



**TOWN OF WELLINGTON
PLANNING COMMISSION
December 8, 2025
6:30 PM**

Leeper Center, 3800 Wilson Avenue, Wellington CO

Individuals wishing to make public comments must attend the meeting in person or submit comments by sending an email to planning@wellingtoncolorado.gov. The email must be received by 3:00 p.m. the Friday prior to the meeting . After that time, written public comments cannot be accepted. The comments will be provided to the Commissioners at the meeting. Emailed comments will not be read during the meeting.

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83942324094>

Webinar ID: 839 4232 4094

OR Telephone: US: +1 720 707 2699 or +1 253 215 8782

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1. CALL TO ORDER
 2. ROLL CALL
 3. ADDITIONS TO OR DELETIONS FROM THE AGENDA
 4. PUBLIC FORUM
 5. CONSIDERATION OF MINUTES
 - A. Regular Meeting Minutes of October 6, 2025
 6. NEW BUSINESS
 - A. 2026 Planning Commission Meeting Dates and Submission Deadlines
 7. COMMUNICATIONS
 8. ADJOURNMENT
 9. WORK SESSION
 - A. Transportation and Mobility Plan

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3381 at least 24 hours in advance.



Planning Commission Meeting

Date: December 8, 2025
Submitted By: Aidan Checkett, Planner 1
Subject: Regular Meeting Minutes of October 6, 2025

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Move to approve the regular meeting minutes of October 6, 2025, as presented.

ATTACHMENTS

1. Regular Meeting Minutes of October 6, 2025



**TOWN OF WELLINGTON
PLANNING COMMISSION
October 6, 2025**

**MINUTES
REGULAR MEETING – 6:30 PM**

1. CALL REGULAR MEETING TO ORDER – 6:30 p.m.

The Planning Commission for the Town of Wellington, Colorado, met on October 6, 2025, at the Wilson Leeper Center, 3800 Wilson Avenue, Wellington, Colorado at 6:30 p.m.

2. ROLL CALL

Commissioners Present:

Eric Sartor, Chair
Lisa Chollet
Tim Whitehouse
Linda Knaack
Sherman Stringer

Absent:

Bert McCaffrey

Town Staff Present:

Cody Bird, Planning Director
Aidan Checkett, Planner I

3. ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

4. PUBLIC FORUM

There was no public comment.

5. CONSIDERATION OF MINUTES

Commissioner Whitehouse moved to approve the regular meeting minutes of August 4, 2025, and September 8, 2025, as presented. Commissioner Chollet seconded.

Yeas – Chollet, Stringer, Whitehouse, Knaack, Sartor

Nays-

Motion carried.

6. NEW BUSINESS

- A. Public Hearing to consider amendments to the Land Use Code regarding permitting for Electric Vehicle (EV) Charging Sites to comply with HB 24-1173

Chair Sartor invited Cody Bird, Planning Director, to present the item. Bird outlined changes to the Land Use Code recommended by staff to comply with HB24-1173.

Commissioner Chollet asked if Staff considered adopting a percentage-based threshold rather than a numerical threshold of spaces served by DCFC chargers in an accessory EV Charging Site to trigger a site plan review. Bird replied that Staff had evaluated using a percentage-based threshold, but concluded it may not work well as a consistent standard for very large and very small parking lots.

Commissioner Chollet asked about the review process. Bird stated that the administrative review process is much quicker than a site plan review process. Chollet asked if not allowing EV Charging as a use by right in the Public District would prevent the Town from deploying an EV fleet. Bird replied that an Off-Street Parking Facility is a permitted use within the Public District, and that could include EV Charging. A parking lot with an accessory EV Charging Site would be another option since accessory EV Charging is recommended in all zone districts. The zoning would also not prevent the Town from adding EV Charging as an on-street amenity.

Commissioner Whitehouse asked how many EV land use applications Staff receives during a typical year. Bird said that the average is zero, and only one has been processed in the last 8 or so years. There are a number of in-home applications for private use that do not go through a Planning review process.

Chair Sartor asked the Commission if there were any conflicts of interest or ex parte communications. There were none.

Chair Sartor opened the Public Hearing at 6:55.

Melissa Whitehouse asked if the new code language regarding the double-counting of accessible spaces with access to EV Charging was limited to DCFC charging and if it applied to both primary and accessory EV Charging Sites.

Chair Sartor closed the Public Hearing at 6:56.

Bird responded to the public comments and shared that the requirement for EV and accessible parking spaces was not limited to DCFC Charging Sites, and the requirement applies to both primary and accessory EV Charging Sites.

Commissioner Chollet asked if the double-counted spaces would be restricted to vehicles that are both accessible and EV-capable. Bird replied the Town reviews for compliance with the design standards, but is not involved in the restrictions of specific vehicles.

Commissioner Whitehouse moved to adopt the Land Use Code amendments related to Electric Vehicle (EV) Charging Sites and forward a recommendation of approval to the Board of Trustees.

Commissioner Chollet seconded.

Yeas – Chollet, Stringer, Whitehouse, Knaack, Sartor

Nays-

Motion carried.

- B. Public Hearing to consider amendments to the Land Use Code regarding Prohibiting Certain Landscaping Practices to comply with SB24-0005 and HB25-1113.

Sartor invited Bird to present the item. Bird presented the staff recommended code amendments for compliance with SB24-005 and HB25-1113.

Commissioner Whitehouse asked if artificial turf would be restricted in residential areas. Bird clarified that the prohibitions on nonfunctional artificial turf would apply to multifamily properties and HOA common areas.

Whitehouse asked what other communities in the Front Range had been doing regarding landscaping and water conservation prior to these requirements. Bird explained that Wellington had adopted a Waterwise Landscape and Irrigation Design Manual which has informed the Town's process on these code changes.

Commissioner Chollet asked what "redevelopment" entailed. Bird stated that redevelopment is defined by the State as a change of more than fifty percent.

Chair Sartor asked the Commission if there were any conflicts of interest or ex parte communications. There were none.

Chair Sartor opened the Public Hearing at 7:22.

Eriks Lindemanis, who represents the Colorado Turf Council, stated that his group had assisted the Legislature with the drafting of these bills and that he and his group were available to assist the Town with any questions regarding this matter.

Chair Sartor closed the Public Hearing at 7:24.

Commissioner Chollet moved to adopt the Land Use amendments related to prohibiting certain landscaping practices and forward a recommendation of approval to the Board of Trustees.

Commissioner Whitehouse seconded.

Yeas – Chollet, Stringer, Whitehouse, Knaack, Sartor

Nays-

Motion carried.

7. COMMUNICATIONS

- A. Third Quarter 2025 Residential Building Permit and Lot Inventory Report

Bird presented the report. Commissioner Whitehouse stated he understood the economy was struggling and asked how Staff forecasted a higher number of units in 2026. Bird stated that the forecasts are based on a development pipeline, and the forecasted numbers are Staff's best estimate based on known projects.

8. ADJOURNMENT

Chairman Sartor adjourned the regular meeting at 7:30 PM

Approved this 8th day of December, 2025.

Recording Secretary



Planning Commission Meeting

Date: December 8, 2025
Submitted By: Aidan Checkett, Planner 1
Subject: 2026 Planning Commission Meeting Dates and Submission Deadlines

EXECUTIVE SUMMARY

It is recommended that the Planning Commission adopt a meeting schedule and submission deadlines for the 2026 calendar year. Identifying and publishing meeting dates and submission deadlines assists applicants in preparing project schedules.

BACKGROUND / DISCUSSION

The Planning Commission has established meeting dates as the first Monday of each month, provided there is not a conflict with a recognized holiday. The regular meeting dates of January, July, and September 2026 conflict with holidays. When a regular meeting date conflicts with a recognized holiday, the meeting is rescheduled for the following Monday. Submission deadlines are established to allow enough time to provide notice for public hearings, allow for town staff review, refer cases to appropriate agencies for review, and to prepare and distribute agenda reports and packets to Commissioners. Where submission deadlines fall on a Monday on which Town offices are closed for a holiday, submissions are due the following business day. Such occurrences are highlighted on the attached meeting and submission deadline schedule.

STAFF RECOMMENDATION

Move to adopt the schedule of Planning Commission meeting and submission dates for the 2026 calendar year.

ATTACHMENTS

1. 2026 Planning Commission Meeting Schedule and Submission Deadlines

Town of Wellington

Planning Commission Schedule 2026

Final Review* Submission Deadline for Applications

Final Review* submission date (includes public notice period, if needed)	Earliest Planning Commission date	Earliest Board of Trustees date
November 10, 2025	January 12, 2026	January 27, 2026
December 1, 2025	February 2, 2026	February 24, 2026
December 29, 2025	March 2, 2026	March 24, 2026
February 2, 2026	April 6, 2026	April 28, 2026
March 2, 2026	May 4, 2026	May 26, 2026
March 30, 2026	June 1, 2026	July 14, 2026
May 11, 2026	July 13, 2026	August 11, 2026
June 1, 2026	August 3, 2026	August 25, 2026
July 13, 2026	September 14, 2026	October 13, 2026
August 3, 2026	October 5, 2026	October 27, 2026
August 31, 2026	November 2, 2026	December 8, 2026
October 5, 2026	December 7, 2026	January 12, 2026
November 9, 2026	January 11, 2027**	January 26, 2027**
November 30, 2026	February 1, 2027**	February 23, 2027**

*Final Review are those applications that are certified by the Department Directors as being in the final review round. These are applications that have already gone through rounds of review and are now considered eligible to be scheduled for Planning Commission and/or Town Board, as necessary. Applications submitted for the first time enter the Town review process.

*Application revisions are not accepted within 14 days before an established Planning Commission date.

Yellow and bolded dates indicate date has been changed to accommodate a Holiday.

To be considered by Planning Commission December 8, 2025

****Dates identified in 2027 are subject to change.**



Planning Commission Meeting

Date: December 8, 2025
Submitted By: Brittany Lenoir, Planner III
Subject: Transportation and Mobility Plan

EXECUTIVE SUMMARY

The Town is undertaking a Transportation and Mobility Plan. Felsburg, Holt, & Ullevig (FHU) was selected to assist the Town with the preparation of the plan, conduct public engagement, create an impact fee nexus study, and develop street design guidelines and standards. This work session will go over the various components of the plan, impact fee nexus study, and street standards. It will also inform the Planning Commission of the community engagement strategies that have been done thus far for the Transportation and Mobility Plan.

BACKGROUND / DISCUSSION

This plan has three distinct but related objectives: create the Transportation and Mobility Plan, conduct an impact fee nexus study, and update the Town's street design guidelines and standards.

The creation of the Transportation and Mobility Plan will support the goals outlined in the Comprehensive Plan and will guide the Town's design and decision-making for transportation system and infrastructure needs to accommodate all modes of transportation. The impact fee nexus study will analyze existing road impact fees and propose updates to the fees based on prioritized transportation projects identified in the Master Plan. Lastly, this comprehensive update to the Town's streets standards and guidelines would replace the streets section (Division 5) of the Wellington Standard Design Criteria and Standard Construction Requirements.

Town staff would like feedback from the Planning Commission on the desired goals and vision for the Transportation Mobility Plan and feedback on any critical corridors the Planning Commission would like to see analyzed with this effort.

STAFF RECOMMENDATION

This item is for discussion and guidance purposes only. No action may be taken in a work session.

ATTACHMENTS

1. Presentation Slides

Work Session:

Transportation and Mobility Plan (TMP), Impact Fee Nexus Study, and Street Design Guidelines and Standards

Brittany Lenoir, Planner III
Monday, December 8, 2025

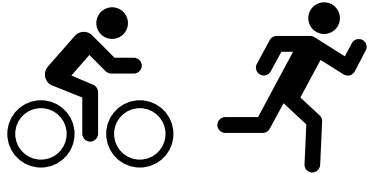


Why are we doing this?

Transportation and Mobility Plan

Comprehensive Plan – Transportation Goals and Policies

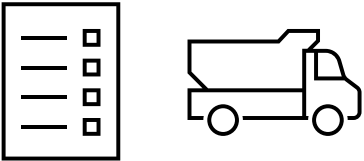
Strategic Plan – Grow Responsibly, Foster Economic Vibrancy, and Ensure Strong Town Operations



Impact Fee Nexus Study

Analyze existing road impact fees in the Fee Schedule

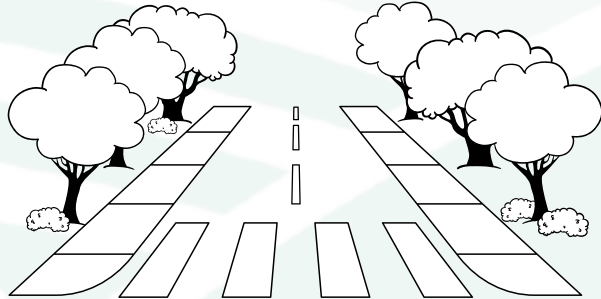
Propose updates based on prioritized transportation projects



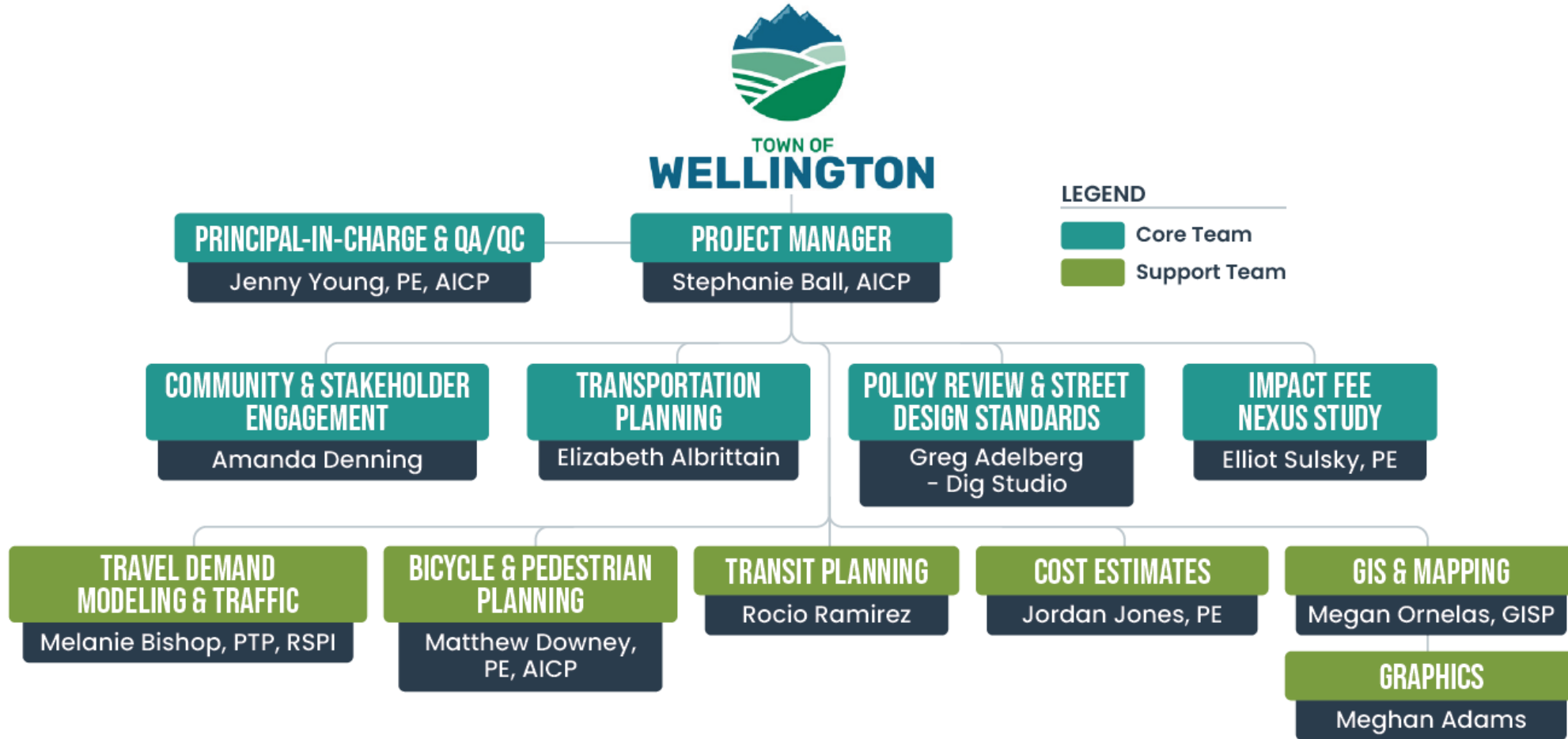
Street Design Guidelines and Standards

Comprehensive Update

Standardize – consider the Larimer County Urban Area Street Standards (LCUASS)

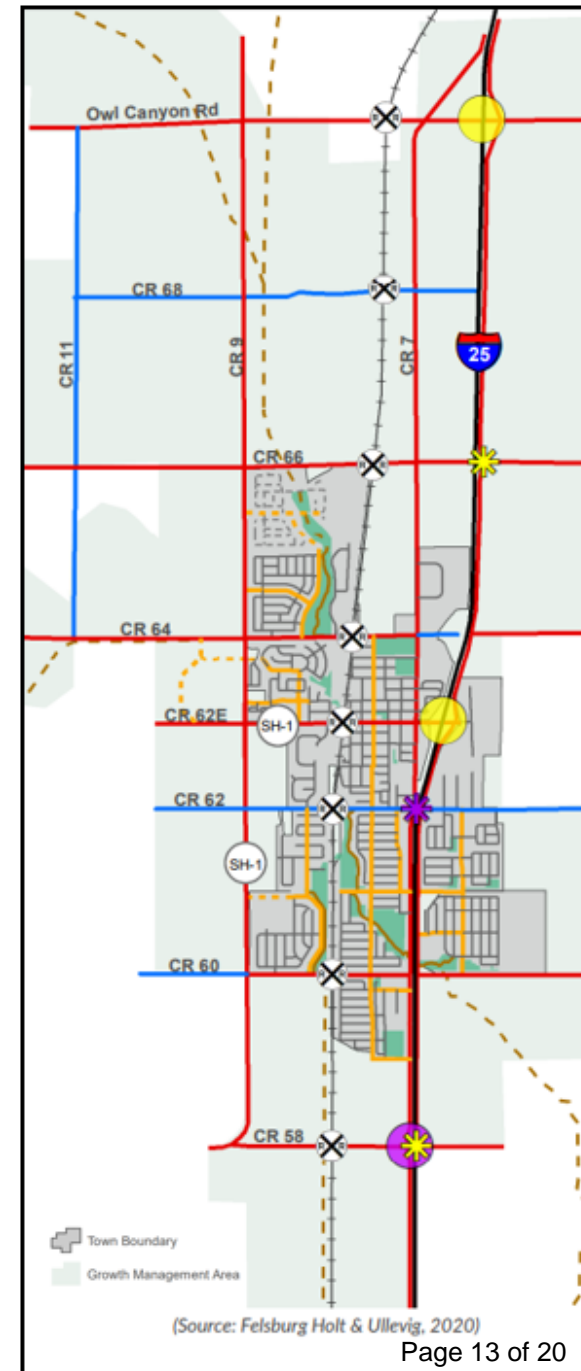
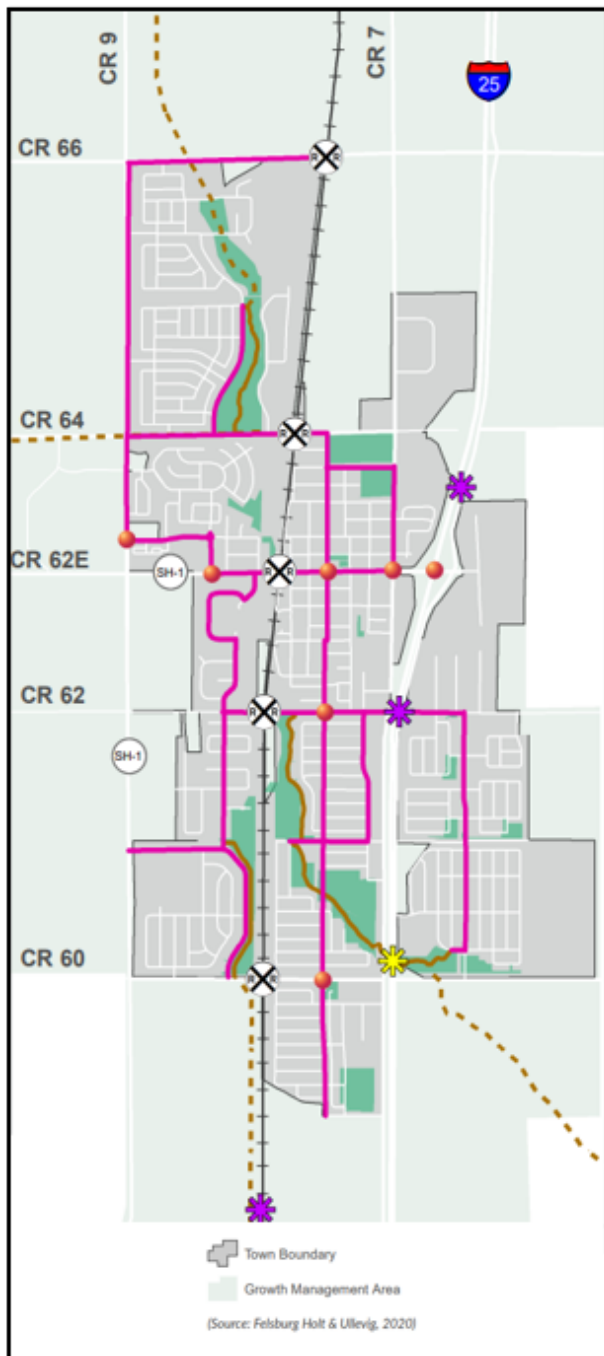


FHU Team and Dig Studio



What is involved in the Transportation and Mobility Plan?

- Supplement to the Comprehensive Plan
- Public engagement (English/Spanish) through pop-up events and digital engagement
- Community needs and desires
- Analysis of critical corridors (5)
- Impact fee analysis and study
- Presentations to the Planning Commission and Board of Trustees



Impact Fee Nexus Study

What is an impact fee and how does it work?

An impact fee is a one-time payment imposed by the Town on a property developer. The fee is meant to offset the financial impact a new development places on public infrastructure, including roads.

IMPACT FEES & DEVELOPMENT COSTS						
CODE SECTION	FUND	FEE			RES/ORD NUMBER	PREVIOUS RES/ORD
		General Commercial	Single Family	Multi-Family Residence (per dwelling unit)		
	Park		\$1,000	\$1,000	Res. No. 05-2025	Res. No. 49-2024
	Road	Average Daily Traffic X \$126	\$1,700	\$1,700	Res. No. 05-2025	Res. No. 49-2024
	Library		\$250	\$250	Res. No. 05-2025	Res. No. 49-2024
	Trail		\$450	\$450	Res. No. 05-2025	Res. No. 49-2024
	Storm Drainage	\$0.33 X sq. ft. of impervious space	\$840	\$840	Res. No. 05-2025	Res. No. 49-2024
	Fire	\$1.31 X gross sq. ft.	\$1,480	\$1,480	Res. No. 05-2025	Res. No. 49-2024
	School District		\$1,710	\$855	Res. No. 05-2025	Res. No. 49-2024
	Cash in-lieu of Land Dedication (per attached unit)		(1-4 units)	(5+ units)		


Street Design Guidelines and Standards

- New standards will replace those in Division 5 of the Standard Design Criteria and Standard Construction Requirements document
- Collaboration between Town Departments – Planning, Engineering, and Public Works
- Standardize – consider appropriateness of the Larimer County Urban Area Street Standards (LCUASS)




**STANDARD DESIGN CRITERIA
AND
STANDARD CONSTRUCTION
REQUIREMENTS**

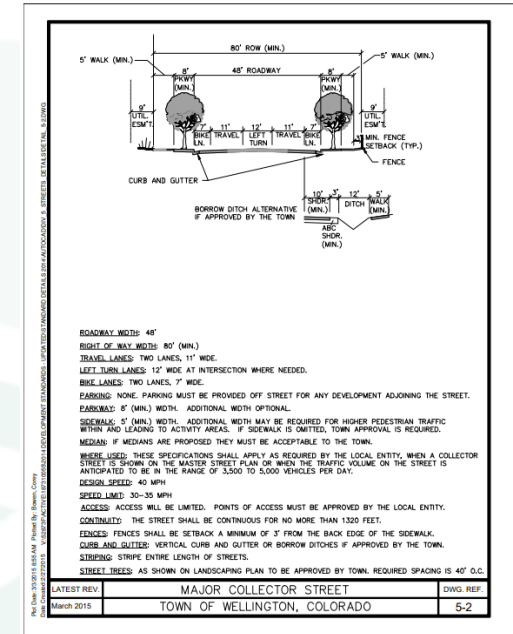
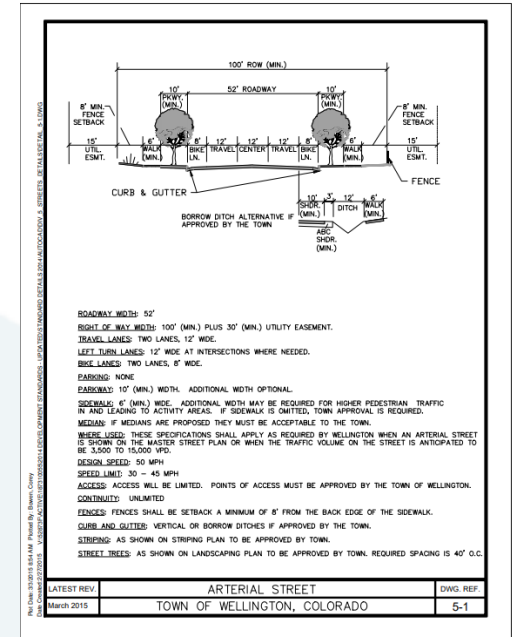
Town of Wellington, Colorado



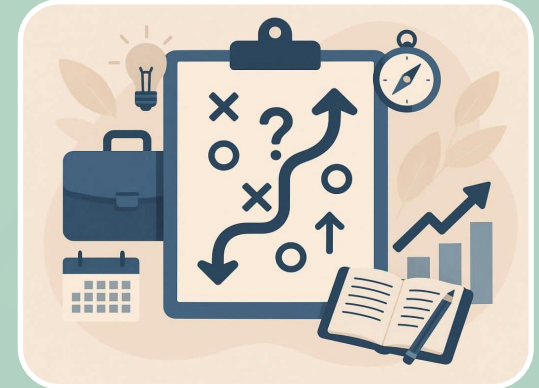
March 2015
Revised April 2017



Presented by
Stantec
2950 East Harmony Road, Suite 290, Fort Collins, CO 80528
phone (970) 482-5922, fax (970) 482-6368



Community Input Phases



Phase 1: Vision and Values

Tell us what matters most — safety, connections, or smoother travel. Add your ideas to the online map or visit us at local pop-up events.

Winter 2025-2026

Phase 2: Prioritization and Strategy Development

We'll share what we heard and ask for feedback on possible improvements and strategies for the future.

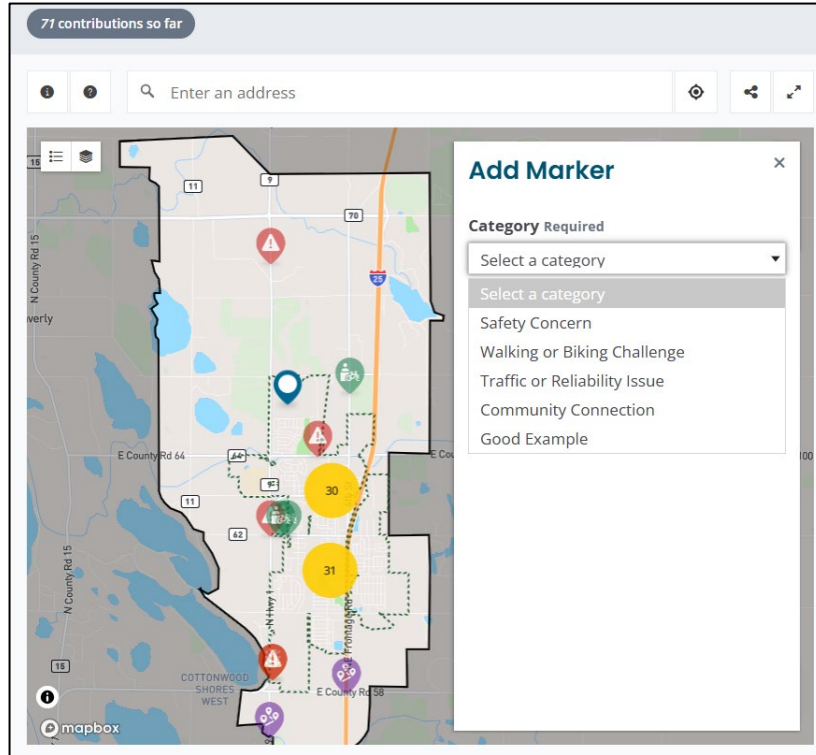
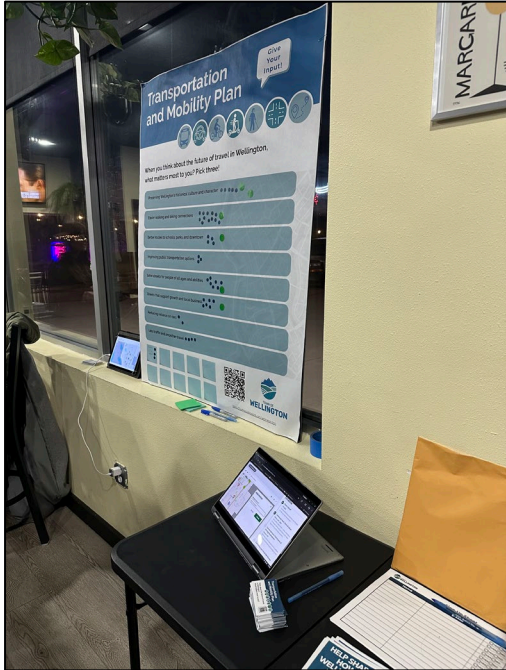
Summer 2026

Phase 3: Draft Plan Review

See how community input shaped the plan and share your thoughts on the draft recommendations.

Fall 2026

Phase 1 – Community Engagement Strategies



<https://fhu.mysocialpinpoint.com/wellington-tmp>



HELP SHAPE HOW WELLINGTON MOVES

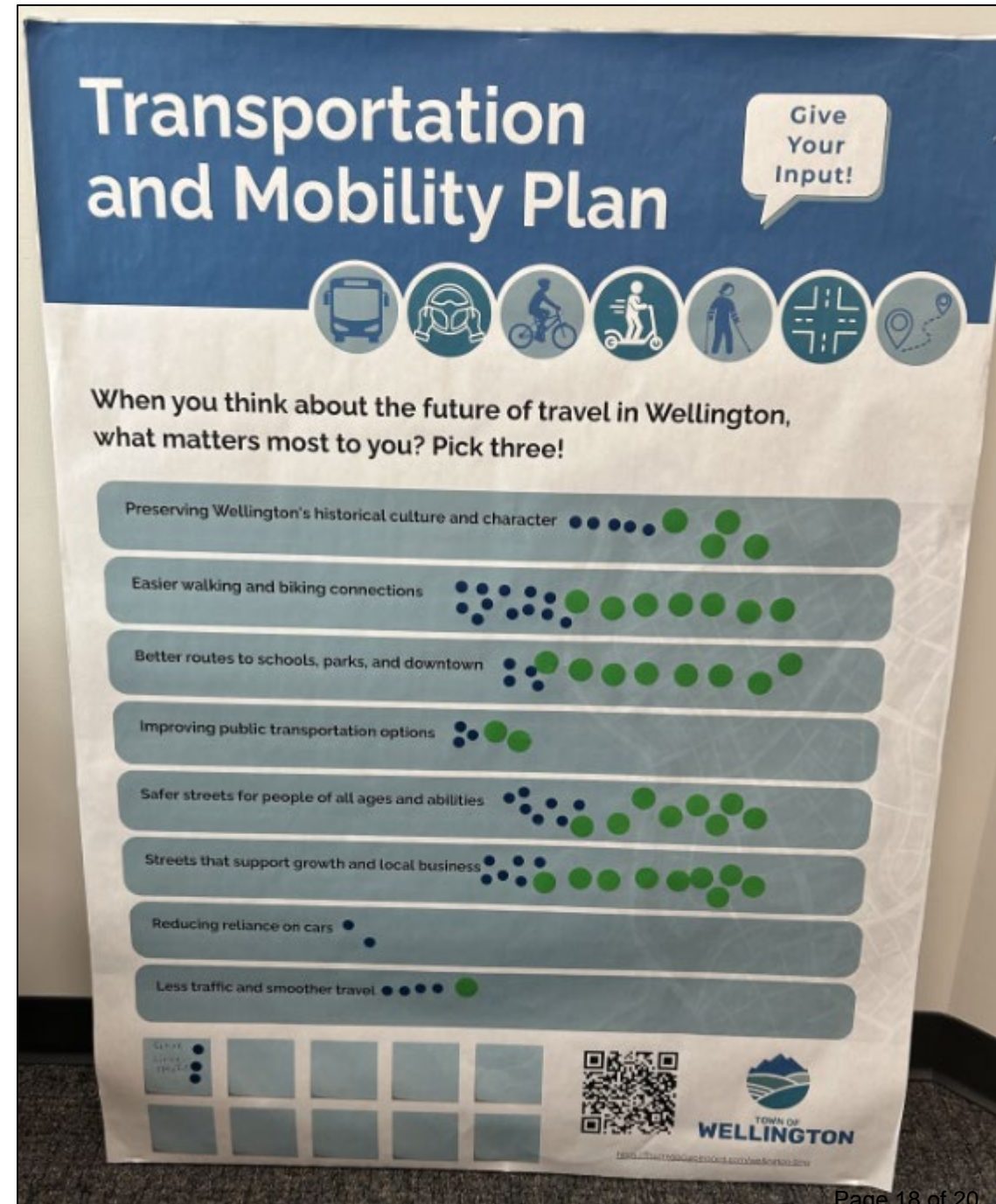
Wellington
Transportation and Mobility Plan

How Do You Get Around Wellington?
¿Cómo te mueves por Wellington?

DROP MAP PINS ONLINE!

Vision and Goals

Question:
What vision and goals would the Planning Commission like to see in the TMP?



Corridor Analysis

Question:
 What corridors does the Planning Commission think are critical to analyze?

