

MINUTES
City of Glenwood Springs Planning and Zoning Commission
Regular Meeting
October 28, 2025
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

1. Roll Call

Present: Commissioners: Carolyn Cipperly, Amy Connerton, Joy White, John Haughton, Gregory Cowan, Patrick Corcoran, Connie Geiman

Also Present: Community Development Director Trent Hyatt, Senior Planner Watkins Fulk-Gray, Senior Planner Emery Ellingson, Chief of Public Safety Joseph Deras, and City Attorney Karl Hanlon

2. Comments from citizens for items not appearing on the agenda

No public comment was offered.

3. Conflicts of Interest

There were no conflicts of interest.

4. New Items

a. Planning File 25-25, Code Amendment Regarding Restaurant Drive-Through Use in the Resort (RE) District

Senior Planner Emery Ellingson presented Action Item 1: Planning File 25-25.

Staff recommend approval with findings in the staff report.

Commissioner questions, comments, and staff responses included the following:

- Commissioner Geiman: Why were drive-throughs not allowed in the RE district? **Staff response:** Staff explained that the previous code to 2018 did not allow drive throughs in the RE Resort District and that barring any reason for changing it, that existing prohibited use was carried forward. Staff also speculated that it was likely due to the conditions at the time where drive throughs were primarily focused on fast food uses.
- Chair White: Is the recommendation to allow drive-throughs by Special Use or use-by-right? **Staff response:** Staff confirmed that the recommendation was to add the use as a Special Use and not as a use-by-right.

Chair White opened the item to public comments. No members of the public were present for comment. Chair White closed the item to public comment.

Commissioner Connerton made a motion to approve Action Item 1 with findings and conditions as written in the packet. Commissioner Cowan seconded the motion. Motion passed unanimously with a vote of 7-0.

b. Planning File 50-25, Code Amendment Regarding Fire and Emergency Services and Police Impact Fees

Director Trent Hyatt, Chief of Public Safety Joseph Deras, and the City's consultant, Dr. Michael Verdone, presented Action Item 1: Planning File 50-25.

Staff recommend approval with the findings outlined in the staff report.

Commissioner questions, comments, and staff responses included the following:

- Commissioner Houghton: Asked questions related to the future location of the fees in the Development Code, how the draft fees were calculated, tourist related impacts/costs. **Staff response:** Staff explained the fees will be added to section of Code where existing dedications and impact fees are located, Section 070.040.030(g). Dr. Verdone explained that the fees are calculated based expected impacts of various uses and that tourism associated with the development of various businesses.
- Commissioner Cipperly: Asked which development types (such as accessory dwelling units) would be subject to the fees and when they are paid. **Staff response:** Staff explained the fees are applicable to new development or redevelopment and are assessed at the time of building permit submittal, one half being due prior to issuance and the other due prior to a certificate of occupancy.
- Commissioner Connerton: Asked for clarification on how fees increase efficiency and how our fees relate to other communities. **Staff response:** Dr. Verdone explained that fees are intended to maintain existing services and to pass the responsibility of new impacts on to development. He explained that the proposed fees are similar to other rural resort communities in Colorado but that each is different.
- Commissioner Cowan: Asked about the distinction in types and forms of development. **Staff response:** Dr. Verdone confirmed that the fees are applicable and specific to all types of new development.
- Commissioner White: Asked specifics related to how fee calculated and our Police Department is currently funded. She also asked what the exact change in the fire and emergency services fee being proposed is. Commissioner White when the last time the fees were adjusted. **Staff response:** City Attorney explained that the department is mostly funded by the general fund and that he is not sure whether the fire and emergency fee has ever been adjusted. Mr. Hyatt explained that the fee is proposed to move from \$1,600 to \$3,267 for a single-family home equivalent rate upon adoption.
- Commissioner Geiman: Inquired about the fee applicable to multi-family residential and whether fees are reassessed if growth trends change. **Staff response:** Dr. Verdone explained that the proposed fee is \$2,793 per multi-family unit and that fees are collected for actual new development and should address the impact or revenue to the fund on an as needed basis.
- Commissioner Cipperly: Asked whether the fees would limit impacts of the Police Department on the general fund and how fees are managed. **Staff response:** Mr. Hanlon explained that it would have material impact because impact fees are not allowed for use for operations and are kept separate from the general fund. Commissioner White opened the item to public comments. No members of the public were present for comment. Commissioner White closed the item to public comment.

Commissioner Cowan made a motion to approve Action Item 1 with findings as written in the packet. Commissioner Connerton seconded the motion. Motion passed unanimously with a vote of 6-1.

c. Housing Update

Senior Planner Watkins Fulk-Gray presented the yearly Housing Update.

Commissioner questions, comments, and staff responses included the following:

- **Commissioner Houghton:** Where does the City stand on its Prop 123 commitments. **Staff response:** We are on target, though the current number is in flux because of the nature of the L3 project.
- **Commissioner Houghton:** Do affordable units have to have their certificates of occupancy to count toward Prop 123? **Staff response:** We will have to verify whether it's CO or just when they are entitled.
- **Chair White:** Will more supply help reduce rental rates, which are plateauing right now? **Staff response:** More supply should help, and should help reduce sharp increases that were seen in 2021 and 2022.
- **Commissioner Cowan:** How well is the City working with Garfield County, and could housing development in the County help Glenwood? **Staff response:** On a person level we know and get along with their planners, but the growth environment in the County is unknown. Annexations are unlikely, given Ballot Measure A's passage. The most likely places to see development in the County nearby is south Glenwood and up Four Mile Road, but the limiting factor is access. If South Bridge is not built, more development is unlikely. The City does provide can and will serve letters for new development and charges the same monthly rates for water and sewer.
- **Commissioner Cowan:** Is the County financially supporting South Bridge? **Staff response:** There was the intent to contribute previously, but that is now uncertain and they are in a difficult financial position.
- **Commissioner Connerton:** Can the City sell City-owned land to a developer for building affordable housing? **Staff response:** Not without an election.
- **Commissioner Cipperly:** Is there a preservation program for new homes? **Staff response:** Not currently, it was one of the recommendations nested within the Preservation strategy.
- **Chair White:** Are there any plans to look at land use rules and incentivizing condominiumizations? **Staff response:** There are not many regulatory barriers toward condominiumizing a building. The challenges would likely come from particular buildings themselves.

5. Commissioner Comments

- There were no commissioner comments.

6. Director Comments

Community Development Director Hyatt informed the group of the upcoming work session and asked the group for discussion topics. He also stated that the onboarding of the new building permit technician, Joel Asplund, is going well and that efforts to hire a new housing development manager were ongoing. He also mentioned that the department is developing a new survey for online portal customer and working on general improvements for customer service.

7. Adjournment

Meeting adjourned at 7:45 PM.