TOWN OF FIRESTONE

Planning and Zoning Commission

Regular Meeting Agenda

August 1, 2024
6:00 PM

9900 Park Avenue, Firestone, CO 80504

Town of Firestone Board and Commission meetings can be viewed live online at www.firestoneco.gov/Agendas

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Minutes**
   a. Approval of the June 6, 2024, Planning and Zoning Commission Meeting Minutes
5. **Public Comment** * (maximum time permitted for all Public Comment is 30 minutes)
6. **Public Hearings**
   a. **Public Hearing: Resolution PC 24-04:** A RESOLUTION OF THE FIRESTONE PLANNING AND ZONING COMMISSION RECOMMENDING APPROVAL OF A SPECIAL REVIEW USE APPLICATION TO OPERATE A FAMILY CHILD CARE HOME (LARGE) ON REAL PROPERTY LOCATED ON LOT 5, BLOCK 2, OAK MEADOWS PUD FILING 1
7. **Staff Reports**
8. **Commissioner Comments**
9. **Adjournment**

* Individuals that desire to address the Planning and Zoning Commission are requested to sign up at the table at the entrance to the meeting room. Each individual will be provided an opportunity to speak (limited to two minutes) during Public Comment. Maximum time permitted for all Public Comment is 30 minutes for each Public Comment noted on Agenda.

If you need special assistance in order to participate in a Planning and Zoning Commission meeting, please contact the Town Clerk's Office at 303-531-6264 in advance of the meeting to make arrangements. A forty-eight-hour notice is requested.

AGENDA INFORMATION MEMORANDUM

TOWN OF FIRESTONE
PLANNING AND ZONING COMMISSION

AIM No.: 4.a

Approval of Minutes

Meeting Date: August 1, 2024

Initiated By:

Department: Town Clerk

AGENDA ITEM
Approval of the June 6, 2024, Planning and Zoning Commission Meeting Minutes

RECOMMENDATION

SUMMARY

HISTORY AND PREVIOUS BOARD ACTION

ATTACHMENTS
1. DRAFT 6-6-2024 Planning and Zoning Commission Meeting Minutes 2

TOWN OF FIRESTONE

Planning & Zoning Commission

MINUTES
June 6, 2024

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1. Call to Order & Roll Call

The Planning and Zoning Commission of the Town of Firestone met for a Regular Meeting on June 6, 2024, at the Police Department & Municipal Court building, 9900 Park Avenue, Firestone, Colorado. Chair Sutton called the meeting to order at 06:01 PM

The following were present upon the call of the roll:

Chair:	Jim Sutton
Vice Chair:	Tim Spiegelberg
Trustees:	Amber Harper, Absent Dennis Haney John Damsma Patrick Hanafin Pat Conner Pat Young, Excused
Staff:	**Present:** Eric DeBolt, IT Manager; Matt Thompson, Senior Planner; Rachel Clyne, Senior Planner; Pam Howard, Planning Manager; Todd Bjerkaas, Director of Planning & Development; Missy Carranco, Deputy Town Clerk; Keith Martin, Town Attorney.

2. Pledge of Allegiance

Chair Sutton led the pledge of allegiance.

3. Approval of Agenda

Motion by Commissioner Haney, **second** by Commissioner Damsma, for the Approval of the Agenda. All in Favor, **Motion carried**.

4. Approval of Minutes

a. April 4, 2024, Planning and Zoning Commission Meeting Minutes

Motion by Commissioner Hanafin, **second** by Commissioner Haney, for approval of April 4, 2024, Planning and Zoning Commission Meeting Minutes. All in Favor, **Motion carried**.

5. Public Comment * (maximum time permitted for all Public Comment is 30 minutes)

DRAFT

No public comment.

6. Public Hearings

Chair Sutton opened the public hearing for PC Resolution 24-03.

Matt Thompson, Senior Planner, and Pam Howard, Planning Manager, presented to the Planning Commission.

Anastasia Urban and Chris Bremner with Brookfield Properties, the applicant, presented to the Planning Commission.

Matt Thompson, Senior Planner, Pam Howard, Planning Manager, and Anastasia Urban from Brookfield Properties, the applicant, responded to the Commissioners' questions regarding the proposed resolution.

a. **PUBLIC HEARING: PC RESOLUTION 24-03:** A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FIRESTONE, COLORADO, RECOMMENDING APPROVAL OF AN APPLICATION TO AMEND THE BAREFOOT LAKES OUTLINE DEVELOPMENT PLAN

Motion by Vice-Chairperson Spiegelberg, **second** by Commissioner Haney, to approve **PUBLIC HEARING: PC RESOLUTION 24-03:** A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FIRESTONE, COLORADO, RECOMMENDING APPROVAL OF AN APPLICATION TO AMEND THE BAREFOOT LAKES OUTLINE DEVELOPMENT PLAN

Roll Call Vote:

Yes:	Commissioner Haney, Vice-Chairperson Spiegelberg, Commissioner Damsma, Commissioner Hanafin, Commissioner Conner
No:	None
Abstain:	None

Motion carried

7. Staff Reports

Planning Manager Pam Howard updated the Commission on the written job description for the Planning and Zoning Commissioner position.

8. Commissioner Comments

Commissioner Hanafin has put in his resignation as he is moving out of the Town of Firestone. He will send a formal, written resignation to the Planning Director and the Town Clerk's Office.

9. Adjournment

DRAFT

Motion by Commissioner Haney, **second** by Commissioner Hanafin, to adjourn. All in Favor, **Motion carried**.

Introduced and Approved the _____ of _____, 2024.

TOWN OF FIRESTONE, COLORADO

_____

James Sutton, Chair

ATTEST

_____

Missy Carranco, Secretary

DRAFT

AGENDA INFORMATION MEMORANDUM

TOWN OF FIRESTONE
PLANNING AND ZONING COMMISSION

AIM No.: 6.a

Public Hearings

Meeting Date: August 1, 2024

Initiated By: Rachel Clyne

Department: Planning & Development

AGENDA ITEM

Public Hearing: Resolution PC 24-04: A RESOLUTION OF THE FIRESTONE PLANNING AND ZONING COMMISSION RECOMMENDING APPROVAL OF A SPECIAL REVIEW USE APPLICATION TO OPERATE A FAMILY CHILD CARE HOME (LARGE) ON REAL PROPERTY LOCATED ON LOT 5, BLOCK 2, OAK MEADOWS PUD FILING 1

RECOMMENDATION

Town Staff recommends the Firestone Planning Commission approve draft Resolution 24-04, a resolution recommending approval of the Special Review Use application to the Board of Trustees with the following condition:

- The Applicant shall obtain a Firestone Business License before operating the proposed use.

SUMMARY

The proposed Special Review Use (SRU-24-025) is for a Family Child Care Home, Large (not to exceed twelve (12) children) located in the Applicant's residence at 11383 Deerfield Drive.

HISTORY AND PREVIOUS BOARD ACTION

Oak Meadows, PUD, Filing #1 was approved by the Firestone Board of Trustees on June 11, 1998.

ATTACHMENTS

1. SRU-24-025 Staff Report
2. Resolution PC-24-04

Staff Report

Special Review Use

11383 Deerfield Drive
Little Steps – Pasitos, L.L.C.
SRU-24-025

Prepared for
Town of Firestone
Planning Commission

August 1, 2024

GENERAL INFORMATION

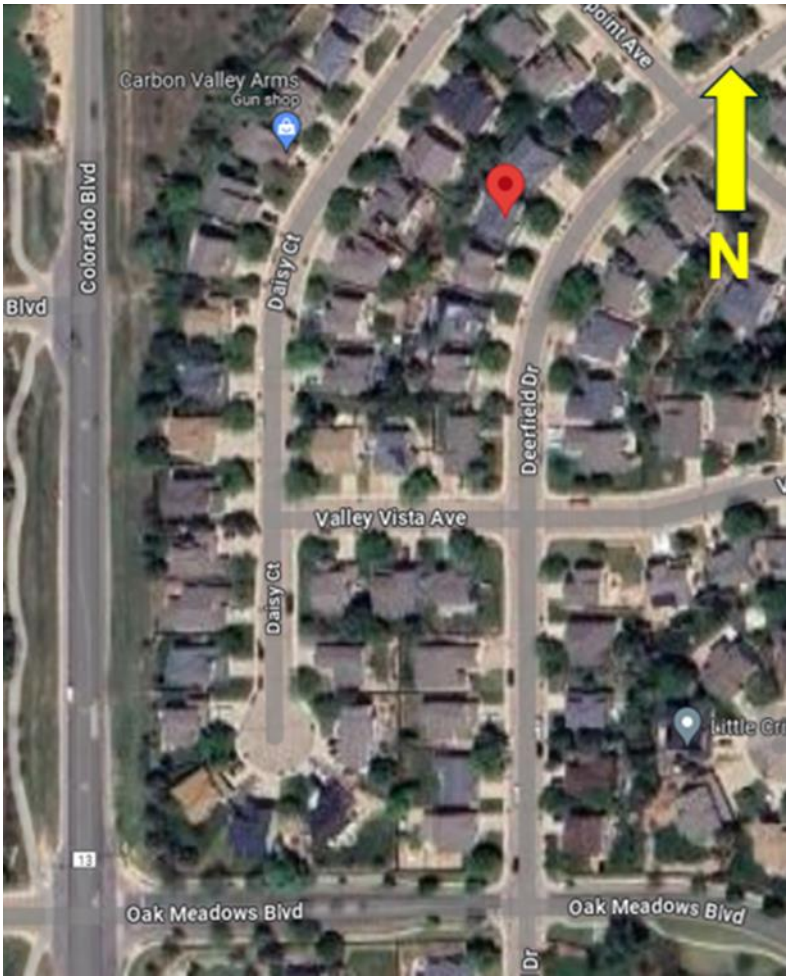
Purpose: Request for a Special Review Use application proposing to locate a Family Child Care Home, Large, at the subject property at 11383 Deerfield Drive.

Case Number: SRU-24-025

Applicant: Little Steps – Pasitos, LLC
11383 Deerfield Drive
Firestone, CO 80504

Property Owner: Maribel Z. Urbina
11383 Deerfield Drive
Firestone, CO 80504

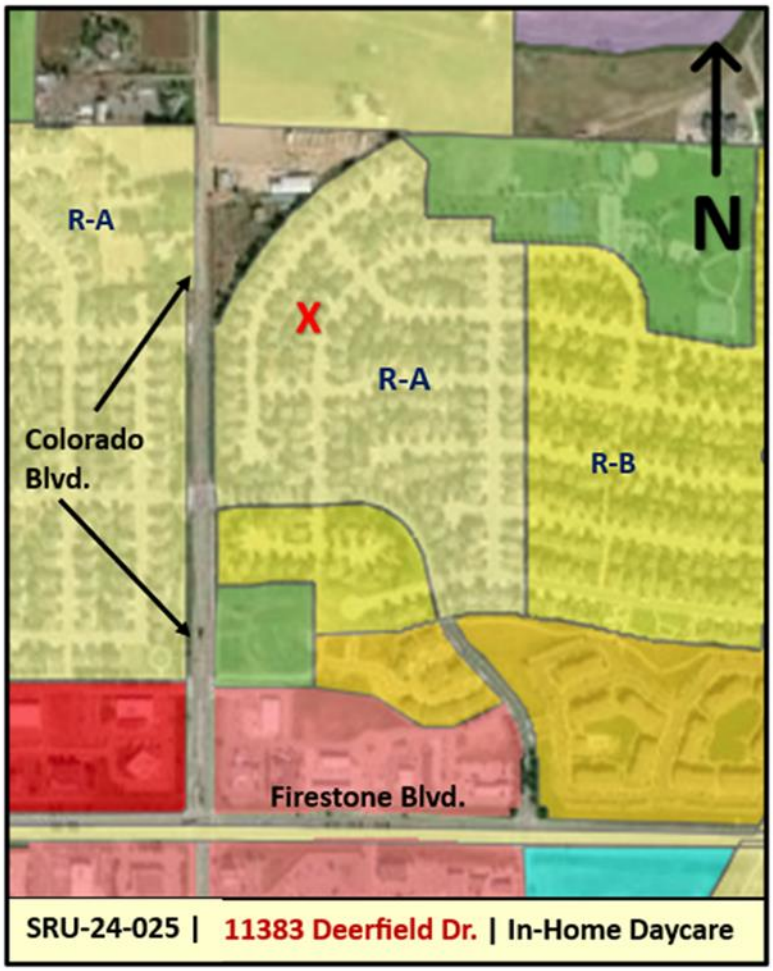
Location: Lot 5, Block 2, Oak Meadows P.U.D. Final Plat Filing 1



Subject Property: 11383 Deerfield Drive

Existing Zoning: R-A | Residential A

Existing Use: Single-Family Residential



Adjacent Zoning/Land Use:

	ZONING	LAND USE
NORTH	AG | Weld County / OS | Open Space	Agricultural / Settler's Park
EAST	R-B | Residential B	Medium-Density Residential
SOUTH	R-B | Residential B	Medium-Density Residential
WEST	R-A | Residential A	Single-Family Residential

BACKGROUND

The proposed Special Review Use (SRU-24-025) is for a Family Child Care Home, Large (not to exceed twelve (12) children) located in the Applicant's residence at 11383 Deerfield Drive. The subject property is in the Oak Meadows subdivision, north of Firestone Boulevard and east of Colorado Boulevard. Access to the subject property is available through Oak Meadow Boulevard, which has both Firestone and Colorado Boulevard entrances. Oak Meadow Boulevard directly intersects with Deerfield Drive south of the subject property.

SPECIAL REVIEW USE PURPOSE

According to the Firestone Development Code (FDC), **Section 16.7.11 Special Review Use. (A) Purpose.** "*This Section provides a discretionary approval process for Special Review Uses, which have unique or widely varying operating characteristics or unusual site development features. The procedure encourages public review and evaluation of a use's operating characteristics and site development features and is intended to ensure that proposed Special Review Uses will not have a significant adverse impact on surrounding uses or on the community-at-large. This review process is intended to provide assurance to the community that such uses will be compatible with their locations and surrounding land uses and will further the purposes of this FDC."*

REVIEW OF SRU-24-025

Referencing **Section 16.7.11.C.(a – j)** of the FDC, Staff will state each criterion utilized when evaluating a request for approval of a Special Review Use. The language of the FDC is *italicized* and in quotation marks. Staff comments will follow and end with an underlined review statement.

a. "*The proposed use is generally consistent with the Town's Comprehensive Master Plan and all applicable provisions of this FDC and applicable state and federal regulations*;"

Staff: According to the Town of Firestone Master Plan, the subject property's Land Use designation is "Medium Residential," which includes single-family detached and attached residences along arterial streets. The proposed use of an "In-Home Daycare" with a maximum of twelve (12) children will be accomplished at the Applicant's residence, which is a conforming single-family structure.

The application is consistent with the Master Plan, applicable provisions of the FDC, and applicable State and Federal Regulations.

b. "*The proposed use is generally consistent with the purpose and intent of the zoning district in which it is located*;"

Staff: The subject property is zoned R-A (Single-Family Residential). The proposed use, Family Child Care Home, Large, is allowed in R-A zoning as a Special Review Use.

The application is consistent with the purpose and intent of the R-A zoning district.

c. "*The proposed use is generally consistent with any applicable use-specific standards set forth in Section 16.3.2*;"

Staff: According to the FDC, the request is an Accessory Use with standards set forth in **Section 16.3.3.G.2**., which reads "*Family child care homes (large) shall conform to the following standards:*

a. Family child care homes (large) shall serve no more than twelve (12) children;

b. Family child care homes (large) shall not be located adjacent to or directly across the street from other family child care homes (large); and

c. Family child care homes (large) shall only be located on streets that accommodate on-street parking."

The proposed use will not serve more than twelve (12) children. No other family child care homes (large) are located adjacent or directly across the street from the subject property. Deerfield Drive can accommodate on-street parking.

The application is consistent with applicable use-specific standards.

d. "*The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics (hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts);*"

Staff: The proposed use will be conducted at the residence on the subject property. That residence is in conformance with the FDC.

The home is compatible with adjacent uses.

e. "*Any significant adverse impacts anticipated to result from the use will be mitigated or offset to the maximum extent reasonably practicable;"*

Staff: The Applicant will mitigate any significant adverse impacts by the use.

f. "*Facilities and services (including sewage and waste disposal, water, gas, election, police and fire protection, and streets and transportation, as applicable) will be available to serve the subject property while maintaining adequate levels of service for existing development;*"

Staff: The subject property contains an occupied residence with appropriate facilities and services.

g. "*Adequate assurances of continuing maintenance have been provided; and*"

Staff: The Applicant has assured Staff that the home and property will be maintained continually.

h. "*Any significant adverse impacts on the natural environment will be mitigated to the maximum extent reasonably practicable*."

Staff: The Applicant will mitigate any significant adverse impacts on the natural environment.

PUBLIC NOTICE OF PUBLIC HEARINGS

Published in the Longmont Times Call:	July 3, 2024
Property Posted with Sign:	July 15, 2024
Letters to Applicable Property Owners:	July 15, 2024

RECOMMENDATIONS

Special Review Use:
Town Staff recommends the Firestone Planning Commission approve draft Resolution 24-04, a resolution recommending approval of the Special Review Use application to the Board of Trustees with the following condition.

- The Applicant shall obtain a Firestone Business License before operating the proposed use.

FIRESTONE PLANNING AND ZONING COMMISSION

RESOLUTION NO. PC-24-04

A RESOLUTION OF THE FIRESTONE PLANNING AND ZONING COMMISSION RECOMMENDING APPROVAL OF A SPECIAL REVIEW USE APPLICATION TO OPERATE A FAMILY CHILD CARE HOME (LARGE) ON REAL PROPERTY LOCATED ON LOT 5, BLOCK 2, OAK MEADOWS PUD FILING 1

WHEREAS, Maribel Z. Urbina (the "Applicant"), who is the owner of certain real property located in the Town of Firestone, having a legal description of Lot 5, Block 2, Oak Meadows PUD Filing 1 (the "Property"), has submitted an application for Special Review Use to operate a Family Child Care Home (Large) (the "Application"); and

WHEREAS, the Firestone Planning and Zoning Commission has conducted a public hearing on the Application and has considered all the evidence presented at the public hearing, together with the relevant standards to accommodate a Family Child Care Home (Large) set forth in the special review use criteria in Step 9, Section 16.7.11.C of the Code; and

WHEREAS, the Firestone Planning and Zoning Commission wishes to make a recommendation to the Board of Trustees regarding the Application.

NOW, THEREFORE, BE IT RESOLVED BY THE FIRESTONE PLANNING AND ZONING COMMISSION:

1. That the Firestone Planning and Zoning Commission recommends approval of the Application with the following condition:

    a. The Applicant shall obtain a Firestone Business License before operating the proposed use

PASSED AND ADOPTED this ____ day of _____, 2024.

_____
Chairperson

ATTEST:

_____
Missy Carranco, Deputy Town Clerk