



**TOWN OF WELLINGTON
PLANNING COMMISSION
October 2, 2023
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 lundypa@wellingtoncolorado.gov. The email must be received by 3:00 p.m. Friday, September 29, 2023. After 3:00 p.m. on September 29, written public comments can not be accepted. The comments will be provided to the Commissioners at the meeting. Emailed comments will not be read during the meeting.

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

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/88106949838?pwd=SSW-LyFo3NR9WJDjSrV2w2bNRxdjg.MBuUhf8-qw1XC4s9>

Passcode: 485825

Webinar ID: 881 0694 9838

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

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1. CALL TO ORDER
 2. ROLL CALL
 3. ADDITIONS TO OR DELETIONS FROM THE AGENDA
 4. PUBLIC FORUM
 5. CONSIDERATION OF MINUTES
 - A. Meeting Minutes of September 11, 2023
 6. OLD BUSINESS
 - A. Continued - Site Plan Review - The Well (8121 First Street) - Tabled from August 7, 2023
 7. NEW BUSINESS
 8. COMMUNICATIONS
 - A. 3rd Quarter 2023 Building Permit and Lot Inventory Report
 9. ADJOURNMENT

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

Planning Commission Meeting

Date: October 2, 2023
Submitted By: Patty Lundy, Planning Analyst
Subject: Meeting Minutes of September 11, 2023

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Move to approve the regular meeting minutes of September 11, 2023, as presented.

ATTACHMENTS

1. Meeting Minutes of September 11, 2023



**TOWN OF WELLINGTON
PLANNING COMMISSION
September 11, 2023**

**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 September 11, 2023, 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
Bert McCaffrey
Linda Knaack
Tim Whitehouse

Absent:

Stephen Carman
Lowrey Moyer

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 August 7, 2023

Commissioner Whitehouse moved to approve the meeting minutes of August 7, 2023.
Commissioner McCaffrey seconded.

Yeas – McCaffrey, Whitehouse, Chollet, Knaack, Sartor

Nays – None

Motion carried

6. NEW BUSINESS

A. Final Plat – Saddleback Subdivision First Replat

Cody Bird, Planning Director gave a brief introduction. He mentioned that this came before the Planning Commission back in June at the special meeting as a preliminary replat and rezone. He reminded them that they voted to recommend approval to the Board of Trustees for the rezone to R-3 and the preliminary replat. The Board of Trustees also voted to

approve an ordinance to rezone the property to R-3 and approve the preliminary plat. Bird mentioned the preliminary replat showed 211 lots, and it has now been updated to have 205 lots. This was based on the discussion at the Board of Trustees meeting. The discussion was to get the lot sizes closer to the minimum lot size of R-2 zone district which is 6,600 square feet. The applicant did this by increasing the average lot widths from 54 feet to 56 feet. The updates resulted in eliminating 6 lots from the south end of the interior blocks. By having smaller lots, it will help reduce the amount of area in yards to reduce water usage. A corresponding landscaping plan is in the packet. The landscape plan meets the requirements that were adopted in the Landscape and Irrigation Design Manual best practices. The Findings for Approval for a final plat includes 1) the final plat conforms with the approved preliminary plat with the recommended changes, modifications and conditions; 2) The development will substantially comply with the Design and Development Standards as set forth in Article 5 of the code; and 3) All the applicable technical standards have been met. There are minor revisions to public improvement plans that are being coordinated with Town Engineers, however, Engineering staff has indicated the revisions would not likely impact the plat drawing. Staff recommend approval of the final plat. If a recommendation for approval is granted, the final plat is anticipated to go before the Board of Trustees on October 24th if it is ready.

Daren Roberson, with SH Holding of Colorado said that Bird got all the information right but wanted to correct one thing. There were 2 lots that were short of reaching the desired 6,600 square feet. They are located in Block 3, Lots 37 & 38. Chairman Sartor asked if the changes were specific recommendations, or was it just a general suggestion to see bigger lots. Roberson said that he believed it to be a general suggestion. Bird agreed. Chairman Sartor said that R-3 has a smaller square footage minimum. Bird agreed - The reason for the zoning request to R-3 was more for the lot width reduction than the lot size. R-2 width is 60 feet and R-3 is 50. So the applicant is showing a little narrower lot width but tried to keep the lot size up like the Board of Trustees asked.

Chairman Sartor opened it up for public comment.

Chairman Sartor closed the public comment section seeing no one came up to speak.

Commissioner Chollet asked about the covenants, if they would be created by the HOA or by the applicant. Roberson said that it would be created by him, the developer, and recorded with the county before any lots were sold. He also plans to have a separate sheet for the landscaping requirements for the front yard that will be put in by the builders. This will make sure they are using the landscape manual and make the lots have plans for the front yards that should use less water.

Commissioner Chollet asked if the open space will be usable or just for drainage. Roberson said it is for drainage, but that parts of it is part of the trail system with a nice walking path. He also mentioned that the Parks Board wanted to see some lighting along the trail, so he is looking into some solar lights that will not affect the housing areas but that will still light the trail.

Commissioner Chollet asked if the pocket park was reduced in size with the lot width adjustments. Roberson said he did not recall the exact numbers, but that he believed the park was reduced slightly, but by less than 5 feet.

Commissioner Chollet asked about bike lanes in the subdivision. Roberson said he would have to talk with the engineers. He had not recommended any changes to any of the road or sidewalk designs from the original plat plans. Bird said they would talk with the engineers. The subdivision roads do not have bike lanes in accordance with Town standards, but he would work with the engineers to look into the north and south roads to see if they will have bike lanes.

Commissioner Chollet asked to make sure that the items on page 11 of the agenda packet (comments on Design and Development Standards of Article 5 of the Land Use Code) would be taken care of if the final plat is approved.

Commissioner Whitehouse said that he had started to talk to the applicant before the meeting and stopped but wanted to let the applicant know that his question was answered during the meeting and that it had to do with why there were 6 fewer lots than in the preliminary plat. Roberson acknowledged the comment and was glad the question was answered.

Commissioner Chollet moved to forward a recommendation to the Board of Trustees to approve the Final Plat for Saddleback Subdivision First Replat.

Motion seconded by Commissioner Whitehouse.

Yeas – McCaffrey, Whitehouse, Chollet, Knaack, Sartor

Nays – None

Motion carried

7. COMMUNICATIONS

Bird said the next meeting is scheduled for October 2, 2023. There was an item tabled from the August meeting that is the only item for the October meeting. The applicant has not currently resubmitted their plans and staff is reaching out to see where things are at to make sure Town staff has time to review the plans prior to the meeting. Chairman Sartor asked when the deadline was and Bird said it had already past, but they we are willing to work with the applicant to still try to meet the October meeting timeframe.

Bird also mentioned that Chairman Sartor and Commissioner Chollet had expressed interest in attending the Colorado Planning Conference that was mentioned at the previous meeting. He is working on getting the arrangements worked out for registration so they can attend.

8. ADJOURNMENT

Chairman Sartor adjourned the regular meeting at 7:07 PM.

Approved this _____ day of _____, 2023

Recording Secretary

Planning Commission Meeting

Date: October 2, 2023
Submitted By: Cody Bird, Planning Director
Subject: Continued - Site Plan Review - The Well (8121 First Street) - Tabled from August 7, 2023

EXECUTIVE SUMMARY

Site plans for The Well (8121 First Street) were submitted for review and presented to the Planning Commission at the August 7, 2023 meeting. Town staff recommended approval of the site plans subject to conditions to address Town standards. Following presentations by the applicant and discussion with the Planning Commission, the application was tabled to October 2, 2023 to allow the applicant and designers time to coordinate with Town staff and revise the site plans for review. The applicant has requested additional time to continue addressing site plan revisions, and desires the site plans to be postponed to a later date. A timeline for coordination and rescheduling the request is not known at the time of this staff report, therefore the below motion options are provided to consider a wide range of possible motion options.

BACKGROUND / DISCUSSION

The August 7, 2023 staff report and site plans for 8121 First Street are available for reference on the Town's website at <https://www.wellingtoncolorado.gov/Archive.aspx?ADID=765>.

STAFF RECOMMENDATION

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

1. Move to approve the site plans for 8121 First Street as presented at the August 7, 2023 Planning Commission meeting.
2. Move to approve the site plans for 8121 First Street, subject to conditions.
3. Move to postpone the site plans for 8121 First Street to the regular Planning Commission meeting of _____, 2023.
4. Move to postpone the site plans for 8121 First Street indefinitely.
5. Move to deny the site plans for 8121 First Street.

ATTACHMENTS

None

Planning Commission Meeting

Date: October 2, 2023
Submitted By: Cody Bird, Planning Director
Subject: 3rd Quarter 2023 Building Permit and Lot Inventory Report

EXECUTIVE SUMMARY

This quarterly report on residential building activities is intended to provide an update of the current trends and expected trends within the Town. It also identifies the number of buildable lots remaining within the Town, and future lots that will be available for permits once public infrastructure is installed.

Town staff tracks the number of new residential dwelling permits issued throughout the year. Staff also tracks the number of available buildable lots (buildable lots in this context means zoned residential, platted for development, and public infrastructure is installed and operational). Tracking the number of permits and the number of buildable lots is an indicator of development trends and is used as a resource to guide when and how many new residential building permits the Town is able to issue.

Attached is a report of residential building permits issued through the 3rd Quarter 2023 (January 1, 2023 to September 30, 2023). Also included is a report of new residential dwelling permits issued since 2009. The report also includes projected residential dwelling permits based on expected development trends. The annual total number of residential building permits is used to identify trends and project future permits. An inventory report is included to show available residential lots by subdivision, the number of lots remaining for permits, and the status of zoning, platting and infrastructure availability. Residential lot supply and inventory is depicted graphically to show the trend over time.

At the end of the third quarter of 2023, there are 25 residential lots within town that can be issued a building permit. Sage Meadows Second Subdivision is currently under construction for public improvements to be able to have residential lots available for permits.

The Planning Commission also requested information for available platted and buildable lots for commercially zoned properties within the Town. This report includes a summary of the available commercially zoned lots within the Town. The inventory includes lots that are currently undeveloped (some lots have been approved for commercial site development plans, but may not have been constructed yet - lots that are currently vacant at the time of this report are included in the inventory).

BACKGROUND / DISCUSSION

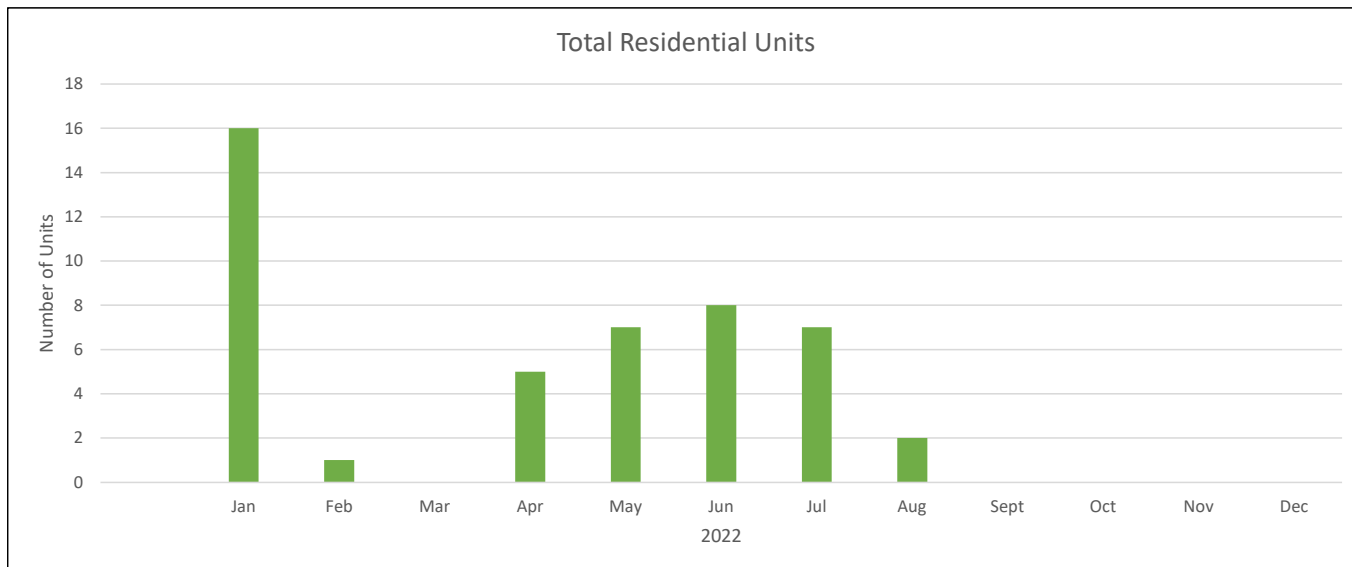
STAFF RECOMMENDATION

Information only - No action required.

ATTACHMENTS

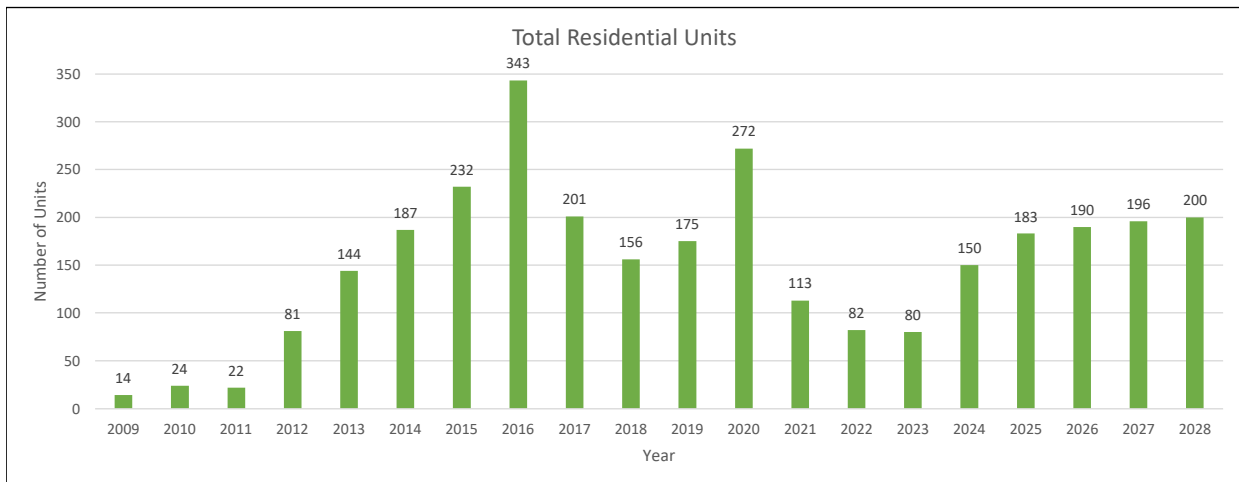
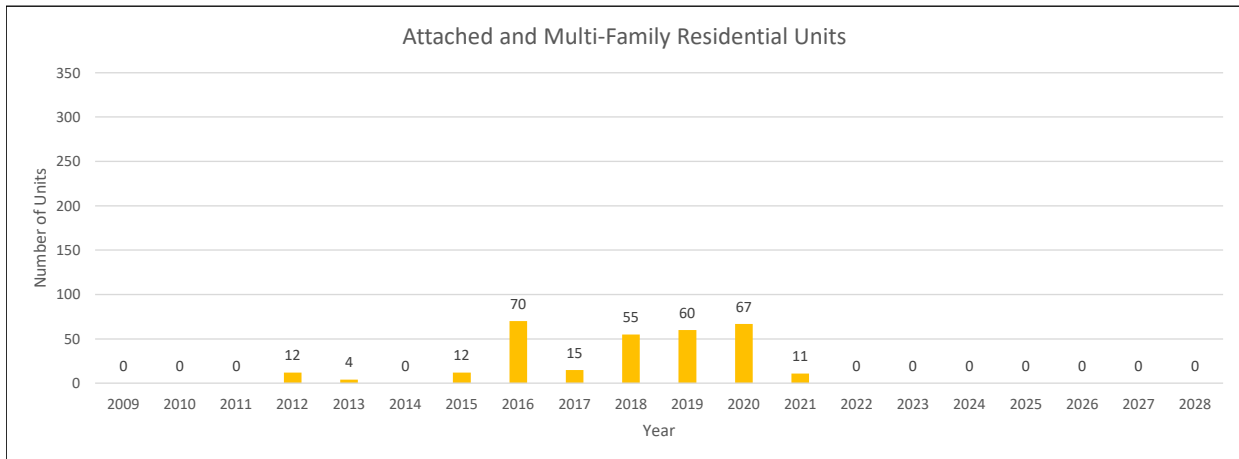
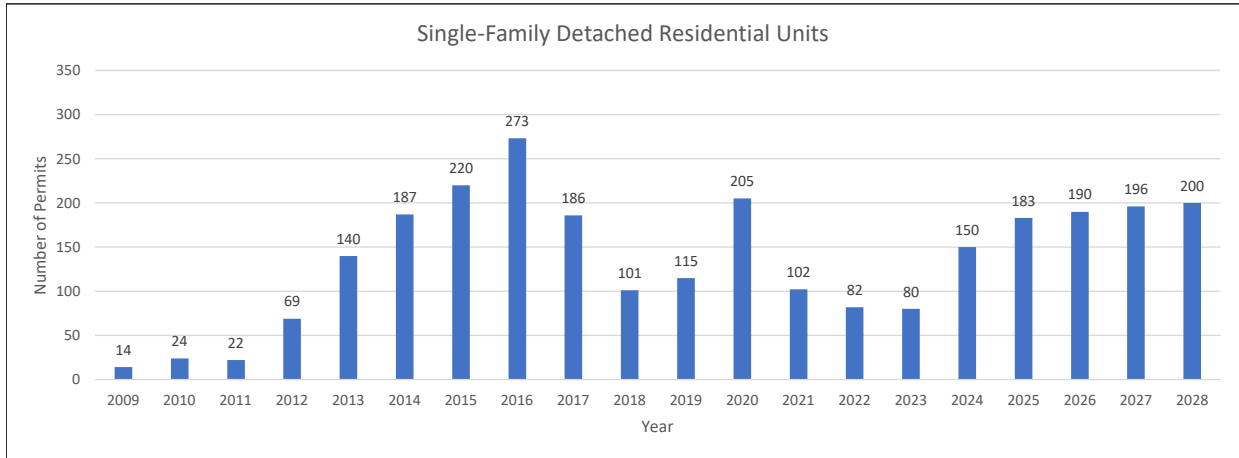
1. 3rd Quarter 2023 Building Permit and Lot Inventory Report

Residential Permits Issued by Month 2023



2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Single-Family Units	16	1	0	5	7	8	7	2	0	0	0	0
Attached Units	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RES. UNITS	16	1	0	5	7	8	7	2	0	0	0	0
17				20			9			0		
Total												46

Residential Dwelling Units - Historic and Projected



	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Single-Family Detached	14	24	22	69	140	187	220	273	186	101	115	205	102	82	80	150	183	190	196	200
Attached and Multi-Family	0	0	0	12	4	0	12	70	15	55	60	67	11	0	0	0	0	0	0	0
TOTAL RES. UNITS	14	24	22	81	144	187	232	343	201	156	175	272	113	82	80	150	183	190	196	200

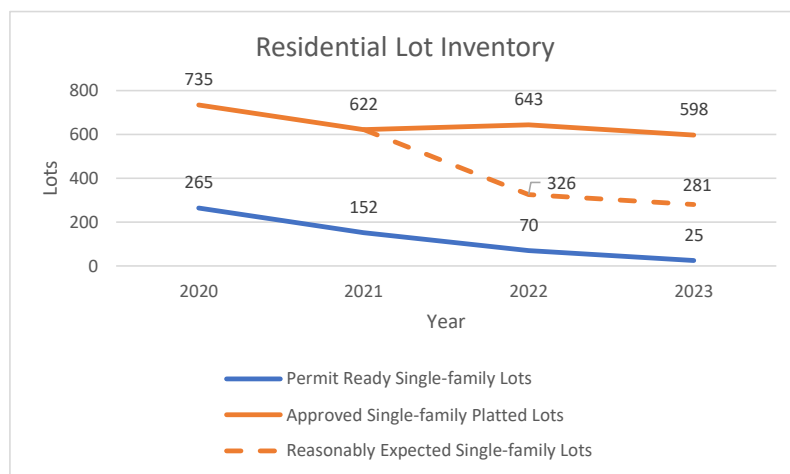
* Attached and Multi-family unit counts manually adjusted to reflect changes in the way permits were entered over time

** Years 2021, 2022 and 2023 - Permits limited due to capacity constraints during construction of water and wastewater treatment plant expansions

Subdivision Name	Remaining Lots/Units	Annexed	Zoned	Platted	Infrastructure
Boxelder Commons	0	Yes	Single-family	Yes	Yes
Harvest Village Townhomes	0	Yes	Multi-family	Yes	Yes
Wellington Village Townhomes	0	Yes	Multi-family	Yes	Yes
Wellington Row Townhomes	0	Yes	Multi-family	Yes	Yes
Sage Meadows	0	Yes	Single-family	Yes	Yes
Infill (the Knolls)	2	Yes	Single-family	Yes	Yes
Infill (Fifth St.)	1	Yes	Single-family	Yes	Yes
Infill (Garfield Ave.)	1	Yes	Single-family	Yes	Yes
Columbine Estates	21	Yes	Single-family	Yes	Yes
Sage Meadows 2nd	103	Yes	Single-family	Yes	No
Saddleback	153	Yes	Single-family	Yes	No
Sundance Phase 1A	60	Yes	Single-family	Yes	No
Sundance Phase 1B	91	Yes	Single-family	Yes	No
Sundance Phase 2	101	Yes	Single-family	Yes	No
Sundance Phase 3	65	Yes	Single-family	Yes	No
Country Lane Acres	41	Yes	Single-family	No	No
Sage Farms Annexation	1346	No	Mixed densities	No	No

ESTIMATED TOTAL UNITS 1985

Platted Lots	598
Buildable Lots (with infrastructure)	25



Wellington, Colorado
Commercial Lot Inventory

Updated: 9/27/2023
Printed: 9/27/2023

Zoning	Acres (total)	Acres (buildable)	Lots (platted)	Lots (buildable)
C-1 - Neighborhood Commercial	6.1	5.5	11	9
C-2 - Downtown Commercial	0.6	0.6	4	4
C-3 - Mixed-Use Commercial	55.3	18.2	22	14
LI - Light Industrial	43.3	43.3	14	14
I - Industrial	59.6	0.0	2	0
PUD - Planned Unit Development	5.0	0.0	2	0

* Buildable indicates lots are platted and have public infrastructure installed and ready for permit.