



PLANNING COMMISSION

Mike Simone, Chairperson
Shannon Rhoda, Vice-Chairperson

Kathy Kvasnicka
Shannon Wiens
Ashley Greene

Jimmy Dominguez
Karina Gonzalez
Andrea Allison

Planning Commission Agenda
Regular Meeting
130 South McKinley Avenue
Thursday, June 25, 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 May 14, 2026, 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)

Discussion Items

- a. Cottonwood Downs Concept Plan

Future Business

- a. The next Planning Commission meeting is scheduled for July 9th, 2026.

Adjourn

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If you would like to participate remotely, we encourage you to test the phone number and links provided above prior to the start of the meeting, as each device requires initial adjustment. It is also recommended to log into the meeting early, and if you encounter any issues to call 303-304-4498 or email PlanningDept@fortluptonco.gov immediately.

When calling in, please be sure to mute your microphone on your computer, phone or tablet. Planning staff and/or the Chairman of the Planning Commission will provide instructions on when and how comments can be made by the public virtually.

RECORD OF PROCEEDINGS
FORT LUPTON PLANNING COMMISSION
May 14, 2026

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, May 14, 2026.

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

ROLL CALL

Commissioners Present: Chair Mike Simone, Commissioners Kathy Kvasnicka, Jimmy Dominguez, Shannon Wiens, and Karina Gonzalez.

City Staff Present: Planning Director, Todd Hodges, Planners Magaly Morales, and Zachary Mettler, Planning Administrative Assistant Beyza Kirmizi, Economic Development Manager, Michelle Magelssen, and GIS Coordinator, Jake Freier.

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

PUBLIC COMMENT

There were no public comments

ACTION ITEM

There were no action items.

DISCUSSION ITEMS

County Road 8.5 Annexation and Special Use Permit - Withdrawal

Planner Morales explained that the hearing for this item was originally scheduled for tonight. However, the applicant formally withdrew the application nine days ago, and as a result, the public hearing will no longer take place.

A member of the public asked whether a new hearing date had been scheduled for the project. Ms. Morales responded that the application process would need to restart and that new public notices would be sent out.

Chair Simone called for a 10-minute recess at 6:03 p.m.

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Chair Simone reconvened the meeting at 6:16 p.m.

Comprehensive Plan Update – Economic Development Discussion

This was a joint meeting between the Planning Commission and Planning Advisory Committee (PAC).

Planner Zachary Mettler gave a brief overview of the recent engagement events that staff participated in and what was presented to the public. Strategies to preserve the city's small-town character and community pride were the main topics of these events, and questions were asked to gather input from residents. Mr. Mettler then presented the engagement results, which showed that downtown revitalization and public enhancements were the two most selected options regarding what residents value most about maintaining the city's character. Using Connect 4 as a tool to gather feedback on beautification and small-town character, residents identified downtown beautification and the protection of unique natural features as their top priorities.

Commissioner Dominguez asked what age group primarily participated in the Connect 4 activity. Planner Morales responded that there was no specific age group and that staff did their best to distinguish between those voting and those simply playing the game.

Michelle Magelssen introduced herself and explained that she had prepared questions for the Commissioners and PAC members regarding economic development and downtown revitalization.

Chair Simone asked all participants to introduce themselves.

Mrs. Magelssen began her Menti presentation by asking participants what area of the city they considered to be downtown. While most participants selected Denver Avenue, one participant selected Denver Avenue and First Street. The next question asked how often participants visited downtown businesses, and most responded that they visited them weekly. She then asked participants to name a restaurant located downtown. Wholly Stromboli and Lucky Shot were the most commonly mentioned restaurants. Participants were also asked to name a retail business in downtown, and responses included USPS, House of Smoke, and the Dress Shop. When asked to name a service business, participants mentioned USPS, Fort Lupton Vision, and a local dentist. Lastly, participants were asked to name a manufacturing business, and House of Smoke was the most common response.

The next question asked why participants do not visit downtown businesses more often. Responses included a lack of parking, events, and business variety. Commissioners and PAC members were then asked what characteristics come to mind when they think of downtown revitalization. Responses included public art, mood lighting, flowers, improved parking options, and better sidewalks. PAC Member Amber Alcaraz commented that the city has the potential to be more welcoming to visitors and people passing through town, which Chair Simone agreed with. Participants were then asked if they would visit downtown more often if those improvements were in place, and all responded yes.

Mrs. Magelssen continued by presenting several downtown revitalization initiatives and asked participants if they were aware that these initiatives were already in place. She provided a brief description of the six programs and discussed CDOT's involvement in downtown improvements, as well as how information

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about new businesses is advertised. She then presented a list of initiatives that contribute to economic sustainability and asked participants to rank them. Downtown revitalization, business retention and expansion, and business attraction were the top three choices. Commissioners and PAC members were then asked to indicate where new retail goods and services should be located within the city using a map. Participants discussed how different areas of the city could attract different types of businesses.

The final question asked whether participants would support businesses located within their neighborhoods and what types of businesses they would support. Responses included art-related businesses, salons, small restaurants, and coffee shops. Several participants also indicated that they would not support businesses in their neighborhoods in order to protect their quality of life.

Commissioners discussed growth and the importance of maintaining Fort Lupton's small-town character while preserving its history. Mrs. Magelssen noted that growth is inevitable, but that the city and its residents can influence how that growth occurs.

Chair Simone asked if there are other communities in Colorado with large Hispanic populations that embrace and celebrate their cultural diversity. He also asked if Fort Lupton has a sister city, to which Mrs. Magelssen responded that it does not. Commissioners then discussed ways to incorporate traditions from different cultures into the community and how doing so could promote cultural inclusion while supporting historic preservation.

FUTURE BUSINESS

There next Planning Commission meeting is scheduled for May 28, 2026.

ADJOURNMENT

Commissioner Dominguez moved to adjourn the meeting. Commissioner Kvasncika seconded.

Chair Simone moved to adjourn the meeting at 7:24 PM.

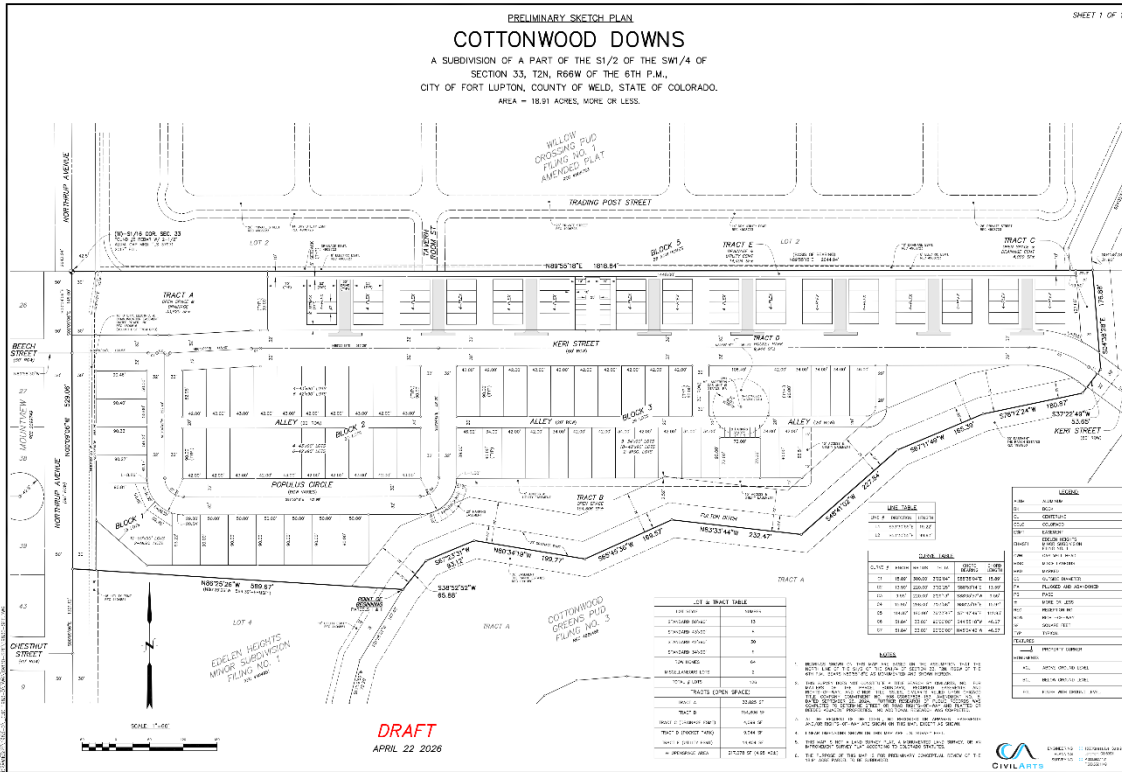
Submitted by

Beyza Kirmizi
Planning Administrative Assistant

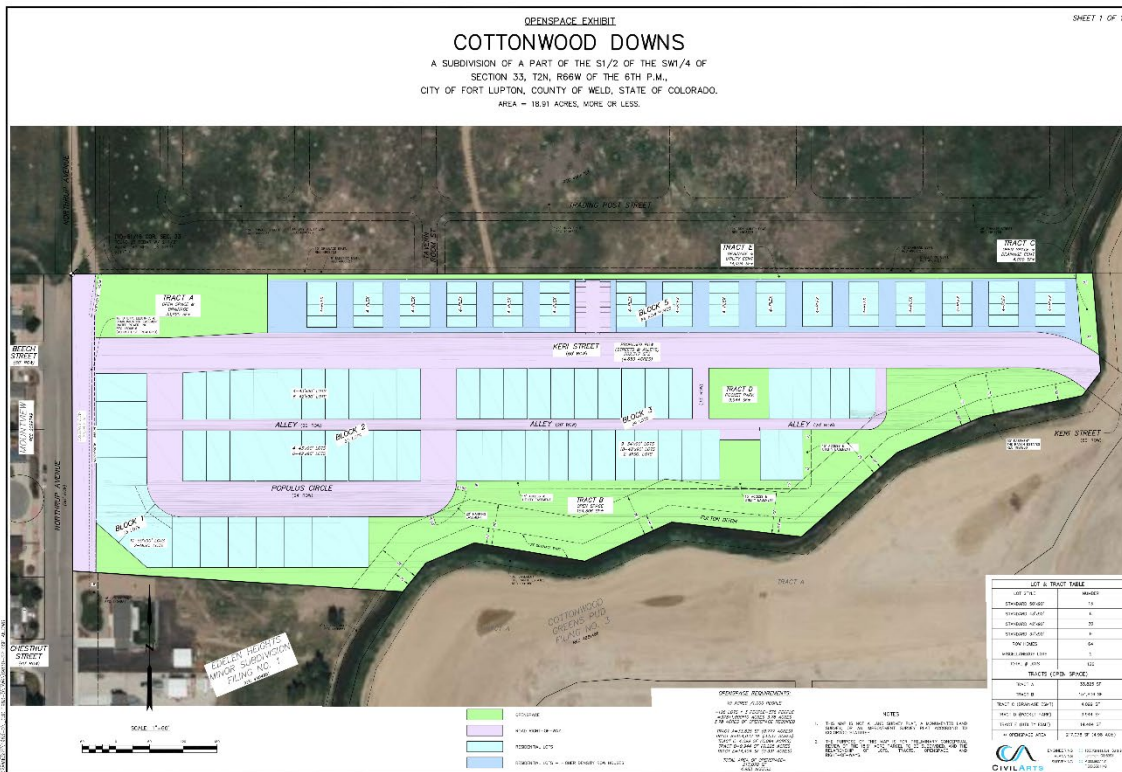
Approved by Planning Commission

Mike Simone
Chair

Concept Plan



Concept Open Space Plan



Nature of Request:

The Applicant has submitted a request for consideration of a Concept Plan. The proposed concept plan provides a variety of single family attached and detached housing types totalling 126 single-family dwelling units. The proposal includes 62 detached houses, most of which would be alley-loaded, and 64 attached houses in a rowhouse style quadplex. It also proposes to connect Keri Street across the Fulton Ditch to Northrup Avenue, a park internal to the subdivision, and open space and trail along the western side of the Fulton Ditch.

Site Size: 18.841 acres, more or less.

Zone District: Planned Unit Development (PUD) with underlying zoning of R-1.

Proposed Zone District: Change of Zone would be required at future submittal based on proposed lot types.

Proposed Use: 126 single family dwelling units..

Existing Use: The Property is currently vacant undeveloped land.

Meeting Dates: Planning Commission – June 25, 2026 at 6:00 PM; and
City Council – July 7, 2026 at 6:00 PM.

Meeting Location: Fort Lupton City Hall – Council Chambers, 130 S. McKinley Ave., Fort Lupton, Colorado.

SUMMARY OF PREVIOUS APPLICATIONS

On September 7, 2005, the property was annexed through the Cottonwood Greens Annexation with PUD zoning. A conceptual master plan was reviewed concurrently for a residential and mixed-use subdivision with a variety of product types and open space designed. Annexation Agreement Reception Number: 3355882

On August 8, 2006, the property was reviewed as part of a PUD Preliminary Plat for the broader Cottonwood Greens property. All future Cottonwood land use cases applied to other parcels, and these specific parcels were not part of future projects. Future iterations of the PUD and platting changed the overall layout of the subdivision.

APPLICATION PROCESS

The Planning Commission’s review of a Concept Plan is intended to be an open exchange of ideas where the Commission members are encouraged to discuss any issues, questions, or concerns with the Applicant and staff. Pursuant to Article 2.02 (D) of the Fort Lupton Development Code, review of a Concept Plan shall not have any formal decision or approval, but merely provides general consensus and offers the applicant direction for preparing a formal Preliminary Plat submittal with any associated land use submittals. Therefore, the Planning Commission shall evaluate the Concept Plan and all comments by referral agencies, and provide input to the Applicant. All information provided to the Applicant will become part of the record and will inform the discussion with City Council regarding this Concept Plan.

The purpose of this process is to achieve a project that satisfies the goals of the Fort Lupton Comprehensive Plan and the priorities of the community.

NOTIFICATION REQUIREMENTS

No notifications are required for a Concept Plan.

CONFORMANCE WITH CITY STANDARDS, REGULATIONS AND POLICIES

Pursuant to the Fort Lupton Development Code Article 2.02 (D), a Concept Plan is an initial review of a proposed development. The Concept Plan may be recommended or required by the Planning Director for complex projects prior to submitting a Preliminary Plat. The intent of this phase of the plan is to provide a general concept that describes the applicants' development vision. A Concept Plan is *not* intended to provide final comments or requirements, or restrict the City's discretion in subsequent stages of the review process.

In providing input for this Concept Plan, the City shall use the following review criteria. Staff has added notes regarding each of the four standards:

1. The application is in accordance with the Comprehensive Plan, and in particular the physical development patterns and concepts of the plan.

The proposed layout of attached and detached single-family dwelling units is in accordance with the Comprehensive Plan for these properties. These properties are identified as "Single-Family Detached" in the Future Land Use Map. This designation in the 2018 Comprehensive Plan allows for a mix of detached and attached single-family dwelling units.

2. The development will relate to neighboring areas and to the community.

This Concept Plan includes a larger vision for coordinated expansion of utilities that brings benefit to the existing land uses in the area. Cottonwood Greens has built multiple filings to the east across the Fulton Ditch, with the plan for Keri Street to cross the ditch and connect back to Northrup Avenue. Willow Crossing is being built still to the north, with most of the roads and homes in phase 1 built. Cottonwood Downs would fill a key missing portion of this development, help interconnect city streets and services, promote housing diversity through a higher amount of attached homes relative to the adjacent subdivisions, and provide additional trail and open space on the west side of the Fulton Ditch.

3. The development will promote efficient use of utilities, streets and other public resources.

This Concept Plan includes a larger vision for coordinated expansion of infrastructure, utilities, and amenities that bring benefit to the existing uses in the area.

4. The applicant can demonstrate that adequate infrastructure is or will be available for the proposed development.

This development will be required to provide sufficient infrastructure and utilities to serve the proposed land use types. The applicant will provide more information regarding this topic; including the potential benefits to surrounding properties created by the extension of services.

Staff has been working with the applicant to address some initial comments in relation to the City's Development Standards and will complete the formal review with a future submittal. Some items that will need to be clarified, delineated, or updated with formal submittal to meet the Development Code include but are not limited to:

- A. Ensuring road widths, alley widths, lengths, and accesses meet the Development Code standards.
- B. Reviewing proposed housing types with lot and design development standards to comply with the existing zoning or potential future change of zone, and standards and the residential design standards. This would accompany a Preliminary Plat.
- C. Ensure parks and open spaces meet Section 3.02 Open & Civic Space standards and are usable and accessible, including but not limited to along the Fulton Ditch and along Northrup Avenue to meet the intent of the Parks & Open Space future land use designation.
- D. Address all referral comments related to the Concept Plan with future submittals.

A full review of the project alongside the City's development standards will occur with future submittals.

EXISTING CONTEXT

Nearby uses include detached residential to the west, north, east, and southeast, and large lot residential to the southwest. The property is abutted on the southeastern and eastern edge by the Fulton Ditch and Cottonwood Greens, Northrup Avenue to the west, and the Willow Crossing subdivision to the north.

CURRENT ZONING

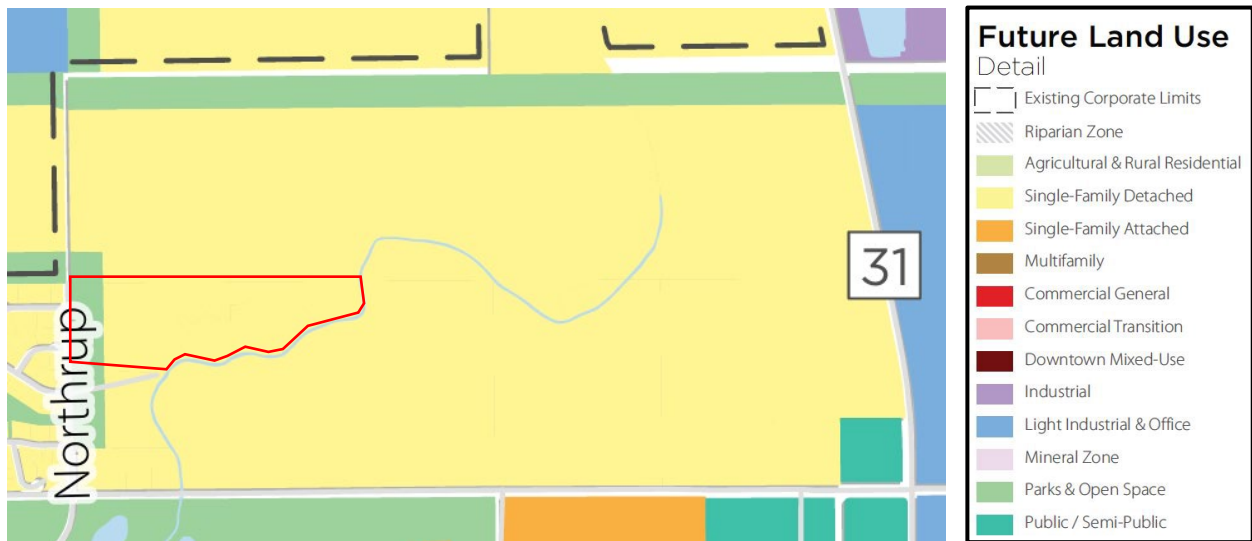
PUD with current zoning of R-1.



CONFORMANCE WITH THE COMPREHENSIVE PLAN

The Future Land Use map designates the subject property as Single-Family Detached on the majority of the property, with a stretch of Parks & Open Space along the western edge of the property along Northrup Avenue. This designation allows for neighborhoods of predominantly single family detached homes on individual lots. This can consist of a variety of development types, including higher density homes within the City’s urban core and planned subdivisions within residential growth areas. In addition to single family units, these neighborhoods may include scattered single family attached and multi-family housing options, as well as public and semi-public uses. Given market demand, single family neighborhoods are likely to remain the primary residential designation within Fort Lupton and should see considerable growth in the future.

The proposed subdivision includes a mix of both detached and attached single-family dwelling units, with a variety of product types. It also proposes open space and trail along the Fulton Ditch. Staff encourages this as a point for discussion with Planning Commission and City Council.



REFERRALS

City Administrator	Finance Director	Postmaster
Building Inspector	Fort Lupton Fire Protection District	Weld County Department of Planning
OMI	Colorado Parks and Wildlife	Weld County Department of Public Health & Environment
Economic Development Manager	Division of Water Resources	Weld County Public Works
City Attorney	United Power	Weld County School District RE-8
Parks & Recreation Director	Comcast	Weld County GIS
GIS Specialist	CenturyLink	NWCWD
Development Review Engineer	Xcel Energy	Fulton Ditch Company
Police Chief	Ripple Fiber	Kerr McGee Rocky Mountain Corp.
Public Works Director	Intrepid Fiber	

Referrals were provided to the list above. All referral responses received are viewable on the City's website at the project link below.

STAFF RECOMMENDATION

No formal decision is being made here, however staff supports the concept proposed with the understanding that the items listed above in the "Conformance with City Standards, Regulations and Policies" will need to be addressed and staff will continue to work with the applicant to address any concerns that Planning Commission and City Council may have prior to future submittal.

Additional documents are available for review at

<https://www.fortluptonco.gov/DocumentCenter/Index/1045>

Concept Plan Submittal

Project Narrative | Cottonwood Downs

04/07/26

General Description/Site Features and Proposed Land Uses

The property is located east of Northrup Avenue, north of the Fulton Ditch, and south of Willow Crossing. The property is approximately 18.9 acres and is in the City of Fort Lupton.

The applicant is requesting review of the concept plan to facilitate the pursuit and completion of the Preliminary and Final Plats and associated construction documents. The proposed residential uses include 126 single family units including 62 detached, mostly alley loaded, lots and 64 attached Rowhomes Style units. This projects an overall density of 6.7 dwelling units per acre. The project will feature park & open space, internal sidewalk and trail connections, and multiple residential product types.

The project will be constructed to be compatible with surrounding uses and provide an attractive residential neighborhood.

Compliance with City of Fort Lupton Comprehensive Plan

Picture Fort Lupton adopted in 2018 is the official policy guide for land use and development. In Picture Fort Lupton a vision for the future of Fort Lupton is established to act as not only a guide but a “playbook” for polices, strategies, and objectives that form the image and identity of the community. The following analysis shows how Cottonwood Downs is developed in conformance with Picture Fort Lupton.

A Vision for Fort Lupton

The Comprehensive Plans implies the City of Fort Lupton will be the premier destination of the Front Range. It goes on to state that the City will help to guide investment and development, “to best meet needs of a growing community and support diverse, welcoming neighborhoods.” Cottonwood Downs is looking to develop a residential development which furthers the goals of the Comprehensive Plan. Cottonwood Downs is proposed as a residential development with multiple product types to support a diverse and welcoming neighborhood.

Allowing for both single family attached and detached dwelling within this project adheres to the vison set forth in Picture Fort Lupton which states, “the development of new high density residential will provide those housing options necessary to attract a wealth of new residents while maintaining Fort Lupton’s ‘small-town’ charm.” As proposed multiple

product types allows for multiple price points for current and future residents of the Fort Lupton community. Creating a community where all can live, work, and play.

Growth and Development

Cottonwood Downs is currently surrounded by developed property in the City of Fort Lupton. It is contemplated in Picture Fort Lupton and the Future Land Use map that this parcel is to be developed in the City of Fort Lupton as a residential development. This development proposes to develop a welcoming residential neighborhood.

As stated in the Comprehensive Plan, “greater housing diversity is an important focus for residential growth moving forward. This will help the City address housing needs within the community and attract new residents. The City should work with developers to encourage a variety of housing options, including products that offer high density...” With 124 detached and attached single family units proposed in this development this project will bring greater housing diversity to Fort Lupton to create diverse, welcoming neighborhoods that boast housing diversity to attract new residents to the greater community.

Transportation and Mobility

This project will provide a safe and efficient multi-modal transportation network. New infrastructure will enhance existing infrastructure and will serve pedestrians, bicycles, and vehicles. The Comprehensive Plan expresses a concern for a lack of pedestrian connectivity in the City of Fort Lupton it goes on to say, “As improvements are made along road-way corridors, the City should construct sidewalks and/or trails. Adjacent development should participate in this process by providing the necessary improvements along their property.”

This project proposes the extension of Kerri Street within the property boundary connecting to Northrup Avenue. The project proposes improvements including but not limited to sidewalks and landscaping and dedication of ultimate ROW along Northrup Avenue. The project is proposed as a multi-modal, pedestrian friendly and walkable community with safe and convenient sidewalks, trails, tree lawns, street trees, roadways and connections throughout the neighborhood and to adjacent neighborhoods.

Public Improvements Narrative

Potable water will be provided by the City of Fort Lupton. An 8” waterline will connect Cottonwood Greens to Northrup Avenue via Kerri Street. A Pressure-Reducing Valve will be placed near the west end of cottonwood Downs to provide the zone separation requested by the City.

Cottonwood Downs expects to extend and utilize the City’s Non-Potable Water System.

Cottonwood Downs Sanitary Sewer will connect to the existing system to the west. Based upon initial calculations the system should handle this additional flow and the system will be nearly full under peaking conditions.

Stormwater runoff will be collected and detained near the northwest portion of the site. The system will be designed to collect the developed 100-year runoff and release at the 5-year historic rate.

Cottonwood Downs will generate about 1009 trips per day in vehicular traffic with the peak hour around 58 trips/hour.

All engineering will be studied, verified, and designed by professionals registered by the State of Colorado.

Parks, Open Space and Environmental Features

Cottonwood Downs is designed with park & open space, and environmental features. Proposed park areas will provide residents of both Cottonwood Downs and Fort Lupton with opportunities as stated in the Comprehensive Plan to, “get active, socialize, and enjoy the outdoors in their community.”

Picture Fort Lupton also establishes the objective to, “develop new trails to establish a comprehensive trail network throughout the community.” Trails are an essential element of parks and open space; Cottonwood Downs will provide enhanced and new sidewalk connections as mentioned above. These new internal sidewalks will not only provide desired interconnectivity but also link this development to larger established and future pedestrian networks throughout the community and region to realize the goals and intent of Picture Fort Lupton.

Compatibility with the Area

Cottonwood Downs is designed to not only adhere to and further the goals and intent of the Comprehensive Plan but also to be compatible with surrounding area and uses. The Future Land Use Map contemplates this property to be developed as Single-Family Residential.

Statement of Compliance with applicant standards and criteria

Cottonwood Downs will coordinate with City staff and appropriate stakeholders to meet all applicable standards and criteria of the City of Fort Lupton to develop a high-quality residential subdivision.

