



**TOWN OF WELLINGTON
PLANNING COMMISSION**

April 1, 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. The email must be received by 3:00 p.m. Friday, March 29, 2024. After 3:00 p.m. on March 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/87524870608?pwd=ghbklVudJ4xYRMKVHYcYNWusyy-v6w.OzXTmgUMUkjkvTS>

Passcode: 896911

Webinar ID: 875 2487 0608

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 March 4, 2024
 - B. Regular Meeting Minutes of February 5, 2024, and Work Session Minutes of February 5, 2024.
 6. NEW BUSINESS
 7. COMMUNICATIONS
 - A. First Quarter 2024 Residential Building Permit and Lot Inventory Report
 8. ADJOURNMENT
 9. WORK SESSION
 - A. Subdivision Plat Procedures



Planning Commission Meeting

Date: April 1, 2024
Subject: Meeting Minutes of March 4, 2024

BACKGROUND / DISCUSSION

Move to approve the regular meeting minutes of March 4, 2024, as presented.

STAFF RECOMMENDATION

ATTACHMENTS

1. Minutes of March 4, 2024



**TOWN OF WELLINGTON
PLANNING COMMISSION
March 4, 2024**

**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 March 4, 2024, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 6:30 p.m.

2. ROLL CALL

Commissioners Present:

Eric Sartor, Chairperson
Linda Knaack
Lisa Chollet

Absent:

Bert McCaffrey
Lowrey Moyer
Tim Whitehouse
Steven Carman

Town Staff Present:

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

Chairman Sartor identified that there was not sufficient attendance to establish a quorum. Due to lack of quorum, the meeting was closed. Sartor desired to reschedule the work session on Subdivision Regulations prior to the next regular meeting.

3. ADJOURNMENT

Chairman Sartor adjourned the regular meeting at 6:40 PM.

Approved this _____ day of _____, 2024.

Recording Secretary



Planning Commission Meeting

Date: April 1, 2024
Subject: Regular Meeting Minutes of February 5, 2024, and Work Session Minutes of February 5, 2024.

BACKGROUND / DISCUSSION

Move to approve the regular meeting minutes of February 5, 2024 and the work session minutes of February 5, 2024, as presented.

STAFF RECOMMENDATION

ATTACHMENTS

1. Regular Meeting Minutes of February 5, 2024
2. Work Session Minutes of February 5, 2024



**TOWN OF WELLINGTON
PLANNING COMMISSION
February 5, 2024**

**MINUTES
REGULAR MEETING – 6:30 PM**

1. CALL REGULAR MEETING TO ORDER – 6:33 p.m.

The Planning Commission for the Town of Wellington, Colorado, met on February 5, 2024, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 6:30 p.m.

2. ROLL CALL

Commissioners Present:

Eric Sartor, Chairperson
Bert McCaffrey
Lowrey Moyer
Tim Whitehouse
Linda Knaack

Absent:

Lisa Chollet
Stephen Carman

Town Staff Present:

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

3. ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

4. PUBLIC FORUM

None

5. CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of January 8, 2024, and Work Session Minutes of January 8, 2024

Commissioner Whitehouse moved to approve the regular meeting minutes of January 8, 2024, and the work session minutes of January 8, 2024, as presented.

Commissioner McCaffrey seconded.

Yeas – Moyer, Knaack, McCaffrey, Whitehouse, Sartor

Nays – None

Motion carried.

6. NEW BUSINESS

A. Amended Site Plan - 3700 Cleveland Ave.

Cody Bird, Planning Director gave a brief introduction of the site saying that it is an amended site plan and includes only a few changes affecting the exterior of the site. The existing site is nearly completely paved with concrete, so does present some site challenges for meeting landscaping, so the applicant has proposed other solutions to meet the intent of site aesthetics. He mentioned that the Downtown Design Guidelines were also provided in the packet for reference since building architecture and design are unique in the downtown and are part of the consideration for this location.

Paul Whalen, Planner III presented the staff report. The exterior changes will be two different types of fencing, parking changes, seating changes, and a pergola. There will be a few minor changes on the inside with seating and bar location. They plan to update the windows and doors as well as put in a garage-type roll-up door to use during good weather. The applicant meets all the findings for approval. Town staff recommends approval.

The applicant Tara Neckel had no further comments.

There were no public comments.

Commissioner Moyer moved to approve the amended site plan for 3700 Cleveland Ave., subject to staff report comments.

Commissioner McCaffrey seconded.

Yeas – Moyer, Knaack, McCaffrey, Whitehouse, Sartor

Nays – None

Motion carried.

7. COMMUNICATIONS

A. 2023 Building Activity Summary

Bird said that the report in the packet still holds true from the 3rd quarter report with a few new home permits added.

Bird said that the March 4, 2024, meeting does not have any public hearings scheduled. The continued site plan review tabled from the December 4th, 2023, meeting is scheduled to be at that meeting.

8. ADJOURNMENT

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

Approved this _____ day of _____, 2024.

Recording Secretary



**TOWN OF WELLINGTON
PLANNING COMMISSION
February 5, 2024**

WORK SESSION MINUTES

5:30pm

WORK SESSION – STARTED 5:30pm

The Planning Commission for the Town of Wellington, Colorado, met on February 5, 2024, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 5:30 p.m. in a work session.

1. Site Plan Review Procedures

Town staff presented Chapter 15 of the Land Use Code, Article 2 Application Procedures of the Town's Municipal Code, focusing on Site Plans. They walked through the entire process for applicants and showed how the applications are interconnected with the code. The staff also discussed the Findings for Approval of a Site Plan once an applicant appears before the Planning Commission.

The Planning Commission expressed their desire to hold further work sessions to review procedures and information for specific application types. The next topic during a work session is Subdivision Plats.

No action was taken during the work session. The work session adjourned at 6:27pm.

Approved this ____ day of _____, 2024

Recording Secretary



Planning Commission Meeting

Date: April 1, 2024

Subject: First Quarter 2024 Residential Building Permit and Lot Inventory Report

BACKGROUND / DISCUSSION

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 1st Quarter 2024 (January 1, 2024 to March 31, 2024). 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 first quarter of 2024, there are 105 residential lots within town that can be issued a building permit. Sage Meadows Second Subdivision infrastructure is complete and residential permits are being issued. Saddleback Subdivision was recently approved for a replat, increasing the number of available lots from 153 to 205.

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).

Information only - No action required.

STAFF RECOMMENDATION

ATTACHMENTS

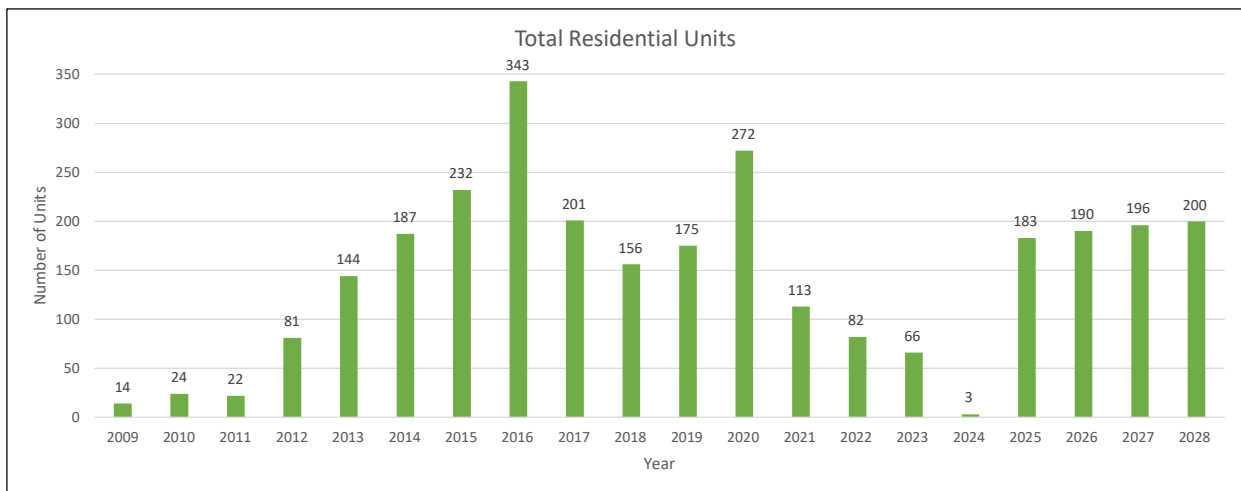
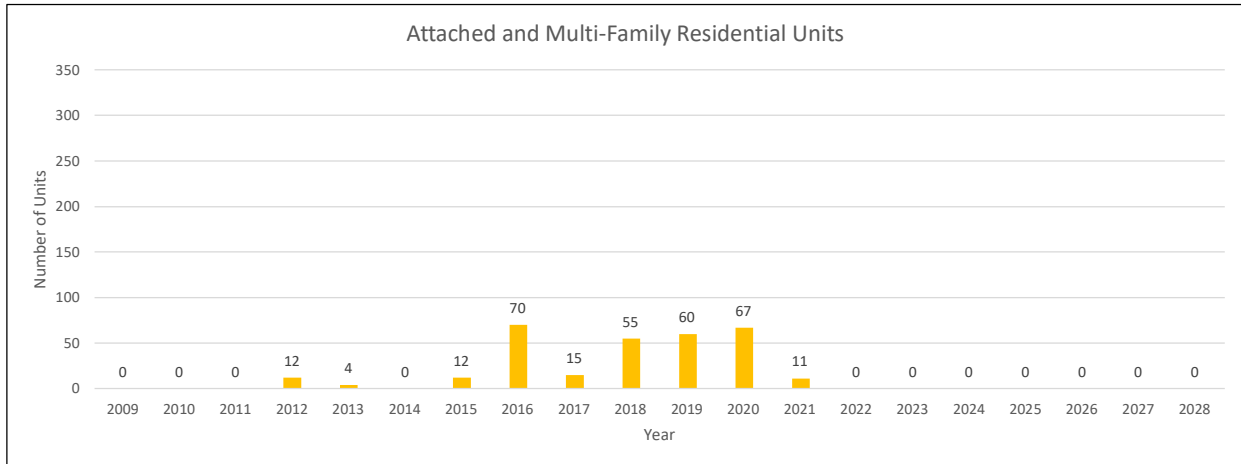
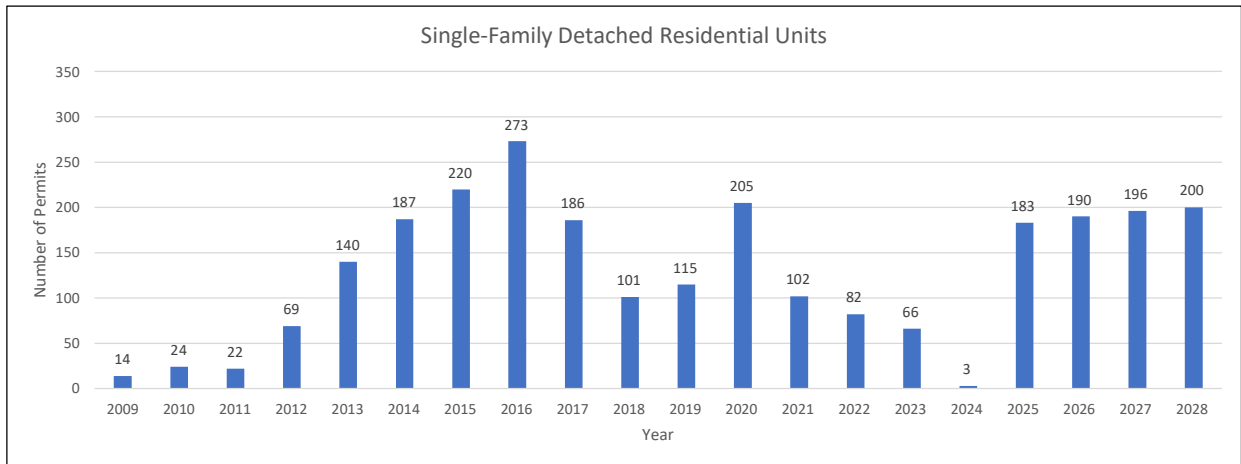
1. First Quarter 2024 Residential Building Permit and Lot Inventory Report

2024



2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Single-Family Units	0	0	3	0	0	0	0	0	0	0	0	0
Attached Units	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RES. UNITS	0	0	3	0	0	0	0	0	0	0	0	0
			3			0			0			0
											Total	3

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	3	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	3	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

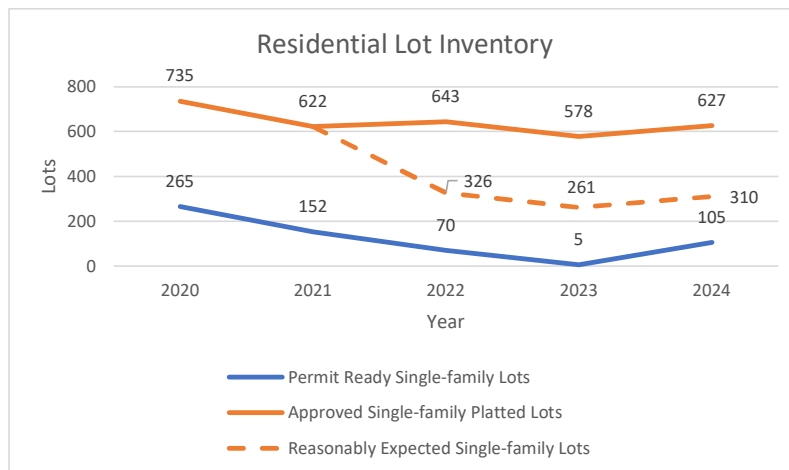
Wellington, Colorado
Residential Dwelling Unit Inventory

Updated: 3/28/2024
Printed: 3/28/2024

Subdivision Name	Remaining Lots/Units	Annexed	Zoned	Platted	Infrastructure
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	100	Yes	Single-family	Yes	Yes
Saddleback	205	Yes	Single-family	Yes	No
Sage Farms Phase 1A (estimated)	200	Yes	Multi-family	No	No
Sage Farms Phase 1B (estimated)	200	Yes	Multi-family	No	No
Sage Farms Phase 1C (estimated)	100	Yes	Single-family	No	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 (Future Phases)	846	Yes	Mixed densities	No	No

ESTIMATED TOTAL UNITS 2014

Platted Lots	627
Buildable Lots (with infrastructure)	105



Wellington, Colorado
Commercial Lot Inventory

Updated: 3/28/2024
Printed: 3/28/2024

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.*



Planning Commission Meeting

Date: April 1, 2024
Subject: Subdivision Plat Procedures

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Subdivision Process Presentation
2. Handout #1 - Subdivision Design Principles

Planning Commission 101

Subdivision Plats





CHAPTER 15 – Land Use Code

ARTICLE 2 – Application Procedures



Types of Subdivisions

Sec. 15-2-160. – Minor subdivisions.

- (a) *Purpose.* The purpose of a minor subdivision plat is to provide an administrative process for subdivision of land that meets the requirements of the applicability section (Sec. 15-2-160(b)).

Sec. 15-2-170. – Major Subdivisions.

- (a) *Purpose (Preliminary Plat).* The purpose of the major subdivision preliminary plat is to provide the Town with an overall master plan for the proposed development.
- (e) *Purpose (Final Plat).* The purpose of the final plat is to complete the subdivision of land consistent with the technical standards.



Sec. 15-2-160. – Minor Subdivisions.

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

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



Sec. 15-2-160. – Minor subdivisions.

d) Findings for Approval.

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



Sec. 15-2-170. – Major subdivisions.

Major subdivisions have a Preliminary Plat process and a Final Plat process.

The Planning Commission sends a recommendation to the Town Board for both processes.

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



Sec. 15-2-170. – Major subdivisions.

d) Findings for Approval.

- 1) The preliminary plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code and the Comprehensive Plan.
- 2) The land use mix within the project conforms to the Town's Zoning District Map and furthers the goals and policies of the Comprehensive Plan including:
 - a. The proposed development promotes the Town's small town, rural character;
 - b. Proposed residential development adds diversity to the Town's housing supply;
 - c. Proposed commercial development will benefit the Town's economic base;
 - d. Parks and open space are incorporated into the site design;
 - e. The proposed project protects the Town's environmental quality; and
 - f. The development enhances cultural, historical, educational and/or human service opportunities.



Sec. 15-2-170. – Major subdivisions. Continued

d) Findings for Approval. Continued.

- 3) The utility design is adequate at a capacity that promotes the Town's character while strengthening the Town's vitality.
- 4) The transportation design meets the intent of the Comprehensive Plan to provide increased connectivity, reduce traffic impacts, and encourage walkability.
- 5) Negative impacts on adjacent land uses have been identified and satisfactorily mitigated.
- 6) There is a need or desirability within the community for the applicant's development and the development will help achieve a balance of land use and/or housing types within the Town, according to the Town's goals.



CHAPTER 15 – Land Use Code

ARTICLE 6 – Subdivision Regulations



Sec. 15-6-10. – Purpose and organization.

- b) Intent.* This article promotes the health, safety, convenience, order, prosperity and welfare of the present and future inhabitants of the Town by:
- 1) Encouraging new subdivision developments to relate to the Town's historic development pattern.
 - 2) Promoting compact, well-defined neighborhoods that enhance the Town's character.
 - 3) Creating livable neighborhoods that foster a sense of community.
 - 4) Encouraging the proper arrangement of streets in relation to existing or planned streets and ensuring that streets facilitate safe, efficient and pleasant driving, walking and biking.
 - 5) Providing a variety of lot sizes and housing types in every neighborhood.
 - 6) Protecting sensitive natural and historic areas and the Town's environmental quality.



Sec. 15-6-10. – Purpose and organization. Continued

b) Intent – Continued

- 7) Providing for adequate and convenient open spaces for traffic, utilities, access of fire apparatus, recreation, light and air and to avoid congestion.
- 8) Providing open spaces for adequate stormwater management.
- 9) Providing adequate spaces for educational facilities.
- 10) Providing protection from geologic hazards and flood-prone areas.
- 11) Ensuring compliance with Article 3 through 5 of this Code, the Comprehensive Plan and the Town's Standard Design Criteria and Standard Construction Requirements.
- 12) Regulating such other matters as the Board of Trustees may deem necessary to protect the best interest of the public.



Sec. 15-6-10.1. – Design and improvement standards.

- a) Applicability
- b) Relation to zone district standards.
- c) Community Design Principles.
- d) Lots and blocks.



Sec. 15-6-10.1 (c) Community Design Principles

Here are some key items from this section to keep in mind when reviewing subdivisions.

- Compact urban growth
- Neighborhood design
- Lots and blocks, streets and sidewalks
- Parks and open space
- Site design, architecture and landscaping
- Environment
- Water conservation
- Neighborhood structure

See Handout #1



Sec. 15-6-20. - Dedications

- a) Streets.
- b) Sidewalks, walkways, and multi-use trails.
- c) Utilities
- d) Park and open space.

The Town's Development Standards (Article 5) apply to screening/fencing and parks and open spaces. Section 15-5-40 and Section 15-5-60



Sec. 15-6-30. – Subdivision improvements and developments agreements.

- a) Public Improvements.
- c) Private Improvements.

The Development Agreement (DA) is for public improvements. The Town shall also require developers to execute a DA for private improvements stating the developer agrees to construct all private improvements shown in the final plat documents.

(7) The following public improvements shall be constructed unless waived by the Town Board.

- a. Road base, grading, and surfacing.
- b. Curbs and gutters and driveway returns.
- c. Street lights.
- d. Sidewalks, multi-use paths/trails and open space development.
- e. Sanitary sewer collection system.
- f. Fire hydrants and assembly.
- g. Storm sewers, storm drainage system or manholes, as required.
- h. Utility distribution system for public parks, open space, and medians.
- i. Street signs at all street intersections and other traffic signs.
- j. Permanent reference monuments and monument boxes.
- k. Berm, fence, or buffer along major arterial and collector streets and surrounding development.
- l. Required landscaping and street trees.

(7) The following public improvements shall be constructed unless waived by the Town Board. Continued

- j. Permanent reference monuments and monument boxes.
- k. Berm, fence, or buffer along major arterial and collector streets and surrounding development.
- l. Required landscaping and street trees.
- m. Erosion control.
- n. Domestic water system.
- o. Electricity.
- p. Natural gas.
- q. Telephone and cable.

Sec. 15-6-10.1. - Design and improvement standards.

- (a) *Applicability.* This section applies to all development applications and building permit applications (referred to as "applications"). All applications shall comply with the density, dimension, design and zoning standards contained in herein.
- (b) *Relation to zone district standards.* Articles 3 and 4 of this Code prevail over any conflicting standards in this section.
- (c) *Community Design Principles.* The design, layout, and orientation of subdivisions, lots, buildings and infrastructure shall be consistent with the Comprehensive Plan.
 - (1) The community design standards set forth in this Section apply to every development proposal. The Town's goal is to expedite the planning review process by clearly outlining the Town's expectations for new development.
 - (2) The Planning Commission and Board of Trustees will evaluate each subdivision plat based on the standards in this section and the context within which a project is located. The standards are intended to be specific enough to guide development, but not to preclude creative design solutions. Applicants must substantially conform to the design standards unless they demonstrate that an acceptable alternative meets one (1) or more of the following conditions:
 - a. The alternative better achieves the stated intent;
 - b. The intent is not achieved by application of the standards in this circumstance;
 - c. The effect of other standards are improved by not applying a specific standard; and/or
 - d. Strict application or unique site features make the standard impractical.
 - (3) Design elements. One (1) of the greatest challenges facing small towns is the successful integration of new development with the original Town pattern. Suburban development patterns that include numerous culs-de-sac and limited street connections often separate communities and create enclaves of the original towns. To maintain the Town's unique, small-town character and clearly describe the Town's vision, the following design elements established:
 - a. Compact urban growth. As the community grows from the original Town limits, it is important to maintain a continuity of density, diversity and interconnectedness. Urban development should occur adjacent to the Town's core so that the community's prime agricultural land and natural areas are preserved and public infrastructure and utilities are used as efficiently as possible.
 - b. Neighborhood design. New developments should create or augment neighborhoods, rather than single-use residential subdivisions adjacent to one another. Neighborhoods should be organized around a strong center, which may include elements such as common open space, civic and commercial or mixed uses. Street and building design and

placement shall facilitate pedestrian movement, the character of streets and sidewalks as inviting public space and the interconnectedness of the streets within the neighborhood and as they connect to the rest of the community. In addition, new neighborhoods shall have a variety of housing sizes and types that help to create a distinct identity rather than a monotonous replication of styles.

- c. Lots and blocks, streets and sidewalks. The layout of lots and blocks shall continue the Town's existing block pattern to form a grid or modified grid pattern that is adapted to the topography, natural features and environmental considerations. The streets shall connect to create a comprehensive transportation network that facilitates the movement of pedestrians, cars and bicycles.
 - d. Parks and open space. New developments shall use natural open spaces and developed public space (such as parks and plazas) to organize and focus lots, blocks and circulation patterns, protected natural areas and quality agricultural land and to create an identity for each neighborhood.
 - e. Site design, architecture and landscaping. This Land Use Code encourages innovative, quality site design, architecture and landscaping to create new places that are integrated with the existing community and reflect the traditional patterns of the region.
 - f. Environment. New developments shall be designed to fit within the environment. To the greatest extent feasible, sites shall preserve natural areas and the plants and wildlife inhabiting those areas. In addition, new developments shall conserve natural resources, especially water.
 - g. Water conservation. As the Town and the State grow, increasing pressure is placed on limited water resource supplies. This can impair water quality and deplete water quantity. All new development shall use raw water for irrigation and to incorporate water-saving measures in building design and landscaping. Developments shall use stormwater management techniques that address water quality as well as quantity.
- (4) Compact urban growth. The Comprehensive Master Plan includes a compact urban growth policy that encourages and directs development to take place within areas contiguous to existing development in the community. This policy will accomplish several goals, including:
- a. Improving air quality by reducing vehicle miles traveled and by promoting alternatives to the private automobile;
 - b. Preserving natural areas and features, particularly in the periphery of the Town;
 - c. Making possible the efficient use of existing infrastructure and cost-effective extensions of new services;
 - d. Encouraging infill development and reinvestment in built-up areas of the Town; and
 - e. Promoting physical separation from neighboring communities to help each maintain its

individual identity and character.

- (5) Growth management. The Town has established a Growth Management Area as part of the Comprehensive Plan. This is the area reasonably anticipated for annexation. and the plan policies direct growth to established growth boundaries and provide for the coordination of future development in level of service (LOS) standards for infrastructure. The Comprehensive Plan establishes policies for "purposeful growth" based on thoughtful and well-planned increases in density and intensity that honor and protect town character and values, contains development within its existing and designated footprint is contained, preserves valuable surrounding farmland and open space, promotes efficiencies in infrastructure provision and maintenance, offers adequate facilities, and advances a thriving economy that makes the town self-sufficient. No development shall be approved unless it is located within the established planning boundaries and is consistent with the Comprehensive Plan.
- (6) Neighborhood design principles. To encourage the creation of viable neighborhoods that interconnect with each other and integrate new projects into the existing community, thereby strengthening the original Town, the neighborhood layout shall continue the street, lot and block pattern of the original Town, as well as solar orientation, topography, sensitive wildlife and vegetation, drainage patterns and environmental and regional climate issues. Further, the edges of neighborhoods should be formed by features shared with adjacent neighborhoods, such as major streets, changes in street pattern greenways or natural features such as streams and major drainage or riparian corridors. New streets, bikeways, sidewalks, paths and trails shall connect to existing adjacent neighborhoods.
- (7) Neighborhood structure. The following is a summary of essential elements to consider integrating into new neighborhoods:
 - a. Street, sidewalk and trail connections within new neighborhoods that connect to adjacent existing neighborhoods and strengthen the connection to the existing town.
 - b. Streets that encourage pedestrian activity by creating an inviting atmosphere through attention to the details of landscaping and tree locations, sidewalks, lighting and the building architecture, etc.
 - c. A mixed-use neighborhood center located for easy access.
 - d. A variety of housing types, sizes, densities and price ranges that are well integrated.
 - e. A variety of land uses that are well integrated and a transition of intensity. Nonresidential uses, larger buildings and attached multi-family housing shall locate near commercial centers with a transition to smaller buildings closer to low density neighborhoods.
 - f. Pedestrian and bike connections throughout residential neighborhoods and linked to neighborhood commercial or civic centers and open space systems.

g.

Parks, open space, public plaza and greens that are well integrated into the neighborhood.

- h. Street trees (subject to water conservation considerations).
- i. Architectural, landscaping and site design elements of new developments as outlined in this section.

(8) Neighborhood general provisions. The following principles are contained in the original "Old Town" of the Town. The Comprehensive Plan identifies them as contributing to the Town's small-town character. Although the size of individual development proposals will vary, projects will be evaluated with consideration of these neighborhood design principles and the context within which a project is located. Failure to incorporate these design principles into a project may be cause for denial of the project by the Board of Trustees.

- a. Each neighborhood has a center and an edge. It is important that every neighborhood have activity centers that draw people together. Use natural and man-made features, such as a drainage ways, major roadways and ditches to define neighborhood edges. Buildings or other features located at gateways entering a neighborhood shall mark the transition into and out of the neighborhood in a distinct fashion using massing, additional height, contrasting materials and/or architectural embellishments to obtain this effect.
- b. Mix of types of dwelling units. A mix of dwelling unit types shall be distributed throughout the development.
- c. Focal points. Focal points, or points of visual termination, shall generally be occupied by more prominent, monumental buildings and structures that employ enhanced height, massing, distinctive architectural treatments or other distinguishing features, as well as landscape features.
- d. Public space as development framework. Public space is used to organize blocks and circulation patterns and to enhance surrounding development. Public open space must be functional and easily accessible and shall be designed to organize the placement of buildings to create an identity for each neighborhood. Buildings should face public open space to allow for casual surveillance.
- e. Design streets as public spaces.
 - 1. Buildings shall define streets by using relatively uniform setbacks along each block. Subject to water use considerations, the streetscape shall also be reinforced by lines of shade trees planted in the right-of-way landscape strip and may be further reinforced by walls, hedges, landscaping or fences which define front yards.
 - 2. On a lot with multiple buildings, those located on the interior of the site shall relate to one another both functionally and visually. A building complex may be organized around features such as courtyards, greens or quadrangles which encourage

pedestrian activity and incidental social interaction. Smaller, individualized groupings of buildings are encouraged. Buildings shall be located to allow for adequate fire and emergency access.

- f. Order rather than repetition. The orderly arrangement of design elements can unify a space even when the elements are not the same. The location of sidewalks relative to streets, building setbacks and orientation and the placement of trees (subject to water use considerations) can all help create an overall impression of unity even though each home or building has a distinct character.
- g. Use human proportion. Buildings shall be considered in terms of their relationship to the height and massing of adjacent buildings, as well as in relation to the human scale. (In a small town, this means generally one-, two- and three-story buildings.)
- h. Define the transition between the public and private realm. Buildings shall be located to front towards and relate to public streets or parks, both functionally and visually, to the greatest extent possible. Wherever possible, buildings shall not be oriented to front towards a parking lot.
- i. Encourage walking and bicycling. Sites shall be designed to minimize conflicts between vehicles, bicycles and pedestrians. Pedestrian and bicycle access and connections shall be designed to enhance transportation on foot and by bicycle.
- j. Neighborhoods shall have a mix of activities available rather than a purely residential land use. Neighborhood residents shall have convenient access to parks, schools, open space, trails and services. The optimum size of a neighborhood is one-quarter ($\frac{1}{4}$) mile from center to edge.
- k. Fit within the environment rather than on top of it. New developments shall be designed to respond to the natural environment, fit into the setting and protect scenic view corridors. Key design considerations shall include a site layout that responds to natural features both on- and off-site, the size of structures and materials used in the development and the transition between the development and the surrounding landscape.
- l. Housing types and styles that reflect the architecture of the region. Familiar architectural styles shall play an important role in developing an architectural identity for neighborhood dwellings.

(d) *Lots and blocks.*

- (1) Intent. The intent of the block and lot standards is to continue the Town's existing block pattern in a manner that is compatible with site-specific environmental conditions.
- (2) General provisions. Streets shall be designed in accordance with this article and the Town's Design Standards to create blocks that consider interconnectedness, topography, solar orientation, views and other design features. The length of blocks in "Old Town" is typically

four hundred (400) feet. Thus, to the greatest extent possible, blocks shall be designed to have a length of between three hundred (300) feet and seven hundred (700) feet (nonresidential streets). The lengths, widths and shapes of blocks shall be designed to accommodate the following:

- a. Provision of adequate building sites suitable to the special needs of the type of use contemplated.
 - b. Need for convenient access, control and safety of vehicular and pedestrian traffic circulation.
 - c. Limitations and opportunities of topography.
 - d. Lot dimension and configuration. Lot size, width, depth, shape and orientation and minimum building setback lines shall conform to Articles 3 and 5 of this Chapter and shall facilitate the placement of buildings with sufficient access, outdoor space, privacy and view.
 - e. Depth and width of properties shall be adequate to provide for off-street parking, landscaping and loading areas required by the type of use and development contemplated.
- (3) Lot frontage. All lots shall have frontage that is either adjacent to or directly accessible to a street. Flag lots are prohibited unless otherwise approved by the Board of Trustees.
 - (4) Corner lots. Corner lots for residential use shall have extra width to accommodate side elevation enhancements, such as porches and bay windows, the required building setback and utility easements on both street frontages. For a corner lot, the front of the lot is defined as the side having the shortest street frontage. In the case of a reverse corner lot, both sides abutting a street shall maintain a front yard setback.
 - (5) Double frontage. Double frontage lots for residential uses are not permitted except where essential to provide separation of residential properties from arterial streets or commercial uses, or to overcome specific disadvantage of topography and orientation. A planting screen easement of at least ten (10) feet in width, across which there shall be no vehicular right of access, is required along the property line of lots abutting an arterial street or other high traffic or conflicting use.
 - (6) Residential lots adjacent to arterial streets. Residential lots that are adjacent to an arterial street shall comply with the following:
 - a. Lots where dwelling units do not face, an arterial street (i.e., rear yards abut the street), shall:
 1. have a minimum depth of one hundred fifty (150) feet,
 2. prohibit direct access to the street,
 3. Include a minimum street setback of seventy-five (75) feet.

- b. Lots where dwelling units do not face the arterial street or are side loaded relative to the street, shall:
 - 1. Include a front or side setback to the house, respectively, of at least fifty (50) feet, And
 - 2. Apply additional buffering techniques per section 15-5-40 of this Land Use Code.

(7) Residential lot access to adjacent street.

- a. Driveway access to a local or collector street from a single-family detached residential lot is limited to one (1) driveway curb-cut or driveway access of no greater than twenty (20) feet in width. A circular drive in which each access to the local or collector street is less than ten (10) feet in width, separated by at least thirty (30) feet, and which is constructed as an integral part of the overall architectural design of the single-family residence, is considered a single driveway access.
- b. Driveway access to a local street from a single-family detached residential lot shall be greater than fifty (50) feet from the intersection of the local street and a collector street or one hundred twenty-five (125) feet from the intersection of the local street and an arterial street as measured from the intersecting right-of-way lines.
- c. Driveway access to a collector street from a single-family detached residential lot shall be greater than one hundred twenty-five (125) feet from the intersection of the collector street and a local street, another collector street or an arterial street as measured from the intersecting right-of-way lines.

(8) Multi-family residential, commercial, business and industrial lot access to adjacent street.

- a. Driveway access to a local or collector street from a multi-family residential, commercial, business or industrial lot shall be greater than one hundred twenty-five (125) feet from any street intersection as measured from the intersecting right-of-way lines;
- b. Driveway access to an arterial street from a commercial, business or industrial lot shall be at least two hundred fifty (250) feet from any intersection on the arterial street, or from another commercial, business or industrial lot's access as measured from the intersecting right-of-way lines or driveways; or
- c. If subsection (c)(2) applies, driveway access to a local street, collector street or arterial street from a multi-family residential, commercial, business or industrial lot shall be determined by a traffic study approved by the Town.