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**MINUTES  
PLANNING AND ZONING COMMISSION  
JANUARY 15, 2025**

1. Called To Order

Chair Michael Polan called the January 15, 2025, regular meeting of the Planning and Zoning Commission to order at 6:00p.m., in City Council Chambers.

2. Roll Call

Recording Assistant Jane Madrid called the roll. Present on the Commission were Commissioners Judson Hite, Tom Lange, Geri Boone, Michael Polan, and Harrison Earl. Commissioners Matthew Popkin, Amy Saunders and Council Representative Aren Rodriguez were absent. In attendance also was Planning Director Grant Penland, Assistant City Attorney Jeremy Tyrrell, Planning Manager Don Burchett, and Senior Planner Kristin Cote.

Other staff in attendance: Josh Sherman, Marie Nicholson-Hutt, Caroline Michael, and Ben Ortiz.

3. Communications

No communications.

4. Public Invited to Be Heard

Chair Polan opened the public invited to be heard.

No one was present to speak.

Chair Polan closed the public invited to be heard.

5. 2025 Commission New Year Business

Election of Chair and Vice Chair

**CHAIR POLAN NOMINATED COMMISSIONER HITE FOR CHAIR IN 2025.  
COMMISSIONER LANGE SECONDED THE NOMINATION.**

No other nominations were received.

Vote

**CARRIED 5-0, COMMISSIONER HITE FOR CHAIR IN 2025.**

Commissioner Hite requested Chair Polan continue in his Chair position for this meeting. No one was opposed.

**COMMISSIONER BOONE NOMINATED CHAIR POLAN FOR VICE CHAIR IN 2025. COMMISSIONER HITE SECONDED THE NOMINATION.**

No other nominations were received.

Vote

**CARRIED 5-0, CHAIR POLAN FOR VICE CHAIR IN 2025.**

Approval of the 2025 Meeting Schedule

Motion

**COMMISSIONER HITE MOVED APPROVAL OF THE 2025 MEETING SCHEDULE AS PRESENTED. COMMISSIONER BOONE SECONDED THE MOTION.**

Vote

**MOTION CARRIED 5-0.**

Approval of the 2025 Agenda Posting Locations

Motion

**COMMISSIONER HITE MOVED APPROVAL OF THE 2025 AGENDA POSTING LOCATIONS AS PRESENTED. COMMISSIONER EARL SECONDED THE MOTION.**

Vote

**MOTION CARRIED 5-0.**

Approval of the 2025 Bylaws

Motion

**COMMISSIONER MOVED HITE APPROVAL OF ADDING THE THE LAND ACKNOWLEDGMENT READING AFTER ROLL CALL ON THE COMMISSION AGENDAS. CHAIR POLAN SECONDED THE MOTION.**

Vote

**MOTION CARRIED 5-0.**

**COMMISSIONER HITE MOVED APPROVAL OF ADDING LANGUAGE TO SECTION VIII OF THE BYLAWS STATING MEMBERS OF THE COMMISSION SHALL CONDUCT THEMSELVES IN COMPLIANCE WITH THE CITY OF LONGMONT CODE OF ETHICS IN SECTION 2.18.010 OF THE LONGMONT MUNICIPAL CODE (LMC). CHAIR POLAN SECONDED THE MOTION.**

Vote

**MOTION CARRIED 5-0.**

Motion

**CHAIR POLAN MOVED THAT THE MINUTES OF THE COMMISSION REFLECT THE ACTION ITEMS AND VOTES OF THE AGENDA FOR THAT MEETING. COMMISSIONER EARL SECONDED THE MOTION.**

Amended Motion

**COMMISSIONER BOONE AMENDED THE MOTION TO INCLUDE THE LIST OF THE PUBLIC SPEAKERS AND WHAT THEY SPOKE ABOUT. COMMISSIONER EARL SECONDED THE MOTION.**

Vote

**MOTION CARRIED 5-0.**

**COMMISSIONER HITE MOVED APPROVAL OF THE 2025 BYLAWS WITH THE SUGGESTED CHANGES AS AMENDED BY MOTION. CHAIR POLAN SECONDED THE MOTION.**

Vote

**MOTION CARRIED 5-0.**

6. Approval of the minutes – December 18, 2024

Motion

**COMMISSIONER BOONE MOVED APPROVAL OF THE DECEMBER 18, 2024, MEETING MINUTES AS SUBMITTED. CHAIR POLAN SECONDED THE MOTION.**

Vote

**MOTION CARRIED 4-0, COMMISSIONER EARL ABSTAINING AS HE WAS NOT A MEMBER OF THE COMMISSION IN DECEMBER 2024.**

Commission took a short break. Meeting resumed at 7PM.

7. A. QuikTrip Conditional Use Site Plan (CUSP) and Modification Requests, Senior Planner Kristin Cote

Staff Presentation

Property Location/Info

- 733 Ken Pratt Blvd. South of Ken Pratt Blvd and east of South Pratt Parkway
- 1.844 +/- acres
- Annexed in 1963 – Southmoor Annexation
- Zoned MU-C (mixed use corridor)
- Envision Longmont designated as mixed-use corridor

Request

- Conditional Use Site Plan (CUSP):
  - Construction of a 5,312 sq. ft. convenience store and 16 fuel pumps
  - Located within 250 feet of residential property, requiring CUSP approval
- Specific Modification Requests:
  - Site Lighting: Increase to 2.26 footcandles (site) and 10.67 footcandles (fueling area)
  - Building Transparency: Reduce glazing from 50% to 40% (north facade) and 41% (south facade)
  - Landscaping: Replace 3 trees with 45 shrubs along the eastern property line due to utility easement

Proposed Modifications

1. Site Lighting:
  - Increase from 2.0 to 2.26 footcandles (on-site average)
  - Increase from 10.0 to 10.67 footcandles (fueling area)
2. Building Transparency:
  - North facade: Reduce from 50% to 40%
  - South facade: Reduce from 50% to 41%
3. Landscaping:
  - Replace 3 required trees with additional shrubs along the eastern property line due to utility easement.

Site Plan Details

- Convenience store and fuel bays layout
- Accessibility:
  - Right-in/right-out access from Ken Pratt Blvd
  - New Grand Ave connection
- Pedestrian connectivity:
  - Sidewalks and crosswalks throughout the site
  - Direct access to Ken Pratt Blvd and Grand Ave

Comprehensive Plan Alignment

- Growth Management (Goal 1.1A): Efficient use of existing infrastructure and services
- Mix of Uses (Goal 1.2A): Adds retail and commercial opportunities within MU-C zone
- Activity-Generating Uses (Goal 1.4B): Convenient access for surrounding residents and visitors
- Multimodal Connections (Goal 2.1A): Enhances connectivity for vehicles, pedestrians, and cyclists

### Site Lighting Modification

- Request:
  - 2.26 footcandles (site) and 10.67 footcandles (fueling area)
- Justification:
  - Enhanced safety and visibility
  - Deterrence of crime

### Transparency Modification

- Request:
  - North façade: 40% (656 sq. ft. glazing)
  - South façade: 41% (621 sq. ft. glazing)
- Justification:
  - Structural needs for reinforced masonry
  - Cohesive design and operational functionality

### Landscaping Modification

- Request:
  - 0 trees and 45 shrubs (vs. 3 trees and 15 shrubs required)
- Justification:
  - Utility easement constraints
  - Increased shrubs for visual quality and buffering

### Administrative Modification Criteria

- Section 15.05.080.B.7 - Additional Review Criteria
  - Criteria for Approval:
    1. Practical Difficulty or Alternative Design:
      - Technical nature or unusual site aspect
      - Alternative design must:
        - A. Meet development code purpose and intent
        - B. Align with the comprehensive plan
        - C. Meet standard, plat, or plan intent
        - D. Represent creative, quality design without detriment to surroundings
    2. Safety:
      - No building or fire code violations
      - No other safety hazards
    3. Minimal Deviation:
      - Only the least deviation necessary to afford relief

### Neighborhood Feedback

- Concerns:
  - Traffic impacts
  - Safety and potential for increased crime
  - Need for a gas station in this location

- Applicant Response:
  - Relocated trash enclosure for compatibility
  - Restricted truck access on Grand Avenue
  - Added landscaping and pedestrian safety measures

#### Environmental and Floodplain Compliance

- Site located in flood zone AE:
  - Raised building elevation: 4958.00 ft (2.9 ft above base flood)
  - Anchored underground fuel storage tanks
  - Approved Floodplain Development Permit
- Rain gardens and detention facilities for stormwater management

#### Transportation Impact

- Traffic Study Highlights:
  - 1,029 weekday trips
  - Peak hours: 104 AM trips, 91 PM trips
  - Acceptable Level of Service (LOS D)
- Improvements:
  - Right-turn lane on Ken Pratt Blvd
  - Cross-access with neighboring properties
  - Build out of Grand Avenue to the easterly property line of this proposed development

#### PWNR Water, Sewer, Streets & Drainage

- Staff explained information contained in slides

#### Decision Options

- Approve the application and modifications without conditions (PZR-2025-1A).
- Approve the application and modifications with conditions (PZR-2025-1B).
- Deny the application and modifications (PZR-2025-1C).

#### Recommendation

Staff recommends conditional approval (PZR 2025-1B) of the QuikTrip Conditional Use Site Plan application and the three modification requests with the condition that recordation of CUSP cannot occur until the Stafford Subdivision, Replat A is approved and recorded.

#### Applicant Presentation

Brittany Sikorski – QuikTrip Real Estate Project Manager  
Todd Hager – Galloway  
Ryan Harding – QuikTrip Real Estate Manager  
Jim Galloway – Galloway, Lighting Designer  
Brian Horan – Galloway, Traffic Engineer

Applicant shared a presentation with the commission.

Public Hearing

Chair Polan opened the public hearing.

No one was present to speak.

Chair Polan closed the public hearing.

Motion

**CHAIR POLAN MOVED APPROVAL OF PZR 2025-1B, A RESOLUTION OF THE PLANNING AND ZONING COMMISSION APPROVING THE QUIKTRIP CONDITIONAL USE SITE PLAN AND APPROVING THE MODIFICATION REQUESTS TO REDUCE LANDSCAPING, REDUCE TRANSPARENCY AND INCREASE THE FOOTCANDLES ON THE SITE AND UNDER THE CANOPY. COMMISSIONER EARL SECONDED THE MOTION.**

Vote

**MOTION FAILED 2-3, COMMISSIONERS HITE, LANGE, AND BOONE DISSENTING.**

Motion

**COMMISSIONER HITE MOVED APPROVAL OF PZR 2025-1C, A RESOLUTION OF THE PLANNING AND ZONING COMMISSION DENYING THE QUIKTRIP CONDITIONAL USE SITE PLAN AND THE MODIFICATION REQUESTS TO REDUCE LANDSCAPING, REDUCE TRANSPARENCY AND INCREASE THE FOOTCANDLES ON THE SITE AND UNDER THE CANOPY, FOR THE FOLLOWING REASON: 1. THE APPLICATION DOES NOT REPRESENT AN ADEQUATE DIVERSITY OF USES WITHIN THE MU DISTRICT IN WHICH IT IS BEING LOCATED. COMMISSIONER BOONE SECONDED THE MOTION.**

Vote

**MOTION CARRIED 3-2, CHAIR POLAN AND COMMISSIONER EARL DISSENTING.**

Chair Polan read the appeal notice into the record.

8. Commission Training

Don Burchett, Planning Manager, discussed the following topics with the commission. No action taken on this item.

- Longmont's Historic Growth Pattern
- Intergovernmental Agreements (IGA's)
- Future Growth – Envision Longmont
- Land Development Code
- Development Review Process
- Decision Makers and the Planning Commissions Various Roles

9. Final call – public invited to be heard

Chair Polan opened the final call public invited to be heard.

No one was present to speak.

Chair Polan closed the final call public invited to be heard.

10. Items from the Commission

Chair Polan reminded the commission that there could be other ways for the commission to include the Land Acknowledgment statement in the work that they do as a commission.

11. Items from the Council Representative

Council Representative Rodriguez was absent.

12. Items from the Planning Director

Grant reviewed the February and March meeting schedules with the commission, as well as additional training topics they might be interested in.

The commission discussed future items coming to the commission and the public speaking attending meetings to speak about future items. Jeremy advised the commission on the best way to handle public comment regarding future projects.

15. Adjournment

**CHAIR POLAN MOVED ADJOURNMENT OF THE MEETING. NO ONE WAS OPPOSED.**

The meeting was adjourned at 10:01p.m.

Respectfully submitted,

Chair/Vice Chair  
Planning and Zoning Commission

/Jm 01/15/25

*The video of this meeting can be found at <https://www.youtube.com/@cityoflongmont>*