



TOWN OF WIGGINS

PLANNING & ZONING COMMISSION MEETING

January 17, 2023 AT 7:00 P.M.

304 CENTRAL AVENUE

WIGGINS, CO 80654

***NOTE: DUE TO THE LIMITED SEATING CAPACITY, THE PUBLIC IS HIGHLY ENCOURAGED TO ATTEND THE MEETING VIA ZOOM***

***Use the following link <https://us06web.zoom.us/j/87699382513> for the meeting.***

### WORK SESSION AGENDA

<u>AGENDA TOPIC</u>	<u>ESTIMATED TIME</u>
1. Discussion on RV parks and Campgrounds	45 minutes
2. Other Items / Updates	5 minutes
3. Future Agenda Topics	



## STAFF REPORT

### Planning and Zoning Commission January 17, 2023

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**DATE:** January 11, 2023

**AGENDA ITEM NUMBER:** 1

**TOPIC:** Optional Land Development Code Amendments for RV parks and Campgrounds

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

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#### **BACKGROUND:**

In October 2022, The Planning and Zoning Commission and the Board of Trustees held Public Hearings to consider a special review use application for an RV Park and campground. Although the Planning and Zoning Commission forwarded a positive recommendation to the Board of Trustees, the Board of Trustees did not approve the special review use application. The Board of Trustees directed staff to review the Land Development Code (LDC) and update the code as it relates to recreational vehicles (RV) and rv park/campgrounds.

The Planning and Zoning Commission had a Work Session on December 20, 2022 to discuss the topic of Recreational Vehicles (RV) and amendment options that could be made to the Land Development Code (LDC). The members of the Planning and Zoning Commission were in agreement that guidelines pertaining to RV's and camping trailers need to be amended and /or added into the LDC. They requested Staff to look into a few other areas for additional information regarding RV Zone Districts and RV definitions.

The Planning and Zoning Commission discussed options available for amending the LDC to include the RV guidelines while keeping RV Parks as a special use review item. They also discussed the option of creating a new RV Park Zone District that would eliminate RV Parks as a special use review in all other zone districts and designate RV park uses only in the RV Park Zone District. The Planning and Zoning Commission voiced concern regarding where a designated RV Park Zone could be located in Wiggins. Staff and the Planning and Zoning Commission agreed that the RV Park designation would potentially need to wait until the upcoming comprehensive plan and three-mile plan update project is completed to make this determination.

## **SUMMARY**

The Planning and Zoning Commission expressed interest in creating an RV Park Zone District and deleting RV Parks and campgrounds as a special review use in all other zones in the LDC. This would eliminate the potential stress on boards to determine if RV Parks in harmony with other Commercial Zone District surroundings. However, there was uncertainty as to where such a zone could be placed within current town limits after it was created within the LDC. Staff reminded the Planning & Zoning Commission that completion of the Comprehensive Plan update may provide a solution to those concerns.

The Planning & Zoning Commission directed Staff to proceed with the development of the RV Park Zone concept with the establishment of guidelines. The Planning & Zoning Commission can choose to continue to refine the attached guidelines so that they are ready for adoption when the new Comprehensive Plan is adopted. At the same time, they can also recommend a moratorium to the Board of Trustees on RV Parks and Campgrounds until the Comprehensive Plan update is completed and the RV Park Zone guidelines can be adopted. Moratoriums are a temporary prohibition of an activity. Although this would prevent applicants from applying for special review use hearings, it would allow both the Planning & Zoning Commission and the Board of Trustees the time necessary to create the zone, the guidelines, and the proper placement of the zone within Wiggins.

### ***Land Development Code:***

Staff made amendments to the draft RV Park guidelines with the Planning and Zoning Commissioners' thoughts and recommendations from the December work session. These amendments include updating definitions for recreational vehicles, campgrounds, and creating a definition for rv parks. Staff deleted sections of the first draft that the Planning and Zoning Commissioners felt were unnecessary. At the Commissioners' direction, Staff amended parts of the development requirements with additional notes pertaining to utilities, landscaping, and eliminated all references to special review use requirements.

Regardless if or how the RV Park concept is added to the LDC, the attached guidelines could be added to the LDC as a supplement addition or added as an Appendix to provide developers and staff the guidelines needed to develop an RV Park. Staff has added the suggested appendix to provide the RV Park guidelines. This will keep the LDC cleaner with all its other concepts that are already listed in the Supplemental section of the LDC.

### **QUESTIONS/INFORMATION REQUESTED FROM THE PLANNING & ZONING COMMISSION:**

- Are the Planning and Zoning Commissioners satisfied with the proposed definitions of RV Park, campgrounds, and Recreational Vehicles?
- Do the Planning and Zoning Commissioners have things to add or delete from the proposed Appendix?
- What steps would the Planning and Zoning Commissioners like staff to take next?

## LAND DEVELOPMENT CODE

### DEFINITIONS

*Suggested new LDC options are typed in red italics. Existing LDC definitions are in black.*

#### Option – Campground:

LDC 1.14 *Campground*. Any plot of improved property utilized for camping and parking of camping units as herein defined for a period not to exceed 30 days.

*"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:

LDC 1.14 *"Camping Unit or Recreational Vehicle (RV)"*. A wheeled vehicle intended to provide temporary living accommodations. It is either self-propelled, hauled, or towed by a non-commercial vehicle. Included are units commonly referred to as travel-trailers, camper trailers, trailer-coaches, motor homes, and pickup campers. It is not a mobile home.

*"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:

##### RECREATION VEHICLE PARK (RVP):

Recreational Vehicles Parks are not currently defined in the LDC. This would be a new amendment if adopted. Including a new definition of RV Parks may assist staff, the Planning and Zoning Commission, and Board of Trustees with future decisions.

*"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 parks must maintain a live-in, on-site manager at all times or must provide alternative security measures for park residents acceptable to the Town.
  - **The Planning and Zoning Commission may want to consider this requirement. If this section is left in then it needs to be considered as to who will be monitoring that a live in manager is always on site and available?**
3. All RVs within the RV park must be occupied.
4. 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. Development and operational standards.**

Development and operational standards in the RV Park are as follows:

1. *Minimum Park Area.* The minimum size of an RV Park shall be two (2) acres.
2. *Rental Space Size.* Minimum rental space size for those spaces 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.
  - **As an example: this could be a lot that is approximately 25-foot x 60-foot**
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 shall be maintained by the RV Park owner in compliance with the Wiggins Health and Safety Ordinance.
7. *Sanitary 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.
8. *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."
  - e) Sanitary stations shall be approved by the State Department of Health.
9. *Utilities.* All utilities shall be placed underground.
- a) *Water Supply.* An accessible, adequate, safe and potable supply of water under pressure shall be provided in every RV Park. The water supply system shall be designed, constructed and maintained in compliance with the State Health Department standards and applicable Town standards. All plans and specifications shall be submitted with the zoning or rezoning request **or with the permitting application.** Each rental space equipped with sewer and electrical hookups shall also be equipped with two (2) water outlets, to provide connection for the RV and a garden hose.
  - **This language was added due to the Planning & Zoning Commissioners desire to pursue RV Parks as a Zone. If it is already a zone then there is no need to have a developer go through a special review process which means they would just need to pull a grading permit or go through a zoning application if the land was not already zoned as a RV Park Zone District.**
  - b) *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. **All plans and specifications shall be submitted with the zoning or rezoning request or with the permitting application.**
  - **Same as water supply.**
  - c) *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.
  - d) *Propane tanks.* No more than two (2) – 30-pound propane tanks **and one (1) [fill in tank size]** be allowed at any one RV pad or site for the purpose of providing heat and gas for grilling purposes.
    - i. Extra propane tanks shall not be stored at the RV pads.
    - ii. Large propane tanks, for the purpose of refilling smaller propane tanks shall not be permitted within the RV Park.

The Planning and Zoning Commissioners requested staff to look into the use of underground tanks to supply propane to each individual lot. Staff called various propane companies.

- It is not considered less or more dangerous to do an underground propane tank and run lines to individual pads for RV / Camper hook up. However, it would take a rather large tank to fulfill the needs of an RV Park as the developer would need to know the total BTU's and types of regulators being used for an estimated full park. This may prove to be a difficult task when the types of RV's, lengths of stays, and park capacities are unknown.
- Keenesburg allows customers to have up to 120-pound tanks to be parked beside the RV's but it is the customers' responsibility to set up propane contracts and refills. The plus side to this is that it provides the RV owner a bigger tank to get through colder months. The downside is that it means additional propane tanks around the park.
- Because RVs/campers are considered temporary structures, even 500-gallon tanks could be allowed and only be 10 feet from the RV/camper.

10. *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.

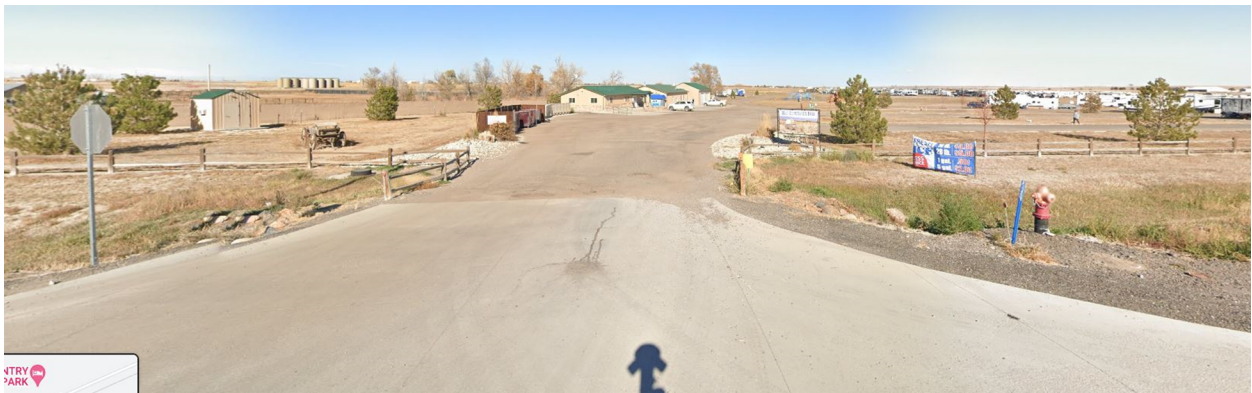


11. *Landscaping.* A landscape plan, to be approved by the Town Manager, or his/her designee, shall be required for all RV parks. Landscaping shall be designed to perform the following functions:
- a) Screen the RV park visually and audibly from adjacent properties as completely as possible. The RV Park 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.



12. *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.

13. *Fire Protection.* A fire protection plan shall be submitted to 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.
14. *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.

15. *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.

- The above picture was used to show the approximate size of the dimensions described in 15.a. Although it shows two trash bins, the pictures was really used to show how much space the area could proved for minimum storage to keep the park clean.
- With RV Parks being its own zone District, would the Planning and Zoning Commissioners want to place Storage Units or Storage Containers as a Special Review Use item?

16. *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.
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.

**D. Where established; criteria for approval.**

1. A recreational vehicle park may be established on a tract of land in the RV Park Zone District ~~zone district~~ where ~~the Land Development Code as provided for by the Comprehensive Plan. allows the use by special review recommends.~~ Such land shall be held in single ownership or unified control.

***E. Application requirements and procedures.***

Prior to the Special Review hearing, the developers 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.

***F. 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.

- The Planning & Zoning Commission asked staff to look into what the property taxes would look like for an RV Park. Staff reached out with the Morgan County Assessor's office. Property taxes are based on what the property is being used for and its current valuation as determined by the assessor. RV Parks would be considered a commercial use. The property valuation of a commercial lot can vary from another depending on the surrounding property land values.