



BOARD OF TRUSTEES  
March 22, 2022  
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

**MINUTES**

A video recording of this meeting is available on the Town of Wellington's YouTube page at <https://www.youtube.com/channel/UCPgBl-EYjaSam4hF3mkoFNA>

**A. CALL TO ORDER**

Mayor Hamman called the meeting to order at 6:32 p.m.

1. Pledge of Allegiance  
Mayor Hamman asked that all rise for the pledge of allegiance.
2. Roll Call  
Mayor Troy Hamman  
Mayor Pro Tem Wyatt Knutson  
Trustee Jon Gaiter  
Trustee John Jerome – Absent  
Trustee Rebekka Kinney  
Trustee Ashley Macdonald  
Trustee Tim Whitehouse

Also Present:

Patti Garcia, Town Administrator  
Dan Sapienza, March & Olive, LLC, Town Attorney  
Krystal Eucker, Town Clerk  
Cody Bird, Planning Director  
Bob Gowing, Public Works Director  
Kelly Houghteling, Deputy Town Administrator  
Sergeant Cherry, Larimer County Sheriff's Office  
Hallie Sheldon, Management Analyst  
Kallie Cooper, Community and Business Liaison  
Mahalia Henschel, Communications Specialist  
Meagan Smith, Deputy Public Works Director  
Stephanie Anderson, Human Resource Manager

3. Amendments to Agenda  
Mayor Hamman asked if there were any amendments to the agenda this evening to which there were none.
4. Conflict of Interest  
Mayor Hamman asked if there were any conflicts of interest this evening to which there were none.

**B. COMMUNITY PARTICIPATION**

1. Public Comment

The meeting was opened for public comment, Jay Mendoza with Poudre Valley REA commented.

**C. CONSENT AGENDA**

1. Minutes of the February 8, 2022 regular meeting
2. Minutes of the February 22, 2022 regular meeting

**Mayor Pro Tem Knutson moved to approve the consent agenda; Trustee Whitehouse seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

**D. ACTION ITEMS**

1. Public Hearing: Consider Land Use Code Adoption

Mayor Hamman read a letter to residents regarding the Draft Land Use Code.

Mr. Bird informed the Board that the Land Use Code is the regulatory tool that implements the visionary plan of the Comprehensive Plan that was adopted by the Planning Commission. The Planning Commission has been evaluating and making recommendations for updates to the Town's land use codes to reflect the Comprehensive Plan and to bring the land use codes into compliance with changes to regulatory requirements, emerging technologies, changes in development practices, and water conservation. Mr. Bird reviewed the revisions that have been made to the Draft Land Use Code.

The meeting was opened for public comment; Linda Knaack, Lowrey Moyer, Calar Chaussee and Wyatt Schwendeman-Curtis provided comments in favor of approving the Land Use Code; Angie Blanton, Hannah Michaud, Lisa Chollet, Brian Mason, Shirrell Tietz, Christine Gaiter, Karen Eifert, Kathy Wydallis and David Wiegand provided comments regarding amendments or clarifications.

2. Ordinance No. 07-2022 - An Ordinance Adopting the Land Use Code

Mr. Bird reminded the Board of the clean version of the Land Use Code that was included in the packet material.

**Trustee Kinney moved to approve Ordinance No 07-2022 Adopting the Land Use Code with Revisions to Sections 5.08 Regarding Signs Including Sandwich Boards, Manual Readers and Details Regarding Temporary Signs; 4.03 Regarding Home Occupations; 9 Regarding Child Care Centers and Home Occupation Definitions; 3.02 Regarding Density Language; 2.03 Regarding the Table for Regarding Board of Adjustments and also Direct Town Staff to Reflect the Revisions in the Final Document and Allow Town Staff to make Corrections for Final Document Formatting Including Punctuation, Spacing, Pagination, Section Numbering, Internal References and Consistency of Thoughts and Graphics; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – Gaiter**

**Motion carried.**

3. Ordinance No. 08-2022 - An Ordinance Concerning the Town of Wellington Board of Adjustment

Mr. Sapienza informed the Board that the Town Board held a work session looking at all of the various boards and commissions of the Town, with a goal of standardizing membership

requirements, language about meetings, and vacancies/appointments. Of particular importance was the goal of removing trustees from voting roles on all boards and commissions. For the Planning Commission and Board of Adjustment, staff recommended removal of trustees in order to avoid potential conflicts in their various roles.

In the proposed ordinance there are a number of changes that wouldn't create significant changes in the operation of the Board of Adjustments although there are two notable changes:

- Membership – 7 members including 2 alternate members, who must be residents of the Town of Wellington, none of whom are Trustees. At present, both alternate members are members of the Board of Trustees.
- Co-membership – This ordinance allows, but does not require, members of the Board of Adjustment to serve simultaneously on the Planning Commission. Overlap is not required, but this would allow the Town to explore the option of having the same membership on both boards, in order that the members' expertise could be best utilized and to fill difficult-to-fill seats. Members would not be eligible to simultaneously serve on any other board or commission.

The meeting was opened for public comment, Christine Gaiter, Shirrell Tietz and Kathy Wydallis provided comments.

**Mayor Pro Tem Knutson moved to approve Ordinance 08-2022 – An Ordinance Concerning the Town of Wellington Board of Adjustment; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

4. Boys and Girls Club Memorandum of Understanding

Ms. Garcia informed the Board that on September 14, 2021, a request for funding was presented to the Board of Trustees by the Boys and Girls Club of Larimer County for the 2022 Wellington program year. The Board of Trustees discussed this request during the 2022 town budget cycle and most recently at a work session on February 22, 2022. The Board of Trustees designated \$107,500 in the 2022 Outreach Fund; \$82,500 has been committed to the Main Streets Program (approved January 25, 2022) which leaves a balance of \$25,000

The Wellington Boys and Girls Club presented and made a request for \$25,000 for 2022; this included \$5,000 which had been previously designated and budgeted for the Eagles After Hours program. The Boys and Girls Club have partnered with Wellington Middle School and are now leading the Eagles After Hours program which has been renamed the Eagles Club. Membership cost is \$20 per year, per child; the child is required to be a resident of Wellington. The Wellington club serves ages 6-18 and offers programs in a variety of areas including but not limited to sports, fitness, recreation, workforce readiness, music and art. Over 340 individual youth were served between 2020 and 2021.

The meeting was opened for public comment; Lisa Chollet, Karen Eifert, Lowrey Moyer, Kathy Wydallis, Shirrell Tietz and Christine Gaiter made comments.

**Trustee Macdonald moved to approve the Boys and Girls Club Memorandum of Understanding; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – Gaiter**

**Motion carried.**

5. Call for a Special Meeting on March 29, 2022

Ms. Garcia informed the Board that due to the Land Use Code being adopted there is no a need for a special meeting on that topic. Although, the 90% Guaranteed Maximum Price for the Water Treatment Plant has been received and is scheduled for consideration by the Board of Trustees on April 12, 2022. Staff would like to present the information to the Trustees during a work session on March 29, 2022. A motion is not needed for a work session.

**E. REPORTS**

1. Town Attorney

Mr. Sapienza informed the Board that he will be meeting with Kristin Brown regarding marijuana.

2. Town Administrator

a. Review of the Emergency Declaration

Ms. Garcia informed the Board that the emergency declaration related to the COVID pandemic for the Town of Wellington is currently in place. Staff was requested at the January 25, 2022 Trustee meeting to bring back discussion of this item in March. Pursuant to Trustee discussion, if the direction is to revoke the emergency declaration, a resolution for that purpose will be included in the April 12, 2022 packet. If the direction is not to revoke the declaration, the next update will be at a meeting in June, 2022. After the Board discussion, it was the consensus of the Board to revoke the emergency declaration at the next meeting.

Ms. Garcia informed the Board that in the past, water bill inserts were included in water bills when the bills were printed in-house. That process has changed, and the printing has been outsourced. Due to the high cost of printing water bill inserts with the outside company, the line item was removed from the 2020 budget, although it was added back into the 2022 budget for quarterly inserts.

3. Staff Communications

Ms. Eucker gave a brief election update.

a. Report of Bills - February 2022

b. Larimer County Sheriff's Office Monthly Report

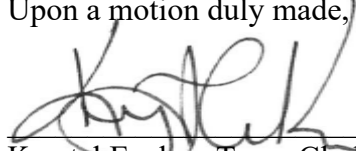
4. Board Reports

Trustee Macdonald thanked the members of the Board for their service.

Trustee Gaiter mentioned there is a transportation survey that will be out regarding the transport between Wellington and Fort Collins.

**F. ADJOURN**

Upon a motion duly made, the meeting was adjourned at 9:57 p.m.

  
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Krystal Eucker, Town Clerk

