



**TOWN OF WIGGINS
SPECIAL BOARD MEETING
AGENDA**

**SEPTEMBER 10, 2025
Immediately After Work Session**

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

***THE PUBLIC IS INVITED & ENCOURAGED TO ATTEND THE MEETING VIA ZOOM OR WATCH ON
YOUTUBE IF THEY ARE UNABLE TO ATTEND MEETING IN PERSON***

GO TO <https://us06web.zoom.us/j/85304053718> FOR THE MEETING LINK

I. INTRODUCTIONS

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

II. CONSIDERATION OF RESOLUTION 23-2025

1. A Resolution in Support of and Authorizing Town Staff to Apply for a Local Planning Capacity Grant from the Colorado Department of Local Affairs

III. CONSIDERATION OF RESOLUTION 24-2025

1. A Resolution to Establish an Expedited Development Review Process for Affordable Housing

IV. ADJOURNMENT

1. Closing Remarks by Mayor and Adjournment of Meeting



STAFF SUMMARY

BOARD OF TRUSTEES
SEPTEMBER 10, 2025

DATE: September 10, 2025

TOPIC: State of Colorado Local Planning Capacity Grant

FROM: Diana Evans, Planning & Zoning Administrator

BACKGROUND:

The Local Planning Capacity (LPC) Grant Program provides grants to eligible local governments. This grant program was created by Proposition 123 with funding from the State Affordable Housing Support Fund and is managed by the Community Development Office (CDO) within DOLA's Division of Local Government (DLG).

- The program supports local governments' planning capacity to fast track or expedite development review, permitting, or zoning of affordable housing.
- Expedited review of affordable housing is the top priority but grant funds can also support increasing local government planning department capacity, especially to impact the number of units built (and thus, maintain eligibility for Prop 123 funding opportunities).
- Grant funds could support: hiring consultants, new staff wages, revising land use development codes, implementing process improvements, new systems or technologies, regional collaborations, tracking or documentation, and other efforts that achieve a jurisdiction's Proposition 123 goals.
- A local match of 20% is required for most project types, however, a **50% match is required for comprehensive land use code updates or Comprehensive Plan updates.**
- Local Governments that adopt a Prop 123-compliant expedited development review process by December 31, 2025 will receive up to \$50,000.00 incentive grant funds, no local match required.

Eligibility:

Only jurisdictions that have submitted a Prop 123 local government commitment can submit an application for this funding. Town staff met with representatives from the Proposition 123 Community Support Office July 2, 2025, and committed to fast-tracking 10 units of affordable housing. At the time of that commitment, we had been, and still are, in the early stages of bringing 27 units of affordable housing to Wiggins.

SUMMARY:

Proposition 123 states that to remain eligible for Proposition 123 funds in the next 3-year cycle (2027-2029), local governments must demonstrate they have implemented an expedited review process for housing projects where at least half of the units are affordable. The intent of this program is to increase the capacity of local governments to advance affordable housing goals, streamlining the development review process.



The grant application is due September 22, 2025. The approval process will take 4-12 weeks. No funds, including local, may be encumbered prior to the Town receiving a fully executed agreement. We can expect to begin project implementation between January and March of 2026. The local match requirement is 50% for entities seeking to update their Land Development Code.

Funds are disbursed as reimbursements and periodic status updates of spending and project implementation are required.

FISCAL IMPACT:

Rick Engineering has provided a quote of \$39,000.00. While the Land Development Code update has been budgeted for, why wouldn't we take advantage of State funds for this project and save our town money to use on other projects? Seeking grant funding for a project of this scale would be fiscally responsible and that is one of our highest priorities as a municipality.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The Town of Wiggins will hire qualified consultants with expertise in land use planning and rural housing issues to facilitate regional collaboration and implement our recently adopted Comprehensive Plan to update our Land Development Code. To ensure sustainable growth and community well-being, we need to update our land development code by considering the following points:

Reflect current community values and priorities in land use.
Promote sustainable practices and environmental protection.
Enhance public safety through updated zoning regulations.
Facilitate affordable housing options to meet community needs.
Streamline the development process to attract investment.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

- The Board of Trustees may approve the resolution staff has provided for their consideration.
- The Board of Trustees may disapprove of the resolution and direct the Town Attorney to prepare a resolution of disapproval for consideration at the Board's next meeting.

**WIGGINS, COLORADO
RESOLUTION NO. 23-2025**

A RESOLUTION IN SUPPORT OF AND AUTHORIZING TOWN STAFF TO APPLY FOR A LOCAL PLANNING CAPACITY GRANT FROM THE COLORADO DEPARTMENT OF LOCAL AFFAIRS

WHEREAS, the Town of Wiggins desires to apply for a Local Planning Capacity grant for the Town's update of its Land Development Code; and

WHEREAS, the Board of Trustees, by this resolution desires to authorize the Town Manager to apply for said grant and desires to express its strong support for such grant.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO:

Section 1. The Board of Trustees hereby authorizes the Town staff to apply for a Local Planning Capacity Grant from the Colorado Department of Local Affairs for the Town's update of its Land Development Code. Further, the Board of Trustees strongly supports such grant application.

Section 2. The Mayor, Town Manager, Town Clerk and Town staff are further authorized to do all things necessary on behalf of the Town to perform the obligations of the Town related to such grant application.

Section 3. This Resolution shall be in full force and effect from and after the date of its passage and approval.

INTRODUCED, ADOPTED AND RESOLVED THIS 10TH DAY OF SEPTEMBER, 2025.

TOWN OF WIGGINS, COLORADO

Chris Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk

**WIGGINS, COLORADO
RESOLUTION NO. 24-2025**

A RESOLUTION TO ESTABLISH AN EXPEDITED DEVELOPMENT REVIEW PROCESS FOR AFFORDABLE HOUSING

WHEREAS, the voters of Colorado approved Proposition 123 in 2022 creating the State Affordable Housing Fund to make certain funds available to local governments as defined by C.R.S. § 29-32-104; and

WHEREAS, the Town of Wiggins (the “Town”) is a statutory municipality duly organized and validly existing as a body corporate and politic under and by virtue of the Constitution and laws of the State of Colorado and is eligible for Proposition 123 funding and programing; and

WHEREAS, the Town has adopted zoning regulations and recognizes the importance of allowing affordable allowing affordable and attainable housing to be developed for its workforce and its residents; and

WHEREAS, the Town is committed to streamlining the development review process for projects that prioritize affordable housing; and

WHEREAS, the Board of Trustees, by this resolution, finds that it should create a policy for expedited review to ensure that affordable housing projects are reviewed and a decision rendered within 90 days of a complete application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO:

Section 1. The Board of Trustees hereby establishes a formal policy that any complete land development application received by the Town of Wiggins for an affordable housing project will be placed on the next available agenda once proper public notice has been posted and a decision rendered on the application within 90 days to ensure an expedited and timely review of the affordable housing project, subject to the extensions allowed for in C.R.S. § 29-32-105(2).

Section 2. For purposes of this Resolution and for the expedited review process, affordable housing project is one that has at least 50% of the units as affordable, which pursuant to C.R.S. § 29-32-101 means: (1) rental housing affordable to a household with an annual income of at or below sixty percent (60%) of the area median income, and that costs the household less than thirty percent (30%) of its monthly income; and (2) for-sale housing that could be purchased by a household with an annual income of at or below one hundred percent (100%) of the area median income, for which the mortgage payment costs the household thirty percent (30%) or less of its monthly income.

Section 3. This Resolution shall be in full force and effect from and after the date of its passage and approval.

INTRODUCED, ADOPTED AND RESOLVED THIS 10TH DAY OF SEPTEMBER, 2025.

TOWN OF WIGGINS, COLORADO

Chris Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk