



**TOWN OF WELLINGTON
PLANNING COMMISSION**

**February 1, 2021
6:30 PM**

Regular Meeting

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 7, 2020.
 6. NEW BUSINESS
 - A. Conditional Use for a Drive Thru in the C1 Zoning District and Site Plan Review at 8121 6th St.
 - B. Election of Officers
 7. ANNOUNCEMENTS
 - A. Director Report on Administrative Approvals
 8. ADJOURNMENT



**TOWN OF WELLINGTON
PLANNING COMMISSION
December 7, 2020**

MINUTES

1. CALL TO ORDER

The Planning Commission for the Town of Wellington, Colorado, met on December 7, 2020, in an online web conference at 6:30 p.m.

2. ROLL CALL

Commissioners Present: Bert McCaffrey, Chairperson
Tim Whitehouse
Rebekka Kinney
Eric Sartor
Linda Knaack
Troy Hamman

Absent: Berry Friedrichs

Town Staff Present: Cody Bird, Planning Director
Liz Young Winne, Planner II
Patty Lundy, Development Coordinator

3. ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

4. PUBLIC FORUM

None

5. CONSIDERATION OF MINUTES

A. Meeting Minutes of November 2, 2020.

Moved by Commissioner Whitehouse, seconded by Commissioner Knaack to approve the minutes as presented. Motion passed 6-0.

6. NEW BUSINESS

A. Conditional Use 3709 Harrison Avenue

Cody Bird Planning Director introduced Elizabeth Young Winne who is our Planner II that has been the lead planner on this project and will be presenting you this information tonight.

Winne reminded everyone that this is a conditional use and is a public hearing. Winne presented the staff report and highlighted the following:

- The request is to demolish the existing structures on site and to build a new detached single-family home.
- Historically the property has been used as a detached single-family home, but the existing structure has been vacant for several years. The existing structure also encroaches on the front setback, making it a nonconforming structure.
- The lot is in an older subdivision of town and is only 50 feet instead of what we typically see for an R-2 zoning that is now a minimum of 60 feet width.
- This is in the Transitional Zoning District. Other uses in the Transitional Zoning District in the vicinity include residential, commercial, and light industrial uses. All new uses and any significant alterations to an existing use require conditional use approval.
- Staff has not received any public communications on this request.
- The application and supporting materials satisfy the criteria for the Conditional Use as outlined in the town code. The applicable setbacks and zoning requirements will be satisfied.
- The proposed redevelopment of the property is replacing an existing single-family dwelling with a new single-family dwelling. Staff's recommendation is that there are not any additional impacts to the water, sewer, or roads over or above what exists today.
- Staff recommends conditions of approval including making any necessary repairs to the water meter vault, curb stop, wastewater cleanout and any damaged curb, gutter or sidewalk and driveway. A grading and drainage plan is needed to demonstrate the stormwater is discharged from the site without impacting adjacent properties. The conditional use approval shall terminate upon change of use of the property.
- Staff recommends approval of the conditional use, subject to the conditions listed in the staff report.

Fred Porter, agent to the applicant, said that staff had done a good job presenting the information and he is seeking approval to move forward.

Chairman McCaffrey asked if the applicant understood and was agreeable to the conditions outlined by staff.

Porter said they had no problem meeting the conditions.

Commissioner Hamman asked if this was a rental property.

Porter said it will be for sale.

Commissioner Hamman asked why they were doing a Conditional Use if it is residential.

Bird explained that the Town has not put restrictions on conditional use approvals in the past. Because conditional use approvals run with the land, there are instances where the use of properties have changed overtime and have conflicting approvals because the former was not terminated. The condition stipulating the conditional use approval is terminated upon a change of use means if the property is no longer residential, the conditional use does not apply and the owner would need to obtain approval for the new use.

Commission Knaack asked if the size of the new home would fit on this smaller lot.

Winne replied that the new proposed house is oriented to fit the existing lot and meet the setbacks typically applied within the R2 single-family residential zoning district. Winne referenced the plot plan and building elevation drawings including in the staff report.

McCaffrey opened the public hearing.

Melissa Whitehouse asked about the driveway from the back and the front and where the parking would be located.

Porter replied that the requirement was for two off-street parking spaces. The proposal is to provide one parking space at the front of the house and the back fence would have a gate and driveway entrance for additional parking.

Seeing no other comments, McCaffrey closed the public hearing.

Commissioner Whitehouse moved to forward a recommendation to the Board of Trustees to approve the conditional use request for a single-family residence at 3709 Harrison Ave., subject to conditions. Commissioner Kinney seconded. Motion passed 6-0.

B. Comprehensive Plan Update

Bird shared that this update presentation will be presented by town planning staff and our consultants at Logan Simpson. Megan Moore will be leading the discussion with support from Emily Morales.

Moore gave the following updates:

- The Comprehensive Plan update began in January right before the onset of the COVID-19 pandemic. Because of the pandemic, a lot of the public outreach has been digital. Despite not having the traditional meetings to gather public input, there has still been a good response rate from the public. Logan Simpson met with about 60 stakeholders one on one and there were also about 660 responses to online outreach.
- Phase one evaluated the existing conditions to identify what needs to be fixed and what needs to be improved.
- Phase two was primarily public outreach. A lot of questions asked residents what they loved and what they would improve about the town.
- Phase three began to create draft goals and strategies. Feedback from throughout the public engagement has helped to shape the goals and policies of the draft plan and what downtown opportunities look like. The feedback also helped form the land use map.
- The next steps are preparing the draft plan documents and preparing for release to the public for comments. We will get feedback on how the public feels about the draft plan and what was learned in the comprehensive plan process so these themes can be included in the land use code update.
- Key themes that were identified from the public comments included a small-town feel, the town's agricultural heritage and a tight knit community. Responders indicated that they liked how things in town are now but would also like to create more jobs so residents do not have to travel to Fort Collins for work. People would also like to keep downtown vibrant.
- Commenting on the downtown, the 4th of July celebration was mentioned many times as being a great event in Wellington. Also, people would like to see more outdoor spaces and be able to incorporate events into these spaces.
- There was a desire expressed for more development and redevelopment on Cleveland Ave. to be focused on retail and restaurants.

Moore said the draft documents will be provided for public review for a month or more to seek input from residents about the draft and what other enhancements could be made to the plan. After public review, we anticipate being able to provide a recap of public comments and needs to the steering committee and finalize the document to start the adoption process.

Commissioners Kinney and Knaack both appreciated being on the steering committee and thanked Logan Simpson for a great job walking them through this process.

Bird said this presentation will also be going to the Town Board as well in the next week or so.

C. Discussion – Administrative Process for Site Plan Reviews

Bird explained that many procedures in the Town's code are pretty strict on how the Town evaluates and approves certain types of land uses. Many times, businesses want to do a simple expansion or just a small change or upgrade to their site. The codes says that these types of changes need to come to the Planning Commission for review and approval. Staff is asking if it would be appropriate allow staff some administrative procedures to be able to react quicker to the business needs than having to send the simpler requests to a public meeting.

Bird explained that when simple requests are required to go to the Planning Commission meeting for approval, it adds an additional 30 to 45 day to get through the process.

Bird explained that a recent example is an existing business reached out to staff to ask about adding a drive through ATM. From a review standpoint, this is a pretty straightforward request and as long as the applicant is meeting the conditions and criteria for architectural improvements civil engineering requirements, staff would be able to approve the project instead of spending the time and resources to prepare materials for the next Planning Commission meeting and requiring the applicant to wait for the meeting.

Chairman McCaffrey expressed that it is also good for the Planning Commission to be the approver because it helps protect staff from an applicant coming back at them later. He also asked what happens in the future five or ten years from now – What if current staff that makes the approval is not here? The Commission might be comfortable with current staff making those approvals but might not be with future staff. Is there a way that this could be written into a policy?

Bird agreed that it could be written into the code. The scope of administrative authority for staff could be defined as a percentage of the overall change and limits identified for the type and scope of staff approvals. Administrative approvals could also be required to meet certain defined conditions within the code.

Commission Sartor was interested in how the public hearing part would be. He felt that the public should know what is going on even if it isn't a required public hearing.

Commissioners Knaack and Kinney said they have heard from businesses that things seem to take a long time and would like to see if some things could be done without going to the Planning Commission but were not sure of how the approvals should be defined.

Chairman McCaffrey said that anything we could do to help a business get something done faster that doesn't cost them an extra two months would be good since it must be frustrating for them.

Commissioner Hamman said that items that are at the Planning Commission also go before the Board of Trustees as well.

Bird replied that is correct for public hearing items. Items that go before both the Planning Commission and the Board of Trustees take even more time.

Bird thanked the Commissioners for the discussion and appreciated all their thoughtful comments. Staff will be able to move forward with this guidance.

7. ANNOUNCEMENTS

Bird said to be looking forward to the draft Comprehensive Plan because we will be seeking specific comments and feedback on it. It will be a little bit of a homework assignment for Commissioners to review.

Chairman McCaffrey said he is excited to see the new plan.

8. ADJOURNMENT

Chairman McCaffrey adjourned the meeting at 8:04 pm.

Planning Commission Meeting

Date: February 1, 2021
Submitted By: Cody Bird, Planning Director
Subject: Conditional Use for a Drive Thru in the C1 Zoning District and Site Plan Review at 8121 6th St.

EXECUTIVE SUMMARY

General Location:

- Southwest corner of Cleveland Ave. and 6th St.

Applicant/Agent:

- Applicant: Human Bean Northern Colorado
- Agent: Studio R.E.D., Kendra Shirley

Reason for request:

- Develop site for a coffee stand with two drive up windows and one walk up window in C1-Community Commercial Zone District.

Background Information:

- The applicant is seeking conditional use approval and site plan approval to construct a coffee stand with two drive up windows and one walk up window. The property is zoned C1-Community Commercial Zoning District in which drive through facilities are a conditional use.
- Town staff advertised the required public hearing for the conditional use in anticipation of having traffic impacts resolved at the intersections of Cleveland Ave. and 6th Street as well as the alley intersection with 6th St. and the proposed additional driveway access from the site to 6th St. The Town engaged a traffic engineer to evaluate the applicant's traffic impact study prepared for this project. Comments received indicate that additional information and consideration is needed to complete the evaluation of this project's traffic impacts and identify necessary improvements or modifications to the site plan. Additional time is needed to coordinate the traffic concerns with the applicant.
- The Planning Commission is advised to table the agenda item to a later date to allow the coordination on traffic impacts.
- This staff report provides information needed for the Planning Commission's consideration of the conditional use request and site plan review. Final determinations on the traffic impacts could result in changes to the site plans that would require the Commission to reconsider the site plan review. The Planning Commission may choose to evaluate the other information for this site, or may choose to evaluate all of the information after the traffic matters are resolved.
- The conditional use and site plan review can be considered concurrently as one development request. For purposes of this report, the processes are identified and addressed separately for ease of understanding.

- The conditional use review process requires public hearings by the Planning Commission and the Board of Trustees. Public notices were provided in accordance with law. The Commission will need to consider any testimony presented at the public hearing.

BACKGROUND / DISCUSSION

Conditional Use

Municipal code section 16-7-30 provides review criteria for conditional uses. The applicable criteria are listed below, along with staff's opinion of each factor:

1. The conditional use will satisfy all applicable provisions of Chapter 16 and Chapter 17 of the Code unless a variance is being requested.

- Chapter 16 of the Municipal Code covers the Town's zoning regulations.
 - The property is zoned C1-Community Commercial. The C-1 zoning district is identified as "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."
 - Within the C1 zoning district, a drive through location requires a conditional use approval.
 - Article 7 of Chapter 16 provides procedures for the application and review of conditional uses. Public hearings by the Planning Commission and the Board of Trustees will satisfy the requirements of Article 7.
- Chapter 17 of the Municipal Code covers the Town's subdivision regulations.
 - The property is legally subdivided and no changes requiring subdivision are proposed.
 - An additional 10 ft. of right-of-way and a 9 ft. utility easement is required along 6th Street. This dedication can be made and recorded as a separate instrument without replatting the property.
- A variance is not being requested.

2. The conditional use will conform with or further the goals, policies and strategies set forth in the Comprehensive Plan.

- The application is generally consistent with the goals, policies, and strategies in the Comprehensive Plan, and in particular:
 - The project is a redevelopment project and is within the existing service area of the Town.
 - The project will result in a positive fiscal impact by bringing in a new business and creating more opportunity for business support from those using the highway network or passing through.
 - The project encourages automobile oriented commercial services along Sixth Street and near the interstate.
 - The site plan encourages pedestrian and bicycle access by providing sidewalks, safe parking lot crossings, and bicycle racks.
 - The drive thru request is proposed near similar businesses with drive-thru lanes and therefore, it is not expected to have major negative impacts on surrounding business uses.
 - The new business may minimize "leakage" of consumer dollars to neighboring towns and may provide job opportunities for youth and other residents.

3. The conditional use will be adequately served with public utilities, services and facilities (i.e., water, sewer, electric, schools, street system, fire protection, public transit, storm drainage, refuse collection, parks system, etc.) and not impose an undue burden above and beyond those of the permitted uses of the district.

- The proposed project will utilize the existing sanitary sewer and water systems on the site. There is adequate capacity in the water and sanitary sewer systems to serve the site.

- The existing overhead electrical utilities will be undergrounded and a street light relocated. The new location of the relocated street light needs to be identified on the site plan.
- Increased access to the site and a new proposed driveway entrance on 6th St. will have impacts to the public roadways. The geometry of the access points in relationship to the Cleveland Ave. and 6th Street intersection as well as existing driveways and the alley require further evaluation. The applicant will need to coordinate with Town staff and provide additional information.
- Stormwater drainage requires additional consideration including evaluation of the historic and proposed drainage basins, as well as the adequacy of the downstream receiving drainage system. The drainage along the south property line also appears to flow onto the adjacent residential property and needs to be addressed so there are no negative impacts to the existing structure. The applicant will need to provide additional information.

4. The conditional use will not substantially alter the basic character of the district in which it is in or jeopardize the development or redevelopment potential of the district.

- The 6th St. corridor at this location is primarily developed for commercial uses that are automobile oriented. The commercial businesses in this area provide retail and dining for residents of the Town as well as visitors traveling on the interstate. Multiple other drive thru establishments are located in close proximity to the proposed site.
- The areas adjacent to the site are zoned C-1 (to the north), C-3 (to the east), TR (to the west) with existing single family residential, and R-4 (to the south).
- The new construction will comply with applicable zoning standards for the C-1 zone district and design standards.
- Approval of the drive thru use is not anticipated to substantially alter the character of the district or jeopardize the redevelopment potential of the district for intended uses.

5. The conditional use will result in efficient on- and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.

- The conditional use request to allow a drive thru within the C-1 zoning district is reasonable for the property location. The onsite drive thru lanes are expected to function adequately.
- There are concerns about potential backups onto 6th St. as well as traffic exiting the site making left turns across traffic to get to the interstate. Turn conflicts and backups could also result in drivers utilizing the unimproved portion of the alley to get to 5th St. or “cut through” traffic across the adjacent O’Reilly Autoparts parking lot to get to Cleveland Ave. The Traffic Impact Study prepared by the applicant was referred to an engineer specializing in traffic engineering for review. Comments received will require additional coordination to evaluate the appropriate access to the site and any improvements to the public roadway necessary to ensure traffic can operate efficiently.
- Adequate pedestrian access onto and through the site will be provided. All sidewalks, curb cuts, and associated ramps are required to meet current ADA requirements and Wellington standards.

6. Potential negative impacts of the conditional use on the rest of the neighborhood or of the neighborhood on the conditional use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods. The applicant shall satisfactorily address the following impacts:

- a. Traffic – The traffic impact study for redevelopment of the site expects the new business use to generate 412 daily vehicle trip ends, 78 morning peak hour trip ends, and 22 afternoon peak hour trip

ends. Drive-thru coffee shops are likely to generate more traffic than other uses which may be located within the C1 zoning district. The number of vehicle trips is generally acceptable for the area. As has been noted in this report, there are additional traffic considerations concerning the access and public roadway that need further evaluation.

- b. Activity levels – The business is proposed to operate from 5 am to 10 pm daily. These hours are generally consistent with other businesses along 6th St. The frequency of trips during peak hours of the day, particularly the morning commute times for a coffee shop, may be of some significance to the immediately adjacent residences to the south. Screening and buffering in the form of a privacy fence and vegetation should be maintained along the south property line.
- c. Light – A photometric plan was provided with the site plans as required. The Town's maximum illumination level at the property line is 0.1 footcandle. There will be a minimal amount of light cast beyond the property line that is generally acceptable along the commercial roadway. The Town has a minimum illumination level of 1.0 footcandle for parking areas and pedestrian paths. There are locations where the lighting is less than 1 footcandle including the east entrance and crosswalk, the northern pathway through the property, and the eastern sidewalk. These locations, should be re-evaluated by the applicant to ensure the minimum and maximum lighting levels are satisfied. The applicant should evaluate the impacts of relocating the street light on 6th St. Light from vehicle headlights in early morning hours has the potential to impact the residential properties to the south. This is further reason for the buffering and screening mentioned above.
- d. Noise – Expected noise associated with the requested drive through use would include vehicles idling in the drive through lane and orders being taken at the sign/order box. Sounds from engine idling and taking orders is not expected to be significantly greater than traffic noise at the public roadways and interstate. The increased noise of deliveries or trash pickup during early morning hours could potentially impact residents to the south.
- e. Odor – Odors are not anticipated to be a problem for the proposed use. The proposed coffee shop is not proposed to be cooking any food on site.
- f. Building type, style and scale – The proposed building style and scale is appropriate and meets applicable code requirements. The style (drive thru) is under consideration in this conditional use approval.
- g. Hours of operation – Open from 5 am to 10 pm daily.
- h. Dust – Dust is not anticipated to be a problem for the proposed use.
- i. Erosion control – Design and construction of the proposed site will adequately address erosion control requirements.

7. The applicant has submitted evidence that all applicable local, state and federal permits have been or will be obtained.

- No state or federal permits are required for the proposed use.
- Restaurant uses are required to comply with Health Department guidelines.
- The applicant will be working with Town staff and Wellington Fire District to comply with applicable building and fire codes.
- The applicant will also need to register their business with the Town.

Site Plan Review

1. Building Setbacks and dimensional standards: The proposed building does not encroach into required building setbacks. The proposed development complies with all other district dimensional standards.

2. Easements: Proposed buildings and structures do not encroach into any platted easements. 10 ft. of road right-of-way is required along 6th St. with a 9 ft. utility easement. The dedication may be made by separate instrument.
3. Streets and Access: The site is adjacent to 6th St. as well as a public alley to the north. The proposed site development plan is proposing a full access (left and right turns) driveway on both 6th St. and the alley.
 - Mentioned in the Conditional Use considerations above, the access and traffic patterns require further consideration. The considerations may have impacts to the public roadway that may require improvements to allow 6th St. access or the 6th St. access may need to be modified.
 - The public alley was reconstructed with concrete paving when the O'Reilly Autoparts store to the north was constructed. The concrete paving needs to be extended to the west property line of the new site development.
4. Pedestrian Connection: Sidewalks are required to connect to existing public sidewalks. Adequate pedestrian connections are provided.
 - The ADA ramps and sidewalk crossings at the alley and driveway entrance should be made parallel with 6th St. and perpendicular to the driveway or alley. The angled ramps are not necessary at these intersections because there are no pedestrian crossings across 6th St. to connect.
 - The crossing surface between ramps should not be within a drainage pan. Where it may be necessary to cross a drainage pan, the crossing should be perpendicular and ADA slopes observed.
5. Parking: Restaurants require a minimum of 1 parking space per each 100 sq. ft. of gross floor area. The proposed building is 597 square feet of floor area, therefore a minimum of 6 parking spaces is required. There are 13 parking spaces proposed, meeting the requirement.
 - Parking spaces comply with the minimum width and depth requirement for angled parking.
 - There are sufficient stacking spaces in the double drive-thru lanes to accommodate queued vehicles. There are concerns that vehicles stacked in the drive thru may back out onto 6th St. with the current driveway entrance design. Additional consideration of the traffic plans is needed.
 - A bicycle rack is identified on the plans, meeting the requirement.
6. Circulation Aisles: On-site circulation is proposed to be one way with a drive thru lane on both sides of the building. There is adequate width to accommodate the proposed circulation.
7. ADA: ADA Standards for Accessible Design require accessible parking spaces based upon the total number of parking spaces provided on site. When 1-25 parking spaces are provided, a minimum of 1 accessible parking spaces is required. One accessible space is provided, meeting the requirement.
 - ADA guidelines recommend the accessible aisle should be located on the passenger side of the ADA parking space. The driveway slope south of the building at the ADA crossing appears to be steeper than 2%. The applicant should consider moving the ADA parking space to the north parking lot which may address both concerns.
 - A minimum of one accessible space is required to be designed to be van accessible. The ADA parking space meets the minimum width requirements (11 ft. wide parking space with 5 ft. wide accessible aisle, or 8 ft. wide parking space and an 8 ft. wide accessible aisle).

- The applicant or their designated agent shall ensure that all accessible parking spaces and routes meet the requirements of ADA standards including locations, widths, aisles, slopes, signage, and pavement markings.
8. Signage: Signs are identified on the site plans. There is a free-standing sign, wall signs and menu boards for the drive thru.
- There are multiple size options for the free-standing sign included in the site plans. The dimensions and style for all the signs presented are within the requirements of the Town's sign code. The applicant should specify which sign is proposed and the Planning Commission should approve the sign size as part of the site plan review process. Staff recommends the 6 ft. or 8 ft. free-standing sign option to be the most reasonable fit for the scale and dimensions of the site.
 - The proposed wall signs meet the sign code requirements.
 - Sign plans, including electrical one-line drawings, need to be submitted with the building plans.
9. Site Lighting: A photometric plan was provided with the site plans as required. The Town's maximum illumination level at the property line is 0.1 footcandle. There will be a minimal amount of light cast beyond the property line that is generally acceptable along the commercial roadway. The Town has a minimum illumination level of 1.0 footcandle for parking areas and pedestrian paths. There are locations where the lighting is less than 1 footcandle including the east entrance and crosswalk, the northern pathway through the property, and the eastern sidewalk. These locations, should be re-evaluated by the applicant to ensure the minimum and maximum lighting levels are satisfied. The applicant should evaluate the impacts of relocating the street light on 6th St.
10. Landscape/Screening and Buffering: Landscaping for the site is calculated based on the total site area. If there are healthy, mature trees on site, the landscaping plan should preserve and incorporate existing trees in the plans.
- Site Trees: 1 tree is required for each 1,000 sq. ft. of landscaped area. The landscape plan shows the site has 7,900 sq. ft. of landscaped area, thus 8 trees are required. The proposed landscape plan satisfies the site tree requirement.
 - Shrubs: 1 shrub is required for each 150 sq. ft. of landscaped area. The site has 7,900 sq. ft. of landscape area, thus 52 shrubs are required. There are 47 shrubs and an additional 128 perennials proposed. Staff recommends that this combination is sufficient to meet the intent of the landscaping requirement.
 - Parking Lot Shrubs/Screening: Parking lots are required to be screened and buffered. A sufficient number and species of trees, shrubs and grasses are proposed to screen the parking lots.
 1. The applicant should evaluate if overflow from irrigation and drainage could impact the property to the south. The revised plans should identify the residence to the south as well as the slopes and drainage. The drainage report should be updated to reflect any necessary modifications.
 - Other:
 1. The landscaping plan should be coordinated with the civil plans to ensure there are no tree/utility conflicts. The Town's sight triangle standards should also be added to the landscape plan to ensure there are no visual impediments at intersections and driveways.
 2. The applicant should evaluate if ulmus davidiana japonica is an appropriate street tree for this location - root systems for this species has been known to disrupt sidewalks and roadways where there is not sufficient space for the mature tree.

3. Notes on the landscape plan indicate a permanent automatic irrigation system will be installed. Irrigation plans need to be provided to Town staff for review. A separate tap and meter for outdoor landscape irrigation is provided, meeting the requirements.
11. Drainage: The application submitted a drainage letter indicating there is no onsite detention or other drainage infrastructure on the property. Town engineering staff provided comments on the drainage letter requesting additional information. The applicant will need to resubmit a final drainage report addressing engineering review comments.
12. Utilities:
- Utilities: New electrical service to the building will be brought in underground from a transformer near the west side of the property. Existing overhead electrical utilities, infrastructure, and associated poles will be relocated underground or will be removed. The street light is noted to be relocated, but the new location is not identified.
 - Water: The plans note a new $\frac{3}{4}$ " service line connection to the existing meter. A new $\frac{3}{4}$ " irrigation service line tap and meter will also be added. Locations of meter vaults need to be coordinated with the new right-of-way and utility easement dedication. Meters must be within the utility easement.
 - Sanitary Sewer: The existing sanitary sewer service line will be removed. A new 4" service line will be installed and connected to the existing tap on the public main line.
 1. No grease interceptor is being required at this drive-thru location because there is no food cooking proposed.
 2. The applicant must coordinate with Town Public Works staff to ensure all abandoned infrastructure is capped and sealed in accordance with Town standards.
13. Others: The applicant is responsible for coordinating with private utility companies to ensure that all utilities are installed underground.
14. Fire District Review: Wellington Fire District staff reviewed the site plans and generally accept the plans as presented with the following comments:
- Building plan review and a permit issued by Wellington Fire District is required prior to construction.
15. Architectural Design Standards: The building is proposed to be finished with a composite siding and a corrugated metal. A brick veneer is proposed as a wainscot on three sides. A metal parapet cap and metal canopies are proposed as accessories to the building's design. The proposed building materials are consistent with the Town's architectural design requirements and are generally compatible with other commercial buildings in the area.
- All mechanical equipment and rooftop units are required to be screened from view from the public right-of-way. The applicant shall confirm if rooftop mechanical units are proposed and demonstrate adequate screening.
 - A dumpster enclosure is proposed at the south side of the site. Materials are complimentary to the building materials and are acceptable as identified on site plan.
16. Miscellaneous:
- All staff report comments and redline comments must be addressed and resubmitted to Town staff for review.
17. Corrected Plans: Following Planning Commission approval, the applicant will need to revise the site plan documents to incorporate all corrections or comments and submit 3 revised copies to the Town. Changes on the site plan sheets shall be clouded, and a list of all changes shall be provided, noting which comment each is addressing

STAFF RECOMMENDATION

Town staff supports site plan approval and approval of the conditional use to allow a coffee stand with two drive up windows and one walk up window within the C-1 Community Commercial Zone District. Due to the remaining traffic impact concerns that require further coordination, staff recommends the Planning Commission table the agenda item to the regular meeting of March 1, 2021 to allow time to address the traffic impacts and incorporate any necessary design changes into the site plans. A recommended motion is provided below:

Move to table the conditional use and site plan to the regular Planning Commission meeting to be held at an online web conference at 6:30pm on March 1, 2021.

ATTACHMENTS

1. Location Map
2. Applicant Narrative
3. Site Plans
4. Traffic Engineer Comments

Location Map

8121 Sixth Street, Wellington, CO



November 18, 2020

Kelly Houghteling, Interim Town Administrator
Krystal Eucker, Town Clerk
Town of Wellington
3735 Cleveland Avenue
Wellington, CO 80549

RE: Conditional Use and Land Use Application Summary for the Wellington Human Bean

Dear Ms. Houghteling and Ms. Eucker,

Please find below a summary for the Wellington Human Bean Conditional Use Application.

1. The conditional use will satisfy all applicable provisions of this Chapter and Chapter 17 of this code unless a variance is being requested.

The proposed project satisfies all applicable provisions of this Chapter and Chapter 17 of this code and no variance is being requested.

2. The conditional use will conform with or further the goals, policies and strategies set forth in the Comprehensive Plan.

The proposed project encourages auto-oriented commercial services along Sixth Street directly off the Interstate having good access to the Interstate, and in close proximity to similar commercial industries. This means the proposed conditional use will have minimal negative impact on other land uses. In addition to promoting vehicular traffic, the proposed site plan and use encourages pedestrian and bike access through the use of sidewalks and a walk up window and bike rack.

3. The conditional use will be adequately served with public utilities, services and facilities (i.e , water, sewer, electric, schools, street system, fire protection, public transit, storm drainage, refuse collection, parks system, etc.) and not impose an undue burden above and beyond those of the permitted uses of the district.

As shown in the provided drawings, the proposed use will take advantage of existing sanitary sewer and water utilities located on the site. Existing overhead utilities will be moved underground to improve the appearance and function of the site. The proposed plan will tie into the existing underground storm sewer system.

4. The conditional use will not substantially alter the basic character of the district in which it is in or jeopardize the development or redevelopment potential of the district.

The proposed conditional use is adjacent to other commercial zoned properties but services the neighboring residential occupants as well. As such, the proposed use will serve both neighboring zones and benefit the vehicular and pedestrian traffic in the area.

5. The conditional use will result in efficient on- and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles on or adjacent to the site.

Refer to attached Traffic Impact Study.

6. Potential negative impacts of the conditional use on the rest of the neighborhood or of the neighborhood on the conditional use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods. The applicant shall satisfactorily address the following impacts:

- a. Traffic;

Refer to the attached Traffic Impact Study.

- b. Activity levels;

Refer to the attached Traffic Impact Study.

- c. Light;

Refer to the attached Site Photometric Plan.

- d. Noise;

The proposed use is operational from 5am to 10pm daily. This means there is minimal concern for overnight noise.

- e. Odor;

There is no expected negative odor impact.

- f. Building type, style and scale;

Refer to the attached Architectural Building Elevations.

- g. Hours of operation;

5am to 10pm daily.

- h. Dust; and

There is no expected dust after completion of construction. Contractor will be required to maintain dust control during construction. The proposed landscaping will minimize dust (refer to the attached Landscape Plan).

- i. Erosion control

There is no expected erosion after completion of construction. Contractor will be required to provide erosion control during construction.

7. The applicant has submitted evidence that all applicable local, state and federal permits have been or will be obtained.

The proposed development has been submitted for site plan review with the Town of Wellington. All applicable local, state and federal permits will be obtained.

Please find below a summary for the Wellington Human Bean Land Use Application.

8. Describe how this proposed change would fit with the current zoning.

The proposed drive-thru coffee stand fits with the commercial uses of the neighboring properties to the north and across 6th Street to the east. The Human Bean's customer profile is similar to that of the neighboring Kum & Go and they are common neighbors at other locations in northern Colorado as well. The drive-thru aspect of this coffee stand will be a beneficial service to the traffic coming from and going to the nearby access to Interstate 25. The proposed Human Bean drive-thru will add to the desired growth of Wellington's downtown area and provide an added draw for bringing people into downtown.

Respectfully,



Kendra Shirley, AIA NCARB
Project Architect
Studio R.E.D., P.C.



ELECTRICAL
3377 BLAKE STREET, SUITE 101
DENVER, CO 80205
720.598.0774

ES0.1 PHOTOMETRIC SITE PLAN

COPYRIGHT
THESE DRAWINGS WERE PREPARED BY STUDIO R.E.D., P.C. FOR THE CONSTRUCTION OF THE BUILDING DESCRIBED WITHIN THESE CONSTRUCTION DOCUMENTS. THEY ARE THE PROPERTY OF STUDIO R.E.D., P.C. AND MAY NOT BE REPRODUCED, COPIED, OR USED IN ANYWAY WITHOUT PRIOR WRITTEN APPROVAL FROM STUDIO R.E.D., P.C.

XX.XXX.XXXX

**SITE PLAN
REVIEW**

Scale

PROPERTY LINE

PARKING SPACES

EX. CONCRETE

LANDSCAPE AREA LS

EX. GRAVEL

PROPOSED CONCRETE

PROPOSED ASPHALT

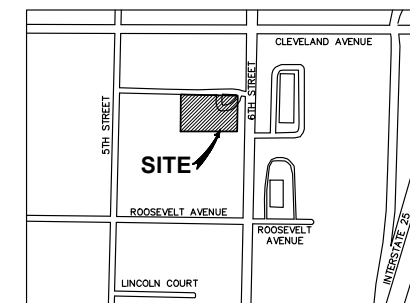
PROPOSED SIGN

LOTS 1 AND 2, REPLAT OF LOTS 4, 5 AND
THE NORTH 1/2 OF LOT 6, PIATT AND
BRENIMAN ADDITION TO THE TOWN OF
WELLINGTON, COLORADO.

LOCATED IN THE SOUTH EAST QUARTER OF
SECTION 33, TOWNSHIP 9 NORTH, RANGE 68
WEST OF THE 6TH P.M., TOWN OF WELLINGTON,
COUNTY OF LARIMER, STATE OF COLORADO.

TOTAL SITE COVERAGE	SQ. FT.	ACRES	% OF LOT
LOT SIZE	23,983	0.551	100%
BUILDING FOOTPRINT	597	0.014	2.5%
DRIVEWAY/PARKING	11,843	0.272	49.4%
LANDSCAPING	7,900	0.181	32.9%
<u>HARD SURFACES</u>	<u>3,643</u>	<u>0.084</u>	<u>15.2%</u>
TOTAL	23,983	0.551	100%

1. ADDRESS: 8122 & 8121 6TH STREET, WELLINGTON, CO.
2. PROPOSED USE: DRIVE THRU COFFEE SHOP
3. NUMBER OF EMPLOYEES: 3
4. GROSS FLOOR AREA: 501 S.F.
5. NUMBER OF STORIES: 1
6. EXISTING STRUCTURES ON PROPERTY (TO BE REMOVED):
1 SINGLE STORY MODULAR RESIDENCE & 1 STORY GARAGE



VICINITY MAP
SCALE: NOT TO SCALE

**SS BLUE SKY, LLC, DBA
THE HUMAN BEAN
NORTHER COLORADO**
8121 6TH STREET
WELLINGTON, COLORADO 80549
3610 35TH ST.
EVANS, COLORADO 80620
(970)330-2515

HUMAN BEAN -
WELLINGTON
8121 6TH STREET
WELLINGTON, COLORADO 80549

1623 Central Avenue, Suite 29
Cheyenne, WY 82001
307.222.9317
970.556.8869 (cell)

[illegible]

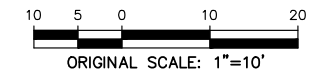
Project number	20-38
Date	11-18-2020
Drawn by	MAB
Checked by	CWK

Scale

PROPERTY LINE.....	-----	TOP BACK OF CURB.....	TC
EX. INTERMEDIATE CONTOUR.....	-----5164-----	HIGH POINT.....	HP
EX. INDEX CONTOUR.....	-----5165-----	LOW POINT.....	LP
EX. SPOT ELEVATIONS.....	X ^{56.23}	BASE OF WALL.....	BW
PROPOSED INTERMEDIATE CONTOUR.....	-----5194-----	TOP OF WALL.....	TW
PROPOSED INDEX CONTOUR.....	-----5195-----	PROPOSED STORM SEWER.....	
PROPOSED SPOT ELEVATION.....	X ^{56.23}	FLOWLINE OF DRAINAGE SWALE.....	-----
(ALL C&G ELEVATIONS ARE FLOWLINE UNLESS OTHERWISE NOTED)		PROPOSED CONCRETE.....	
EX. STORM LINE.....	-----ST-----ST-----	PROPOSED ASPHALT.....	
EX. GRAVEL.....		NOTE:	
EX. CONCRETE.....		1. ADD 5100 TO ALL SPOT ELEVATIONS	

NGS VERTICAL CONTROL MONUMENT 5202 - LOCATED AT THE
INTERSECTION OF CLEVELAND AVENUE & NORTH 2ND STREET
ELEVATION = 5003.70 (BASED ON NAVD88 DATUM)

BASIS OF BEARING:
BEARINGS ARE BASED ON THE EAST LINE OF THE SOUTHEAST
QUARTER OF SECTION 33, TOWNSHIP 9 NORTH, RANGE 68 WEST
OF THE 6TH P.M. WITH AN ASSUMED BEARING OF S01°00'00"W.



**SS BLUE SKY, LLC, DBA
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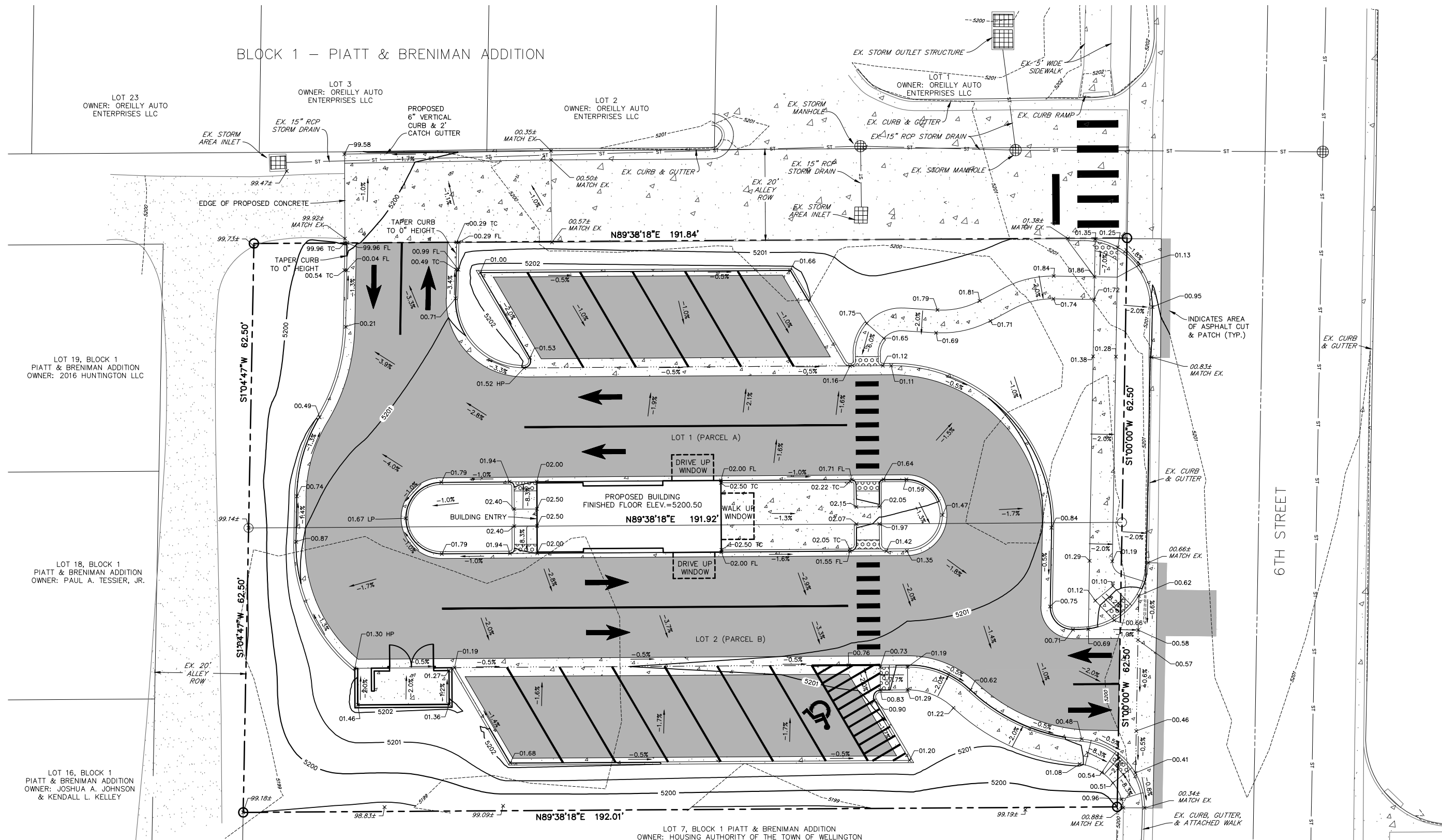
**SITE PLAN
REVIEW**

[illegible]

Project number	20-38
Date	11-18-2020
Drawn by	MAB
Checked by	CWK

C2.0

Scale



PROPERTY LINE

PUBLIC ACCESS ROUTE

EX. CONCRETE

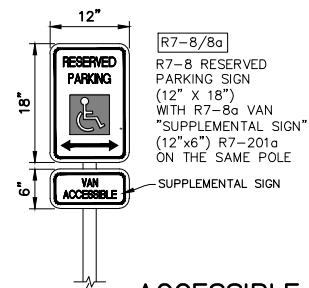
EX. SIGN

EX. GRAVEL

PROPOSED CONCRETE

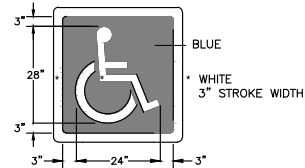
PROPOSED ASPHALT

PROPOSED SIGN



SIGNS FOR ACCESSIBLE PARKING SHALL:

1. BE OF MATERIAL CONFORMING TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES".
2. BE AT LEAST 12 INCHES WIDE AND 18 INCHES HIGH.
3. HAVE GREEN LETTERING ON WHITE BACKGROUND.
4. SHOW A BLUE HANDICAPPED SYMBOL.
5. ARROW SHALL BE GREEN.
6. BE PLACED AT CENTER OF THE STALL.



CRITERIA	PROVIDED
STANDARD VEHICLE PARKING SPACES	12
HC VAN ACCESSIBLE SPACES	1
BICYCLE PARKING SPACES	3



Know what's below.
Call before you dig.

client:

**SS BLUE SKY, LLC, DBA
THE HUMAN BEAN
NORTHER COLORADO**
8121 6TH STREET
WELLINGTON, COLORADO 80549
3610 35TH ST.
EVANS, COLORADO 80620
(970)330-2515

project:

HUMAN BEAN -
WELLINGTON
8121 6TH STREET
WELLINGTON, COLORADO 80549

project number: 20-38

architect:

studio | **R.E.D.**, p.c.

1623 Central Avenue, Suite 29
Cheyenne, WY 82001

307.222.9317
970.556.8869 (cell)



DREXEL, BARRELL & CO.
Engineers • Surveyors
710 11TH AVE., SUITE L-45
GREELEY, COLORADO 80631
CONTACT: CAMERON KNAPP, P.E.
(970) 351-0645
BOULDER • GREELEY
COLORADO SPRINGS

**SITE PLAN
REVIEW**

[illegible]

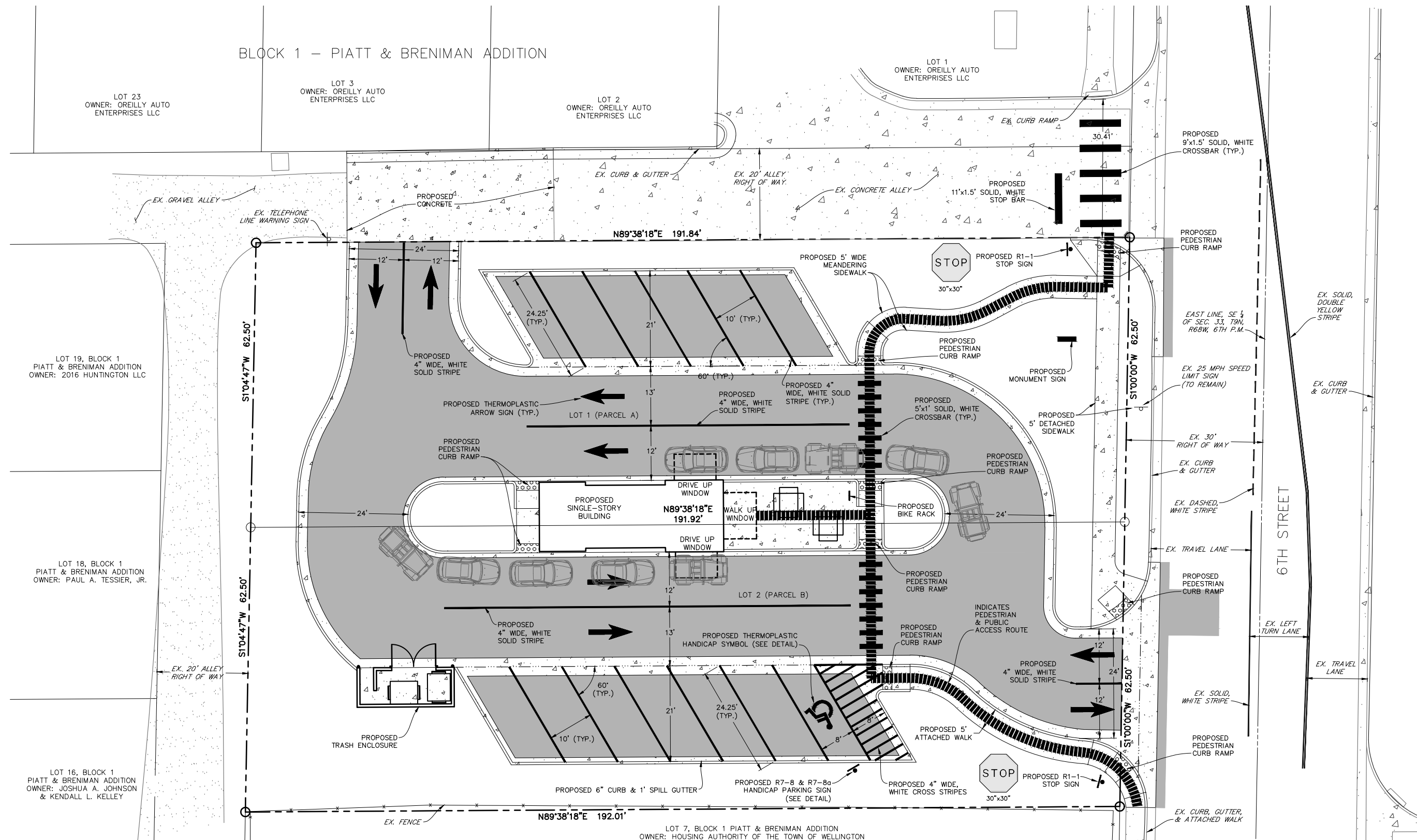
PARKING & CIRCULATION PLAN

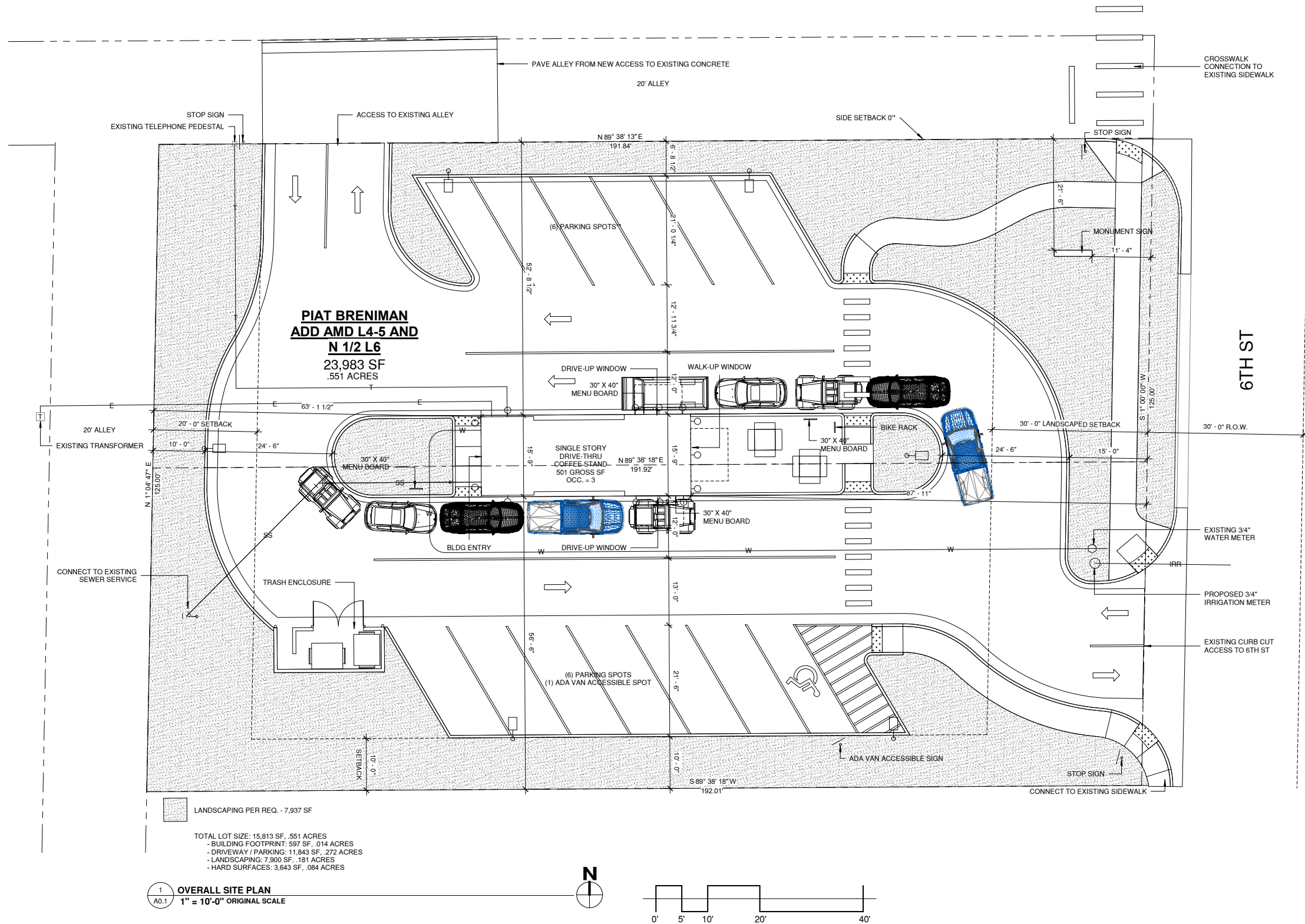
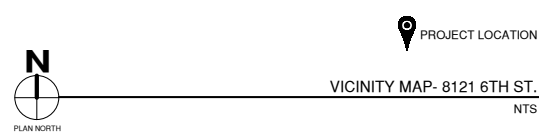
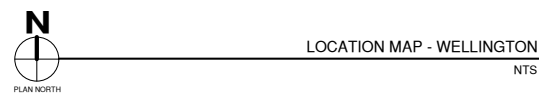
Project number	20-38
Date	11-18-2020
Drawn by	MAB
Checked by	CWK

C4.0

Scale

Page 23 of 38

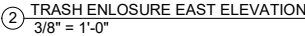
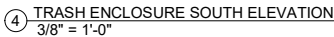
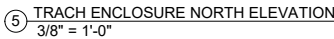
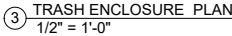
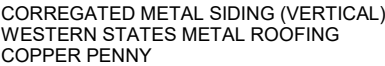
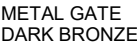




**SITE PLAN
REVIEW**

[illegible]

Project number	20-38
Date	11-18-2020
Drawn by	KAS
Checked by	
A0.1	
Scale	1" = 10'-0"



A0.2

Scale	As indicated



PHOTO FROM GREELEY - ST. MICHAEL'S LOCATION

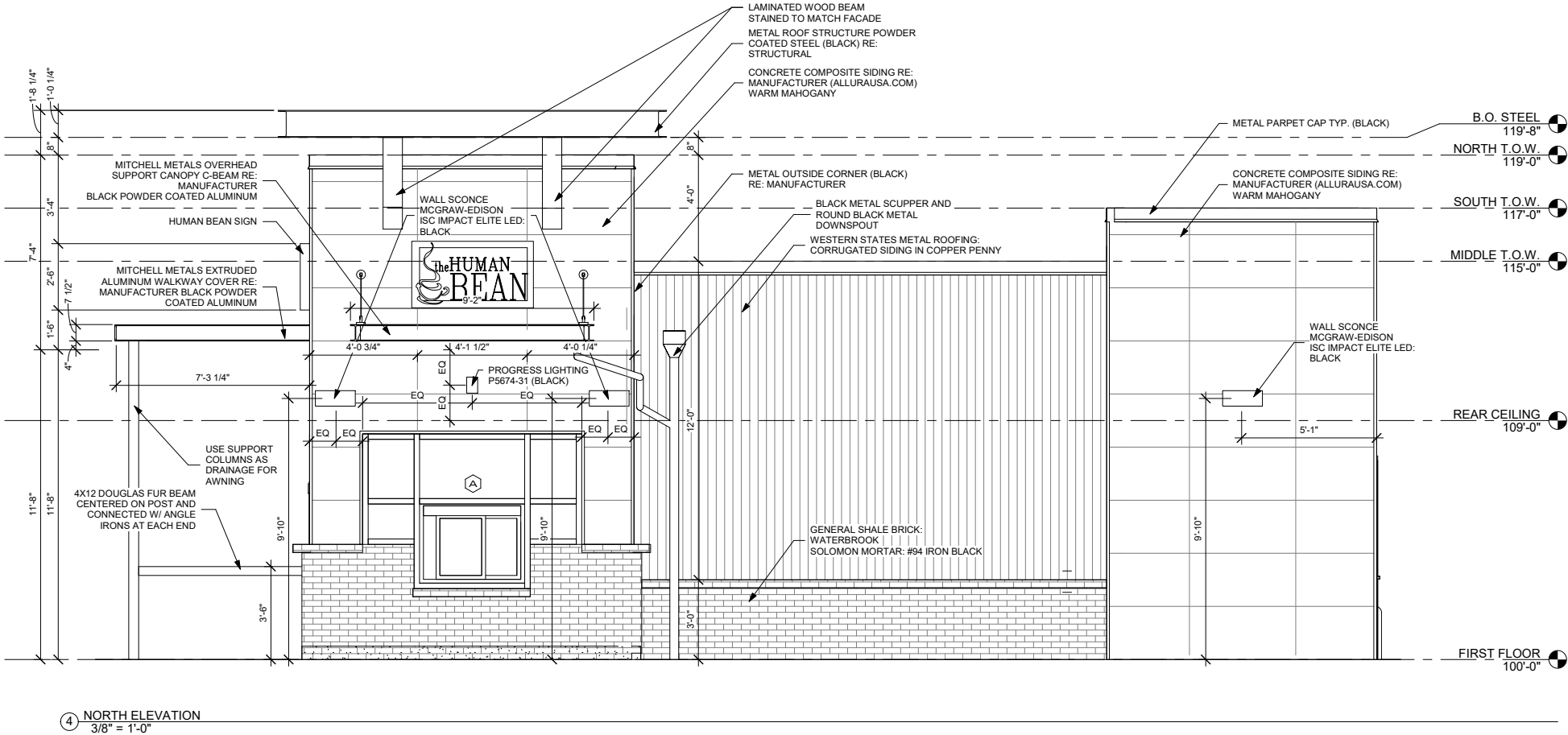
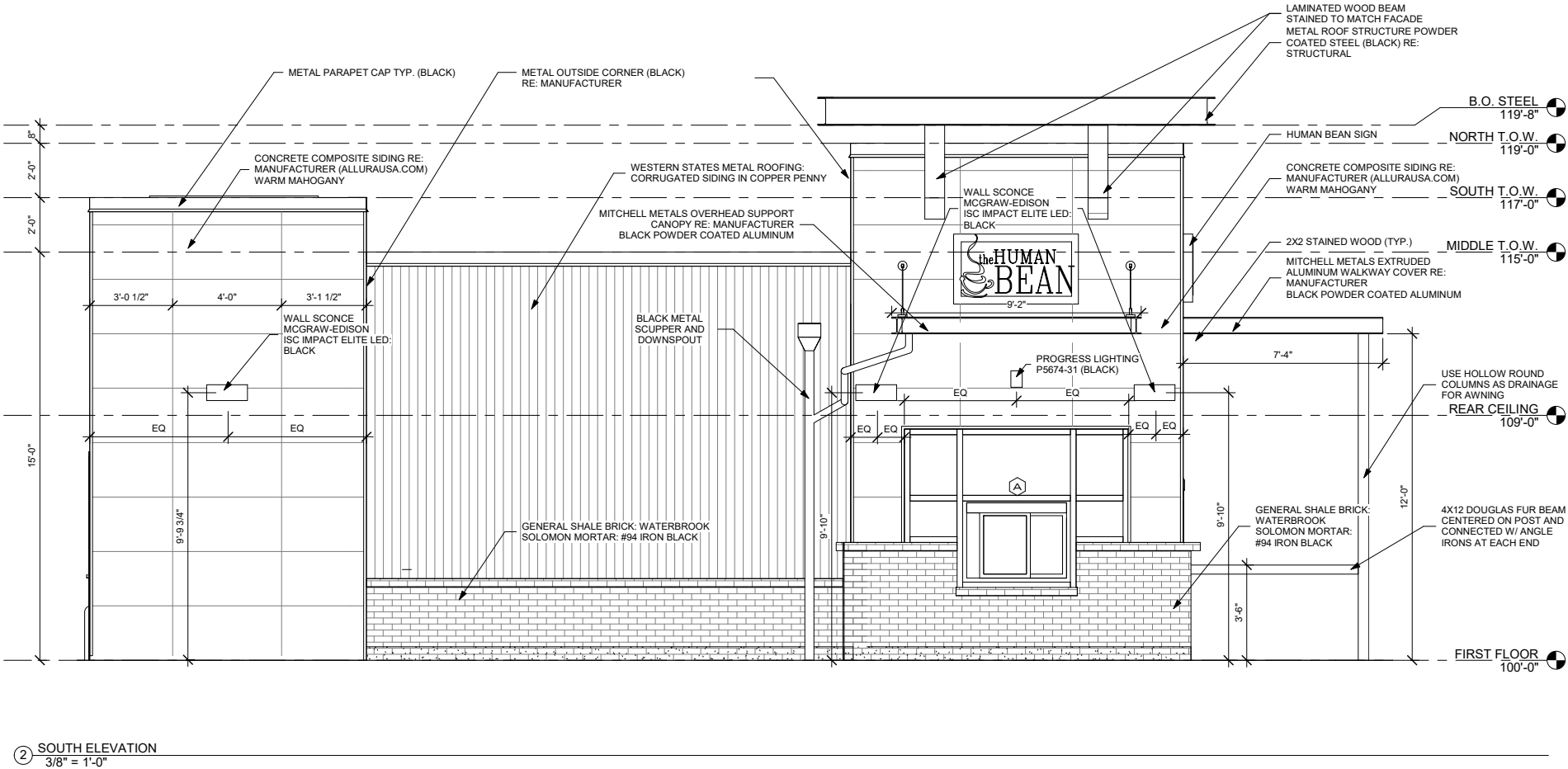


PHOTO FROM GREELEY - ST. MICHAEL'S LOCATION



client:
SS BLUE SKY, LLC, DBA
THE HUMAN BEAN
NORTHER COLORADO
8121 6TH STREET
WELLINGTON, COLORADO 80549
3610 35TH ST.
EVANS, COLORADO 80620
(970)330-2515

project:
HUMAN BEAN -
WELLINGTON
8121 6TH STREET
WELLINGTON, COLORADO 80549

project number: 20-38

architect:
studio | R.E.D., p.c.
1623 Central Avenue, Suite 29
Cheyenne, WY 82001
307.222.9317
970.556.8869 (cell)

consultant:
TITLE
ADDRESS
CITY, STATE, ZIP
XXX.XXX.XXXX

FOR REVIEW

No.	Description	Date
1	Site Plan Review - Round 1	11/18/2020

EXTERIOR
ELEVATIONS

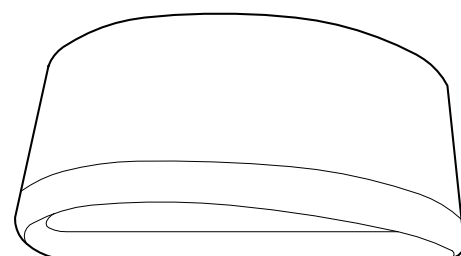
Project number 20-38
Date 11/18/2020
Drawn by KAS
Checked by

A5.0
Scale 3/8" = 1'-0"

CERTIFICATION DATA
UL/cUL Listed
LM79 / LM80 Compliant
IP66 LightBARs
ISO 9001

ENERGY DATA
Electronic LED Driver
>0.9 Power Factor
<20% Total Harmonic Distortion
120-277V/50 & 60 Hz, 347V/60Hz
480V/60Hz
-40 Deg C Minimum Temperature
40 Deg C Ambient Temperature Rating

DIMENSIONS
Width: 16"
Height: 7"
Depth: 9"



INFORMATION

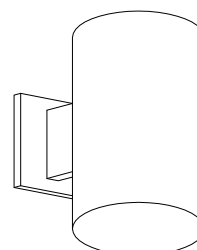
Category: Outdoor
Finish: Black (powdercoat)
Construction: Aluminum construction metal shade
cCSAus Wet location listed
1 year warranty
Companion Close-to-ceiling, wall lantern fixtures available

MOUNTING DATA

Wall mounted
Mounting plate for outlet box included
Back plate covers a standard 4" hexagonal recessed outlet box
4-1/2" sq.

ELECTRICAL DATA
Pre-wired
6" of wire supplied
120V

LAMPING DATA
Quantity: 1 75W PAR-30 or BR-30
Medium base porcelain socket

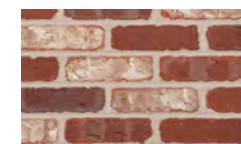


DIMENSIONS
Width: 5"
Height: 7 1/4"
Depth: 8"
H/CTR: 2-1/2"

A close-up photograph of a wood surface, showing a prominent, wavy grain pattern in shades of brown and tan. The texture is smooth but shows natural wood variations.

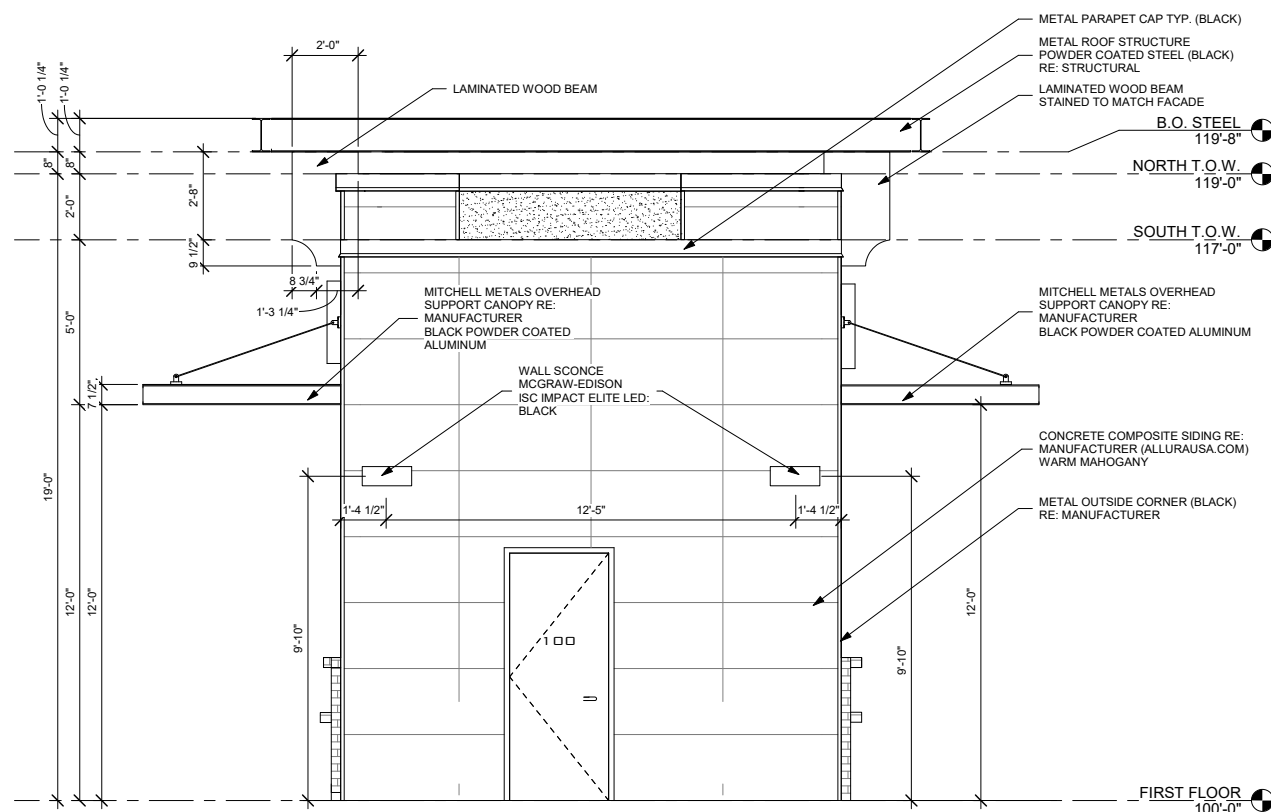


CORRUGATED METAL SIDING (VERTICAL)
WESTERN STATES METAL ROOFING
COPPER PENNY

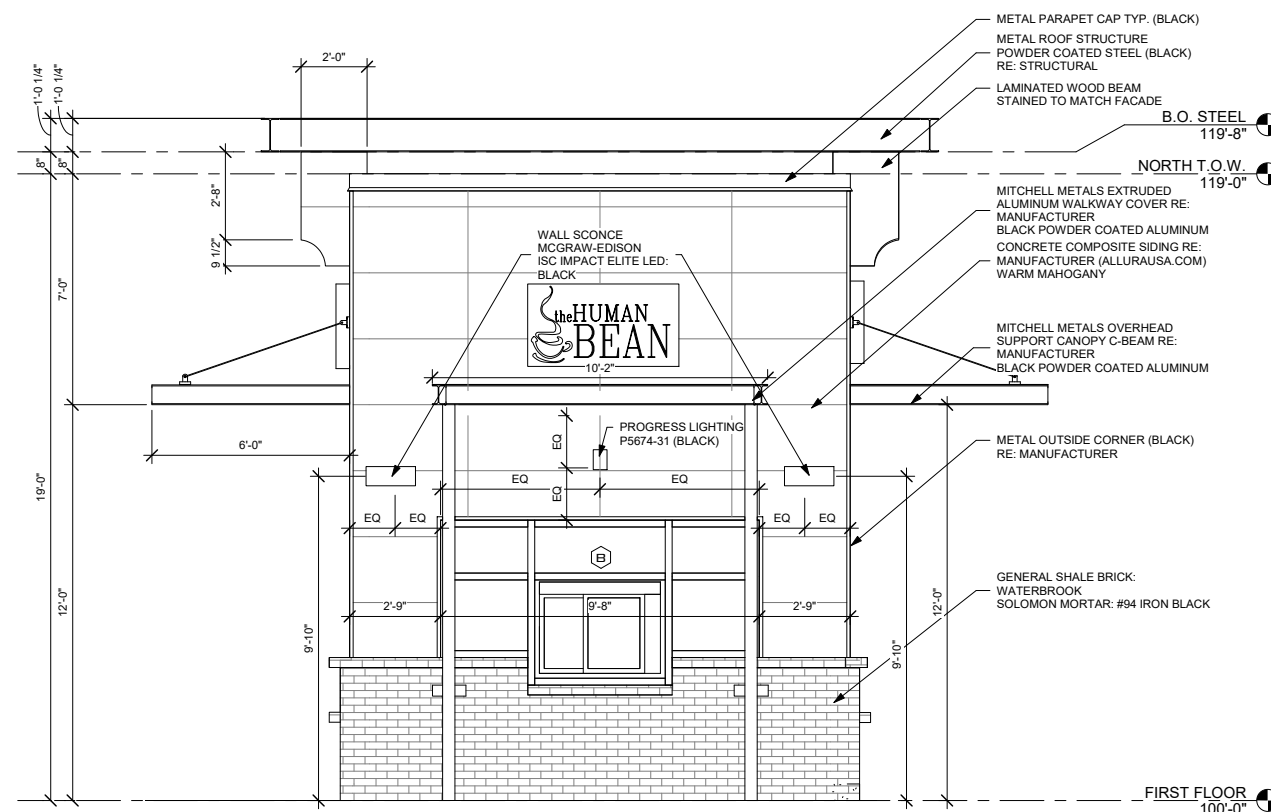


GENERAL SHALE BRICK
WATERBROOK
SOLOMAN MORTAR: #94 IRON BLACK

3 WALL SCONCE DETAILS



② WEST ELEVATION
3/8" = 1'-0"



① EAST ELEVATION
 $3/8" = 1'-0"$

SS BLUE SKY, LLC, DBA
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WELLINGTON, COLORADO 80549
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(970)330-2515

HUMAN BEAN -
WELLINGTON
8121 6TH STREET
WELLINGTON, COLORADO 80549

studio | **R.E.D.**, p.

1623 Central Avenue, Suite 2
Cheyenne, WY 82001

307.222.9317
970.556.8869 (cell)

TITLE

ADDRESS
CITY, STATE, ZIP
XXX.XXX.XXXX

FOR REVIEW

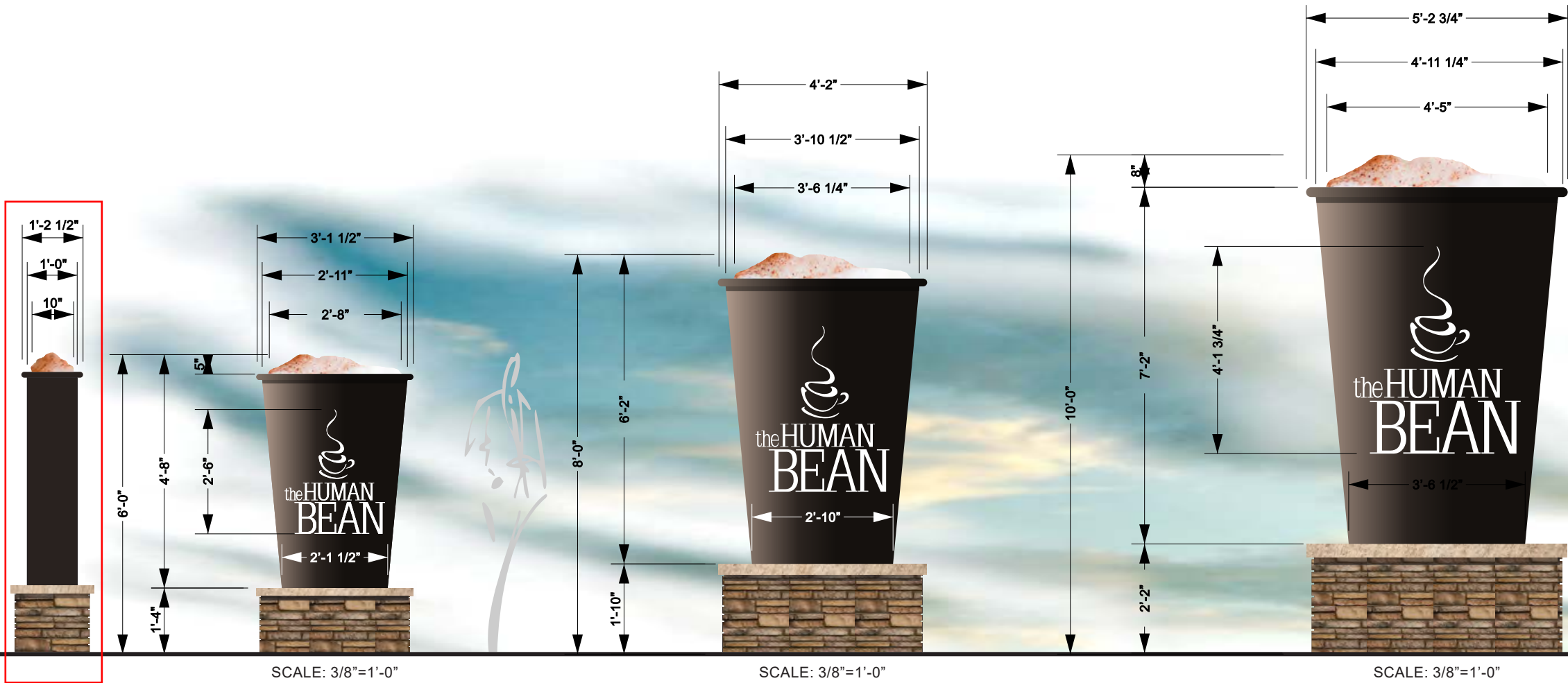
[illegible]

EXTERIOR ELEVATIONS

Project number	20
Date	11/18/20
Drawn by	K
Checked by	

A5.1

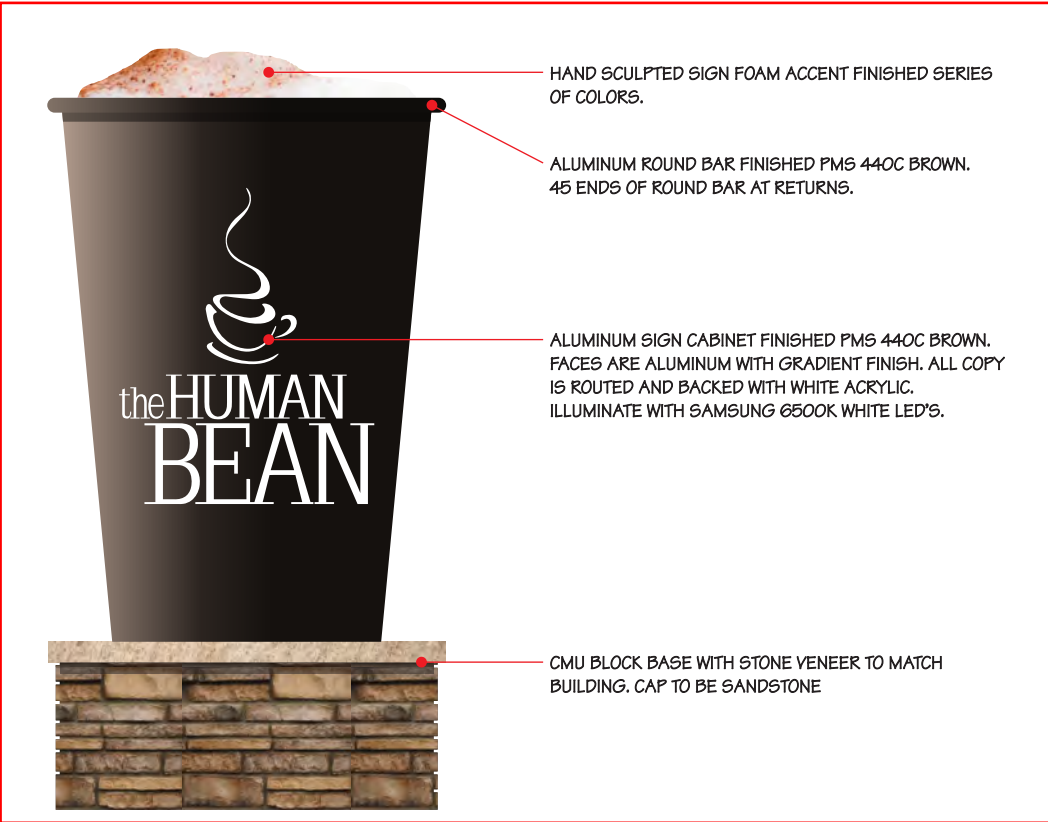
Scale	As indicate
-------	-------------



SCALE: 3/8"=1'-0"

SCALE: 3/8"=1'-0"

SCALE: 3/8"=1'-0"



COLOR KEY

PAINT

PMS 440C BROWN

THE COLORS DEPICTED ON THIS RENDERING MAY NOT MATCH ACTUAL COLORS ON FINISHED DISPLAY UNLESS OTHERWISE NOTED. PLEASE REFER TO SPECIFIED SAMPLES OR COLOR CHARTS FOR APPROVED COLOR SPECIFICATIONS.

UL This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code. The location of the disconnect switch after installation shall comply with Article 600.6 (A) (1) of the National Electrical Code.

DaVINCI

SIGN SYSTEMS, INC.

the art and science of identification

4496 Benis Dr.
Windsor, CO 80550
www.davincisign.com

Ft. Collins: (970) 203-9292

Fax: (970) 203-9293

Denver (303) 573-7446

Greeley (970) 353-8446

UL

BBB

CHAMBER OF COMMERCE

DENVER METRO CHAMBER OF COMMERCE

Loveland Chamber of Commerce

Job Name:

X

Address:

8121 6th St. Wellington, CO 80549

X

signer: CASEYEASTON

Sales: MIKELONG

Scale: Noted

Date: 8.28.19

Revisions:

DaVinci Approval:

Date:

Customer Approval:

Date:

Without Changes

With Changes As Shown

Electrical hookup by others.

Electrical requirements: 120V or as indicated.

All landscaping by others.

This artwork is copyrighted, and the exclusive property of DaVinci Sign Systems. It is the result of the original work of its employees, and is submitted to your organization for the sole purpose of your consideration of whether to purchase from DaVinci Sign Systems. Distribution or exhibition of this artwork to anyone other than employees of your organization, or the use of this artwork to construct a similar sign is strictly prohibited. In the event your organization fails to comply with the stipulations outlined above, DaVinci Sign Systems expects to be compensated minimum \$5000 for its original design work. At any time you may purchase this artwork for \$5000, at which point you may use it however you see fit.

Sales Approval:

Date:

X

Production Approval:

Date:

Design #

19-648

Page: 1 of: 2

Page 28 of 38



SCALE: 3/8"=1'-0"



SCALE: 3/8"=1'-0"

COLOR KEY

PAINT PMS 440C BROWN

THE COLORS DEPICTED ON THIS RENDERING MAY NOT MATCH ACTUAL COLORS ON FINISHED DISPLAY UNLESS OTHERWISE NOTED. PLEASE REFER TO SPECIFIED SAMPLES OR COLOR CHARTS FOR APPROVED COLOR SPECIFICATIONS.

Ⓢ This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code. The location of the disconnect switch after installation shall comply with Article 600.6 (A) (1) of the National Electrical Code.

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SIGN SYSTEMS, INC.
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www.davincisign.com
Ft. Collins: (970) 203-9292
Fax: (970) 203-9293
Denver (303) 573-7446
Greeley (970) 353-8446



Job Name:

X
Address:

8121 6th St. Wellington, CO 80549

X
signer: CASEY EASTON

Sales: MIKELONG

Scale: Noted

Date: 8.28.19

Revisions:

DaVinci Approval:

Date:

Customer Approval:

Date:

Without Changes
With Changes As Shown
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Electrical requirements: 120V or as indicated.
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Sales Approval:

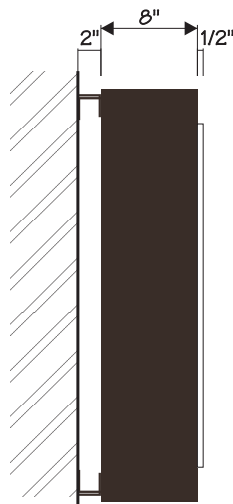
X **Date:**

Production Approval:

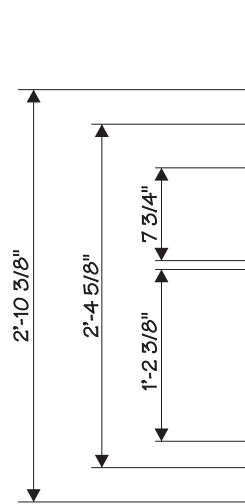
X **Date:**

Design #
19-648

Page: 2 **of:** 2



END VIEW SCALE: 3/4"=1'-0"



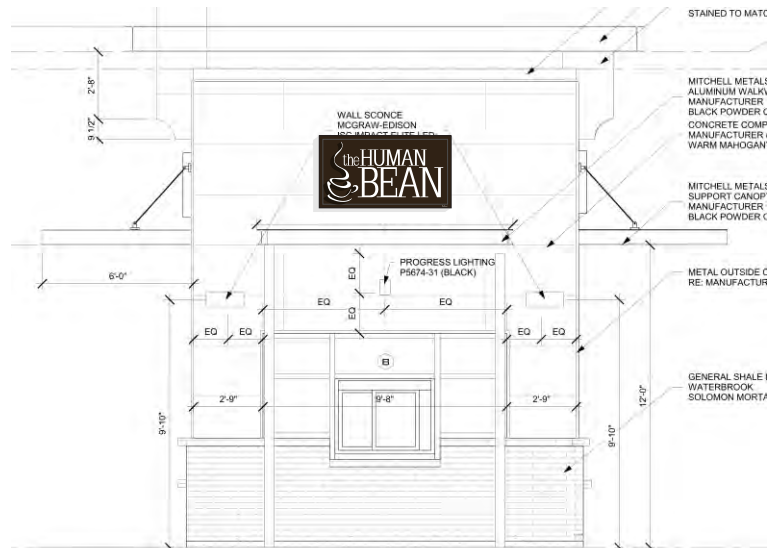
ALUMINUM EXTRUDED SIGN CABINET WITH 2" RETAINERS FINISHED PMS 440C BROWN. FACES ARE CONSTRUCTED OF ALUMINUM FINISHED TO MATCH CABINET. ALL COPY IS ROUTED AND BACKED WITH WHITE ACRYLIC. LOGO IS ROUTED AND PUSH THRU 1/2" WHITE ACRYLIC. ILLUMINATE WITH SAMSUNG 6500K WHITE LED'S. CABINETS TO HAVE CLEAR LEXAN BACKS TO ALLOW FOR HALO LIGHTING. SPACE CABINETS 2" OFF EXTERIOR FASCIA.

2

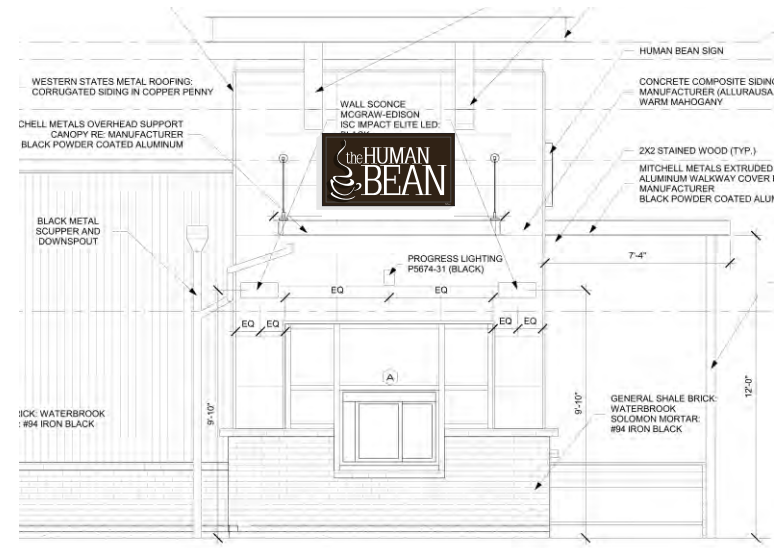
S/F ILLUMINATED WALL SIGN(S)

SCALE: 3/4"=1'-0"

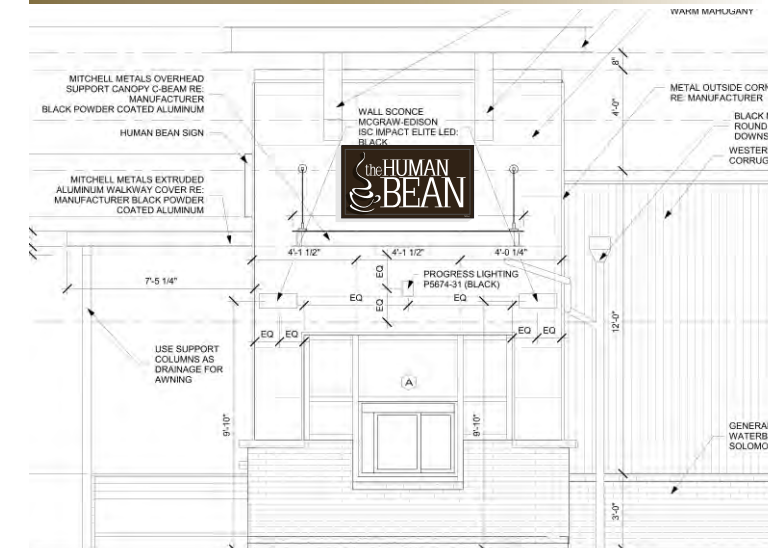
QUANTITY: 3 MANUFACTURE AND INSTALL



FRONT ELEVATION



EAST ELEVATION



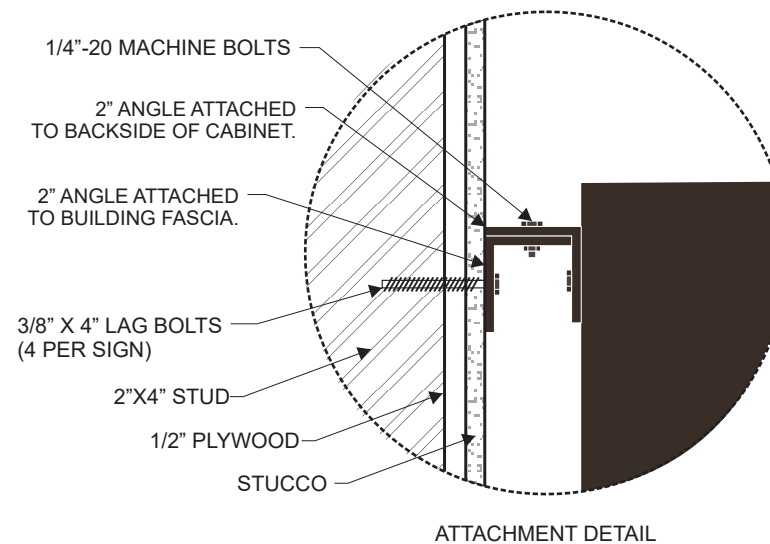
WEST ELEVATION



TOTAL SQ./FT.= 15



CONCEPTUAL NIGHT VIEW OF PROPOSED SIGNAGE



ATTACHMENT DETAIL

DaVinci
SIGN SYSTEMS, INC.
the art and science of identification
4496 Bents Dr. Unit A
Windsor, CO 80550
www.davincisign.com
Ft. Collins: (970) 203-9292
Fax: (970) 203-9293
Denver: (303) 573-7446
Greeley: (970) 353-8446



Job Name:

the HUMAN
BEAN

Address:

8121 6th St. Wellington, CO 80549

Designer: DALLAS GRIFFIN

Sales: MIKE LONG

Scale: Noted

Date: 3.18.19

Revisions:

DaVinci Approval:

X Date:

Customer Approval:

X Date:

☐ Without Changes
☐ With Changes As Shown

Electrical hookup by others.
Electrical requirements: 120V or as indicated.
All landscaping by others.

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Sales Approval:

X Date:

Production Approval:

X Date:

Design #

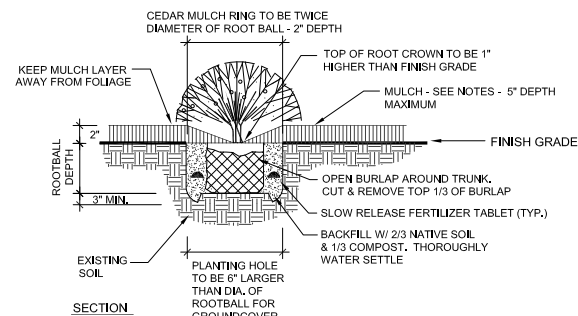
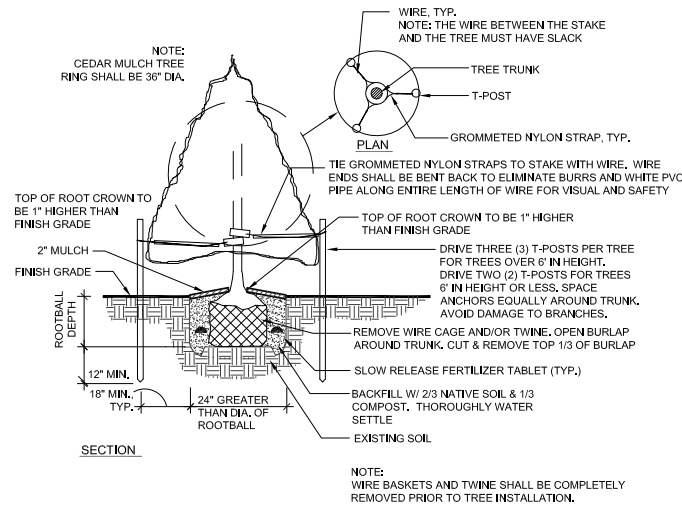
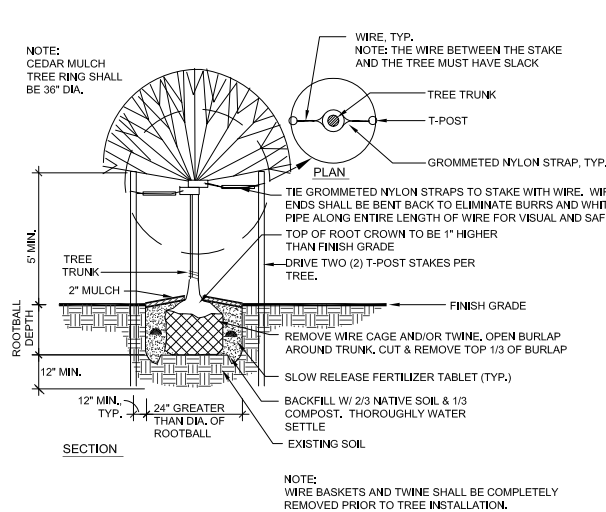
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January 21, 2021

Traffic Impact Study (TIS) Review Comments Human Bean Wellington Project:

1. The TIS indicates that the proposed access to/from 6th Street is directly across from the Kum & Go access. However, the Site Plan (Parking & Circulation Plan) shows the proposed access being offset and not directly across from the Kum & Go access. Please either revise the construction drawings to show the proposed Human Bean access being located directly across the street from the Kum & Go access and not offset or revise the design to show the Human Bean access to 6th Street as a right-in/right-out access point.
2. A NB left-turn lane is recommended in the TIS at the 6th Street/Kum& Go-Human Bean access intersection. Additionally, the TIS recommends a two-way continuous left-turn lane (TWLTL) be considered on 6th Street in this area. We would prefer standard left-turn lane striping instead of a TWLTL on 6th Street. Please provide a Signing and Striping Plan in the construction drawings to include this standard NB left-turn lane striping with the recommended storage length per the revised TIS. What is the recommended storage length for this NB left-turn lane for the access to 6th Street? Will the 95th percentile queues for NB left-turns fit within the left-turn lane storage for the long range year 2040 condition? This comment is not applicable if the Human Access point to 6th Street is right-in/right-out.
3. Provide a peak hour queueing analysis table in the TIS showing short range and long range queues at the following intersections: Cleveland Avenue/6th Street, 6th Street/Kum & Go access, 6th Street/Human Bean access, 6th Street/alley intersection. Per the development agreement for Kum & Go, the peak hour 95th percentile queues for northbound left-turning vehicles at the Cleveland Avenue/6th Street intersection cannot exceed 300' at any given time of day.
4. Look at the 95th percentile queue for SB right turns at the proposed access onto 6th Street. Will this back up into the alley/6th Street intersection?
5. Adjust the TIS with the Human Bean access to 6th Street being right-in/right-out (if applicable). The southbound right-turns at the access will increase accordingly.
6. Provide queueing analysis to ensure that onsite queueing does not back up into access during the AM peak hour.



KELLAR ENGINEERING

If you have any questions, please do not hesitate to contact me at (970) 219-1602 or skellar@kellarengineering.com.

Respectfully,

Kellar Engineering LLC

Sean K. Kellar, PE, PTOE
Colorado PE #38650

Planning Commission Meeting

Date: February 1, 2021
Submitted By: Cody Bird, Planning Director
Subject: Election of Officers

EXECUTIVE SUMMARY

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. Town Trustees serving as ex officio members are not eligible to hold office on 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 Town staff is appointed to serve as the Secretary of the Commission, and therefore, an election for that office is not required.

BACKGROUND / DISCUSSION

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

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

ATTACHMENTS

None

Planning Commission Meeting

Date: February 1, 2021
Submitted By: Cody Bird, Planning Director
Subject: Director Report on Administrative Approvals

EXECUTIVE SUMMARY

Town staff recently sought guidance from the Planning Commission regarding review and approval of simple development applications. The flexibility was requested for the Town to be able to respond to the needs of the business community in a timely manner and to limit the length of time needed for certain types of approvals. The Planning Commission recommended that staff could use discretion to administratively approve some applications for projects and requests that do not require public hearings and that have limited or no impact to the public or the overall function of the site. Staff will provide a report on administrative approvals granted.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None