



**TOWN OF WELLINGTON
PLANNING COMMISSION
December 5, 2022
6:30 PM**

Leeper Center, 3800 Wilson Avenue, Wellington CO

Regular Meeting

Individuals wishing to make public comments must attend the meeting in person or may submit comments by sending an email to birdca@wellingtoncolorado.gov. The email must be received by 3:00 p.m. Monday, December 5, 2022. The comments will be provided to the Commissioners at the meeting. Emailed comments will not be read during the meeting.

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

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85323246179?pwd=akJkNU5GQVJJdDd3TW1qNFdQTmljdz09>

Passcode: 782608

Webinar ID: 853 2324 6179

Or One tap mobile:

US: +17207072699,,87576162114# or +12532158782,,87576162114# Or Telephone: US: +1
720 707 2699 or +1 253 215 8782 or +1 346 248 7799

-
1. CALL TO ORDER
 2. ROLL CALL
 3. ADDITIONS TO OR DELETIONS FROM THE AGENDA
 4. PUBLIC FORUM
 5. CONSIDERATION OF MINUTES
 - A. Meeting Minutes of November 7, 2022
 6. NEW BUSINESS
 - A. Public Hearing: Consider Adoption of the Zoning Map
 - B. Adopt 2023 Meeting Schedule and Submission Dates
 7. ANNOUNCEMENTS
 8. ADJOURNMENT

Planning Commission Meeting

Date: December 5, 2022
Submitted By: Patty Lundy, Planning Analyst
Subject: Meeting Minutes of November 7, 2022

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Move to approve the regular meeting minutes of November 7, 2022, as presented.

ATTACHMENTS

1. Regular Meeting Minutes of November 7, 2022



**TOWN OF WELLINGTON
PLANNING COMMISSION
November 7, 2022**

**MINUTES
REGULAR MEETING – 6:30 PM**

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

The Planning Commission for the Town of Wellington, Colorado, met on November 7, 2022, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 6:30 p.m.

2. ROLL CALL

Commissioners Present:

Eric Sartor, Chairperson
Lisa Chollet
Lowrey Moyer
Tim Whitehouse

Absent:

Bert McCaffrey
Linda Knaack
Gary Dicenta

Town Staff Present:

Cody Bird, Planning Director
Paul Whalen, Planner III
Patty Lundy, Planning Analyst

3. ADDITIONS TO OR DELECTIONS FROM THE AGENDA

None

4. PUBLIC FORUM

None

5. CONSIDERATION OF MINUTES

A. Meeting Minutes of September 12, 2022

Commissioner Whitehouse moved to approve the meeting minutes of September 12, 2022.
Commissioner Chollet seconded.

Yeas – Whitehouse, Moyer, Sartor, Chollet

Nays – None

Abstains – None

Motion carried

6. NEW BUSINESS

A. **Site Plan Review – Lots 1 & 2, Block 2, Bonfire Subdivision 2nd Filing**

Cody Bird, Planning Director introduced Paul Whalen, Planner III and said he would be giving the staff report for this agenda item.

Whalen introduced the staff report from the packet and presented a slideshow with the information. The applicant is seeking approval for a site plan for construction of a new light industrial facility for the company Kaufman & Robinson, Inc. Whalen stated that the applicant is continuing to work with Town staff to submit drawings for an administrative lot line adjustment to remove the lot line separating the two lots (adjust the line to zero) to combine the lots and will also dedicate the utility and emergency access easements. The final site plans will be coordinated with the easement dedications. Staff has provided the applicant and design team with several other minor site comments and the applicant has acknowledged they will work on addressing the comments on the revised site plans. Staff recommends approval of the site plans subject to final engineering review and all comments being addressed.

Jason Oldham, Natural Design Solutions shared the proposed landscape plan and building material board. He also mentioned that the original landscape design did not show the street trees and shrubs that they will be providing along the street on the west side of their building. The landscape design will be update to satisfy the landscape requirements. All the plants will be plants that can survive with low or no water use once they have been established.

Commissioner Moyer asked a question about sidewalks. Based on the future land map in the Comprehensive Plan and the goals, it seems as though sidewalk access would be beneficial to the town and its residents as the Town continues to grow and expand. There are also several proposed trails in this area.

Whalen and Bird replied that this subdivision was designed and approved in 2016 without sidewalks, and further, the streets internal to the subdivision were approved as private roadways with private maintenance. In the future, there might be opportunities to partner with the subdivision lot owners to make sidewalk connections as the Town grows. Requiring sidewalks at this time would be challenging without having a public sidewalk to connect to and not knowing the future design or elevations of the Sixth Street roadway.

Commissioner Chollet wanted to know about the irrigation tap and how much irrigation water they thought they might use.

Oldham replied that he did not have the water demand calculations at hand, but said that water use would be minimal once the plants are established. Bird also mentioned that the Town's water treatment plant will have capacity to meet the irrigation demand if that was a concern. There was also a question about the presence of an agricultural well on the property. Bird replied that it was his understanding the well has not been maintained or used recently and a lot of work would need to be done to bring the well up to an operational level. It is something that could be used if the owners were able to repair it to function and comply with all applicable standards for agricultural wells, decree and historic usage. This would be something for the owner of the subdivision to investigate.

Commissioner Chollet asked if landscape plants were to die, who would be responsible for replacement. Bird replied that the property owner is responsible for replacement of any trees or plants that die as well as all maintenance.

Commissioner Moyer moved to approve the site plans for Lots 1 & 2, Block 2, Bonfire Subdivision Filing 2 subject to staff report comments and authorize staff to administratively review and approve changes to site lighting, signage and final landscaping.

Motion seconded by Commissioner Chollet.

Yeas – Whitehouse, Moyer, Sartor, Chollet

Nays – Dicenta

Motion carried.

7. ANNOUNCEMENTS

- A. Bird provided an update of residential building permit activity and provided charts of how many permits have been issued through the year and how many lots are ready for permits. There have been 82 new home permits issued this year-to-date and there are about 70 lots remaining that are available with infrastructure in the ground and ready for permit.
- B. Bird explained that he has applied for an affordable housing grant through the Department of Local Affairs (DOLA). The grant application is currently under review. If the Town is successful and is awarded the grant funds, the funding will be utilized to undertake a housing needs assessment, a code evaluation, and develop planning programs to support development of affordable housing alternatives.

Commissioner Chollet asked about the status of the Zoning Map updates. Bird replied that staff is preparing notices that will be sent directly to the owners of the properties that are proposed to have changes. The Board of Trustees asked to have a presentation on the status of the map before the Board of Trustees conducts its public hearing. The timeline will include presenting the draft Zoning Map to the Planning Commission for public hearing on December 5, 2022, a presentation to the Board of Trustees on December 13, 2022, and the Board of Trustees is tentatively scheduled to conduct a public hearing January 9, 2023 and would have the ability to adopt the Zoning Map updates following the public hearing.

8. ADJOURNMENT

Chairman Sartor adjourned the regular meeting at 7:20 PM.

Approved this ____ day of _____, 2022

Recording Secretary



Planning Commission Meeting

Date: December 5, 2022
Submitted By: Cody Bird, Planning Director
Subject: Public Hearing: Consider Adoption of the Zoning Map

EXECUTIVE SUMMARY

The Town is in the process of considering updates to the Official Zoning Map of the Town. The Town's Official Zoning Map is the legal document that identifies which zoning district standards are applicable to properties within the Town limits. Updates to the Official Zoning Map are needed to align with updates made to the Town's Comprehensive Plan and Land Use Codes.

The Planning Commission adopted the Wellington Comprehensive Plan 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 Board of Trustees, following recommendations from the Planning Commission, passed Ordinance No. 07-2022 adopting updates to the Land Use Code to bring the codes and development standards into alignment with the recommendations of the Comprehensive Plan and to bring codes into compliance with changes to regulatory requirements, emerging technologies, changes in development practices, water conservation and more.

Public hearings are required by the Planning Commission and the Board of Trustees before making any final changes to the Official Zoning Map. This agenda item is a presentation of the proposed draft Zoning Map. Following presentation of the draft Zoning Map, the Planning Commission will conduct a public hearing and will forward a recommendation to the Board of Trustees. The Board of Trustees has the authority to adopt changes to the Official Zoning Map following receipt of the Planning Commission recommendation and conducting a public hearing.

BACKGROUND / DISCUSSION

The Planning Commission conducted a series of four (4) work sessions between May and September 2022 to consider possible updates to the Official Zoning Map. Following discussions in the work sessions, the Commission provided guidance to Town staff to prepare draft updates to the Zoning Map. Based on the discussions and guidance of the Planning Commission, Town staff has prepared the attached draft of the proposed Zoning Map (December 5, 2022). A copy of the Current Zoning Map is included for reference. The zone district descriptions and the table of allowable uses from the updated Land Use Code are also attached for reference.

The proposed draft Zoning Map (December 5, 2022) reflects changes including the following:

- Properties currently zoned TR - Transitional Zone District are proposed to have different zoning district designations as a result of eliminating the TR - Transitional Zone District in the updated Land Use Code. Properties currently zoned TR - Transitional have new proposed zoning district classifications based on the suitability of existing uses and compatibility of surrounding zoning districts.
- A newly created R-4 - Downtown Neighborhoods zone district was created after significant public input during the Comprehensive Plan update and Land Use Code update processes. Residential properties

generally between Washington Ave. and Kennedy Ave. and First St. to Sixth St. that are currently zoned R-2 - Single-Family Residential are proposed to be changed to the newly created R-4 - Downtown Neighborhoods zone district.

- Residential Properties along Harrison Ave. and McKinley Ave. that are currently zoned TR - Transitional are proposed to be zoned the newly created R-4 - Downtown Neighborhoods zone district.
- A limited number of properties along Harrison Ave. and McKinley Ave. that are already commercial or non-residential uses are proposed to be zoned C-2 Downtown Core Commercial.
- Updates to the titles of some zoning districts (for example: C-3 - Highway Commercial is now titled C-3 - Mixed Use Commercial).
- Properties previously identified as R-4 - Residential Multi-family District on the current zoning map are now identified as R-3 - Residential Medium Density (Uses of the district previously titled R-4 are most compatible with the district now titled R-3).
- A limited number of properties were also identified that have existing zoning districts that are not generally consistent with other existing uses or zone districts in the same neighborhood. These properties are typically commercial zoned properties and are proposed to be changed to a different commercial zone district for consistency.

Town staff has notified affected property owners of the proposed Zoning Map updates in the following ways:

- Notice of public hearing was published in Fort Collins Coloradoan
- 815 individually addressed letters were sent to owners of properties (example letters attached). Some letters were returned as undeliverable (most frequently an owner has a PO Box that is not identified as their official mailing address on the County Assessor's records).
- Town staff has been receiving correspondence from owners in response to the letters sent. Staff is keeping a record of the comments and questions received. Owners may continue to contact staff and records will continue to be kept for the Board of Trustees public hearing.
- At the time of publication of this report, 12 owners have communicated with Town staff. The most frequent questions and responses are identified below:
 - What action is being taken by the Town?
 - Updates to the Official Zoning Map brings the Zoning Map into alignment with the adopted Comprehensive Plan recommendations and the rules and regulations defined in the updated Land Use Codes.
 - How does the Zoning Map update impact me and the use of my property?
 - Most properties will not see a significant change as a result of the Zoning Map updates. Article 7 "Nonconformities and Vested Property Rights" in the Land Use Code protects existing legal land uses. Existing legal nonconforming uses and structures are allowed to continue. Changes to existing nonconforming uses and structures are allowed subject to certain conditions and provided the changes do not increase the degree of nonconformity.
 - Will a change to the zoning classification impact my property taxes?
 - Property taxes are based on the assessed valuation of a property. The assessed valuation for a property is determined and assigned by the Larimer County Assessor. Taxes are typically based upon existing uses and structures on the property rather than the zoning district designation.



The Board of Trustees will also conduct a public hearing prior to making any changes to the Official Zoning Map. The date of the hearing has not yet been determined, but is anticipated to be in January/February 2023. Once a date for the hearing is determined, the public hearing will be advertised.

Owners or residents with questions about the proposed Zoning Map updates are encouraged to attend the public hearing. Town staff will also be available to continue to respond to questions and collect feedback to help inform the Zoning Map update process.

STAFF RECOMMENDATION

The Planning Commission will need to conduct a public hearing to hear testimony related to proposed updates to the Town's Official Zoning Map. Following the public hearing, the Planning Commission will make a recommendation to the Board of Trustees.

Below are possible motion options for the Planning Commission to consider:

1. Move to forward a recommendation to the Board of Trustees to approve the Official Zoning Map as presented.
2. Move to forward a recommendation to the Board of Trustees to approve the Official Zoning Map with changes including _____.
3. Move to continue the public hearing for consideration of adoption of the Official Zoning Map to the next regular meeting of the Planning Commission to be held January 9, 2023, at 6:30 pm at the Wilson Leeper Center, 3800 Wilson Ave., Wellington, Colorado.

ATTACHMENTS

1. Public Hearing Procedures
2. Proposed Zoning Map
3. Current Zoning Map
4. Notice Letters to Owners
5. Zoning District Descriptions
6. Zoning Table of Allowable Uses

Public Hearing Procedures

1. Conflicts of Interest (if any)
2. Disclose *Ex Parte* Communications (if any)
3. Town Staff introduction/presentation
4. Applicant presentation
5. Board may ask general questions (i.e. to help understand the request or the regulations)
6. Public Hearing
 - a. Open Public Hearing
 - b. Public Testimony
 - c. Close Public Hearing
7. Applicant closing comments
8. Staff closing comments
9. Board Deliberates
10. Action by the Board

DRAFT
December 5, 2022

TOWN OF WELLINGTON ZONING MAP
AMENDED SEPTEMBER 24, 2013

	A	AGRICULTURE
	R-1	RESIDENTIAL RURAL
	R-2	RESIDENTIAL LOW DENSITY
	R-4	DOWNTOWN NEIGHBORHOODS
	C-1	COMMUNITY COMMERCIAL
	C-2	DOWNTOWN COMMERCIAL
	C-3	MIXED-USE COMMERCIAL
	LI	LIGHT INDUSTRIAL
	R-3	RESIDENTIAL MEDIUM DENSITY
	I	INDUSTRIAL
	P	PUBLIC

DRAFT
December 5, 2022

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CURRENT

Zoning Map

[illegible]

November 21, 2022

TR - Transitional Properties 102 Letters Sent

«Property_Owner_Name»
«Name_2»
«Mailing_Address»
«Mailing_City», «Mailing_State», «Mailing_Zip»

RE: Wellington Official Zoning Map Updates

Dear Property Owner;

The Town of Wellington is in the process of updating its official zoning map of the town. Following recent updates to the Town's Comprehensive Plan and Land Use Code, the Town's Zoning Map will also be updated for consistency. Changes to the Land Use Code included removing a zone district previously identified as "TR – Transitional District." Yours and other properties previously zoned "TR – Transitional" are now in need of a new zoning district designation.

The Larimer County Assessor's Office records indicate you are the owner of the below described property. Also below is your property's existing zoning designation and the new zone district designation proposed for your property:

Property Location:	«Property_Address»
Existing Zoning:	«Existing_Zoning»
Proposed Zoning:	«Proposed_Zoning»

The Draft Zoning Map with proposed changes is available for review on the Town's website at: <https://www.wellingtoncolorado.gov/535/Planning>

Additional information about the «Proposed_Zoning» Zone District and the Town's Land Use Code is available on the Town's website at <http://www.wellingtoncolorado.gov/497/Land-Use-Code>. Zone Districts are described in Article 3 and allowed uses are identified in Article 4.

Planning Department staff is available to answer questions or discuss your specific property needs. You may contact Town Planning Staff at the below information:

Cody Bird
Planning Director
970-568-3381

Paul Whalen
Senior Planner
970-568-3554

Patty Lundy
Planning Analyst
970-568-3554

Notice of Public Hearing	
<u>Planning Commission</u>	
Date:	Monday December 5, 2022
Time:	6:30 p.m.
Place:	Wilson Leeper Center 3800 Wilson Ave. Wellington, CO 80549
Public Hearing:	Update Official Zoning Map of the Town
Applicant:	Town of Wellington

A Public Hearing to consider updates to the Official Zoning Map is scheduled before the Planning Commission. This letter is formal notice of the Public Hearing and notice of your opportunity to attend and offer comments regarding updates to the Zoning Map. Any person may appear at such hearing and present testimony. If you are unable to attend the public hearing, you may also submit written comments to:

Town of Wellington
PO Box 127
Wellington, CO 80549

The Planning Commission's recommendation will be forwarded to the Board of Trustees and the Board of Trustees will also conduct a public hearing before any final decisions are made to change the Official Zoning Map. The Board of Trustees public hearing will be scheduled after January 1, 2023 and additional notices will be provided advising of the date and time for the public hearing.

Sincerely,

Cody Bird
Planning Director

November 21, 2022

**R-2 to R-4
(Downtown Neighborhoods)
355 Letters Sent**

«Property_Owner_Name»

«Name_2»

«Mailing_Address»

«Mailing_City», «Mailing_State», «Mailing_Zip»

RE: Wellington Official Zoning Map Updates

Dear Property Owner;

The Town of Wellington is in the process of updating its official zoning map of the town. Following recent updates to the Town's Comprehensive Plan and Land Use Code, the Town's Zoning Map will also be updated for consistency. Changes to the Land Use Code included creation of a new zoning district that is unique to residential properties typically referred to as "Old Town." The new zone district is titled "R-4 – Downtown Neighborhoods" and has specific provisions to decrease setback distances from property lines and between structures to allow more flexibility for existing residential uses. Additional provisions were included to preserve and protect the residential and architectural character of the neighborhoods around the Downtown. Yours and other properties within the areas around Downtown are identified as being compatible with the "R-4 – Downtown Neighborhoods" zone district.

The Draft Zoning Map with proposed changes is available for review on the Town's website at: <https://www.wellingtoncolorado.gov/535/Planning>

Additional information about the «Proposed_Zoning» Zone District and the Town's Land Use Code is available on the Town's website at <http://www.wellingtoncolorado.gov/497/Land-Use-Code>. Zone Districts are described in Article 3 and allowed uses are identified in Article 4.

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Applicant:	Town of Wellington

A Public Hearing to consider updates to the Official Zoning Map is scheduled before the Planning Commission. This letter is formal notice of the Public Hearing and notice of your opportunity to attend and offer comments regarding updates to the Zoning Map. Any person may appear at such hearing and present testimony. If you are unable to attend the public hearing, you may also submit written comments to:

Town of Wellington
PO Box 127
Wellington, CO 80549

The Planning Commission's recommendation will be forwarded to the Board of Trustees and the Board of Trustees will also conduct a public hearing before any final decisions are made to change the Official Zoning Map. The Board of Trustees public hearing will be scheduled after January 1, 2023 and additional notices will be provided advising of the date and time for the public hearing.

Sincerely,

Cody Bird
Planning Director

November 21, 2022

**R-4 to R-3
331 Letters Sent**

«Property_Owner_Name»
«Name_2»
«Mailing_Address»
«Mailing_City», «Mailing_State», «Mailing_Zip»

RE: Wellington Official Zoning Map Updates

Dear Property Owner;

The Town of Wellington is in the process of updating its official zoning map of the town. Following recent updates to the Town's Comprehensive Plan and Land Use Code, the Town's Zoning Map will also be updated for consistency. One of the changes in the Land Use Code included renaming the title of some of the existing zoning districts. The district previously titled "R-4 – Residential Multifamily District" has been re-titled to "R-3 – Residential Medium Density District."

You are receiving this notice because the property you own at «Property_Address» is shown on the current zoning map as the previously titled "R-4 – Residential Multifamily District." The Zoning Map is proposed to be updated to show your property zoning as "R-3 – Residential Medium Density District." Uses allowed within the "R-3 – Residential Medium Density District" are compatible with the uses that have been allowed on the property previously.

The Draft Zoning Map with proposed changes is available for review on the Town's website at: <https://www.wellingtoncolorado.gov/535/Planning>

Additional information about the «Proposed_Zoning» Zone District and the Town's Land Use Code is available on the Town's website at <http://www.wellingtoncolorado.gov/497/Land-Use-Code>. Zone Districts are described in Article 3 and allowed uses are identified in Article 4.

Planning Department staff is available to answer questions or discuss your specific property needs. You may contact Town Planning Staff at the below information:

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Town of Wellington
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Wellington, CO 80549

The Planning Commission's recommendation will be forwarded to the Board of Trustees and the Board of Trustees will also conduct a public hearing before any final decisions are made to change the Official Zoning Map. The Board of Trustees public hearing will be scheduled after January 1, 2023 and additional notices will be provided advising of the date and time for the public hearing.

Sincerely,

Cody Bird
Planning Director

November 21, 2022

**Other Zone Districts
27 Letters Sent**

«Property_Owner_Name»
«Name_2»
«Mailing_Address»
«Mailing_City», «Mailing_State», «Mailing_Zip»

RE: Wellington Official Zoning Map Updates

Dear Property Owner;

The Town of Wellington is in the process of updating its official zoning map of the town. Following recent updates to the Town's Comprehensive Plan and Land Use Code, the Town's Zoning Map will also be updated for consistency. Considerations of updates to the Zoning Map identified properties that are eligible for a new zoning district designation. Based on the location of properties, surrounding existing uses, and zoning district changes in the Land Use Code, property that you own has been identified as eligible for a change to a different zoning designation.

The Larimer County Assessor's Office records indicate you are the owner of the below described property. Also below is your property's existing zoning designation and the new zone district designation proposed for your property:

Property Location:	«Property_Address»
Existing Zoning:	«Existing_Zoning»
Proposed Zoning:	«Proposed_Zoning»

The Draft Zoning Map with proposed changes is available for review on the Town's website at: <https://www.wellingtoncolorado.gov/535/Planning>

Additional information about the «Proposed_Zoning» Zone District and the Town's Land Use Code is available on the Town's website at <http://www.wellingtoncolorado.gov/497/Land-Use-Code>. Zone Districts are described in Article 3 and allowed uses are identified in Article 4.

Planning Department staff is available to answer questions or discuss your specific property needs. You may contact Town Planning Staff at the below information:

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Town of Wellington
PO Box 127
Wellington, CO 80549

The Planning Commission's recommendation will be forwarded to the Board of Trustees and the Board of Trustees will also conduct a public hearing before any final decisions are made to change the Official Zoning Map. The Board of Trustees public hearing will be scheduled after January 1, 2023 and additional notices will be provided advising of the date and time for the public hearing.

Sincerely,

Cody Bird
Planning Director

3.01.3 Zoning Districts.

In order to carry out the provisions of this Code, the Town is divided into the following zoning districts:

Abbreviation	Title
Residential Zone Districts	
A	Agricultural District
R-1	Residential Rural Density District
R-2	Residential Low Density District
R-3	Residential Medium Density District
R-4	Downtown Neighborhood District
MH	Manufactured Home Park District
Commercial and Mixed-Use Zone Districts	
C-1	Community Commercial District
C-2	Downtown Core Commercial District
C-3	Mixed-Use Commercial District
Other Non-Residential Zone Districts	
LI	Light Industrial District
I	Industrial District
P	Public District
PUD	Planned Unit Development (PUD) District

3.01.4 Zoning District Map.

The boundaries and classifications of districts established are as depicted on the adopted Zoning District Map bearing the most recent date of publication which has been signed by the Chair of the Planning Commission and the Mayor.

- A. *Interpretation of boundary lines.* If uncertainty exists, district boundaries shall be on section lines; lot lines; the center lines of highways, streets, alleys, railroad rights-of-way, rivers, streams, or such lines extended; or municipal corporation lines; Where a lot is divided by a zoning district boundary line either zone requirements may be extended within the lot for a distance of not more than twenty-five (25) feet as approved by the Planning Director.
- B. *Amendment upon zoning or modification.* Upon approval of any ordinance annexing and establishing zoning or modifying existing zoning for any property, the Town shall amend the prior existing Zone District Map to include the annexed area with the proper zoning classification or show the amended classification, as the case may be. Such updated, Zone District Map shall contain, in table form, the date and number of the ordinance amending it, the date the map was amended to

reflect each amendment and the initials of the person who checked and approved the change to the map.

- C. *Cost for amending zoning.* Any person who proposes zoning for property being annexed or proposes modifying existing zoning shall bear the entire cost of amending the Zone District Map, including all notification costs. The Town shall provide applicants with a copy of the current fee schedule and fee agreement form.
- D. *Public inspection; storage of original.* The Zoning District Map shall be available and on display at the office of the Town Clerk during normal business hours.

3.02 Residential Zone Districts

3.02.1 A – Agricultural District.

- A. *Intent.* The Agricultural District is an ultra low-density district intended for the pursuit of farm activities or for a transitional status. This zone is characterized by the growing of crops and related functions as well as large lot, rural, single-family detached residential dwellings and agritourism.
- B. *Principal uses.* Permitted principal uses in the A District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the A District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.02.2 R-1 – Residential Rural Density District.

- A. *Intent.* The Residential Rural Density District is a very low-density residential district intended to provide for large-lot, detached single-family development in areas more characteristically rural and on the outskirts of the planning area that are supported by neighborhood amenities and public facilities.
- B. *Principal uses.* Permitted principal uses in the R-1 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the R-1 District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.02.3 R-2 – Residential Low Density District.

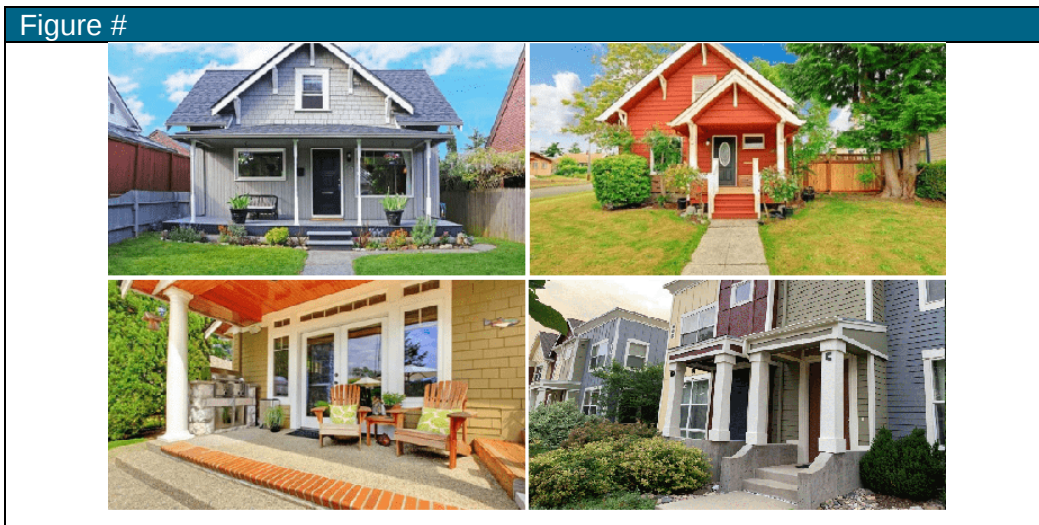
- A. *Intent.* The Residential Low Density District is intended primarily for detached and limited attached single-family uses on individual lots that are supported by neighborhood amenities and public facilities, with up to four attached units allowed per building. This zone is characterized by tree-lined local streets, an interconnected pedestrian circulation system, and proximity to schools and parks.
- B. *Principal uses.* Permitted principal uses in the R-2 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the R-2 District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.02.4 R-3 – Residential Medium Density District.

- A. *Intent.* The Residential Medium Density District is intended for a mix of small lot single-family detached dwellings, single-family attached dwellings, and multi-family dwellings intended to provide a walkable environment supported by motorized and non-motorized transportation options, parks, and public gathering spaces that are ideal for people in all stages of life. Multi-family buildings are generally encouraged near viable business centers in order to facilitate appropriate densities. Street and open space designs in these areas shall be used to create compatibility among frontages, which encourage pedestrian interaction and discourage high automobile speeds.
- B. *Principal uses.* Permitted principal uses in the R-3 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the R-3 District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.02.5 R-4 – Downtown Neighborhood District.

- A. *Intent.* The Downtown Neighborhood District is intended for the older neighborhoods adjacent to the downtown core that have smaller, more constrained lots than newer developments and specific architectural characteristics. These neighborhoods are intended to support a variety of housing types including detached and attached single family dwellings that complement the area's character as well as small-scale service establishments, that add vibrancy to the overall Downtown area. These areas are intended to be supported by a traditional, highly connected gridded street system with detached sidewalks, and that incorporate pocket parks and public gathering spaces.
- B. *Principal uses.* Permitted principal uses in the R-4 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the R-4 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- D. *Design Standards.* The following design standards shall apply to all new and infill development in the Downtown Neighborhood Zone District.
 - 1. Residential buildings shall include a front porch on each ground floor unit to ensure new construction blends with the existing neighborhood character. Porches shall be a minimum of six feet deep with a minimum overall dimension of forty-eight square feet and may encroach into the required front setback by up to six feet.



2. New and infill buildings shall include characteristics of the traditional architectural styles of the Downtown Neighborhood Area identified as Craftsman, Victorian and Farmhouse. Such features could include:
 - a. Gabled and cross-gabled rooflines;
 - b. Porches running the full length of the front façade
 - c. Rear loaded or detached garages that allow the front façade of the house to be the primary focus
 - d. Steeply-pitched rooflines, curlicue trims, ornate windows, and asymmetrical designs (Victorian);
 - e. Low-pitched rooflines with overhanging eaves, exposed rafters, and heavy, tapered columns (Craftsman); or
 - f. Simple design focusing on wood elements, board on batten siding and hand hewn timbers with a traditionally white color palette (Farmhouse).



3.02.6 MH – Manufactured Home Park District.

- A. *Intent.* This is a high-density residential district on a parcel of land under single ownership or control on which two (2) or more manufactured homes are occupied as residences.
- B. *Principal uses.* Permitted principal uses in the MH District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Application procedure*
 - 1. Standard process for a new mobile home park shall follow the standard rezone and Major Subdivision processes per Sections 2.07 and 2.17 of this Land Use Code.
 - 2. Redevelopment of an existing site with required infrastructure in place would need to follow the site plan application process per Section 2.12 of this Land Use Code.
- D. *Building design standards.*
 - 1. The manufactured home must be partially or entirely manufactured in a factory.
 - 2. The manufactured home must be not less than twenty-four (24) feet in width and thirty-six (36) feet in length.
 - 3. The manufactured home must be set on an excavated, backfilled, engineered foundation enclosed at the perimeter so that the top of the perimeter wall sits no more than twelve (12) inches above finish grade. The foundation shall be similar in appearance and durability to a masonry foundation of a site-built dwelling. The foundation shall provide an anchoring system for the manufactured home that is totally concealed under the structure.
 - 4. The exterior siding of the manufactured home must have the same appearance as materials commonly used on residential dwellings. Metal siding must be painted or anodized.
 - 5. The manufactured home must have a pitched roof with a pitch of at least a nominal three (3) in twelve (12). The roof must be covered with shingles, shakes or tile. Eaves of the roof must extend at least one (1) foot from the intersection of the roof and the exterior walls.
 - 6. The manufactured home must have windows that are wood, vinyl-coated or anodized aluminum.
 - 7. The manufactured home must have color-coordinated body and trim. Colors of both the factory components and the site-built components shall be the same.
 - 8. The main entrance to the manufactured home must face or be oriented toward an adjacent street.
 - 9. The transportation mechanisms, including the wheels, axles and hitch, must be removed.
 - 10. No manufactured home shall be occupied for dwelling purposes unless it is properly placed in a manufactured home space and connected to water, sewerage, electric and gas utilities, as appropriate.
 - 11. All manufactured homes shall be certified pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. § 5401 et seq., or shall be certified by the Colorado Division of Housing pursuant to Section 24-32-701 et seq., C.R.S.

12. All manufactured homes shall have an enclosed crawlspace underneath the manufactured home and shall not provide a harborage for rodents or create a fire hazard. No enclosed crawlspace shall be used for storage unless the storage area is surfaced with concrete. Adequate access and ventilation shall be provided in accordance with the Guidelines For Manufactured Housing Installation.
13. All manufactured homes shall meet or exceed equivalent engineering standards for other single-family residences.
14. Additions to increase the floor area of manufactured home shall not be permitted except for patios, porches, garages, decks or carports. Garages may be detached or attached.
15. Prior to occupancy, the Building Inspector shall inspect each manufactured home to determine compliance with this Code. No occupancy shall be permitted or certificate of occupancy issued until said inspection and all connections to public utilities have been made. The owner or home builder shall pay to the Town a building permit fee for each residential structure as may be required by this Code. Installation procedures and the building permit fee shall be in accordance with the then current Guidelines for Manufactured Housing Installation, including appendices, published by the International Conference of Building Officials for manufactured homes and as adopted by the Town.
16. All additions shall comply with minimum yard requirements, and a building permit shall be required in advance for any such addition.

E. Site design standards.

1. All streets in a manufactured home park shall be dedicated to the Town and shall be maintained by the park owner or an owners' association.
2. All streets shall be a minimum width of twenty-two (22) feet from back of curb to back of curb, including the width of gutter pans.
3. Primary through streets shall be thirty-four (34) feet from back of curb to back of curb with a four-foot detached sidewalk on one (1) side being located six (6) feet from the back of curb.
4. The developer shall provide for covenants or other mechanisms, which shall be approved by the Town, ensuring that streets are maintained and replaced as required.
5. All streets within the manufactured home park shall be constructed to the Town standards.
6. A minimum of eight percent (8%) of the gross site area shall be reserved for and devoted to improved recreation areas and facilities provided in locations convenient to all manufactured home spaces.
7. A minimum of three hundred (300) square feet of outdoor living area shall be provided on each space.

8. Every manufactured home space shall have two (2) off-street parking spaces adjacent to the manufactured home. There shall be one (1) additional parking space for each manufactured home space within one hundred (100) feet for use by occupants and guests.
9. Off-street vehicle parking shall be provided for recreation facilities located within a manufactured home park. At a rate of one (1) space per two hundred fifty (250) square feet of gross floor area, plus one (1) space per employee at the maximum shift, Twenty (20) spaces are to be provided for every diamond or athletic field, or one (1) space for every four (4) spectator seats, whichever is greater. (One [1] seat is equal to two [2] feet of bench seating length.)
10. All off-street parking shall meet the provisions of Section 5.05 of this Land Use Code.
11. The developer shall provide for a system of pedestrian circulation within the development. The system shall connect with existing sidewalks, if any are adjacent to the property. The system shall be designed to link residential units with recreation facilities, school bus stops and existing sidewalks in the neighborhoods. Attached and detached sidewalks within the manufactured home park shall be a minimum of five (5) feet in width.
12. All public utilities shall be installed in accordance with the applicable Town standards.
13. A manufactured home park may have multiple master meters for water service.
14. Each manufactured home space shall have its own meter for water and electrical service.

3.02.7 Table of Dimensional Standards for Residential Zone Districts

All primary and accessory structures are subject to the dimensional standards set forth in the table below. These general standards may be further limited or modified by other applicable sections of this Land Use Code. General rules for measurement and exceptions are in Article 9, Definitions.

Zones	A	R-1	R-2	R-3	R-4	MH
	Lot Standards					
Minimum Site Area	5 acres	N/A	N/A	N/A	N/A	1 acre
Minimum Lot Area Per Dwelling	5 acres	0.5 acres	6,600 sq. ft. for detached 3750 for attached	3,000 sq. ft. for detached 2,500 sq. ft. for attached	4,000 sq. ft. for detached 2,500 sq. ft. for attached	2,400 sq. ft.
Maximum Net Density	0.2 du/acre	2 du/acre	6 du/acre	12 du/acre	12 du/acre	10 du/acre
Minimum Lot Width	120 ft.	120 ft.	60 ft for detached 30 ft. for attached.	50 ft. for detached 25' or attached	40 ft. for detached, 25 ft. for attached	35 ft.

	Principal Building Setbacks					
Minimum Front Yard	50 ft.	50 ft.	20 ft.	15 ft.	15 ft. ¹	10 ft.
Minimum Front Yard to Attached Garage	60 ft.	50 ft.	25 ft.	20 ft.	20 ft.	NA
Minimum Side Yard	20 ft.	20 ft.	7 ft. for detached 0' for attached	7 ft. for detached 0' for attached	5 ft. for detached 0' for attached	5 ft
Minimum Side Yard (Corner Lot)	20 ft.	20 ft.	15 ft. on nonentry side of corner lot	15' on nonentry side of corner lot	15' on nonentry side of corner lot	15' on nonentry side of corner lot
Minimum Rear Yard	20 ft.	20 ft.	20 ft.	15 ft.	15 ft.	10 ft.
Minimum Rear Yard to Rear Entry Garage	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
	Accessory Building and Detached Garage Setbacks					
Minimum Front Yard	60 ft.	60 ft.	35 ft.	35 ft.	35 ft.	25 ft.
Minimum Side Yard	20 ft.	20 ft.	7 ft.	7 ft.	5 ft.	5'
Minimum Rear Yard	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
	Deck and Patio Cover Setbacks					
Minimum Rear Yard	1 du	10 ft.	10 ft.	10 ft.	10 ft.	10 ft.
	Building and Structure Standards					
Minimum Floor Area (above grade) Per Dwelling Unit	864 sq. ft.	864 sq. ft.	864 sq. ft.	864 sq. ft.	600 sq. ft.	480 sq. ft.
Maximum Building Height	35 ft.	35 ft.	35 ft.	35'	28' ft.	16 ft. Park-Owned Common Structures – 35 ft.
Maximum Dwelling Units Per Structure	1 du	1 du	1 du	12 du	12 du	1 du

1. Front porches may encroach into the front setback by up to six feet.

3.03 Commercial and Mixed-Use Districts

3.03.1 C-1 – Community Commercial District.

- A. *Intent.* The Community Commercial District is intended for general commercial areas outside of downtown such as activity centers at intersections. These areas are intended to facilitate a variety of businesses that provide employment opportunities and support the retail and service needs of the community. Buildings may be located within a unified campus-like setting integrated with sidewalks, landscaped features, and public spaces that promote access to motorized and non-motorized transportation options.
- B. *Principal uses.* Permitted principal uses in the C-1 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the C-1 District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.03.2 C-2 – Downtown Core Commercial District.

- A. *Intent.* The Downtown Core Commercial District is intended to preserve the character of the original downtown and to provide for a mixture of uses that will strengthen and expand the core community. As the Town's primary activity center, these areas are intended to be highly connected to an efficient network of motorized and non-motorized connections. Its character is based on historic and civic buildings, ample and landscaped sidewalks, groomed and activated alleys, public art, and gathering spaces – all design with a pedestrian scale perspective that gives the Downtown a unique sense of place and contributes to community pride. As property owners choose to reinvest in the Downtown, Main Street uses should encourage 'select' infill of vacant residential and commercial areas and slightly increase the height of existing buildings to support upper level residential uses.
- B. *Principal uses.* Permitted principal uses in the C-2 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the C-2 District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.03.3 C-3 – Mixed-Use Commercial District.

- A. *Intent.*
 - 1. The Mixed-Use Commercial District is intended to be a setting for development of a wide range of community and regional retail uses, offices and personal and business services, and it is intended to accommodate a wide range of other uses, including multi-family housing and mixed-use dwelling units. The C-3 District should integrate various commercial and multi-family uses while transitioning from the highway to adjacent lower density neighborhoods. The intent of mixed-use areas is to cluster residential and non-residential uses in a compact, walkable

setting. These areas provide ease of movement through both motorized and non-motorized transportation options offering convenient access for locals and visitors alike.

2. While some Mixed-Use Commercial District areas may continue to meet the need for auto-related and other auto-oriented uses, it is the Town's intent that the C-3 District emphasize safe and convenient personal mobility in many forms, with planning and design that accommodate pedestrians. Further, the C-3 District is intended to function with, rather than compete with, the Downtown District.
 3. The highway corridor is a visible commercial area of the community. Attention to the architectural standards outlined in *Section 5.09* is required for approval.
- B. *Permitted uses.* Permitted principal uses in the C-3 District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the C-2 District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.03.4 Table of Dimensional Standards for Commercial Zone Districts

All primary and accessory structures are subject to the dimensional standards set forth in the table below. These general standards may be further limited or modified by other applicable sections of this Land Use Code. General rules for measurement and exceptions are in *Article 9, Definitions*.

Zones	C-1	C-2	C-3
Lot Standards			
Maximum Floor Area Ratio	1:1	2:1	1:1
Maximum Net Residential Density	12 du/acre	12 du/acre	12 du/acre
Building Setbacks			
Minimum Front Yard	25 ft.	0 ft.	25 ft.
Minimum Side Yard ¹	0 ft. ¹	0 ft.	0 ft. ¹
Minimum Rear Yard	20 ft.	25 ft. ²	20 ft.
Building and Structure Standards			
Maximum Building Height	35 ft.	35 ft.	45 ft.

3.04 Other Non-Residential Zone Districts

3.04.1 LI – Light Industrial District.

- A. *Intent.* The Light Industrial District is intended to provide locations for research and development-type offices that create minimal noise, smell, and road traffic., Development in the Light Industrial District should encourage the development of planned office and business parks that promote excellence in the design and construction of buildings, outdoor spaces, transportation facilities and

streetscapes. Typically, light industrial areas should serve as a separator between heavier industrial and surrounding land uses, such as residential and commercial areas.

B. *Principal uses.* Permitted principal uses in the LI District shall be as listed in *Section 4.02 Table of Allowable Uses*.

C. *Limitations.* Any use in this District shall conform to the following requirements:

1. Dust, fumes, odors, smoke, vapor and noise shall be confined to the site and be controlled in accordance with the state air pollution laws.
2. Approved outdoor storage areas, equipment and refuse areas shall be concealed from view from abutting rights-of-way and from adjoining residential districts.
3. All off-street parking areas as defined herein shall be surfaced with poured in place concrete or asphaltic concrete. Approved outdoor storage areas as defined herein may be surfaced with minimum three-quarter inch diameter crushed rock or approved alternative material to a depth of at least four (4) inches. If a crushed rock or alternative material surface is used, the subgrade of such areas shall be treated to the specifications of the Town Engineer. Areas surfaced with crushed rock or approved alternative material shall be treated with dust retardants, as needed, and kept free of weeds, trash and other debris. Appropriate fire-lane aisles and, if required, fire hydrants shall be provided.
4. Light fixtures in parking areas shall be hooded and mounted not more than twenty-five (25) feet above the ground level and oriented in such a manner so as not to shine into residential areas. Lighting shall conform to the requirements in *Section 5.02* of this Code.

D. *Conditional uses.* Permitted conditional uses in the LI District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.04.2 I – Industrial District.

A. *Intent.* The Industrial District is intended to provide a location for large-format buildings for manufacturing, warehousing and distributing, indoor and outdoor storage. Locations for this zone require good access to major arterial streets and adequate water, sewer and power. Industrial areas should generally be located interior to the large block of industrial/light industrial areas.

B. *Principal uses.* Permitted principal uses in the I District shall be as listed in *Section 4.02 Table of Allowable Uses*.

C. *Limitations.* Any use in this District shall conform to the following requirements:

1. Dust, fumes, odors, smoke, vapor and noise shall be confined to the site and be controlled in accordance with the state air pollution laws.
2. Approved outdoor storage areas, equipment and refuse areas shall be concealed from view from abutting rights-of-way and from adjoining residential districts.

3. All off-street parking areas as defined herein shall be surfaced with poured in place concrete or asphaltic concrete. Approved outdoor storage areas as defined herein may be surfaced with minimum three-quarter inch diameter crushed rock or approved alternative material to a depth of at least four (4) inches. If a crushed rock or alternative material surface is used, the subgrade of such areas shall be treated to the specifications of the Town Engineer. Areas surfaced with crushed rock or approved alternative material shall be treated with dust retardants, as needed, and kept free of weeds, trash and other debris. Appropriate fire-lane aisles and, if required, fire hydrants shall be provided.
 4. Light fixtures in parking areas shall be hooded and mounted not more than twenty-five (25) feet above the ground level and oriented in such a manner so as not to shine into residential areas. Lighting shall conform to the requirements in *Section 5.02* of this Code.
- D. *Conditional uses.* Permitted conditional uses in the I District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.04.3 P – Public District.

- A. *Intent.* The Public District is intended to identify and perpetuate the existence of public parks, playgrounds, recreation facilities and public and quasi-public buildings, whether publicly owned or leased. These areas are intended to support the community with accessible walkways, public gathering spaces, and motorized and non-motorized transportation connections and parking that accommodate a large influx of car and pedestrian traffic. Buildings may be small, mixed with other uses in Downtown, or large, providing joint facilities (library, recreation center, etc.) intermixed in residential or mixed-use areas. Civic areas should consider building design, materials, and durability; making developments timeless, and favoring form and function over cost. These areas should also leverage local public art to add beauty and pride to Wellington.
- B. *Principal uses.* Principal permitted uses in the P District shall be as listed in *Section 4.02 Table of Allowable Uses*.
- C. *Conditional uses.* Permitted conditional uses in the P District shall be as listed in *Section 4.02 Table of Allowable Uses*.

3.04.4 Table of Dimensional Standards for Light Industrial, Industrial and Public Zone Districts

All primary and accessory structures are subject to the dimensional standards set forth in the table below. These general standards may be further limited or modified by other applicable sections of this Land Use Code. General rules for measurement and exceptions are in *Article 9, Definitions*.

Zones	LI	I	P
Lot Standards			
Maximum Floor Area Ratio	1:1	1:1	–
Building Setbacks			
Minimum Front Yard	25 ft.	25 ft.	–
Minimum Side Yard	10 ft.	20 ft.	–
Minimum Rear Yard	10 ft.	10 ft.	–
Building and Structure Standards			
Maximum Building Height	45 ft.	45 ft.	45 ft.

3.05 PUD – Planned Unit Development District.

A. Intent.

1. This Planned Unit Development (PUD) Overlay District is enacted pursuant to the Planned Unit Development Act of 1972 as amended (Section 24-67-101 et seq., C.R.S.). A PUD is an area of land, controlled by one (1) or more landowners, to be developed under unified control or unified plan of development for a number of dwelling units, commercial, educational, recreational or industrial uses, or any combination of the foregoing, the plan for which does not correspond in lot size, bulk or type of use, density, lot coverage, open space or other restriction to the existing land use regulations. The PUD is intended to be used as an overlay zone district that supplements the underlying standard zone district.
2. The intent and purpose of this District is to permit and encourage innovative design and high quality, master-planned developments on parcels of land forty acres in size or larger. This District is created to allow and encourage compatible uses to be developed in accordance with a unified development plan in harmony with the environment and surrounding neighborhood.
3. PUDs are expected to preserve critical environmental resources, provide above-average open space and recreational amenities, including exceptional design and provide greater efficiency in the layout and provision of roads, utilities and other infrastructure.

B. Permitted uses.

1. Uses permitted in the PUD Overlay District shall be those uses permitted in the underlying standard zone district for the property.
2. An applicant for a PUD Overlay District may request modifications to the permitted uses of the underlying zone district to remove those uses that may be deemed incompatible or inappropriate for the overall PUD development. Conditional uses may be permitted if it can be demonstrated that such uses meet the conditional use review criteria for the underlying zone districts.

4.02 Table of Allowable Uses

This article shall follow the requirements established in **Table 4.02-1, Table of Allowable Uses.**

Table 4.02-1 Table of Allowable Uses													
Use	Zoning District												
	Open	Residential					Commercial			Industrial		Misc.	Use Specific Standards
	A	R-1	R-2	R-3	R-4	MH	C-1	C-2	C-3	LI	I	P	
Residential													
Manufactured Home	P	P	P		P	P							Y
Mixed-Use Dwelling					C		P	P	P				
Multi-Family Dwelling				P					P				Y
Single-Family Attached Dwelling	C		P	P	P								Y
Single-Family Detached Dwelling	P	P	P	P	P								
Group Living / Lodging													
Bed and Breakfast	C	C		C	C		C						
Boarding and Rooming House				C	C				P				Y
Group Home		P	P	P	P	P			P				
Hotel/Motel							P	C	P	P			
Long-Term Care Facilities				C			C		P				
Agriculture													
Agriculture	P	P									C		
Greenhouse/Nursery									P	P			
Stable	P	P											Y

Use	Zoning District												
	Open	Residential					Commercial			Industrial		Misc.	Use Specific Standards
	A	R-1	R-2	R-3	R-4	MH	C-1	C-2	C-3	LI	I	P	
Commercial / Office													
Animal Services													
Kennel	C								P	P			Y
Veterinary Facilities, Large animals	P								C	C	P		Y
Veterinary Facilities, Small animals	P						P		P	P			Y
Food													
Brew Pub, Distillery Pub, or Limited Winery							P	P	P	P			Y
Food Catering									P	P			
Grocery Store							P	C	P	C			Y
Restaurant, Fast Food							P		P	C			Y
Restaurant, Fast Food with Drive-Thru							C		P	C			Y
Restaurant, Sit-down							P	P	P	P			Y
Entertainment / Recreation													
Adult Entertainment Establishments											P		Y
Art Studio					C		P	P	P	P	P		
Bar/Tavern							P	P	P	P	P		Y
Club/Lodge							P	C	P				
Entertainment Facility							P		P				
Golf Course	P	P	P						C			P	Y
Nightclub									P	P	P		Y
Recreational Entertainment, Indoor							P		P	P		P	
Recreational Entertainment, Outdoor							P		P	P			Y
Tourist Facilities								P	P			P	

Use	Zoning District												
	Open	Residential					Commercial			Industrial		Misc.	Use Specific Standards
	A	R-1	R-2	R-3	R-4	MH	C-1	C-2	C-3	LI	I	P	
Retail Sales / Personal Services													
Building and Landscaping Materials Supply							C		C	P	P		
Child Care Center					C		P	P	P				
Convenience Store							P	P	P	P			Y
Convenience Store with fuel sales							P		P	P			Y
Financial Institution							P	C	P				Y
Health and Membership Club							P	C	P	P			
Pawn Shop							P		P	P			Y
Personal Services					C		P	P	P	C			
Print Shop									P	P			
Retail Store							P	P	P				Y
Office													
Professional Office					C		P	P	P	P			
Automotive													
Car Wash							P		P	P			Y
Heavy Equipment Sales and Rental	C										P		Y
Motor Vehicle Dealership									P	P			Y
Motor Vehicle Repair, Heavy											P		Y
Motor Vehicle Repair, Light							P		P	P	P		Y
Motor Vehicle Storage										P	P		
Service Station							C		P	P	P		Y
Marijuana													
Medical Marijuana Store									P				Y
Retail Marijuana Store									P				Y

Use	Zoning District												
	Open	Residential					Commercial			Industrial		Misc.	Use Specific Standards
	A	R-1	R-2	R-3	R-4	MH	C-1	C-2	C-3	LI	I	P	
Industrial / Natural Resources													
Auction	C									P	P		
Brewery, Distillery, or Winery							C	C	P	P	P		Y
Commercial Dry Cleaning Facility										C	P		
Contractor and Contractor Storage										C	P		Y
Industrial and Manufacturing, Heavy											P		Y
Industrial and Manufacturing, Light									C	P	P		Y
Mini-Storage Facility									C	P	P		Y
Research and Development									C	C	P		
Resource Extraction	C										P	C	Y
Wholesale Distribution, Warehousing, and Storage										P	P		
Workshop							C	C	P	P	P		Y
Institutional / Civic / Public													
Death Care Services													
Cemetery	P	P										P	Y
Funeral Services							C		P	P			Y
Education													
College							P	C	P	P		P	
School												P	
Technical School							P	C	P	P		P	Y
Assembly													
Community Facility		P	P	P	P		P		P	P		P	
Religious Land Use	C	P	P	P	P		P		P	P			
Government / Non-Profit													
Civic Space	P	P	P	P	P		P	P	P	P		P	
Public Facilities	C						C	C	C	C	C	P	

Use	Zoning District												
	Open	Residential					Commercial			Industrial		Misc.	Use Specific Standards
	A	R-1	R-2	R-3	R-4	MH	C-1	C-2	C-3	LI	I	P	
Medical													
Medical Care Facility									P	P			
Medical Office							P	C	P				Y
Infrastructure													
Transportation / Parking													
Airport											C	C	Y
Off-Street Parking Facility							C	P	C	P	P	P	Y
Transit Facilities									P			P	
Communications													
Communication Facility	C									C	C	C	Y
Wireless Telecommunications Facility	C									C	C	C	Y
Waste-Related													
Recycling Facility											P		
Salvage Yard											C		Y
Solid Waste Facility											C	C	Y
Accessory Uses													
Accessory Building	P	P	P	P	P	P							Y
Accessory Dwelling Unit	P	P	P		P				P				Y
Accessory Use	P	P	P	P	P	P	P	P	P	P	P	P	Y
Home Occupation	P	P	P	P	P	P		P	P				Y

Planning Commission Meeting

Date: December 5, 2022
Submitted By: Patty Lundy, Planning Analyst
Subject: Adopt 2023 Meeting Schedule and Submission Dates

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

- It is recommended that the Planning Commission adopt a meeting schedule and submission deadlines for the 2023 calendar year.
- Identifying and publishing meeting dates and deadlines assists applicants in preparing project schedules.
- The Planning Commission has established meeting dates as the first Monday of each month, provided there is no conflict with a recognized holiday.
 - The regular meeting dates for January, July, and September 2023 conflict with holidays.
 - When a regular meeting date conflicts with a recognized holiday, the meeting is rescheduled for the following Monday.
- Submission deadlines are established to allow enough time to provide notice for public hearings, allow for town staff review, refer cases to appropriate agencies for review, and to prepare and distribute agenda reports and packets to Commissioners.
 - Where submission deadlines fall on a Monday on which the Town Hall is closed for a holiday, submissions are due the following business day. Such occurrences are highlighted on the attached meeting and submission deadline schedule.

STAFF RECOMMENDATION

- Move to adopt the schedule of Planning Commission meeting and submission dates for the 2023 calendar year.

ATTACHMENTS

1. 2023 Planning Commission Schedule and Submission Dates

Town of Wellington

Planning Commission Schedule 2023

Final Review* Submission Deadline for Applications

Final Review* submission date (includes public notice period, if needed)	Earliest Planning Commission date	Earliest Board of Trustees date
Nov. 7, 2022	Jan. 9, 2023	Jan. 24, 2023
Dec. 5, 2022	Feb. 6, 2023	Feb. 28, 2023
Jan. 3, 2023	Mar. 6, 2023	Mar. 28, 2023
Jan. 30, 2023	Apr. 3, 2023	Apr. 25, 2023
Feb. 27, 2023	May 1, 2023	May 23, 2023
Apr. 3, 2023	June 5, 2023	June 27, 2023
May 8, 2023	July 10, 2023	July 25, 2023
June 5, 2023	Aug. 7, 2023	Aug. 22, 2023
July 10, 2023	Sept. 11, 2023	Sept. 26, 2023
July. 31, 2023	Oct. 2, 2023	Oct. 24, 2023
Sept. 4, 2023	Nov. 6, 2023	Dec. 12, 2023
Oct. 2, 2023	Dec. 4, 2023	Jan. 9, 2024**
Nov. 6, 2023	Jan. 8, 2024**	Jan. 23, 2024**
Dec. 4, 2023	Feb. 5, 2024**	Feb. 27, 2024**
*Final Review are those applications that are certified by the Department Directors as being in the final review round. These are applications that have already gone through rounds of review and are now considered eligible to be scheduled for Planning Commission and/or Town Board, as necessary. Applications submitted for the first time enter the Town review process. *Application revisions are not accepted within 14 days before an established Planning Commission date. Yellow and bolded dates indicate date has been changed to accommodate a Holiday. **Dates identified in 2024 are subject to change. Dates approved by Planning Commission on December 5, 2022.		