



**TOWN OF WELLINGTON
PLANNING COMMISSION**

**REGULAR MEETING MINUTES
June 3, 2019**

The Planning Commission for the Town of Wellington, Colorado, met on June 3, 2019, at the Leeper Center, 3800 Wilson Ave., Wellington, Colorado at 7:00 p.m.

Commissioners Present: Bert McCaffrey, Chairperson
Bonnie Dawdy
Dan Sattler
Tim Whitehouse
Rebekka Kinney

Commissioners Absent: Barry Friedrichs
Troy Hamman

Town Staff Present: Cody Bird, Town Planner
Patty Lundy, Development Coordinator
Michelle Vance, Economic Development Director

3. ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

4. PUBLIC FORUM

A representative from the Knolls HOA asked if the Commissioners were aware of the sale of Outlot C within the Knolls. The HOA is concerned about potential parking issues and the ditch that runs through the property.

Cody Bird, Town Planner responded that no application has been submitted to the Town, and therefore no information has been made public. He suggested that the HOA could reach out to Town staff if there were questions regarding the Town's processes or requirements for development.

Commissioner McCaffrey asked if Outlot C in question was zoned commercial.

Bird responded that it was.

Michelle Vance, Economic Development Manager introduced herself to the Commission. She explained that she has experience working with other Main Streets programs, recreation programs and has done economic development in her past work. She is interested in hearing any ideas that others may have, and she looks forward to serving the community.

Commissioner Whitehouse asked where Vance's office is located.

Vance responded that she is in the little house at the southwest corner of Harrison Ave. and Third St.

5. CONSIDERATION OF MINUTES

5.A. Planning Commission Meeting Minutes of May 6, 2019

Moved by Commissioner Sattler, seconded by Commissioner Whitehouse to approve the minutes as presented. Motion passed 4-0 (Kinney, Friedrichs, Hamman absent)

Commissioner Kinney arrived at 7:12pm.

6. NEW BUSINESS

6.A. Lot 7, Sixth Street Business Park

Cody Bird, Town Planner presented the staff report. He acknowledged that the applicant had been working closely with Town staff since the fall. The proposal consists of 3 parts: 1) a minor subdivision, a conditional use request for a drive through lane, and a site plan review for phased development of the lot. All 3 components are related, and therefore can be considered by the Commission as one item. The commission will need to make a recommendation to the Town Board for both the minor subdivision and the conditional use. If these are approved, then the site plan can be approved subject to final board approval. Staff is recommending approval of all 3 items.

Robert Molloy, representing the applicant mentioned that he worked on a similar property here in town at Sixth Street and Kennedy Avenue. It is a mixed use as well with residential above and commercial below. He stated the landscaping proposed exceeds the minimum requirements with the perennials included in the plan.

Commissioner McCaffrey asked about the layout of the residential units and how many units are proposed.

Molloy responded that the West building is planned out with 2 residential units above and 2 commercial units below. One of the commercial units is the subject of the requested drive through. The owner of the property plans to occupy one of the commercial units with his chiropractic business. A tenant for the drive through space is not yet confirmed.

Commissioner McCaffrey asked how many square feet the commercial units. **Molloy** responded that each unit is approximately 1,200 square feet.

Commissioner Sattler asked about the residential units. **Molloy** responded that they are also 1,200 square feet.

Commissioner Sattler asked how the 2nd building would be arranged. **Molloy** answered that it will be the same as the first building, with 2 residential units above and 2 commercial spaces below.

Commissioner McCaffrey asked if there would need to be traffic study. **Bird** replied that a full traffic study was not required for this project because a traffic study was completed for the original site approval. Staff did receive an updated letter from the original engineer with the updated uses in the traffic report. It stated that it is consistent with the original study, and updated the trip generation expected for the proposed site.

Commissioner Dawdy asked how the residential units proposed affect the traffic impacts. **Bird** responded that the letter regarding the traffic study update included the residential component. There is no significant change as a result of the residential units. The multi-family use partially offsets the trip volume originally expected from on the prior study.

Minor Subdivision

Bird explained that the property is currently platted as one lot. The proposal is to divide the lot into an east lot and a west lot and to identify the existing detention pond as an Outlot since it is not developable. Staff supports the proposed minor subdivision.

Chairman McCaffrey opened the public hearing. Seeing no public comments, the public hearing was closed.

Commissioner Whitehouse asked what the parking requirements were for residential. **Bird** responded that it is 2 per residential unit. He added that the commercial requirement for this site is 17 parking spaces and the applicant is proposing 22 parking spaces.

Commissioner Sattler asked if phase 2 parking depends on what type of business is proposed. **Bird** responded that it could change based on the proposed business mix. He explained that he does not think there will be a significant change because staff has been working with the applicant to maximizing parking for the property. He added that not all uses will be needing

parking at the same time, and this helps provide a balance for the parking demand.

Commissioner Sattler asked if the Fire District had any concerns. Bird said the Fire District has been involved in the site review. The buildings will need to be fire sprinkled.

Conditional Use

Bird explained the proposed drive through and its configuration. There was an updated traffic letter provided explaining that the study was still valid. He explained that factors to be considered during review of a conditional use request include: traffic, activity levels, light, noise, odor, dust, and hours of operation. Staff feels that the applicant has met all the requirements.

Commissioner McCaffery suggested that if the drive through is approved, it should limit the drive through to no alcohol sales. The applicant responded that since there is residential upstairs, they plan to stay away from that as well.

Bird said that if that is the recommendation, it can be included in the recommendation to the Town Board and attached as a condition of approval.

Bird also shared, that in his experience, if there is a drive through available on a site, at some time down the road it could become a restaurant. That is an indication that a grease trap should be installed. Staff's recommendation is to include a requirement for a grease trap to be installed as a condition of approval.

Commissioner Kinney asks if there will any changes to the intersection of 6th Street and Jefferson Ave. She shared concerns that electric transformers and utility pedestals limit visibility at the intersection.

Bird responded that staff is aware of this concern. Since the 6th Street and Jefferson Ave. intersection is not adjacent to this property, it is not within the scope of the work and will not be required for the applicant to change the off-site electric concerns.

Chairman McCaffrey opened the public hearing.

- Melissa Whitehouse, resident, asked if there would be residential to the west of this property. The concern was that headlights in the drive through may be shining directly into residential.
- Bird answered that the property to the west is zoned commercial. There are no current plans for the property. Future development plans could proposed a multi-family development as a conditional use.
- Seeing no further comments, McCaffrey closed the public hearing.

Site Plan

Bird mentioned that the applicant put together a quality product and staff supports the site plans. Landscaping is above the minimum requirements. There are fewer shrubs proposed than the normal requirement, but this has been addressed by providing perennial grasses and other plants. The water and sewer will be stubbed out for Phase 2 and capped to be used until needed for the second building. The applicant may choose to proceed with paving the Phase 2 parking during the initial construction as a cost savings measure. This is not a requirement, but would be permissible.

Commissioner Sattler moved to forward a recommendation to the Board of Trustees to approve a minor subdivision and conditional use for a drive through for Lot 7, Sixth Street Business Park, subject to the staff comments, including installation of a grease interceptor and a condition that no drive through liquor sales will be allowed, and also approve site plans for Lot 7, Sixth Street Business Park, subject to final approval by the Board of Trustees for a conditional use for a drive through and subject to staff recommendations.

Commissioner Dawdy seconded the motion.

Bird asked Chad Decklever, applicant if he accepts the conditions of the motion.

Decklever responded that he accepted the conditions.

Roll call was taken and the motion passed unanimously.

6.B. Conditional Use – 3749 Harrison Avenue

Bird presented the staff report. He explained that the property has historically been residential, but has recently been purchased by the Town to be used for office space for Town staff. The property is currently zoned transitional which means that all new uses require conditional use approval.

Chairman McCaffrey opened the public hearing. Seeing no public comments, the public hearing was closed.

Commissioner Sattler moved to forward a recommendation to the Board of Trustees to approve the conditional use request for a business office at 3749 Harrison Avenue, seconded by Whitehouse.

Roll call was taken and the motion passed unanimously.

7. ANNOUNCEMENTS

- Bird announced that there were no public hearing items submitted for the July Planning Commission meeting. There are no action items. Recommendation is to cancel the July meeting. Commissioners agree to cancel the July 1st meeting.

8. ADJOURNMENT

Moved by Sattler, seconded by Whitehouse to adjourn the meeting at 8:20 p.m. Roll call was taken, and the motion passed unanimously.

Respectfully Submitted by:



Patty Lundy
Development Coordinator