

Posted on April 10, 2023 at: 09:30



## TOWN OF WIGGINS

### BOARD of TRUSTEES WORK SESSION

April 12, 2023 at 7:00 P.M.

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 THE FOLLOWING SITE <https://us06web.zoom.us/j/88202736268> FOR THE MEETING LINK**

### WORK SESSION AGENDA

<u>AGENDA TOPIC</u>	<u>ESTIMATED TIME</u>
1. Discussion on Potential RV Park/Campground Moratorium	30 minutes
2. Discussion on Police Resource Officers	30 minutes
3. Main Street Construction Schedule	15 minutes
4. Other Items and Updates	10 minutes
5. Upcoming Board Meeting Agenda Topics	5 minutes
6. Future Work Session Topics	5 minutes

*The Board of Trustees may adjourn for a brief Special Meeting after the Work Session*



## **STAFF SUMMARY**

### **Board of Trustees Work Session April 12, 2023**

---

**DATE:** April 6, 2023

**AGENDA ITEM NUMBER:** 1

**TOPIC:** Discussion of the Emergency Ordinance Imposing a Temporary Moratorium on the Issuance of a Building Permit, Special Review Use, Business License, or Receipt of any Land Use Application from any Property Owner or Applicant the Purpose of which Includes Development, Construction, or Operation of a RV Park or Campground

**STAFF MEMBER RESPONSIBLE:** Hope Becker, Planning & Zoning Administrator

---

#### **BACKGROUND:**

In September 2022, the Planning and Zoning Commission and the Board of Trustees were presented with a special review use application for a RV Boat Storage and RV Park/Campground (RV Park/Campground) within the Commercial Zone District and held public hearings. The Board of Trustees asked the applicants many questions and brought up concerns regarding management and maintenance of the park, development procedures, and voiced concerns about the current RV Park/Campground guidelines such as the 30-day limit stay rule stated in the Land Development Code (LDC). Due to the uncertainties surrounding the RV Park/Campground, the Board of Trustees chose to continue the public hearing to the next meeting.

The public hearing was continued to the October 26, 2022 meeting. The Board of Trustees received additional information from the applicants and staff regarding fire safety, chemicals that were used on the land in the past, and general RV Park/Campground maintenance. The Board of Trustees continued to voice concerns about the close proximity of RV Park tenants to the CHS chemical storage containers to the east of the property and the LDC 30-day limit stay rule. It was stated on a number of occasions in the meeting that the LDC needed to be amended to accommodate the proper development of a RV Park/Campground definition and guidelines. The Board of Trustees voted unanimously to approve a resolution denying a special review use for the RV boat storage and RV Park/Campground located within the Walton and Thomas Minor Subdivisions because the proposed use was considered to be not in harmony and not compatible with the character of the surrounding neighborhood. The Board of

Trustees also unanimously approved a resolution at the November 23, 2022 meeting stating their reasons why they denied the special review use request at the October meeting.

Following the public hearings in September and October 2022, the Planning and Zoning Commission saw the need for the LDC to be amended and used the following three work sessions to discuss and develop RV Park guidelines that may be incorporated into the Town's LDC. During these discussions, the Planning and Zoning Commission decided it would be best to establish the RV Park as its own Zone District instead of allowing it to remain as a Special Use Review item in the LDC.

RV Park Zone Districts are becoming a trend nationwide, and Colorado already has a handful of municipalities that have implemented RV Park Zone Districts. However, a RV Park Zone District should be defined with set of criteria and established rule and regulations. Creating RV Parks as a zone district would require an area to be zoned RV Park District, or go through the rezoning process, before it would be allowed to be developed as a RV Park. If an area is already zoned RV Park District, then these new guidelines would streamline the development process without having to go through a hearing, as this concept would be the only use allowed in this zone district. An amendment to the LDC would also eliminate RV Parks/campgrounds from other zone districts as a use.

Details for development in a RV Zone District would be outlined in the ordinance including: Operational Standards, Development Standards, and Application Requirements and Procedures. If a developer desired to rezone the property to RV Park Zone District, they would submit a Land Use Application for Rezoning and follow the steps outlined in the LDC for rezoning. Both the Planning and Zoning Commission and Board of Trustees would look at the Comprehensive Plan and the LDC for guidance when considering the rezoning application request at a public hearing.

While working on a draft of the RV Park Zone District Appendix, the Planning and Zoning Commission members determined that they were uncertain where a RV Park Zone District could be placed within Town. The attached satellite views show vacant parcels in Wiggins, the majority are smaller parcels scattered throughout town. The larger vacant parcels are zoned Planned Development such as Roberts 81 and The Farm Subdivisions, where the planned development plan determines uses by right for these areas. The Ruyle property is zoned industrial and a previous request to rezone was denied. Three parcels are owned by the Town, with plans for their future use being related to government purposes.

A RV Park Zone District ordinance could be drafted and recommended by the Planning and Zoning Commission to the Board of Trustees to amend the LDC without immediately designating an area to be zoned RV Zone District on the zoning map. A developer would then be required to submit a Land Use Application requesting a rezoning prior to development. The RV Park Zone District guidelines and regulations would be required to be followed. However, both the Commission and Board would be relying on outdated information in the Wiggins Comprehensive Plan to determine if a rezoning application would be in harmony with the area

surrounding the requested change. The Planning and Zoning Commission members thought it best to hold off on amending the LDC with the RV Park Zone District in an attempt to receive the Comprehensive Plan and Three Mile Plan update to better inform the Commission and Board as to the best placement of a RV Park Zone District.

Comprehensive plans are created to establish an overall plan and guide for future land use. Comprehensive Plans are developed by identifying issues; stating the vision and goals of the community; collecting input from community members and Town staff; creating implementation plans; and evaluating alternatives for those plans. The Town's current comprehensive plan is outdated and no longer clearly identifies the community's current conditions and vision and it does not contain specific initiatives to help achieve that vision. The Planning and Zoning Commission members recognize that the information obtained from the updated comprehensive plan will help the Commission and Boards make decisions for any request presented in land use public hearings.

A moratorium temporarily suspends a landowner's right to obtain specific development approval with the intent to allow the Planning and Zoning and Board of Trustees the time needed to clearly identify the best placement for a RV Park Zone District and develop land use guidelines. The Planning and Zoning Commission members fear that the lack of clarity within the current comprehensive plan will only result in the same questions and concerns that were presented in the last land use hearing for a RV Park/Campground.

At their February 14, 2023 work session, the Planning and Zoning Commission members agreed that placing a temporary moratorium on Land Use applications for all RV Park and campground zoning requests would be in the best interest of the Town until the updated Comprehensive Plan is complete.

Staff presented the recommendation from the Planning and Zoning Commission to the Board of Trustees at the March 22, 2023 meeting with an ordinance imposing a temporary moratorium on RV Parks and campgrounds. The Board of Trustees had concerns related to the need for a moratorium and voted to table the agenda item to allow Trustees the opportunity to discuss the topic in-depth at the next work session on April 12, 2023.

**SUMMARY:**

The ordinance declaring temporary moratorium on the issuance of a building permit, special review use, business license, or receipt of any land use application from any property owner or applicant the purpose of which includes development, construction, or operation of a RV park or campground was drafted as an emergency ordinance, because it would become effective immediately if approved by 3/4<sup>th</sup> of the Board of Trustee members. If the Board of Trustees chose to amend the ordinance title to eliminate the word "Emergency", then the ordinance would not become effective until 30 days after publication. This means an individual could submit an application for a special use review for a RV Park/Campground during this 30-day period and have the right to a public hearing before the Planning and Zoning Commission and the Board of Trustees under the current Wiggins LDC and Comprehensive Plan.

If the Board of Trustees choose to not approve the moratorium, staff's recommendation is to amend the current LDC to include a new appendix defining RV Park development requirements verses creating an RV Park Zone District. RV Parks would remain a special review use in the Commercial and Business Zone Districts. A Land Use Application submitted under this scenario would result in a special review use hearing. The Trustees would have the RV Park development guidelines but would still have an outdated Comprehensive Plan to determine their decision on the best placement of RV Parks.

**FISCAL IMPACT:**

Approving this Ordinance has no negative impact on the Town's adopted budget.

**APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

Adopting the moratorium allows both the Planning and Zoning Commission and the Board of Trustees time to review the Comprehensive Plan and Three Mile Plan update and adopt the new plans. This update will include current information to make decisions on Land Use Applications pertaining to potential RV Parks.

**QUESTIONS/INFORMATION REQUESTED FROM THE BOARD OF TRUSTEES:**

- Does the Board of Trustees have any questions of staff?
- Staff is looking for direction on where the Trustees envision a RV Park/Campground would be considered within Town limits should a request be submitted for consideration.
- Does the Board of Trustees want staff to bring this draft ordinance back to the Board of Trustees at the next meeting?

**TOWN OF WIGGINS  
ORDINANCE NO. 02-2023**

**AN EMERGENCY ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE ISSUANCE OF A BUILDING PERMIT, SPECIAL REVIEW USE, BUSINESS LICENSE, OR RECEIPT OF ANY LAND USE APPLICATION FROM, ANY PROPERTY OWNER OR APPLICANT THE PURPOSE OF WHICH INCLUDES DEVELOPMENT, CONSTRUCTION, OR OPERATION OF A RV PARK OR CAMPGROUND**

**WHEREAS**, the Town regulates the construction of buildings and other structures located within the Town pursuant to Ordinance No. 01-2022; and

**WHEREAS**, the Town regulates trades, professions, businesses and occupations conducted within the Town pursuant to Ordinance 05-2015; and

**WHEREAS**, the Town regulates the use and subdivision of land pursuant to the Wiggins Land Development Code; and

**WHEREAS**, the Wiggins Land Development Code currently lists campgrounds and RV parks as a special review use in the Commercial zone district, but otherwise provides very few regulations applicable to campgrounds and RV parks; and

**WHEREAS**, RV ownership has reached record levels in the past ten years due to a number of factors, including the COVID-19 pandemic, high housing costs, and increasing opportunities for remote work that allow some workers to perform their jobs from anywhere; and

**WHEREAS**, the use of RVs as temporary housing for workers in the oil and gas fields and the railroad industry has also increased; and

**WHEREAS**, the Board of Trustees finds and determines it is of critical importance to the Town and its residents that the Board of Trustees examine the important policy considerations presented by the location of RV parks and campgrounds within the Town; and

**WHEREAS**, the Town of Wiggins has retained the services of Rick Engineering Company to prepare an updated Comprehensive Plan and Three Mile Plan Study and to provide recommendations for future land use and development in the Town, which work is estimated to be completed and approved by the Planning Commission and Board of Trustees in early 2024; and

**WHEREAS**, the Board of Trustees finds the work to be completed by Rick Engineering Company will be beneficial in making decisions about the location of RV parks and campgrounds within the Town of Wiggins; and

**WHEREAS**, in order to protect the public health, safety and general welfare of the inhabitants of the Town, the Board of Trustees hereby finds and determines that it is necessary

and appropriate to impose a temporary moratorium on the issuance of building permits, special review use permits or new business licenses to, or the receipt of land uses application from, any applicant the purpose of which includes development, construction or operation of a RV park or campground, during this time the Town shall consider amendments to the Town of Wiggins Land Development Code concerning the same and any regulations that may permit new or additional RV parks or campgrounds without negatively impacting the Town and its residents; and

**WHEREAS**, the Board of Trustees finds and declares it has the power and authority to adopt this ordinance pursuant to C.R.S. § 29-20-101, *et seq.* (the Local Government Land Use Control Enabling Act), C.R.S. § 31-23-301, *et seq.* (concerning municipal zoning powers), C.R.S. § 31-15-103 (concerning municipal police powers), C.R.S. § 31-15-401 (concerning municipal police powers), C.R.S. § 31-15-501 (concerning municipal authority to regulate businesses), and C.R.S. § 31-15-601 (concerning municipal building regulations); and

**WHEREAS**, an emergency exists because the Board of Trustees finds and determines it is of critical importance to the Town and its residents that such ordinance, resolutions, rules and regulations be applied to all applications to develop, construct or operate new or additional RV parks and/or campgrounds within the Town.

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

**Section 1.** The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Board of Trustees.

**Section 2.** Upon the effective date of this ordinance, and until **March 31, 2024**, no application for approval of a building permit, new business license, or land use approval, including but not limited to any special review use permit, zoning, subdivision, or site plan application, filed by or on behalf of any business or landowner whose purpose includes development, construction or operation of a RV park or campground shall be received, reviewed, approved or otherwise acted upon, unless otherwise provided in this ordinance. For purposes of this moratorium, the terms “campground,” “camping unit” and “recreational vehicle (RV)” shall have the same definitions as provided in the Wiggins Land Development Code and shall be considered synonymous with camp site, encampments, tent sites or tent grounds, and similar terms used to describe this use.

**Section 3.** The restrictions contained in this ordinance shall not be construed to affect any applications for a building permit, business license, or any land use approval for which complete applications were filed prior to the effective date of the moratorium.

**Section 4.** Any person who submitted a complete application for a building permit, business license, or land use approval to construct, develop or operate a RV Park or campground prior to the effective date of the moratorium, and who believes that application of the temporary moratorium to such application would be legally invalid, may file with the Board of Trustees a

request for an exemption from the moratorium. The request shall be in writing and fully set forth the reasons why the exemption should be granted. The Board of Trustees may grant the exemption if it finds that application of the moratorium would be legally invalid under the facts presented.

**Section 5.** The provisions of this ordinance are temporary in nature and may be repealed by subsequent legislative enactment. The temporary moratorium established by this ordinance shall terminate as of **March 31, 2024** unless sooner repealed.

**Section 6.** If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**Section 7.** The repeal or modification of any provision of any prior ordinance by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

**Section 8.** All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

**Section 9.** The Board of Trustees herewith finds, determines and declares that this emergency ordinance is genuinely and urgently necessary for the immediate preservation of the public health, safety and welfare and is a matter on which immediate action is genuinely and urgently necessary because the Land Development Code does not adequately regulate RV parks and campgrounds. Therefore, the Board of Trustees herewith further finds, determines and declares that it is necessary for this emergency ordinance to take effect immediately upon adoption, provided the same has been adopted and signed by the Mayor and approved by three-fourths of the entire Board of Trustees.

**INTRODUCED, READ, ADOPTED BY AT LEAST SIX AFFIRMATIVE VOTES, AND ORDERED PUBLISHED AND POSTED IN FULL THIS \_\_\_\_\_ day of \_\_\_\_\_, 2023.**



TOWN OF WIGGINS

\_\_\_\_\_  
Chris Franzen, Mayor

ATTEST:

\_\_\_\_\_  
Tom Acre, Interim Town Clerk

I, Tom Acre, Interim Town Clerk of the Town of Wiggins, Colorado, hereby certify and attest that the foregoing Ordinance No. 02-2023 was introduced, read, adopted and ordered published by title only, at a regular meeting of the Board of Trustees of the Town of Wiggins, Colorado on the \_\_\_\_\_ day of \_\_\_\_\_, 2023. This Ordinance was published in The Fort Morgan Times on \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Dated \_\_\_\_\_

**TOWN OF WIGGINS  
P&Z RESOLUTION NO. 02-2023**

**A RESOLUTION RECOMMENDING APPROVAL OF AN EMERGENCY ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE ISSUANCE OF A BUILDING PERMIT, SPECIAL REVIEW USE, OR BUSINESS LICENSE TO, OR RECEIPT OF ANY LAND USE APPLICATION FROM, ANY PROPERTY OWNER OR APPLICANT THE PURPOSE OF WHICH INCLUDES DEVELOPMENT, CONSTRUCTION, OR OPERATION OF A RV PARK OR CAMPGROUND**

**WHEREAS**, there has been proposed an emergency ordinance imposing a temporary moratorium on the issuance of building permits, special review use permits or new business licenses to, or the receipt of land uses application from, any applicant the purpose of which includes development, construction or operation of a RV park or campground; and

**WHEREAS**, the Wiggins Planning Commission has held a public meeting to consider the proposed ordinance; and

**WHEREAS**, the Wiggins Planning Commission finds that the proposed ordinance should be approved in essentially the same form as accompanies this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF WIGGINS, COLORADO:**

**Section 1.** The Wiggins Planning Commission hereby recommends approval of a proposed ordinance imposing a temporary moratorium on the issuance of a building permit, special review use, or business license to, or receipt of any land use application from, any property owner or applicant the purpose of which includes development, construction, or operation of a RV park or campground.

**INTRODUCED, READ AND ADOPTED THIS 14TH day of MARCH, 2023.**

ATTEST:

  
\_\_\_\_\_  
Tom Acre, Interim Town Clerk



TOWN OF WIGGINS

  
\_\_\_\_\_  
Jeffrey Palmer, Chairperson

## LAND DEVELOPMENT CODE

### DEFINITIONS

#### Option – Campground:

*"Campground" means real property made available to person(s) for temporary camping stays, whether by tent, trailer, camper, cabin, recreational vehicle, or similar device. "Campground" does not include a mobile home park or RV Park as defined in this code.*

#### Option – Recreational Vehicle:

"Recreational vehicle" means vehicles used for recreational occupancy to include motor homes and travel trailers designed and constructed to permit sleeping or housekeeping or both, for one (1) or more persons which does not require for its use a hookup to permanent utility services (water, sewer, gas) and is mobile or can be transported on public rights-of-way.

#### Option – Recreation Vehicle Park:

"Recreational vehicle park" means any area or tract of land where one or more spaces or lots are rented, let, or held out for rent or lease, to owners or users of recreational vehicles for the purposes of lodging, dwelling, or sleeping. This is not a Mobile Home Park District or "Campground".

## **Appendix 13**

### **RECREATIONAL VEHICLE PARK**

#### **A. Purpose.**

The purpose of this section is to minimize potential negative impacts of recreational vehicle parks, while promoting the quality of life in the Town of Wiggins.

#### **B. General**

1. The RV Park, is intended to provide commercial rental parking spaces and sites for recreational vehicles (RVs), including motor homes and travel trailers to provide goods and services customarily needed by occupants of the park; and for the occupancy of recreational vehicles on a temporary basis, ranging from short overnight stops to longer destination-type stays.
  - a. Pick-up campers, tents and tent trailers are not allowed.
2. RV park owners and RV park operators are responsible for ensuring compliance with the provisions of this section and all federal, state, and local laws and regulations.

#### **C. Where established; criteria for approval.**

A recreational vehicle park may be established on a tract of land in the RV Park Zone District where as provided for by the Comprehensive Plan recommends. Such land shall be held in single ownership or unified control.

#### **D. Application of Lodging Tax.**

The Town's lodging occupation tax shall apply to the furnishing of lodging in a recreational vehicle park as provided in Ordinance No. 09-2017 or as amended.

#### **E. Operational Standards.**

Operational standards in the RV Park are as follows:

1. All RVs within the RV Park must be occupied.
2. RV parks must maintain an on-site manager or must provide alternative security and maintenance measures for RV Park residents provided in a security plan that is reviewed and approved by the Town at the time of development or permitting.
3. *Structural Additions.* Temporary structures such as canvas awnings, screened enclosures, or platforms, which are normal camping equipment, may be erected but must be removed when the rental space is vacated. No other structural additions shall be built onto or become a part of any RV.
4. *Storage Sheds, buildings and Storage Bins.* RV Park management may provide small storage bins to be permanently placed at each RV pad. No additional storage sheds or structures shall be allowed by the tenants.
  - a) Storage bins may not exceed 5' in height, 4' deep, and 6' wide.

5. *Fires.* Fires shall be made only in stoves, and other equipment intended for such purposes and placed in safe and convenient locations, where they will not constitute fire hazards to vegetation, undergrowth, trees and RVs. No open fires are allowed.

**F. Development Standards.**

1. *Minimum Park Area.* The minimum size of an RV Park shall be two (2) acres.
2. *Rental Space Size.* Minimum rental space size shall be one thousand five hundred (1,500) square feet. Minimum rental space size shall not include any area required for access roads, off-street parking, service buildings, recreation areas, office, and similar RV park needs.
3. *Rental Pads.* All spaces shall be equipped with a surfaced area of not less than ten (10) feet by forty (40) feet. Surfacing shall consist of gravel, asphalt, or concrete. Where gravel surfacing is used, the design of the gravel pad shall be approved by the Town Manager, or his/her designee, and shall be designed to maintain proper drainage and to minimize dust. Each RV unit shall be parked entirely on the surfaced area so that no part thereof obstructs any roadway or walkway within the RV park.
4. *Setback Requirements.* Each rental space shall meet the following setback requirements:
  - a) Fifty (50) feet when abutting a state or federal highway or designated major arterial;
  - b) Twenty-five (25) feet when abutting a public right-of-way other than subsection C.4.a of this section;
  - c) Fifteen (15) feet when abutting any property line other than subsection C.4.a or C.4.b of this section;
  - d) There shall be a minimum distance of ten (10) feet provided between RV units parked side-by-side;
  - e) There shall be a minimum distance of ten (10) feet between RV units parked end-to-end;
  - f) There shall be a minimum distance of twenty (20) feet between any RV space and any building.
5. *Frontage.* All spaces shall have a minimum frontage of twenty (20) feet along an interior roadway.
6. *Streets, Pedestrian Walkways, and Sidewalks.* Streets or roadways and parking areas within the RV park shall be designed to provide safe and convenient access to all spaces and to facilities for common use by park occupants, and shall be constructed and maintained to allow free movement of emergency and service vehicles at all times, and shall be graded to drain and surfaced with gravel, asphalt, or concrete.

- a) There shall be a pedestrian walkway or pathway every six (6) RV lots that shall be a minimum of five (5) feet wide and surfaced with gravel, asphalt, or concrete.
  - b) Streets or roadways within the RV Park shall be maintained by the RV Park owner in compliance with the Wiggins Health and Safety Ordinance as amended.
- 7. *Street Signs, Traffic Signs, and Striping:* Developer shall install, at the Developer's expense, striping, street name signs, stop signs, speed limit signs and other signs within the RV Park development. Signs and striping shall be installed in a manner reasonably approved by the Town in a [insert type of plan] in accordance with the Model Traffic Code and Land Development Codes, as amended, and any other applicable legal requirements.
- 8. *Service Facilities.* Every RV Park shall be provided with one or more service buildings equipped with flush toilets, lavatories, showers and laundry facilities meeting minimum State Health Department standards. Such facilities shall be conveniently located at a distance of not more than three hundred (300) feet from any RV served. Such facilities shall be kept in a clean and sanitary condition, and plumbing fixtures shall be maintained in good working order. All such facilities shall be adequately lighted at all times of the day and night and shall be well ventilated. Portable fire extinguishers of a type approved by the Uniform Fire Code shall be kept in the service buildings and at all locations designated by the Wiggins Rural Fire Protection District, and shall be maintained in operating condition.
- 9. *Sanitary Disposal Stations.*
  - a) Every RV Park shall contain at least one sanitary disposal station for the sole purpose of removing and disposing of wastes from all holding tanks in a clean, efficient and convenient manner.
  - b) Each sanitary station shall consist of a drainage basin constructed of impervious material, containing a disposal hatch and self-closing cover, and related washing facilities.
  - c) The disposal hatch of sanitary station units shall be connected to the town's wastewater disposal system. Related facilities required to wash holding tanks and the general area of the sanitary station shall be connected to the RV park water supply system.
  - d) Each sanitary station shall have a sign posted stating "Danger—Not to be used for drinking or domestic purposes" and any other signs that may be required in accordance with the Land Development Code, the State Department of Health, and any other applicable legal requirements, as amended.
  - e) Sanitary stations shall be approved by the State Department of Health.
- 10. *Water Lines and Taps.* All utilities shall be placed underground.
  - a) Upon approval of the Development Plan, the Developer shall be required to obtain the appropriate water taps from the Town at the current rate.
  - b) All water mains, lines, and appurtenances thereto shall be constructed and installed by the Developer, at the minimum, pursuant to Town approved plans and specifications and in compliance with the State Health Department.

- c) All of the water lines, fire hydrants, valves, fittings, and appurtenances as shown on the approved utility plans shall be installed by the Developer and approved by the Town prior to the issuance of any building permits or business licenses for the property. This shall also include all the water services for all the RV pads shown on the approved site plan.
- d) Each RV pad must be equipped with one (1) water outlets, to provide connection for the Recreational Vehicle. A two-way valve may be implemented to allow garden hose usage.
- e) The RV Park and each RV pad must be equipped with a backflow prevention method or as current with Town or State of Colorado code requirements. Each appurtenance must be installed and inspected as per Town and State regulations.

**11. Sewer Lines and Taps.** All utilities shall be placed underground.

- a) Upon approval of the Development Utility Plan, the Developer shall be required to obtain the appropriate sewer taps from the Town at the current rate.
- b) All water mains, lines, and appurtenances thereto shall be constructed and installed by the Developer, at the minimum, pursuant to Town approved plans and specifications and in compliance with the State Health Department.
- c) All of the water lines, fire hydrants, valves, fittings, and appurtenances as shown on the approved utility plans shall be installed by the Developer prior to the issuance of any building permits or business licenses on the property. This shall include all the water services for all the lots shown on the approved site plan.
- d) ~~Sanitary Sewer.~~ All rental spaces shall be equipped with a hookup to a public wastewater system by way of a branch line and riser pipe at least four (4) inches inside diameter. The riser pipe shall be capped with a water-tight cap or plug when not in use. Sanitary wastewater systems shall be installed in compliance with the State Health Department standards and Town rules and regulations. All plumbing in the RV park shall comply with state and local plumbing laws and regulations.

**12. Other Utilities.**

- a) *Electricity.* All rental spaces shall be equipped with an electrical outlet supplying at least one hundred ten (110) volts, or one hundred ten (110)/one hundred twenty (120) volts, installed in accordance with applicable state electrical codes.
- b) *Propane Tanks.* No more than two (2) – 30-pound propane tanks or one (1) 100-pound bottle and one (1) 20-pound bottle to be allowed at any one RV pad or site for the purpose of providing heat and propane gas for grilling purposes.
  - i. Extra propane tanks or bottles shall not be stored at the RV pads.
  - ii. Large propane storage tanks, for the purpose of refilling smaller propane tanks shall not be permitted within the RV Park.

**13. Refuse Disposal.** The storage, collection and disposal of refuse shall be performed so as to minimize accidents, fire hazards, air pollution, odors, insects, rodents or other nuisance



conditions. All refuse shall be stored in durable, washable and nonabsorbent metal or plastic containers with tight-fitting lids. Such containers shall be provided at the rate of at least one (1) thirty (30) gallon container, secured in a rack or holder, for each rental space, or an equivalent storage capacity in enclosed centralized storage facilities. Adequate refuse collection and removal shall be the responsibility of the park owner.

14. *Landscaping.* A landscape plan, to be approved by the Town Manager, or his/her designee, shall be required for all RV parks. Landscaping shall be designed to perform the following functions:

- a) Screen the RV park visually and audibly from adjacent properties as completely as possible. The RV Park shall be screened by means of fences or walls or by means of hedges or other landscaping not to exceed six feet six inches (6'6") in height unless otherwise approved by the Board of Adjustments;
  - i. Property lines adjacent to a street shall maintain line of site into the RV Park. Fences shall be see-through and not higher than 4' in height.
- b) Provide an attractive entrance and street frontage;
- c) Provide dust and erosion control; Provide a neat, attractive, and aesthetically pleasing appearance. Pictures provided below to give a concept of hard surfacing/natural grass vegetation ratio and a front entry concept.

15. *Open Space.* Open space for common areas, playgrounds and other recreational uses shall be provided at the rate of at least eight (8) percent of the gross area of the RV Park, and shall be of sufficient size and distribution as to be a functional part of the entire development plan. Open space shall not include any area designated as a roadway, RV rental space, storage area, laundry area, swimming pool, yard area surrounding the caretaker's or manager's residence, or any area required for setbacks. This may include a playground, dog park, or picnic / shelter area. Open space will be maintained by the RV Park owner and used only by RV Park residents.

16. *Fire Protection.* A fire protection plan shall be submitted to be reviewed by the local fire protection agency and such agency shall approve, such plan prior to the beginning of any site development. The local fire official may require any and all improvements deemed necessary to meet the International Fire Code or other adopted code and provide adequate fire safety measures for the property.

17. *Swimming Pools.* Swimming pools and natural swimming areas shall be operated, maintained and used in compliance with recommendations and requirements of the Colorado Department of Health's Regulations, Town Building Codes, and Standards Governing Swimming Pools and Swimming Areas.

18. *Other Improvements:*

- a) *Street / Roadway Lights:* The total cost of street light installation shall be the owner/developer's obligation. Owner / Developer shall cause, at its own expense, the provider of electric and power service to install all required street lighting



pursuant to Town-approved plans and specifications. Said street lights shall be installed concurrently with the streets on which they are located.

- b) *Drainage Improvements*: Drainage improvements for the development shall be constructed by the Developer and, at the minimum, in accordance with plans and specifications approved by the Town. All storm drainage facilities shall be so designed and constructed by the Developer as to protect downstream and adjacent properties against injury and adequately serve the Development. No overlot grading shall be initiated by Developer until the Town issues written approval of the overlot grading and erosion control plans.

#### **G. Application Requirements and Procedures.**

Prior to the development of a RV Park, the developer of a recreational vehicle park must submit a complete and comprehensive development plan and Land Use Application, which shall include the following:

1. Detailed land use plan, drawn to a scale of one (1) inch equals one hundred (100) feet, unless larger scale is necessary, including the dimensions and location of each RV rental space, service buildings, common and recreation areas;
2. Typical street cross sections;
3. Location and widths of roadways, sidewalks and pedestrian ways;
4. Topography of site, at two (2) foot contours;
5. Grading, Drainage, and Stormwater plans;
6. Soil Report
7. Utility plans;
8. Landscaping, screening and fencing plans;
9. Sign Plan;
10. Fire protection plan;
11. Traffic Study (or other study or memo as approved by the Town Manager)
12. Acreage and percentage of land to be set aside as open space;
13. Density of RV rental spaces per acre;
14. Location of all areas subject to inundation or stormwater overflow and the location, area and direction of flow of all watercourses, including the one hundred (100) year floodplain boundaries;
15. Location and principal dimensions of all existing or proposed easements, water course boundaries, public utilities, monuments, pins, benchmarks and other significant features;
16. Proposed surface treatment and design of all interior roadways and rental pads; and
17. Any other documents or reports that the Town Staff, Planning Commission, or Board of Trustees may deem necessary.









