



**TOWN OF WELLINGTON
PLANNING COMMISSION
December 4, 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, December 1, 2023. After 3:00 p.m. on December 1, written public comments can not be accepted. The comments will be provided to the Commissioners at the meeting. Emailed comments will not be read during the meeting.

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

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/88106949838?pwd=SSW-LyFo3NR9WJDtSrV2w2bNRxdjg.MBuUhf8-qw1XC4s9>

Passcode: 485825

Webinar ID: 881 0694 9838

Or One tap mobile:

US: +17207072699,,87576162114# or +12532158782,,87576162114# Or Telephone:

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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 November 6, 2023
 6. OLD BUSINESS
 - A. Continued - Site Plan Review - The Well (8121 First Street) - Tabled from October 2, 2023
 7. NEW BUSINESS
 - A. Adopt 2024 Meeting Schedule and Submission Dates
 8. COMMUNICATIONS
 - A. Upcoming Work Session Topics
 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: December 4, 2023
Submitted By: Patty Lundy, Planning Analyst
Subject: Meeting Minutes of November 6, 2023

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Move to approve the regular meeting minutes of November 6, 2023, as presented.

ATTACHMENTS

1. Meeting Minutes of November 6, 2023



**TOWN OF WELLINGTON
PLANNING COMMISSION
November 6, 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 November 6, 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
Tim Whitehouse
Stephen Carman

Absent:

Lowrey Moyer
Linda Knaack

Town Staff Present:

Cody Bird, Planning Director
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 October 2, 2023

Commissioner McCaffrey moved to approve the meeting minutes of October 2, 2023.
Commissioner Chollet seconded.

Yeas – Chollet, Carman, McCaffrey, Whitehouse, Sartor

Nays – None

Motion carried

6. NEW BUSINESS

A. Request for Extension for Approved Site Plans – Outlot C, The Knolls at Wellington South

Cody Bird, Planning Director gave a brief introduction. The applicant, Wellington Community Church, is requesting an extension to their approved site plans. The original approval was on November 2, 2020, and the period of validity for site plans is three (3) years. When these

plans were approved the Town was in the process of the current Comprehensive Plan. At the time of approval, the property was zoned C-3 Highway Commercial which allowed for churches. The property is now zoned C-3 Mixed-Use Commercial under the updated Land Use Code and updates to the Official Zoning Map. The existing zoning for the site allows the uses proposed for the site development plan that was approved in 2020 and the uses are still permitted on the property in accordance with the revised Land Use Code. There have not been any changes that would significantly change the plans that were previously approved.

Jason Swiers, Church Administrator confirmed that nothing regarding their site plans is changing, though the church requests additional time for construction of the site.

Commissioner Whitehouse asked if the Commission was only looking at the extension request, or if they were to be looking at the site plan too. Bird replied that the Planning Commission could look at the site plan if they felt there were significant changes, or if they needed more information. The Commission could consider conditions on the extension if needed.

Commissioner Carman asked if the extension should be until 2026 for this area. Bird said that the three years is typical of site approvals and would be appropriate for an extension. There is not anything currently on the radar in this vicinity that would likely result in significant changes to the site plans. If there was something that came up that could affect the site plan, the Town would reach out to the applicant and work through what might be going on. Commissioner Carman also asked if there was going to be any rezoning. Bird replied that there were no plans or applications for rezoning known at this time. The property has been zoned for commercial uses which includes religious land uses.

Chairman Sartor wanted to make sure that this would not come back in front of them if it was built within the 3 years. Bird replied that no additional review would be needed unless the church wanted to make changes to their plans, in which case it could come back or it could be an administrative review, depending on the possible changes.

Commissioner Chollet asked about construction timelines. Swiers replied that there is not a known timeline. The church also owns property on Sixth Street that would need to sell first. Bird added that the church had initially inquired about an indefinite timeline, however in meeting procedure, continuing indefinitely is effectively a final action to neither approve nor deny. Therefore, the three year timeline was suggested. He also mentioned that there is no defined limit in the code for the number of extensions. Swiers said the church would like to have more time, but understands the three years limitation.

Commissioner Carman asked if there was a point when an application would need to come back before the Commission for a full review. Bird replied that development approvals do reach a point that they need to be reconsidered, for instance if the rules have changed significantly over time. It is possible that a new review would be needed, and that is why the three-year increments for extensions are recommended.

Commissioner Whitehouse moved to approve an extension for the approved site plans for Outlot C, The Knolls at Wellington South, for a period of three (3) years expiring November 2, 2026.

Motion seconded by Commissioner McCaffrey.

Yeas – Chollet, Carman, McCaffrey, Whitehouse, Sartor

Nays – None

Motion carried

7. COMMUNICATIONS

A. Future Work Session Topics

Bird shared that the upcoming months might be a good time to fit in some work session discussions. Possible topics that were talked about included home occupation standards, business development standards, possible rules and locations for RV Parks, Planning Commission 101, and processes that developers/builders go through before items are on the Planning Commission meetings. There was a preference for work sessions to begin at 5:30pm prior to the regular meeting.

8. ADJOURNMENT

Chairman Sartor adjourned the regular meeting at 7:18 PM.

Approved this _____ day of _____, 2023

Recording Secretary



Planning Commission Meeting

Date: December 4, 2023
Submitted By: Cody Bird, Planning Director
Subject: Continued - Site Plan Review - The Well (8121 First Street) - Tabled from October 2, 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. Review of the application was continued to October 2, 2023, and subsequently continued to December 4, 2023 to allow the applicant and designers time to coordinate with Town staff and revise the site plans. Following conversations and coordination with the applicant, the applicant desires to continue the application to allow additional time to work with Town staff to address site design plans and timing of construction.

BACKGROUND / DISCUSSION

Town staff supports the applicant's request to continue the application. Conversations with the applicant indicated that a continuation to the regular meeting of March 4, 2024 is a reasonable timeframe for coordination (motion option #3).

Past staff reports and site development plans for 8121 First Street are available for reference on the Town's website at <https://www.wellingtoncolorado.gov/129/Agendas-Minutes>.

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 March 4, 2024.
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: December 4, 2023
Submitted By: Patty Lundy, Planning Analyst
Subject: Adopt 2024 Meeting Schedule and Submission Dates

EXECUTIVE SUMMARY

- It is recommended that the Planning Commission adopt a meeting schedule and submission deadlines for the 2024 calendar year.
- Identifying and publishing meeting dates and deadlines assists applicants in preparing project schedules.

BACKGROUND / DISCUSSION

- The Planning Commission has established meeting dates as the first Monday of each month, provided there is no conflict with a recognized holiday.
 - The regular meeting dates of January, September, and December 2024 conflict with holidays.
 - When a regular meeting date conflicts with a recognized holiday, the meeting is rescheduled for the following Monday.
- Submission deadlines are established to allow enough time to provide notice for public hearings, allow for town staff review, refer cases to appropriate agencies for review, and to prepare and distribute agenda reports and packets to Commissioners.
 - Where submission deadlines fall on a Monday on which Town offices are closed for a holiday, submissions are due the following business day. Such occurrences are highlighted on the attached meeting and submission deadline schedule.

STAFF RECOMMENDATION

Move to adopt the schedule of Planning Commission meeting and submission dates for the 2024 calendar year.

ATTACHMENTS

1. PCMeetingSchedule2024

Town of Wellington

Planning Commission Schedule 2024

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. 6, 2023	Jan. 8, 2024	Jan. 23, 2024
Dec. 4, 2023	Feb. 5, 2024	Feb. 27, 2024
Jan. 2, 2024	Mar. 4, 2024	Mar. 26, 2024
Jan. 29, 2024	Apr. 1, 2024	Apr. 23, 2024
Mar. 4, 2024	May 6, 2024	May 28, 2024
Apr. 1, 2024	June 3, 2024	June 25, 2024
Apr. 29, 2024	July 1, 2024	July 23, 2024
June 3, 2024	Aug. 5, 2024	Aug. 27, 2024
July 8, 2024	Sept. 9, 2024	Sept. 24, 2024
Aug. 5, 2024	Oct. 7, 2024	Oct. 22, 2024
Sept. 3, 2024	Nov. 4, 2024	Dec. 10, 2024
Oct. 7, 2024	Dec. 9, 2024	Jan. 14, 2025**
Nov. 4, 2024	Jan. 6, 2025**	Jan. 28, 2025**
Dec. 2, 2024	Feb. 3, 2025**	Feb. 25, 2025**
*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 2025 are subject to change. Dates approved by Planning Commission on December 4, 2023.		