



PLANNING COMMISSION

Mike Simone, Chairperson
Vacant, Vice-Chairperson

Kathy Kvasnicka
Shannon Rhoda
Karina Gonzalez

Jimmy Dominguez
Shannon Wiens
Ashley Greene

Planning Commission Agenda
Regular Meeting
130 South McKinley Avenue
Thursday, January 8, 2026
6:00 PM

(Order & Contents Subject to Change by Action of the Commission)

** Login information on how to attend this meeting virtually (optional) is on the last page of this Agenda.*

Call to Order

Approval of Agenda

Consent Agenda - Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Councilmember so requests, in which case the item may be removed/moved from the Consent Agenda.

- a. Approval of the November 13, 2025, Meeting Minutes

Public Comment This portion of the Agenda is provided to allow members of the audience to present comments to the Board. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement or your question may be directed to the appropriate staff member for follow-up.

Action Item(s)

- a. Election of Officers

Discussion Items

Future Business

- a. The next meeting is scheduled for January 22, 2026.

Adjourn

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**RECORD OF PROCEEDINGS
FORT LUPTON PLANNING COMMISSION
November 13, 2025**

The Planning Commission of the City of Fort Lupton met in session at City Hall Chambers, 130 South McKinley Avenue, the regular meeting place of the Planning Commission and virtually via GoToMeeting, on Thursday, November 13, 2025.

Chair Mike Simone called the meeting to order at 6:00 PM.

ROLL CALL

Commissioners Present: Chair Mike Simone, Commissioners Kathy Kvasnicka, Shannon Wiens, Karina Gonzalez, and Jimmy Dominguez. Commissioner Ashley Greene joined online via GoTo.

City Staff Present: Planners Sean McDermott and Zachary Mettler, and Planning Administrative Assistant Beyza Kirmizi. Planning Director Todd Hodges, and City Engineer David Rausch joined online via GoTo.

APPROVAL OF AGENDA

Commissioner Wiens moved to approve the agenda, Commissioner Kvasnicka seconded.

CONSENT AGENDA

Commissioner Wiens moved to approve the consent agenda, Commissioner Kvasnicka seconded.

PUBLIC COMMENT

There were no public comments

ACTION ITEM

P2025-013 RESOLUTION OF THE PLANNING COMMISSION OF FORT LUPTON RECOMMENDING TO CITY COUNCIL APPROVAL OF A CHANGE OF ZONE KNOWN AS THE NORTHLAND BUSINESS PARK CHANGE OF ZONE

Planner Sean McDermott presented the item for the Northland Business Park change of zone. The site is located south and adjacent to CR 18, adjacent to CR 16, and Northland Drive and is owned by seven different owners. Mr. McDermott explained that the purpose of the project is to change the zoning from PUD to I-2. The current PUD allows for a mix of industrial and commercial uses and applies design standards and review processes that differ from the current code. He provided an overview of previous applications, including three projects, two site plans and one special use permit, that have already been approved. The comprehensive plan designates this area as industrial, which aligns with the proposed change of zone. All notification requirements have been met.

Chair Simone asked whether projects previously approved under the existing PUD would continue to be reviewed under the PUD guidelines or under the industrial standards if any changes or amendments were proposed.

Mr. McDermott explained that site plans approved under the old code would retain the flexibility to comply with the old code and the new code guidelines.

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Daniel Allen with the Henry Group joined the meeting online via GoTo to give a presentation. He reviewed the site location and the proposed change of zone. He explained that the goals of the COZ are to make it easier for businesses to come to Fort Lupton by offering greater flexibility and reducing costs, as the strict design requirements of the PUD would no longer apply. He also provided a brief comparison of the existing PUD and the proposed I-2 zone processes, highlighting the advantages of the COZ.

Chair Simone opened up for public comments at 6:09pm.

There were no public comments.

Chair Simone closed the public comments at 6:09pm.

Chair Simone opened up the hearing for commissioner comments.

Commissioners discussed:

- Whether already approved projects would be negatively affected by the COZ
- What guidelines previously approved projects would need to follow if changes were proposed
- Surrounding properties and their use

After discussion Commissioner Kvsanicka moved to approve P2025-013 (A Resolution of the Planning Commission of Fort Lupton Recommending to City Council Approval of a Change of Zone Known as the Northland Business Park Change of Zone). Commissioner Wiens seconded.

P2025-014 A RESOLUTION OF THE PLANNING COMMISSION OF FORT LUPTON RECOMMENDING TO CITY COUNCIL APPROVAL OF AN ANNEXATION KNOWN AS THE L.G. EVERIST NW ANNEXATION NOS. 1-2 AND INITIAL ZONING TO THE 'A' AGRICULTURE ZONE DISTRICT

Resolutions P2025-014, P2025-015, and P2025-016 were presented simultaneously but voted on individually.

The site for the NW Annexation Nos. 1–2 is located north along County Road 18 between County Roads 23 and 25 and is proposed to be annexed into the City with an initial Agriculture zoning. This zoning would allow mining operations with a special use permit. The comprehensive plan designates this area as a mineral zone. The site for the NW Annexation is located north of County Road 18 and east along County Road 24, and it is also designated as a mineral zone in the comprehensive plan. Mr. Mettler provided visuals showing the locations of the mining operations and the ponds that will eventually be created. He explained that the existing ditch along the property will be accommodated and that ponds will be constructed around it, which will be reviewed through an administrative lot consolidation at the staff level. The entire area where mining will occur is designated as a mineral zone.

Matt Hengel and Lynn Shults attended the meeting to give a presentation. They began by introducing the company and providing an overview of its history. Mr. Hengel discussed examples of how aggregates extracted from mining operations are used in everyday life. Once the extraction phase is complete, the

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company proposes converting the excavation areas into water storage reservoirs. An overview of the site's history was also provided. With the annexation, roughly 200 acres would be added to the City, contributing to approximately 766 acres of mining operations. Maps of the location and special use permit area were presented, along with the mining and reclamation plans and an overall project summary. Mr. Hengel noted that the company has already received approval from Colorado DRMS and will be seeking approval from the Division of Wildlife, as well as other required permits.

Chair Simone opened up for public comments at 6:30pm.

There were no comments.

Chair Simone closed the public comments at 6:30pm.

Commissioners discussed:

- The current condition and use of the portion removed from the special use permit
- The current owners of the properties
- The contract with the City of Aurora for water storage as the final use, and whether some properties would be leased or sold to Fort Lupton
- Whether the final use could be defined as park and open space as indicated in the staff report
- Dedication of a trail easement to the City
- The estimated timeline for completing the mining operation
- Concerns about Fort Lupton's future ownership rights
- Whether water storage ponds have ever run dry
- Whether the water reservoir could be used for recreational purposes
- The negotiation process for the open area

After discussion Commissioner Wiens moved to approve P2025-014 (A Resolution of the Planning Commission of Fort Lupton Recommending to City Council Approval of an Annexation Known as the L.G. Everist NW Annexation nos. 1-2 and Initial Zoning to the 'A' Agriculture Zone District). Commissioner Kvasnicka seconded.

P2025-015 A RESOLUTION OF THE PLANNING COMMISSION OF FORT LUPTON RECOMMENDING TO CITY COUNCIL APPROVAL OF AN ANNEXATION KNOWN AS THE L.G. EVERIST NE ANNEXATION AND INITIAL ZONING TO THE 'A' AGRICULTURE ZONE DISTRICT

No additional comments were made. All Notification Requirements have been met.

After discussion Commissioner Wiens moved to approve P2025-015 (A Resolution of the Planning Commission of Fort Lupton Recommending to City Council Approval of an Annexation Known as the L.G. Everist NE Annexation and Initial Zoning to the 'A' Agriculture Zone District). Commissioner Kvasnicka seconded.

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P2025-016 A RESOLUTION OF THE PLANNING COMMISSION OF FORT LUPTON RECOMMENDING TO CITY COUNCIL APPROVAL OF A SPECIAL USE PERMIT FOR AN EXPANSION OF AN EXISTING SAND & GRAVEL MINING OPERATION

No additional comments were made. All Notification Requirements have been met.

After discussion Commissioner Wiens moved to approve P2025-016 (A Resolution of the Planning Commission of Fort Lupton Recommending to City Council Approval of a Special Use Permit for an Expansion of an Existing Sand & Gravel Mining Operation). Commissioner Kvasnicka seconded.

P2025-017 A RESOLUTION OF THE PLANNING COMMISSION OF FORT LUPTON RECOMMENDING TO CITY COUNCIL APPROVAL OF AMENDMENTS TO CHAPTER 16 – FORT LUPTON DEVELOPMENT CODE

Planner Zachary Mettler started the presentation by providing an overview of the proposed code updates, which include amendments to Article 4, Article 8, and Article 11 addressing Accessory Dwelling Units (ADUs), in-home daycares, and landscaping.

He explained that ADUs currently require a Special Use Permit in the R-1 and R-1A zone districts, with no distinctions based on lot size. The proposed changes aim to shift from zoning-based standards to lot-size-based standards, while maintaining essential life, safety, and access requirements. The intent of the update is to right-size the impacts and review of ADUs, which would be reviewed administratively at staff level. Pre-application meetings and required building permits will ensure that all relevant departments participate in the review process. He noted that one of the major changes includes increasing the allowable size from 50% of the primary dwelling's square footage to 100%, providing more flexibility while continuing to regulate development through setbacks, lot coverage limits, and other site standards.

Mr. Mettler continued the presentation by reviewing the updated Allowed Uses Table, showing that ADUs would be a use by right in residential zone districts. He then provided a brief overview of how the current code limits ADUs to no more than 50 percent of the principal dwelling's living area or 1,200 square feet, whichever is less. He followed with the proposed code language and an overview of the ADU process and general guidelines, including submittal requirements, location standards, and development standards. He discussed the character requirements, explaining that applicants must meet at least three out of the six standards. He also provided further explanation of access and addressing requirements, which include providing a pedestrian connection to a public sidewalk, alley, or access point, and ensuring that both residences receive individual City-assigned addresses.

Mr. Mettler continued by going over the changes to Article 11, which focuses on definitions. The changes include removing the definition of a Household, adding a definition for a Dwelling Unit, and refining the definition of an Accessory Dwelling Unit.

Planner Sean McDermott followed with an overview of the proposed changes regarding in-home daycares. These updates would make in-home daycares a use-by-right in residential zone districts with a home occupation license, eliminating the need for a special use permit. One additional requirement is added to the home occupation standards to ensure potential impacts of daycare operations are appropriately

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mitigated. Following up on discussion from the previous Planning Commission meeting, Mr. McDermott noted that, based on staff's research, notifying neighbors prior to opening an in-home daycare is not allowed because such uses cannot be treated differently from other home occupations.

Lastly, the proposed code changes to Article 8 were presented that cover landscaping standards. The amendments are intended to align with SB2024-005 concerning non-functional turf regulations and waterwise landscaping principles. These requirements would apply to new development and redevelopment projects on applicable property. He explained that the proposed code outlines limits on the percentage of landscaped area that may consist of water-intensive turf for commercial, industrial, and residential properties, and restricts where irrigated turf may be installed. The updated code encourages innovative stormwater design elements, such as swales around parking areas, creative tree wells, hydrozoning, and preservation of existing vegetation. Mr. McDermott also highlighted proposed updates to firescaping and irrigation standards, which aim to ensure that irrigation systems meet the specific water needs of each landscape. He concluded by noting that a list of approved waterwise plant species will be made available on the City's website.

Commissioners discussed:

- Whether existing unapproved ADUs will be required to comply with the proposed code
- Potential subjectivity in the character requirements
- HOA compliance with ADU requirements and design standards
- Whether HOA or City requirements take precedence
- Clarification regarding the allowance for two on-street parking spaces per dwelling
- When additional space can be classified as an ADU
- When the added home occupation requirement would take effect
- Where artificial turf may be installed on residential properties
- Requirements for living plant material
- Applicability of the new landscaping code
- Planting considerations related to utility line locations
- The process for short-term rentals

Chair Simone opened up for public comments at 8:05pm

There were no comments.

Chair Simone closed the public comments at 8:05pm.

After discussion Commissioner Kvasnicka made a motion to approve P2025-017 (A Resolution of the Planning Commission of Fort Lupton Recommending to City Council Approval of Amendments to Chapter 16- Fort Lupton Development Code). Commissioner Gonzalez seconded.

DISCUSSION ITEMS

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There were no discussion items.

FUTURE BUSINESS

The next Planning Commission meeting is scheduled for December 11th, 2025.

ADJOURNMENT

Commissioner Wiens moved to adjourn the meeting. Commissioner Kvasnicka seconded.

Chair Simone moved to adjourn the meeting at 8:07 PM.
Submitted by

Beyza Kirmizi
Planning Administrative Assistant

Approved by Planning Commission

Mike Simone
Chair

DRAFT