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**TOWN OF WIGGINS
PLANNING & ZONING COMMISSION MEETING
AGENDA**

November 14, 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***

GO TO <https://us06web.zoom.us/j/89282044351> FOR THE MEETING LINK

MEETING AGENDA

I. INTRODUCTIONS

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

II. Approval of Minutes

1. Approval of the Minutes from the meeting held on May 9, 2023

III. Sketch Plan Review

1. Northridge Minor Subdivision
 - a. Site and Lot Plan
 - b. Resolution P&Z Resolution 04-2023

IV. ADJOURNMENT:

1. Closing Remarks by Vice Chairman and/or Commissioners, and Meeting Adjournment.



MINUTES OF MEETING

TOWN OF WIGGINS PLANNING AND ZONING COMMISSION May 9, 2023 at 7:00 p.m.

CALL TO ORDER & ROLL CALL:

A meeting of the Planning and Zoning Commission for the Town of Wiggins, Colorado was held on Tuesday, May 9, 2023 in person. The meeting was called to order at 7:03 p.m. by Chairman Jeff Palmer. The following Commissioners answered roll call: Chairman Jeff Palmer and Commissioner: Dan Ronning and Jerry Avey. Absent: Commissioner Jim Musgrave and Stan Baumgartner. Staff present was Planning and Zoning Administrator, Hope Becker.

APPROVAL OF AGENDA:

Motion was made by Commissioner Ronning to approve the agenda as written. Second was made by Commissioner Avey. Roll Call: Unanimously approved.

APPROVAL OF MINUTES:

Motion was made by Commissioner Ronning to approve the minutes from March 14, 2023. Second was made by Commissioner Avey. Roll Call: Unanimously approved.

PUBLIC HEARING:

1. PUBLIC HEARING - CONSIDERATION OF A SPECIAL REVIEW USE STUBS GAS & OIL

The Public Hearing was opened at 7:07 pm by Chairman Jeff Palmer.

Planning and Zoning Administrator, Hope Becker, confirmed that proper notification was posted. Chairman Palmer asked the Commissioners if they had any disclosures. There were no disclosures voiced.

Planning and Zoning Administrator, Hope Becker, provided the staff report and information to the Commissioners regarding the Special Review Use application submitted by CGRS, Inc as an authorized representative for Stubs Gas & Oil, located at 16740 Hwy 39.

Hope explained that Stubs Gas & Oil recently detected an underground fuel leak. They have contracted CGRS, Inc to mediate the environmental cleanup. This process can be up to 3-4 years. A temporary storage building is needed to house the equipment required to do the environmental cleanup. The Land Development Code does not allow for temporary buildings to remain on premises for more than 6 months and temporary building permits are limited to 3 extensions of up to 6 months each by the Town Manager. Even with the maximum approved

extensions, CGRS would not meet the 3–4-year project projection. Staff provided suggestions recommending approval of a special review use allowing Stubs Gas & Oil to erect a temporary building with conditions that CGRS would be required to apply for a building permit and comply with all current building codes as adopted by the Town. CGRS will also be required to submit a final report to the Town showing that the clean-up was successful.

The applicant was invited to present to the Planning and Zoning Commission. Gregg Neurohr of CGRS, Inc joined the meeting via Zoom. He provided details the nature of the leak with the Planning and Zoning Commission and provided details of the cleanup process.

The Public Comment section was opened at 7:22 pm. No comment from the Board Room or the Zoom audience was received. The Public Comment section of the hearing was closed at 7:22 pm.

The Public Hearing closed at 7:23 p.m.

The Planning and Zoning Commission discussed and reviewed the information the applicant and staff provided.

The Planning and Zoning Commission had no further comments or questions.

CONSIDERATION OF PLANNING AND ZONING RESOLUTION 01-2023: A Resolution Recommending Approval of a Special Review Use for Stubs Gas & Oil for a Temporary Accessory Building for the Purpose of an Environmental Cleanup located at 16740 Highway 39.

Motion was made by Commissioner Ronning to approve PZ Resolution 03-2023. Second was made by Commissioner Avey. Roll Call: Unanimously approved.

ADJOURNMENT:

Chairman Jeff Palmer, upon receiving no further comments or concerns from the Commissioners, adjourned the meeting at 7:29 pm.

Respectfully submitted:



Tom Acre, Interim Town Clerk



STAFF REPORT

Planning and Zoning Commission November 14, 2023

DATE: November 13, 2023

AGENDA ITEM NUMBER: 3

TOPIC: Sketch Plan Review and Consideration of P&Z Resolution 04-2023- A Resolution Approving a Sketch Plan for the Northridge Minor Subdivision

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BAKGROUND:

The Northridge Minor Subdivision is located at the top of Corona Avenue. It is situated slightly northeast of the intersection of Corona Avenue and High Street. (See Figure A) The Northridge Minor Subdivision, First Addition was approved by the Town Planning and Zoning Commission and the Board of Trustees in April of 1979. It was originally made up of 11 lots. (See Figure B)

Per the land owners request, the Board of Trustees approved an ordinance to vacate the eastern portion of North Ridge Drive in 2006. Homes were eventually developed on lots 1, block 2 and lots 1 & 2, block 1 with the vacated portion serving as the driveway for the lots.

Although the minor subdivision was approved, it remained vacant. There has been no further development. Daniel Harrison, of Harrison Homes, has submitted an application for a Sketch Plan review to further develop this area of Wiggins.

COMPREHENSIVE PLAN:

The 1991 Wiggins Comprehensive Plan supports the development of vacant lots in Wiggins. Although the 1991 Wiggins Comprehensive Plan shows the area as Single-Family Residential in the Existing Land Use Map, the 2003 Zoning map shows the area as R2-Multi-Family District. The Comprehensive plan encourages the importance of overall land use goals to “promote the sound and orderly development of Wiggins in a manner that will provide a well-balanced land use pattern and which will preserve and enhance the qualities and characteristics that make Wiggins a desirable place to live.” (Comprehensive Plan, VI-23) Infill development is encouraged. The Future Land Use Map shows the desired development pattern with the rate of density growth described in the Land Use Descriptions. The Comprehensive Plan describes single-family residential gross densities as up to seven dwelling units per acre. It describes

multi-family residential at gross densities of 8 to 20 dwelling units per acre. The Northridge Minor Subdivision is a little about 1.3 acres. Comprehensive Plan, VI-16)

LAND DEVELOPMENT CODE (LDC):

The sketch plan shows a change in the lot sizes compared to the original subdivision plat. The applicant intends to pursue a Final Plat hearing with the Planning and Zoning Commission and the Board of Trustees. The final plat will allow Harrison Homes to do multiple processes in one hearing to allow lot line changes and establish ownership of right-of-ways and easements. This process will also include other steps as described in the Land Development Code and shown in the Minor Subdivision Checklist that Staff created.

The current zoning of this area is R-2, Multi-Family Residential. The sketch plan depicts a site and lot layout for six 4-plex townhomes with landscaping, parking, sidewalks, curbs, gutters, cluster mailboxes, etc. The development will also provide adequate stormwater management via detention ponds at either end of the subdivision. (See Figure C)

SUMMARY:

The Land Development Code requires minor subdivisions to go through a sketch plan review with the Planning and Zoning Commission. It allows the Planning and Zoning Commission the opportunity to guide development prior to the final planning phases. The Planning and Zoning Commission will review the proposed use, the level of appropriateness of the proposed use, and identify potential problems which must be resolved prior to application/implementation of the development.

OPTIONS AVAILABLE TO THE PLANNING & ZONING COMMISSION:

The Planning and Zoning Commission can approve the resolution as presented, modify the resolution, or elect not to adopt the resolution.

MOTION FOR APPROVAL:

I make the motion to adopt P&Z Resolution 04-2023 – A Resolution Approving a Sketch Plan for the Northridge Minor Subdivision.

MOTION FOR APPROVAL:

Motion, Seconded, Roll-Call Vote.

(Resolutions require affirmative votes from the majority of the Commissioners present.)

FIGURE A



FIGURE B

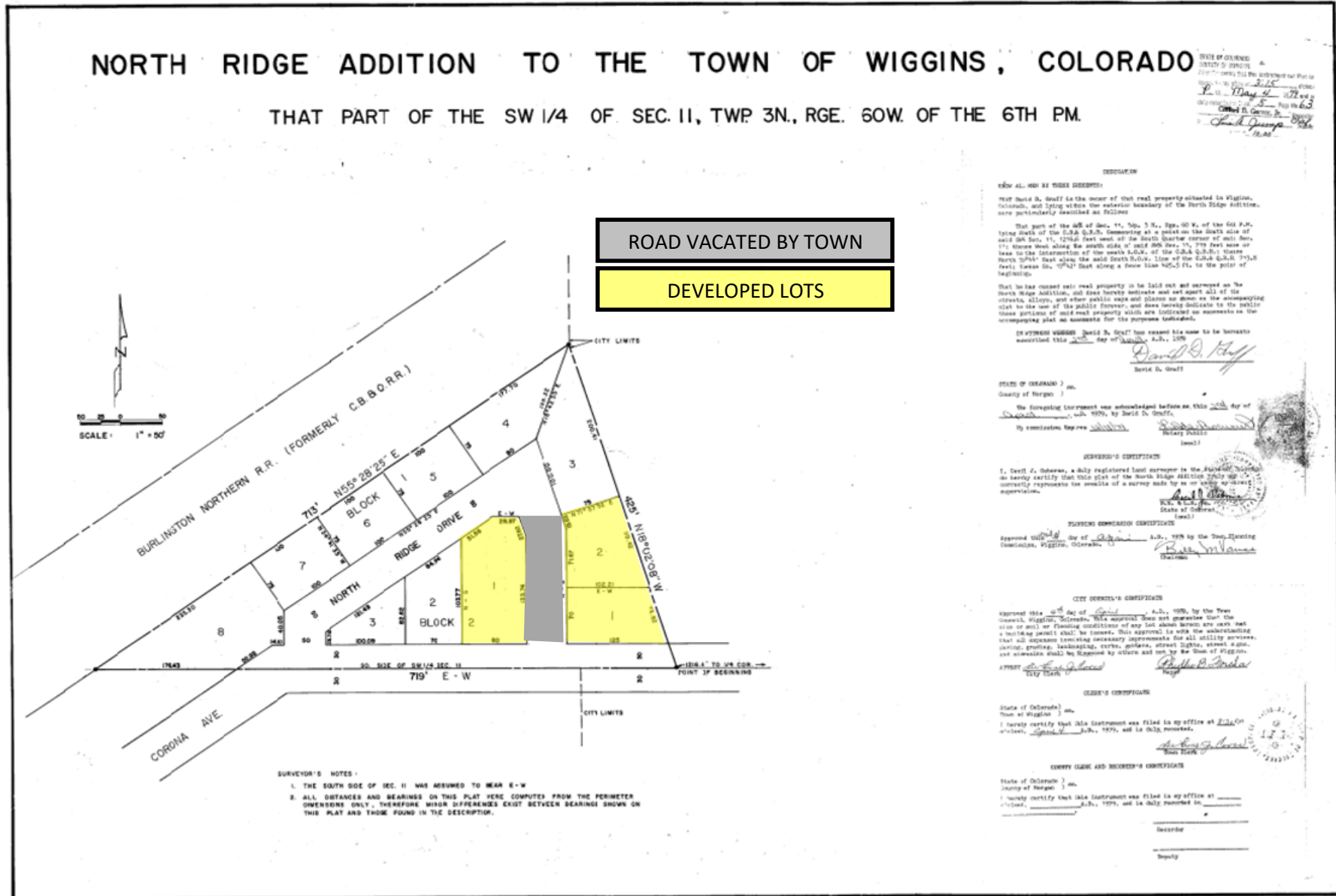
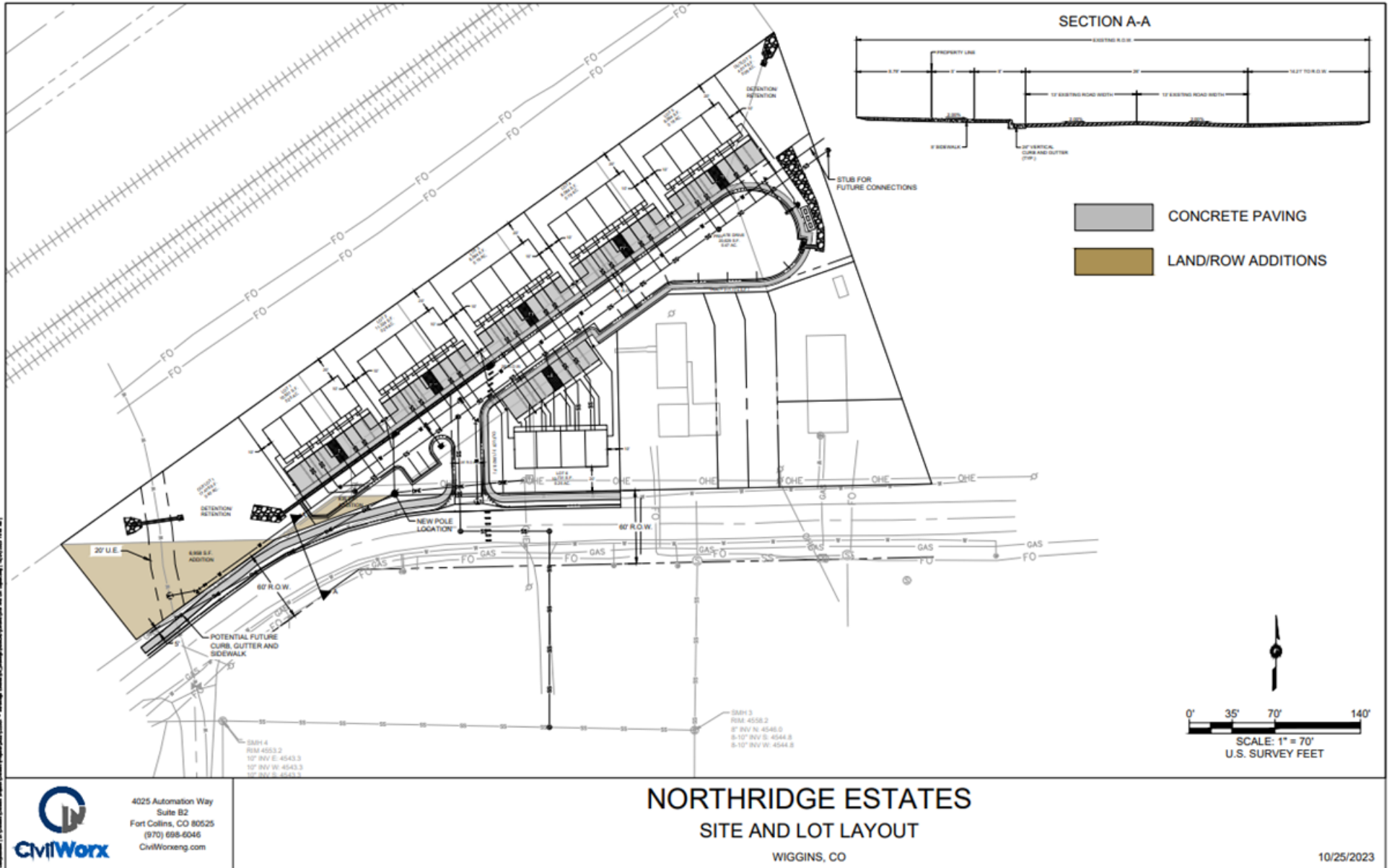


FIGURE C



**WIGGINS PLANNING AND ZONING COMMISSION
RESOLUTION NO. 04-2023**

**A RESOLUTION APPROVING A SKETCH PLAN FOR THE NORTHRIDGE MINOR
SUBDIVISION**

WHEREAS, there has been submitted to the Planning and Zoning Commission of the Town of Wiggins a request for approval of a Sketch Plan for the Northridge Minor Subdivision; and

WHEREAS, all materials related to the proposed Sketch Plan have been reviewed by Town Staff and found with conditions to be in compliance with Town ordinances, regulations, and policies; and

WHEREAS, the Planning and Zoning Commission finds that the Sketch Plan should be approved subject to certain conditions.

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

Section 1. The Planning and Zoning Commission approves the proposed Sketch Plan for the Northridge Minor Subdivision, subject to the conditions set forth in Exhibit A attached hereto and incorporated herein by reference.

PASSED AND ADOPTED this 14th day of November, 2023.

Stanley Baumgartner, Vice Chairperson

ATTEST:

Nichole Seiber, Town Clerk

EXHIBIT A
Northridge Minor Subdivision
Conditions of Approval

1. Prior to the hearing on the final plat, applicant will address all outstanding comments from Town Staff and Planning and Zoning Commission and requirements set forth in the Land Development Code for Minor Subdivisions.