



**TOWN OF WELLINGTON  
PLANNING COMMISSION**

**January 8, 2024**

**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](mailto:lundypa@wellingtoncolorado.gov). The email must be received by 3:00 p.m. Friday, January 5, 2024. After 3:00 p.m. on January 5, 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:

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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 December 4, 2023
  6. NEW BUSINESS
    - A. Election of Officers
  7. COMMUNICATIONS
    - A. 4th Quarter 2023 Residential Building Permit and Lot Inventory Report
  8. 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:** January 8, 2024  
**Submitted By:** Patty Lundy, Planning Analyst  
**Subject:** Meeting Minutes of December 4, 2023

### **EXECUTIVE SUMMARY**

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### **BACKGROUND / DISCUSSION**

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### **STAFF RECOMMENDATION**

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Move to approve the regular meeting minutes of December 4, 2023, as presented.

### **ATTACHMENTS**

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1. Minutes of December 4, 2023



**TOWN OF WELLINGTON  
PLANNING COMMISSION  
December 4, 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 December 4, 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  
Stephen Carman  
Lowrey Moyer

Absent:

Tim Whitehouse  
Linda Knaack

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 November 6, 2023**

Commissioner Chollet moved to approve the meeting minutes of November 6, 2023.

Commissioner McCaffrey seconded.

**Yeas – Chollet, Moyer, Carman, McCaffrey, Sartor**

**Nays – None**

**Motion carried**

**6. OLD BUSINESS**

**A. Continued – Site Plan Review – The Well (8121 First Street) – Tabled from October 2, 2023**

Cody Bird, Planning Director shared that the applicant has been in communication with staff. The applicant is working through some of the remaining comments on the site plan. The applicant may also be considering a phasing plan which would be new information and staff will need to have time to review that information. The applicant has requested this be tabled until the regular Planning Commission meeting on March 4, 2024.

Commissioner McCaffrey moved to continue the site plan for 8121 First Street to the regular meeting of March 4, 2024.

Motion seconded by Commissioner Carman.

**Yeas – Chollet, Moyer, Carman, McCaffrey, Sartor**

**Nays – None**

**Motion carried**

## 7. NEW BUSINESS

### A. Adopt 2024 Meeting Schedule and Submission Dates

Bird explained how staff had prepared the 2024 meeting schedule included in the packet. Staff evaluated which dates had conflicts with national holidays and updated the meeting dates to the following Monday.

Commissioner Moyer moved to adopt the schedule of Planning Commission and submission dates for the 2024 calendar year.

Motion seconded by Commissioner McCaffrey.

**Yeas – Chollet, Moyer, Carman, McCaffrey, Sartor**

**Nays – None**

**Motion carried**

## 7. COMMUNICATIONS

### A. Upcoming Work Session Topics

Bird said there are no public hearings scheduled for the January 8, 2024 meeting. A site plan application is in review and may be ready for review at the January meeting.

Bird reviewed the work session topics that were identified at the last meeting. He sought clarification regarding the topic of “Planning Commission 101” that was identified as topic to discuss first. Commissioners provided some context as to what information might be useful for the work sessions, including:

- Application/process chart and review each application type
- Review topics that should be considered/discussed for each application type
- Review materials submitted and reviewed for each application type
- Discuss when and what conditions of approval might be considered

Additional topics that were identified for future consideration also included:

- Multi-modal transportation standards
- Land Use Code – Review what is working/not working for each zone district or subject
- Review land uses and identify if there is sufficient land for each zone to accomplish Town objectives

8. ADJOURNMENT

Chairman Sartor adjourned the regular meeting at 7:15 PM.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Recording Secretary

## **Planning Commission Meeting**

**Date:** January 8, 2024  
**Submitted By:** Patty Lundy, Planning Analyst  
**Subject:** Election of Officers

### **EXECUTIVE SUMMARY**

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The Municipal Code requires the Planning Commission to elect a Chair and Vice-Chair during the first regular meeting of each calendar year. The Chair and Vice-Chair must be elected from the appointed members of the Planning Commission. The Chair presides at all meetings of the Planning Commission. The Vice-Chair will preside in the absence of the Chair. A member of the Town staff is appointed to serve as the Secretary of the Commission, and therefore, an election for that office is not required.

### **BACKGROUND / DISCUSSION**

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The process for election of Chair and Vice-Chair should be as follows:

- The floor is opened for nominations. Nominations (with seconds) are received. The floor is closed, and nominees are then voted on publicly.
- A majority vote of the Commissioners present and voting is required to elect the officers.
- The term for each office is one year.
- Officers shall take office at the next regular meeting.

### **STAFF RECOMMENDATION**

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Conduct an election for Chair and Vice-Chair of the Wellington Planning Commission.

### **ATTACHMENTS**

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None

## **Planning Commission Meeting**

**Date:** January 8, 2024  
**Submitted By:** Cody Bird, Planning Director  
**Subject:** 4th Quarter 2023 Residential Building Permit and Lot Inventory Report

### **EXECUTIVE SUMMARY**

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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 4th Quarter 2023 (January 1, 2023 to December 31, 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 fourth quarter of 2023, there are five (5) 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.

Also included in this report is a summary of the available platted and buildable lots for commercially zoned properties 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 - development lots that are currently vacant at the time of this report are included in the inventory).

### **BACKGROUND / DISCUSSION**

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### **STAFF RECOMMENDATION**

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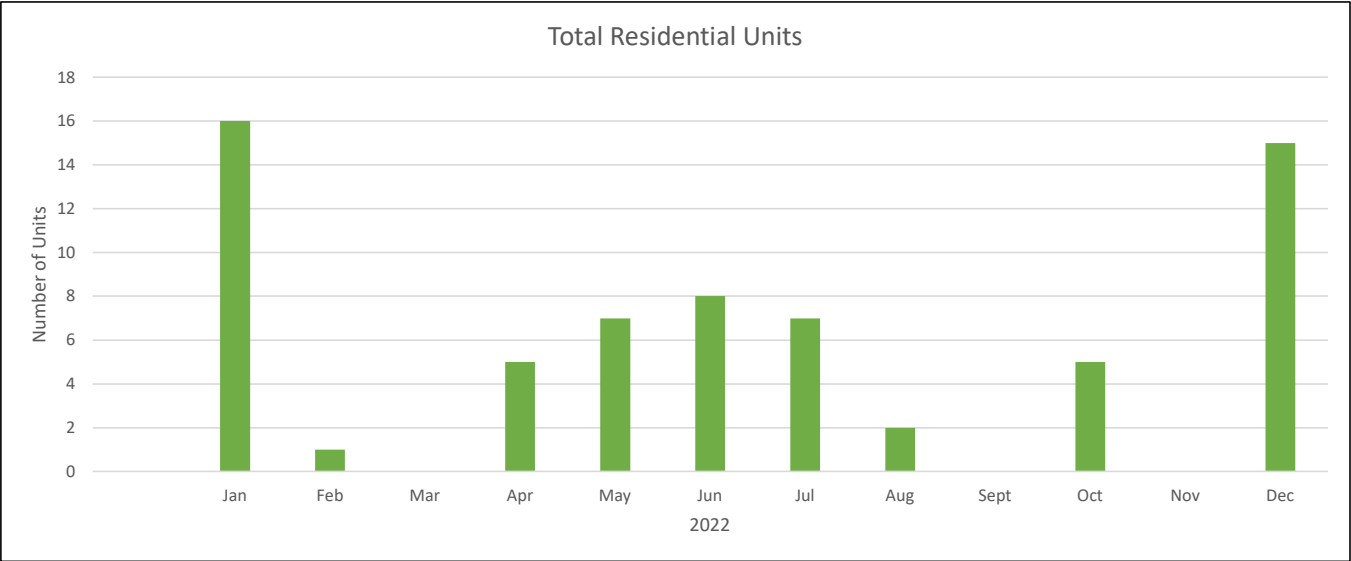
Information only - No action required.

### **ATTACHMENTS**

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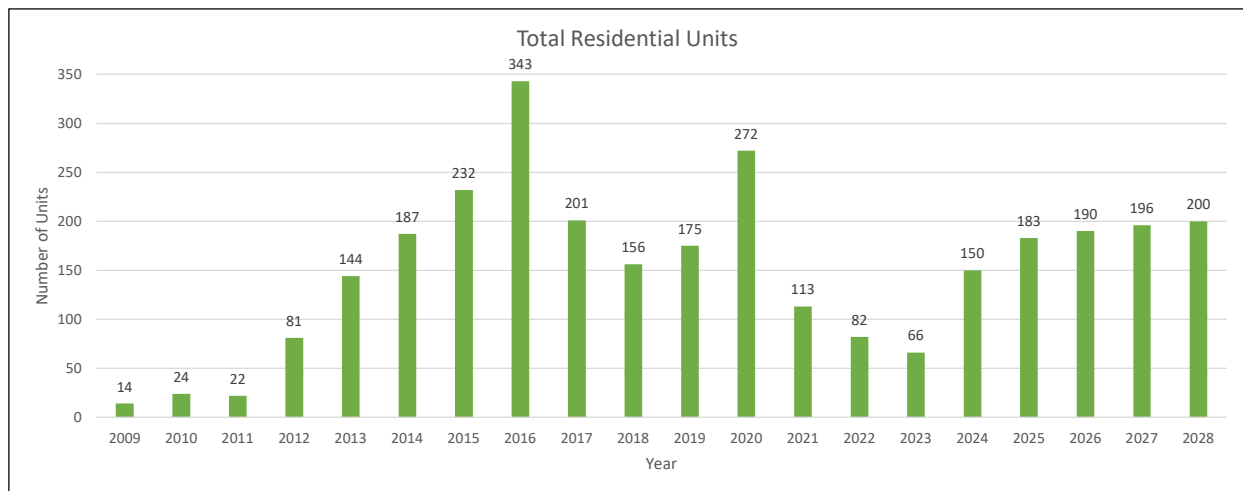
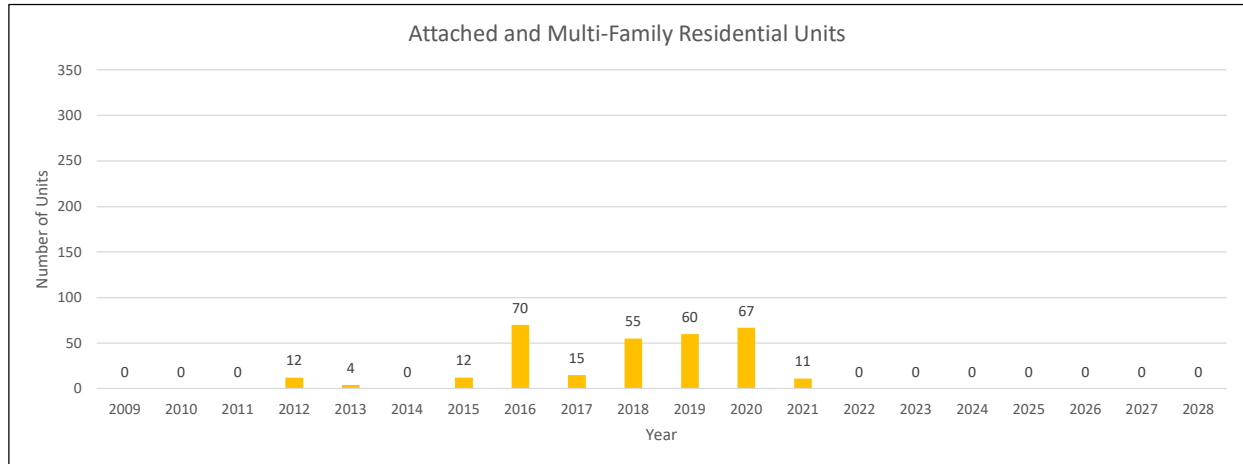
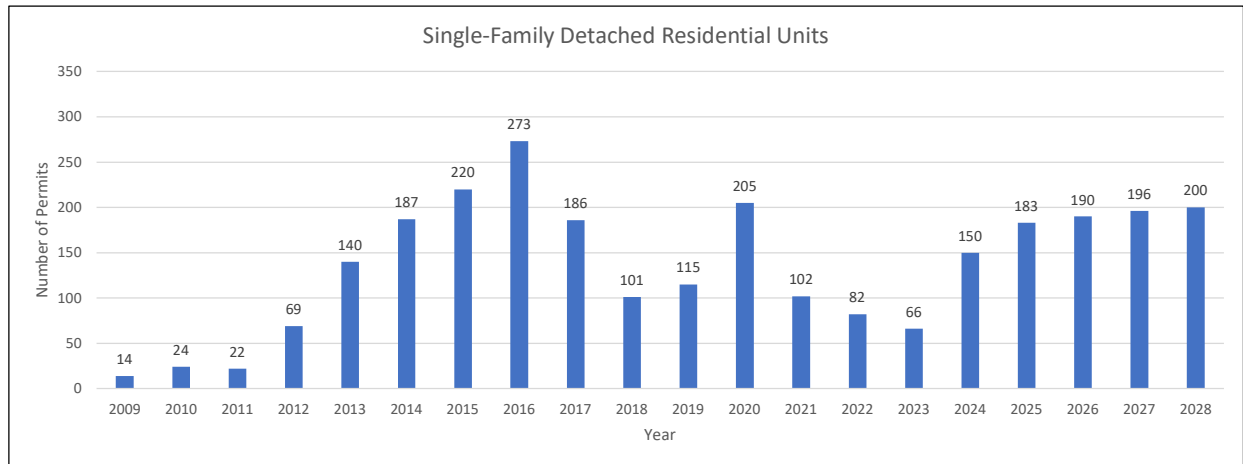
1. 4th Quarter 2023 Residential Building Permit and Lot Inventory Report

New 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    | 5   | 0   | 15  |
| 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    | 5   | 0   | 15  |
|                     | 17    |     |     | 20  |     |     | 9   |     |      | 20  |     |     |
|                     | Total |     |     |     |     |     |     |     |      |     |     | 66  |

### 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   | 66   | 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   | 66   | 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

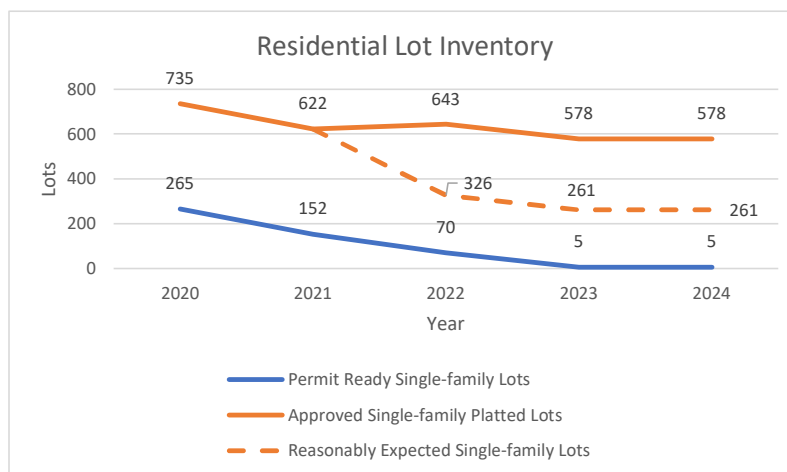
**Wellington, Colorado**  
**Residential Dwelling Unit Inventory**

**Updated: 1/3/2024**  
**Printed: 1/3/2024**

| Subdivision Name                        | Remaining<br>Lots/Units | Annexed        | Zoned                    | Platted        | Infrastructure |
|-----------------------------------------|-------------------------|----------------|--------------------------|----------------|----------------|
| <del>Boxelder Commons</del>             | 0                       | <del>Yes</del> | <del>Single-family</del> | <del>Yes</del> | <del>Yes</del> |
| <del>Harvest Village Townhomes</del>    | 0                       | <del>Yes</del> | <del>Multi-family</del>  | <del>Yes</del> | <del>Yes</del> |
| <del>Wellington Village Townhomes</del> | 0                       | <del>Yes</del> | <del>Multi-family</del>  | <del>Yes</del> | <del>Yes</del> |
| <del>Wellington Row Townhomes</del>     | 0                       | <del>Yes</del> | <del>Multi-family</del>  | <del>Yes</del> | <del>Yes</del> |
| <del>Sage Meadows</del>                 | 0                       | <del>Yes</del> | <del>Single-family</del> | <del>Yes</del> | <del>Yes</del> |
| 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                       | 1                       | 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                      1965**

|                                             |            |
|---------------------------------------------|------------|
| <b>Platted Lots</b>                         | <b>578</b> |
| <b>Buildable Lots (with infrastructure)</b> | <b>5</b>   |



| 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              | 24             | 16               |
| LI - Light Industrial          | 43.3          | 43.3              | 19             | 19               |
| 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.*