



**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

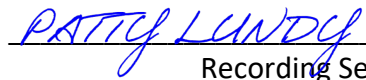
Bird said to be looking forward to the draft Comprehensive Plan because we will be seeking specific comments and feedback on it. It will be a little bit of a homework assignment for Commissioners to review.

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

8. ADJOURNMENT

Chairman McCaffrey adjourned the meeting at 8:04 pm.

Approved this 1 day of February, 2021



Recording Secretary