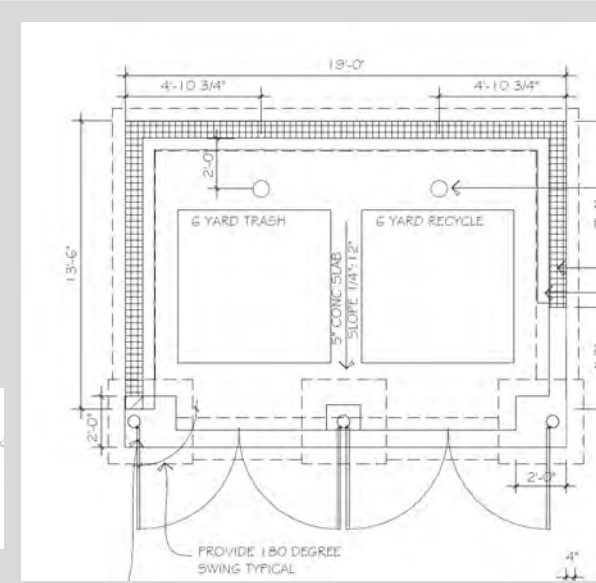
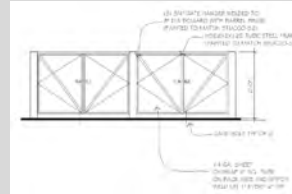
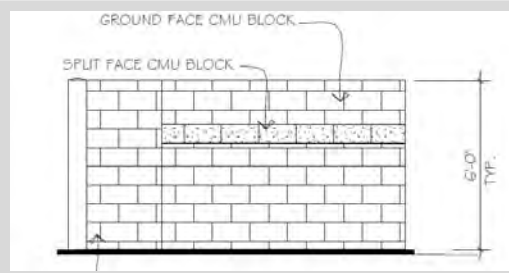
Trash concerns

- Trash letter confirming ability to pick up multiple times per week
- Moved trash for accessibility for trash hauler
- Trash cannot be easily accessed by employees - may need side/rear door



Trash concerns

- 4,000 sq.ft. restaurant – possible grease collection needs
- Trash screening must match building materials
 - Flip-flop focus colors
 - No consistent names to verify materials or colors
 - Uncertain gate color



Architecture: Subdivision



- One toned masonry, big windows, wood
- Rounded + square edges
- Flat roof



- Stucco-like, contrasting color masonry, wood beams
- Rectangular overall
- Pitched, shingled roof

Architecture: Proposed



- Corrugated metal, pitched roof
- Rectangular building; no “soft/rounded” angles or edges
- Stone decorative columns
- Stucco-like primary
- Stone wainscot portion of building
- Large windows
- Tower with windows and walls
- Consistency
- Opportunity to define themes



Staff Assessment and Recommendation

- Staff and applicant have coordinated on a number of topics and the plans have been revised to address staff comments.
- Some design elements meet technical standards, but may not function as needed for the site.
- Some elements may not necessarily be detrimental overall, but could impact usability and functionality of the site over time.
- Opportunity to evaluate the overall site needs and define form and function consistent with the subdivision.

Recommended motions for Commissioners stated in packet.