



PLANNING & ZONING COMMISSION REGULAR MEETING AGENDA

September 30, 2025

7:00 PM

Rifle City Hall - Council Chambers

7:00 PM - Regular Meeting

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda**
 - 4.a. Consideration of Minutes from 08/26/2025 Planning Commission Regular Meeting.
5. **Presentation**
6. **Public Hearing**
 - 6.a. **Discussion and possible action regarding Conditional Use Permit for Eternal Peace Funeral Home, 330 Park Avenue**
 - 6.b. Discussion and possible action regarding Colorado Prop 123 Expedited Review Definitions and Amendment 2025-022
 - 6.c. Discussion and possible action regarding 2025-023 Condominiumization of Existing Structures
 - 6.d. Discussion and possible action regarding 2025-024 Driveway Amendment
 - 6.e. Discussion and possible action regarding Building Height Text Amendment 2025-025 to the Rifle Municipal Code
7. **Regular Agenda**
8. **Administrative Reports**
9. **Comments from Chair and Commission**
10. **Adjournment**

The order and times of agenda items listed above are approximate and intended as a guideline for the Planning Commissioners

ACCESSIBILITY STATEMENT

The City of Rifle values full inclusion and access for all of our facilities, programs, activities and services. We are pleased to provide meaningful accommodations to comply with the Americans with Disabilities Act (ADA) and reasonably provide translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services. To request special assistance, call Administrative Assistant Genesis Amaya at 970-665-6493 or email our ADA Team at ADATeam@rifleco.org. Please allow 48 hours for your requests to be met.

La Ciudad de Rifle valora la plena inclusión y acceso para todas nuestras instalaciones, programas, actividades y servicios. Nos complace proporcionar alojamientos significativos para cumplir con la Ley de Estados Unidos con Discapacidades (ADA) y proporcionar razonablemente traducciones, interpretaciones, modificaciones, adaptaciones, formatos alternativos, ayudas auxiliares y servicios. Para solicitar asistencia especial, llame a la Asistente Administrativa al 970-665-6493 o envíe un correo electrónico a el equipo ADA a ADATeam@rifleco.org. Por favor, permita 48 horas para que se atiendan sus solicitudes.



REGULAR PLANNING COMMISSION MEETING & BOARD OF ADJUSTMENT

AUGUST 26TH, 2025

Chair Marantino led the Planning Commission and audience in the Pledge of Allegiance.

The meeting starts at 7:00 p.m.

MEMBERS PRESENT AT ROLL CALL

Present: Marantino, Carter, Rogers, Steffen, Karzhova, Caldwell, Dow, Rodas

Absent: None.

OTHERS PRESENT: Community Development Director Zach Higgins, Senior Planner Geir Sverdrup, City, GRIT Manager Kim Burner

APPROVAL OF MINUTES

FIRST: *Commissioner Rogers*

SECOND: *Commissioner Carter*

July 29th, 2025 minutes approved through "Aye" vote.

7:02 PM

POSSIBLE ACTION ON WORKSHOP ITEMS:

No action.

7:04 PM

REGULAR AGENDA:

Discussion 1:

Discussion and possible action regarding City of Rifle Draft Housing Needs Assessment - Rooted in Rifle.

Community Development Director Zach Higgins presented an overview of the Housing Needs Assessment for the City of Rifle. He explained that Colorado Proposition 123, passed in 2022, established a State Affordable Housing Fund aimed at addressing the housing affordability crisis across the state. To position the City of Rifle for potential funding from the Department of Local Affairs (DOLA), staff have prepared a proposed text amendment. If the City meets the program's requirements, this amendment will enable access to critical resources to support and enhance housing affordability within the community.

7:08 PM

Chair Marantino commented on the findings of the Housing Needs Assessment, specifically the reported median rent of \$1,400. Based on his personal experience, he expressed skepticism about this figure, noting that he has observed rental rates to be higher than what was presented in the study.

7:13 PM

Commissioner Dow moved to **APPROVE** a recommendation for the adoption of the City of Rifle Draft Housing Study and Action Plan - Rooted in Rifle to the Rifle City Council.

Commissioner Carter seconded the motion. The motions **CARRIED** with the following vote:

ROLL CALL:

YES: Marantino, Dow, Carter, Rogers, Steffen, Caldwell, Rodas

NO:

Discussion 2: Item B

7:16 PM

Further discussion took place with particular focus on the potential adoption of a specialized condominiumization process. This approach would streamline the review by establishing clear, administrative steps, ultimately reducing processing time, lowering associated fees, and eliminating the need for public noticing and hearings.

7:19 PM – 7:39 PM

A discussion took place between staff and the commission regarding various aspects of the proposed housing approach, including interest in the concept, concerns about potential future fee increases for homeowners who may benefit from reduced upfront costs, and clarification on the types of housing being considered.

COMMENTS AND ADJOURNMENT –7:40 PM

Planning Director Zach Higgins informs commission that the Land use and Development code update will be going live at the end of the week, with an 18-month process and success of Third Thursday.

Commissioner Rogers announces the remaining Farmer Markets of the Summer, the Farm to Table Dinner and upcoming Ute events.

Dustin Marantino, Chairman

Date

Genesis Amaya, Building/Planning Tech

Date

** A complete recording of the Meeting is available through the City of Rifle's website**



Agenda Item #6.a.

Agenda Item Name:

Discussion and possible action regarding Conditional Use Permit for Eternal Peace Funeral Home, 330 Park Avenue

Presenter:

Geir Sverdrup

Item Description:

Conditional Use Permit for Eternal Peace Funeral Home located at 330 Park Avenue, Rifle, CO.

Recommended Action:

Move to approve Conditional Use Permit 2025-019 for Eternal Peace Funeral Home located at 330 Park Avenue.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

The property is located within the Central Business District - Centennial Neighborhood. Properties within the surrounding vicinity are also zoned Central Business District - Centennial Neighborhood with residential uses to the north and south. To the east is the Cowboy Carwash and to the west is Rifle Creek and Rifle Creek Trail. The Comprehensive Plan specifically designates this entire area as Neighborhood Commercial land use for this property. The previous use for this site is the Crossroads Baptist Church. As an Indoor Institutional – General Use, the funeral home requires the applicant to acquire a Conditional Use Permit to operate.

Executive Summary:

The applicant is requesting approval of a Conditional Use Permit for the operation of a Funeral Home on the subject property. The applicant has provided a narrative and site plan indicating the manner of the proposed use within the existing building. The applicant states that the facility will have intermittent use for storage, viewings and other related activities. There will not be any embalming or cremation preformed at this location, only cold storage and related viewing activities.

Notification Requirements:

Notice requirements were met.

Prepared By:

Zach Higgins, Planning Director

Attachments:

1. Staff Report - 330 Park Avenue - CUP Funeral Home

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



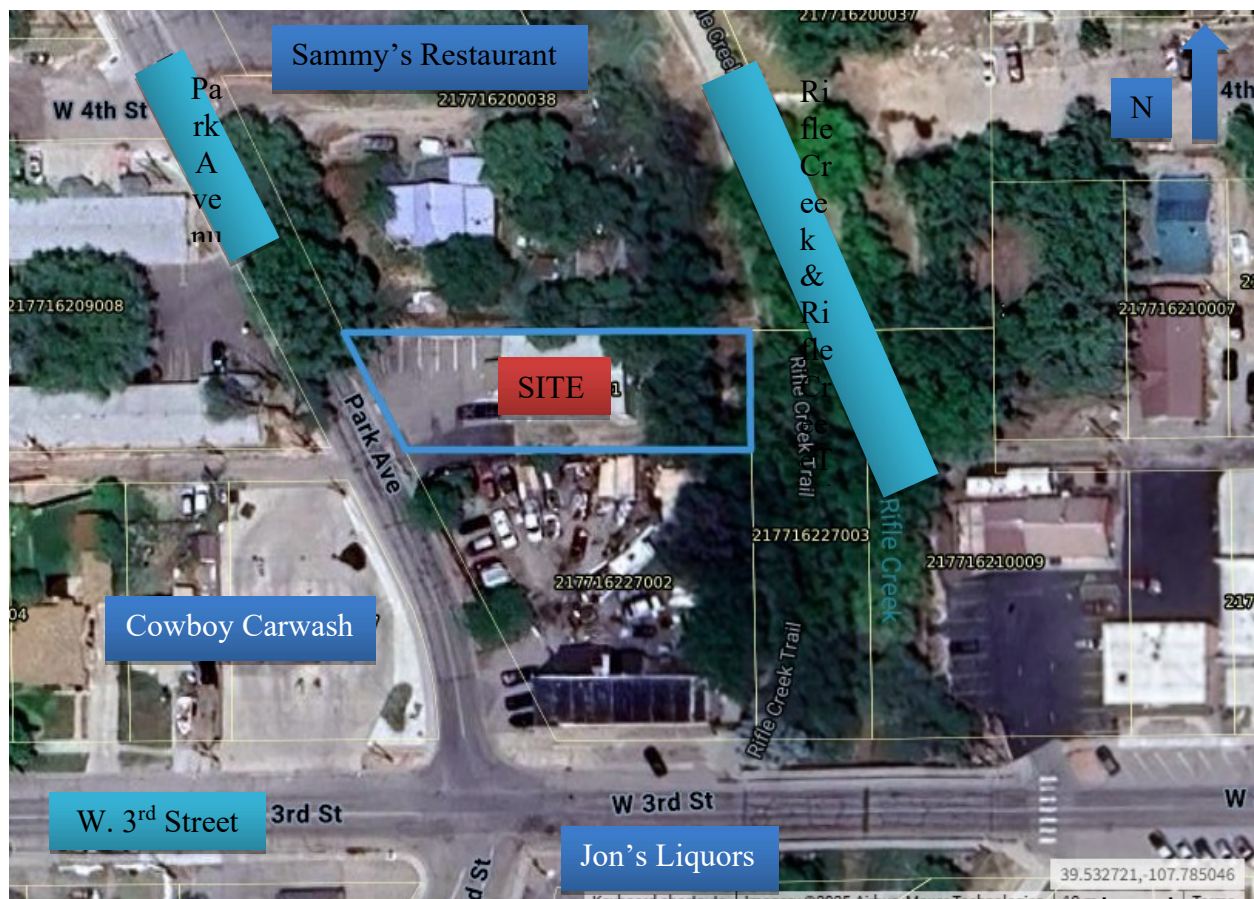
MEMORANDUM

TO: City of Rifle Planning Commission
FROM: Geir Sverdrup, Senior Planner
DATE: September 30, 2025
SUBJECT: Conditional Use Permit for Funeral Home
ADDRESS: 330 Park Avenue
CASE #: Conditional Use Permit 2025-019
APPLICANT: Eleuterio Arredondo for Eternal Peace Funeral Home

REQUEST

The applicant is requesting approval of a Conditional Use Permit for the operation of a Funeral Home on the subject property. The applicant has provided a narrative and site plan indicating the manner of the proposed use within the existing building. The applicant states that the facility will have intermittent use for storage, viewings and other related activities. There will not be any embalming or cremation performed at this location, only cold storage and related viewing activities.

Vicinity Map



COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490

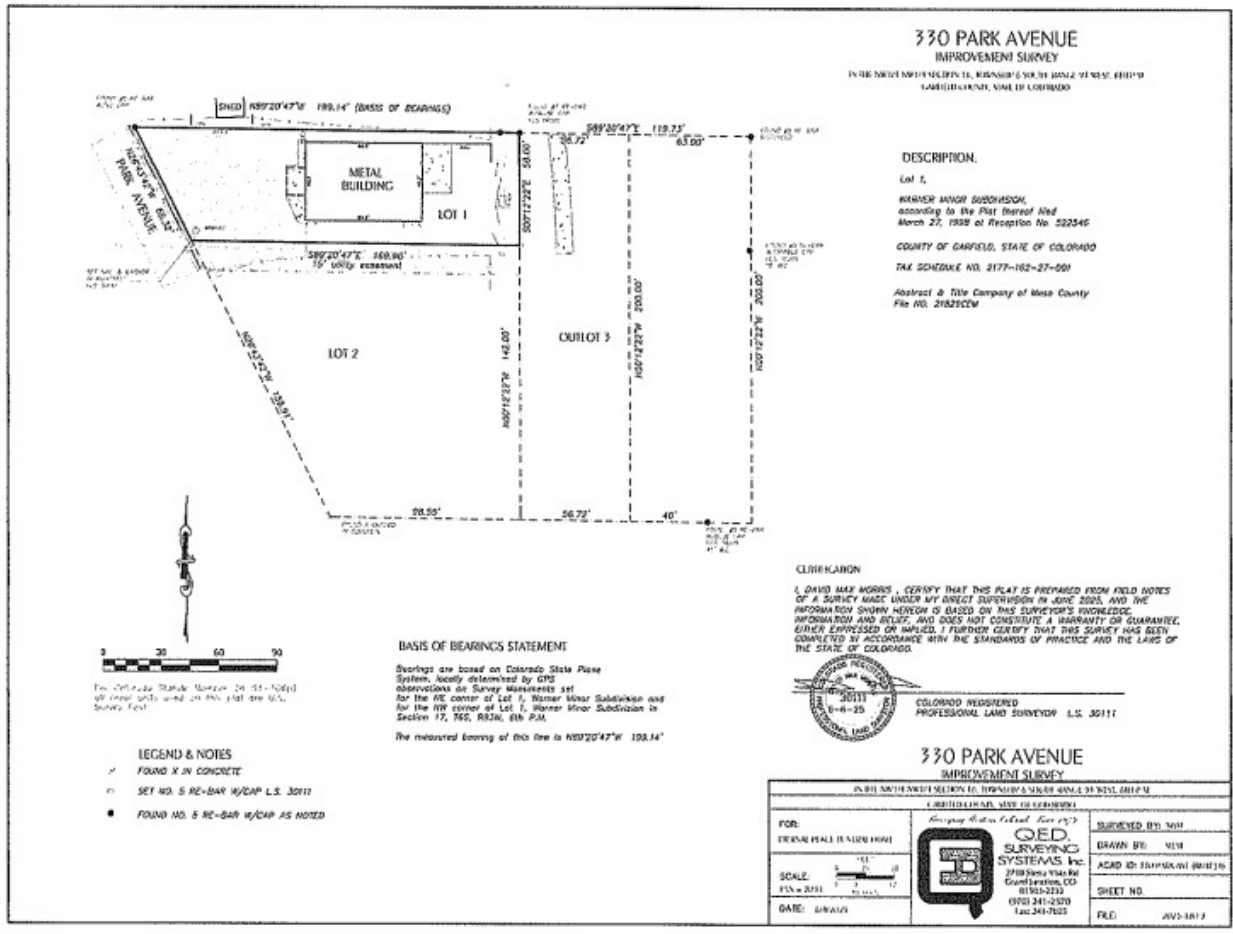


Background, Zoning & Comprehensive Plan

The property is located within the Central Business District - Centennial Neighborhood. Properties within the surrounding vicinity are also zoned Central Business District - Centennial Neighborhood with residential uses to the north and south. To the east is the Cowboy Carwash and to the west is Rifle Creek and Rifle Creek Trail.

The Comprehensive Plan specifically designates this entire area as Neighborhood Commercial land use for this property. The previous use for this site is the Crossroads Baptist Church. As an Indoor Institutional – General Use, the funeral home requires the applicant to acquire a Conditional Use Permit to operate.

EXISTING SITE PLAN



The site plan shows the existing building on the site. The applicant proposes to utilize the existing site for funeral home activities such as viewings, cold storage, and services. There will be no embalming or cremation processes on-site.

The site currently has on-site parking spaces in front of the building and additional parking in the rear of the property. At this time there is no landscaping along Park Avenue, staff feels that the property will benefit from a landscape strip along Park Avenue to better define the entrance and create a visual barrier between the property and Park Avenue..

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



REFERRAL COMMENTS

The application was sent out to all City reviewing agencies and DORA, which regulates funeral homes for the State of Colorado, and no comments were received for this application:

STAFF COMMENTS

On-Site Parking

The property currently has 9 parking spaces in the front with overflow parking available in the back. Access to and from the site is via Park Avenue. A landscape strip along Park Avenue will create a visual barrier with a defined entrance to the property

FINDINGS

Pursuant to Section 16-5-280, the Commission shall consider the following criteria before approving a Conditional Use Permit (*staff comments shown in bold italics*):

1. Conformance of the proposal with the City of Rifle Municipal Code;
The proposal conforms to the Rifle Municipal Code for a Conditional Use Permit.

2. The compatibility of the proposal with the character of the surrounding area, including but not limited to the architectural character of the neighborhood, the average lot and building sizes in the neighborhood, and the relative value of the proposed structure to the value of other structures in the neighborhood;
The proposed funeral Home will utilize an existing metal structure, built in 1997, that is compatible with the other uses in the area.

3. The desirability for the proposed use in the specific area of the City;
This area is a part of the Central Business District – Centennial Neighborhood. The proposed use is not all that different from the church currently operating at this location.

4. The potential for adverse environmental effects that might result from the proposed use;
No adverse environmental effects are anticipated, the applicant does not propose any embalming or cremation at the location.

5. Compatibility of the proposed use and the site (or subdivision) plan with the City of Rifle Comprehensive Plan;
The Comprehensive Plan specifically identifies this area for Neighborhood Commercial Uses, therefore the Conditional Use Permit provides a higher level of review.

6. The potential impact of the proposed use upon the value of property and buildings within the surrounding area; and
The location of the funeral home does not appear to negatively impact property values given the location of adjacent uses. The funeral home would appear to be a low impact use.

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7. Conformance of the proposal with the approval requirements concerning water and sewer tap availability for high volume use requests pursuant to 13-4-120 of the Code, if applicable.

Reviewed by City of Rifle Utilities, no issues with water service.

RECOMMENDATION

Staff recommends Planning Commission APPROVE CUP 2025-019 with the following conditions:

1. All representations made by the Applicant in the application and during the public hearing shall be conditions of approval, unless specifically altered by the Planning Commission.
2. The facility shall be operated in accordance with all applicable Federal, State, and local regulations governing the operation of this type of facility.
3. Applicant shall submit a landscape plan for Park Avenue, to be installed by spring of 2026.

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Phone: 970-665-6490



APPLICANTS NARRATIVE

Property: 236 E 1St Street Rifle Co

Trying to obtain a conditional use permit.

The conditional use permit will be for working my business from within my home. My business consists of 4 employees and myself. We offer massage, facials, wax, mani and pedis, haircuts and color. There is enough space and water for these services to be done as well as ventilation. Business hours would be Monday through Saturday 8 AM to 6 PM. Parking would be on first Street and along White River Ave right outside the home. There is also parking on the property for employee parking. I would like to even out the dirt and put gravel to help with extra parking on the property but if the city needs something different I can do recycled asphalt during the summer. I am planning on living in the additional cabin in the back of the property and business out of the main house. With it being a spa we don't expect it to be noisy which is great for our neighbors around us. The house has a front entrance and a back entrance that can be accessed by handicap and used as emergency exits.



Agenda Item #6.b.

Agenda Item Name:

Discussion and possible action regarding Colorado Prop 123 Expedited Review Definitions and Amendment 2025-022

Presenter:

Geir Sverdrup
Zach Higgins, Planning Director

Item Description:

Text Amendment 2025-022 creates a defined timeline for affordable housing seeking land use processes in addition to defining affordable housing.

Recommended Action:

Move to recommend approval of Text Amendment 2025-022 to the Rifle Municipal Code to the Rifle City Council.

Fiscal Impact:

N/A

Operational Impact:

No anticipated operational impact.

Prior Board Motions:

N/A

Background Information:

Colorado Proposition 123 was passed by voters in 2022, it establishes a State Affordable Housing Fund to address the state's housing affordability crisis. The proposition dedicates a portion of existing state income tax revenue to the fund, which is then split between the Department of Local Affairs (DOLA) and the Office of Economic Development and International Trade (OEDIT). These entities oversee the distribution of funds through various programs aimed at increasing the supply of affordable housing and supporting homeownership opportunities. Proposition 123 defines "affordable housing" as rental housing at or below 60% of the Area Median Income (AMI) and for-sale housing at or below 100% AMI, with housing costs not exceeding 30% of a household's monthly income.

Proposition 123 is intended to create a sustainable funding source to address Colorado's housing affordability challenges by incentivizing the creation of more affordable housing and supporting homeownership opportunities for residents. Additionally, Staff must pursue the adoption of Prop 123 Expedited Review regulations as approved by the State to fulfill Local Planning and Capacity Grant requirements. If the City adopts the Expedited Review regulations before the end of 2025, the City will be eligible for an additional

\$50,000 to utilize towards a housing related project or initiative. The Commission reviewed the proposed text amendment at their August 26, 2025 workshop. No major issues with the proposed code were found.

Executive Summary:

Affordable housing has been defined and a timeline to the review process has been codified.

Notification Requirements:

Notice Requirements were met.

Prepared By:

Zach Higgins, Planning Director

Attachments:

1. Proposition 123 Staff Report - PZ 9-30-2025

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490 Fax: 970-625-6268



MEMORANDUM

TO: City of Rifle Planning Commission
 FROM: Geir H. Sverdrup, Senior Planner
 DATE: September 30, 2025
 SUBJECT: 2025-022 Colorado Proposition 123 Expedited Review Definitions and Amendments
 ADDRESS: City-Wide
 APPLICANT: City of Rifle Staff

Background

Colorado Proposition 123 was passed by voters in 2022, it establishes a State Affordable Housing Fund to address the state's housing affordability crisis. The proposition dedicates a portion of existing state income tax revenue to the fund, which is then split between the Department of Local Affairs (DOLA) and the Office of Economic Development and International Trade (OEDIT). These entities oversee the distribution of funds through various programs aimed at increasing the supply of affordable housing and supporting homeownership opportunities.

Proposition 123 defines "affordable housing" as rental housing at or below 60% of the Area Median Income (AMI) and for-sale housing at or below 100% AMI, with housing costs not exceeding 30% of a household's monthly income.

To be eligible for funding, local governments must implement a system to expedite the development review process for affordable housing projects.

- Local governments and non-profit organizations can apply for grants and loans from the Affordable Housing Fund to support various initiatives.
- These initiatives can include land acquisition, housing development, down payment assistance, and programs addressing homelessness.
- Local governments must commit to increasing affordable housing by 3% each year and have a fast-track approval process for affordable housing projects.

Proposition 123 is intended to create a sustainable funding source to address Colorado's housing affordability challenges by incentivizing the creation of more affordable housing and supporting homeownership opportunities for residents.

Additionally, Staff must pursue the adoption of Prop 123 Expedited Review regulations as approved by the State to fulfill Local Planning and Capacity Grant requirements. If the City adopts the Expedited Review regulations before the end of 2025, the City will be eligible for an additional \$50,000 to utilize towards a housing related project or initiative.

The Commission reviewed the proposed text amendment at their August 26, 2025 workshop. No major issues with the proposed code were found.

Staff has prepared the following text amendment to the Rifle Municipal Code.

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Phone: 970-665-6490 Fax: 970-625-6268



Proposed Amendment

ARTICLE I. General Provisions

Division 2 Definitions and Usage.

Sec. 16-1-220. Definitions.

For purposes of this Chapter, certain terms are defined as follows:

AMI, refers to Area Median Income (AMI) is the midpoint of a region's income distribution, used to determine eligibility for affordable housing programs. AMI is used to categorize income levels, such as low, very low, extremely low, and moderate income

Housing, affordable is deed restricted housing where the cost, including rent or mortgage payments and utilities, does not exceed 30% of a household's gross income.

Housing, Capital A affordable housing that is made affordable through subsidies provided by government or other organizations.

Housing, workforce refer to properties that are designed to be attainable to members of the local workforce. Housing is affordable when the monthly payment (rent or mortgage) is equal to no more than 30% of a household's gross income.

ARTICLE V Review Procedures

Division 2 City Staff Review

Sec. 16-5-155. Expedited Review.

1) Development applications that serve an identified community need, as identified below, are eligible for Expedited Review. This section shall only apply to projects of which 50% of the residential units are deed restricted for workforce housing, Capital A affordable housing or affordable housing.

a) Applicability

(1) To be eligible for Expedited Review, the project shall develop deed restricted workforce housing, Capital A affordable housing or affordable housing in either:

(a) A residential development project in which 50% of the units are deed restricted housing: or

(b) A mixed-use development project in which 50% of the residential units are deed restricted housing.

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b) Timing

- (1) Time periods listed for review of the afore-mentioned applications shall be administratively adjusted such that the final decision on the application is provided no later than 90 days after the date the application is deemed complete upon completeness review by the Planning Director or his/her designee.
- (2) The 90-day period may be extended at the option of the applicant for an additional 90 days for compliance with state law or court order, or for a review period required by another local government or agency, within the local government or agency, for any component of the application requiring that local government or agency approval.
- (3) The approval process may include extensions to allow the submission of additional information or revisions to an application in response to requests from the City. Such extensions shall not exceed the amount of time from the request to the submission of the applicant's response plus 30 days. Applicants shall provide additional information or responses promptly and shall, whenever practicable, provide a response within five business days.

Staff Comments

Staff has prepared the text amendment to address the requirements of Proposition 123 giving the City of Rifle access to funding from DOLA to promote affordable housing within the City.

Findings

Pursuant to RMC Section 16-5-280, the Planning and Zoning Commission shall consider the following criteria when determining whether or not to recommend approval of the text amendments to City Council:

- 1. Conformance of the proposal with the City of Rifle Municipal Code;

The proposal brings the Rifle Municipal Code into compliance with a Colorado State Statute that is not currently mandated on the City.

- 2. The compatibility of the proposal with the character of the surrounding area, including but not limited to the architectural character of the neighborhood, the average lot and building sizes in the neighborhood, and the relative value of the proposed structure to the value of other structures in the neighborhood;

Not Applicable

- 3. The desirability for the proposed use in the specific area of the City;

The zoning code is enforced Citywide by appropriate zone district.

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4. The potential for adverse environmental effects that might result from the proposed use;

No adverse environmental effects are anticipated from the proposal.

5. Compatibility of the proposed use and the site (or subdivision) plan with the City of Rifle Comprehensive Plan;

No Comprehensive Plan issues were noted as part of the review.

6. The potential impact of the proposed use upon the value of property and buildings within the surrounding area; and

Not applicable, review periods should have no impact on property value.

7. Conformance of the proposal with the approval requirements concerning water and sewer tap availability for high-volume use requests pursuant to 13-4-120 of the Code, if applicable.

Not applicable. Adequate time will be given to all departments and agencies.

Recommendation

Staff recommends that the Planning and Zoning Commission recommend approval of the proposed text amendment to the Rifle City Council.



Agenda Item #6.c.

Agenda Item Name:

Discussion and possible action regarding 2025-023 Condominiumization of Existing Structures

Presenter:

Geir Sverdrup

Item Description:

Text Amendment 2025-023 Condominiumization of Existing Structures provides a streamlined path to convert existing attached single family and multifamily structures to condos.

Recommended Action:

Move to recommend approval of text amendment 2025-023, Condominiumization of Existing Structures, to the Rifle Municipal Code to the Rifle City Council.

Fiscal Impact:

N/A

Operational Impact:

The proposed process would streamline the required steps and allow for administrative approval as defined.

Prior Board Motions:

N/A

Background Information:

Recently, Staff has received multiple inquiries regarding the process to turn existing duplexes and other attached single-family configurations into condominiums. Currently, the only process is to run through the standard subdivision procedure. This requires Sketch and Preliminary Plans and then to Final Plat. The conversion of an existing structure into a condominium is a change of ownership type. If the utilities are set up appropriately and the owner can meet fire code, then the conversion of an exiting structure could be processed as an administrative procedure to reduce cost to the applicant, reduce Staff labor, and reduce the time to process.

Executive Summary:

The proposed text amendment creates an administrative process for conversion of existing residential structures to condominiums.

Notification Requirements:

Notice has been met.

Prepared By:

Zach Higgins, Planning Director

Attachments:

1. Condominiumization Process Staff Report PZ 9-30-2025

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490 Fax: 970-625-6268



MEMORANDUM

TO: City of Rifle Planning Commission
FROM: Geir H. Sverdrup, Senior Planner
DATE: September 30, 2025
SUBJECT: 2025-023 Condominiumization of Existing Structures
ADDRESS: City-Wide
APPLICANT: City of Rifle Staff

Background

Recently Staff has received multiple inquiries regarding the process to turn existing duplexes and other attached single-family configurations into condominiums. Currently the only process is to run through the standard subdivision procedure. This requires Sketch and Preliminary Plans and then to Final Plat. The conversion of an existing structure into a condominium is a change of ownership type. If the utilities are set up appropriately and the owner can meet fire code, then the conversion of an exiting structure could be processed as an administrative procedure to reduce cost to the applicant, reduce Staff labor, and reduce the time to process. To permit this process as an administrative approval, staff proposes the following amendment to the Rifle Municipal Code.

Proposed Amendment

Sec. 16-5-135. Condominiumization of existing structures.

The Planning and Development Department staff will review requests for condominium subdivision plats which result merely in the change of ownership of existing structures. Such condominium plats will be certified by the Public Works Director and recorded in the records of the County Clerk and Recorder. The process for the application and review of these condominium subdivision plats is as follows:

- (1) The applicant shall submit a complete application, consisting of those items specified in Article VI of this Chapter to the Planning Department.
- (2) The Planning Director or his or her designee will determine if the application for condominium subdivision plat is complete. Incomplete applications will not be accepted for review. If the application is complete, the Planning Department staff will refer the application to relevant City departments as well as utility companies serving the property. City departments and the utility providers shall have fifteen (15) days to review the application and return comments and recommendations to the Planning Department. The technical platting requirements of the utility providers and the City staff must be shown on the amended plat.
- (3) Within thirty (30) days of receipt of the complete application for a condominium plat, the Planning Director shall approve or deny the application. Approval shall be granted, provided that:

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- a. The condominium plat does not result in the creation of additional lots;
- b. The condominium plat does not result in the creation of lots that do not comply with zoning requirements; and
- c. The requirements of the utility companies serving the property have been satisfied.

The applicant shall be notified in writing of the decision of the Planning Director. In the event of denial of the application, the applicant will be advised of the reasons for the denial.

- (4) After the Public Works Director has certified the condominium plat, the plat map and other related documents will be recorded in the office of the County Clerk and Recorder. The cost of recording the plat and associated documents shall be paid by the applicant prior to the documents being tendered for recording.

Staff Comments

This code amendment creates a procedure to allow the owners of existing structures to convert these structures to condominiums as an administrative process. Any structure to be considered for this process must have utilities set up for separate service and the building must be in compliance with fire code.

Findings

Pursuant to RMC Section 16-5-280, the Planning and Zoning Commission shall consider the following criteria when determining whether or not to recommend approval of the text amendments to City Council:

- 1. Conformance of the proposal with the City of Rifle Municipal Code;
The proposal is in conformance with the Rifle Municipal Code.

- 2. The compatibility of the proposal with the character of the surrounding area, including but not limited to the architectural character of the neighborhood, the average lot and building sizes in the neighborhood, and the relative value of the proposed structure to the value of other structures in the neighborhood;
The proposal will be compatible with the character of Rifle. Staff feels that this amendment to the Code will allow for a more streamlined process.

- 3. The desirability for the proposed use in the specific area of the City;
The zoning code is enforced Citywide by appropriate zone district.

- 4. The potential for adverse environmental effects that might result from the proposed use;
No adverse environmental effects are anticipated from the proposal.

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5. Compatibility of the proposed use and the site (or subdivision) plan with the City of Rifle Comprehensive Plan;

No Comprehensive Plan issues were noted as part of the review.

6. The potential impact of the proposed use upon the value of property and buildings within the surrounding area; and

No negative impacts to property values are anticipated.

7. Conformance of the proposal with the approval requirements concerning water and sewer tap availability for high volume use requests pursuant to 13-4-120 of the Code, if applicable.

Not applicable.

Recommendation

Staff recommends that the Planning and Zoning Commission recommend approval of the proposed text amendment to the Rifle City Council.



Agenda Item #6.d.

Agenda Item Name:

Discussion and possible action regarding 2025-024 Driveway Amendment

Presenter:

Geir Sverdrup

Item Description:

Text amendment to the Rifle Municipal Code to define driveway length in a more apparent location.

Recommended Action:

Move to recommend approval of 2025-024 Driveway Text Amendment of the City of Rifle Municipal Code to the Rifle City Council.

Fiscal Impact:

N/A

Operational Impact:

Amendment should reduce Staff workload by making the regulations more clear up front and reducing the questions and rework that may need to take place to comply.

Prior Board Motions:

N/A

Background Information:

After multiple conversations with applicants for new residential, it has become apparent that many applicants only use the table from Article III – Zoning, Sec. 16-3-330. – Schedule of requirements for residential districts when beginning their design of their new residence. Seemingly, the assumption is made that the driveway in a front or street side setback can be 15’ in depth. Several applicants have had to go back and do major redesign work to fit their proposed residence to the property.

Currently, the table located in Sec. 16-3-330. lists the front setback is listed as 15’.

Sec. 16-3-340 (a) states that driveway shall be at least twenty (20) feet long. Several builders have made the argument that there is 20 feet to the back of sidewalk. There is usually an adequate amount of ROW between back of sidewalk and property line. In the event that the city needs to widen and/or maintain the city’s ROW/street the “extra” distance can be lost or lessened.

Finally, Sec. 17-7-80(g) & (1) states, (g) Garages and carports in residential districts. The following standards shall apply to driveways, garages and carports in residential zoning districts, whether they are accessory structures or part of the principal structure. (1) Driveways. Driveways shall be paved and, if functioning as an off-street parking space, the space provided shall be nine and one-half (9.5) feet wide and twenty (20) feet long and shall be located to ensure that no overhang into public right-of-way or a pedestrian easement occurs.

The proposed amendment consolidates the requirement from Sec. 16-7-80 into the table for Sec. 16-3-330.

Many contractors, architects, designers, etc. go no further than the table to start site design. By the time it gets

to plan review, they fight the requirement as they have the design completed and have maximized the fit of the proposed residence to the site. Staff has had a single applicant make five (5) separate submittals before they complied with code. They finally re-designed the house. Unfortunately, this is not an isolated incident and has become a more frequent issue.

Additionally, to exacerbate the issue, many City residents own crew cab long bed trucks that they park in the driveway that are 22.5 to 23 feet long. Using a 15' setback, these vehicles project 7.5 to 8 feet off their property line into city ROW. This can completely block the City's sidewalk, even if there is room between the property line and back of sidewalk. This is also an ADA issue if the sidewalk access becomes impeded.

Executive Summary:

Text amendment to include driveway length to the Schedule of requirements for residential districts.

Notification Requirements:

Notice requirements were met.

Prepared By:

Zach Higgins, Planning Director

Attachments:

1. Driveway Staff Report - PZ Sept 30 2025

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



MEMORANDUM

TO: City of Rifle Planning & Zoning Commission
 FROM: Geir Sverdrup, Senior Planner
 DATE: September 30, 2025
 SUBJECT: 2025-024 Driveway Text Amendment
 ADDRESS: City-Wide
 APPLICANT: City of Rifle Staff

Background

After multiple conversations with applicants for new residential, it has become apparent that many applicants only use the table from Article III – Zoning, Sec. 16-3-330. – Schedule of requirements for residential districts when beginning their design of their new residence. Seemingly, the assumption is made that the driveway in a front or street side setback can be 15’ in depth. Several applicants have had to go back and do major redesign work to fit their proposed residence to the property.

Currently, the table located in Sec. 16-3-330. lists the front setback is listed as 15’.

Sec. 16-3-340 (a) states that driveway shall be at least twenty (20) feet long. Several builders have made the argument that there is 20 feet to the back of sidewalk. There is usually an adequate amount of ROW between back of sidewalk and property line. In the event that the city needs to widen and/or maintain the city’s ROW/street the “extra” distance can be lost or lessened.

Finally, Sec. 17-7-80(g) & (1) states, (g) Garages and carports in residential districts. The following standards shall apply to driveways, garages and carports in residential zoning districts, whether they are accessory structures or part of the principal structure. (1) Driveways. Driveways shall be paved and, if functioning as an off-street parking space, the space provided shall be nine and one-half (9.5) feet wide and twenty (20) feet long and shall be located to ensure that no overhang into public right-of-way or a pedestrian easement occurs.

The proposed amendment consolidates the requirement from Sec. 16-7-80 into the table for Sec. 16-3-330. Many contractors, architects, designers, etc. go no further than the table to start site design. By the time it gets to plan review, they fight the requirement as they have the design completed and have maximized the fit of the proposed residence to the site. Staff has had a single applicant make five (5) separate submittals before they complied with code. They finally re-designed the house. Unfortunately, this is not an isolated incident and has become a more frequent issue.

Additionally, to exacerbate the issue, many City residents own crew cab long bed trucks that they park in the driveway that are 22.5 to 23 feet long. Using a 15’ setback, these vehicles project 7.5 to 8 feet off their property line into city ROW. This can completely

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202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



block the City’s sidewalk, even if there is room between the property line and back of sidewalk. This is also an ADA issue if the sidewalk access becomes impeded.

The following revision is Staff’s recommended amendment to the Rifle Municipal Code for consideration by the Planning Commission as a text amendment.

Current R.M.C. Requirements

Sec. 16-3-330. Schedule of requirements for residential districts.

The following is the schedule of requirements for the LDR, MDR and MDR-X Zone Districts:

ZONING REQUIREMENTS	LDR	MDR	MDR-X
Single family minimum lot size	6,000 s.f.	3,000 s.f.	3,000 s.f.
Maximum lot coverage	50%	70%	85%
Maximum height of buildings (See Section 16-3-250)	27 feet	35 feet	35 feet
Maximum floor area ratio	1:1	1:1	2:1
Off-street parking spaces	Per Article VII of this Chapter	Per Article VII of this Chapter	Per Article VII of this Chapter
Minimum setbacks:			
1. Front yard	15 feet	10 feet	5 feet
2. Rear yard	20 feet	10 feet	5 feet
3. Side yard	5 feet minimum or 1 foot for every 2 feet of building height, whichever is greater	5 feet	5 feet
4. Shared driveway	20 feet from edge of the driveway easement		

As written, the current language of the code has created a situation that can cause some residents unfortunate circumstances. The intent of the required 20’ driveway within the property limits is to protect accessibility for sidewalk access.

Proposed Amendment

Sec. 16-3-330. Schedule of requirements for residential districts.

The following is the schedule of requirements for the LDR, MDR and MDR-X Zone Districts:

ZONING	LDR	MDR	MDR-X
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REQUIREMENTS			
Single family minimum lot size	6,000 s.f.	3,000 s.f.	3,000 s.f.
Maximum lot coverage	50%	70%	85%
Maximum height of buildings (See Section 16-3-250)	27 feet	35 feet	35 feet
Maximum floor area ratio	1:1	1:1	2:1
Off-street parking spaces	Per Article VII of this Chapter	Per Article VII of this Chapter	Per Article VII of this Chapter
Minimum setbacks:			
1. Front yard	15 feet	10 feet	5 feet
1.1 Driveway*	20 Feet	20 Feet	20 Feet
2. Rear yard	20 feet	10 feet	5 feet
3. Side yard	5 feet minimum or 1 foot for every 2 feet of building height, whichever is greater	5 feet	5 feet
4. Shared driveway	20 feet from edge of the driveway easement		
* Driveway shall be measured from face of garage to property line. No portion of the required driveway may encroach into the City's Right-of-Way			

The proposed text addition allows applicants, builders, contractors a clear and irrefutable understanding of required driveway setbacks.

Findings

Pursuant to RMC Section 16-5-280, the Planning and Zoning Commission shall consider the following criteria when determining whether or not to recommend approval of the proposed amendment to City Council:

1. Conformance of the proposal with the City of Rifle Municipal Code;

The proposal is in conformance with the Rifle Municipal Code.

2. The compatibility of the proposal with the character of the surrounding area, including but not limited to the architectural character of the neighborhood, the average lot and building sizes in the neighborhood, and the relative value of the proposed structure to the value of other structures in the neighborhood;

The proposal will be compatible with the character of Rifle. Staff feels that this amendment to the Code will allow for more clarity of City requirements.

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3. The desirability for the proposed use in the specific area of the City;

The zoning code is enforced Citywide by appropriate zone district.

4. The potential for adverse environmental effects that might result from the proposed use;

No adverse environmental effects are anticipated from the proposal.

5. Compatibility of the proposed use and the site (or subdivision) plan with the City of Rifle Comprehensive Plan;

No Comprehensive Plan issues were noted as part of the review.

6. The potential impact of the proposed use upon the value of property and buildings within the surrounding area; and

No negative impacts to property values are anticipated. Amendment will maintain proper accessibility to City sidewalks

7. Conformance of the proposal with the approval requirements concerning water and sewer tap availability for high volume use requests pursuant to 13-4-120 of the Code, if applicable.

Not applicable.

Recommendation

Staff recommends that the Planning and Zoning Commission recommend approval of the proposed text amendment 2025-024 to the City of Rifle City Council



Agenda Item #6.e.

Agenda Item Name:

Discussion and possible action regarding Building Height Text Amendment 2025-025 to the Rifle Municipal Code

Presenter:

geir sverdrup

Item Description:

Text amendment to clarify how height maximum will be measured around the building.

Recommended Action:

Move to recommend approval of Text Amendment 2025-025 to Rifle City Council.

Fiscal Impact:

N/A

Operational Impact:

Should reduce ambiguity around how building height is evaluated leading to less conversations between Staff and applicants for clarifications.

Prior Board Motions:

N/A

Background Information:

Currently, Rifle Municipal Code measures building height at any point of the building from existing grade. Staff has received submittals over the last few years that propose excavation of the site resulting in excessively tall building elevations, especially on steeper properties. It is staff's belief that the height measurement was intended to maintain a lower profile of structures within the City.

Executive Summary:

Staff has proposed the addition of "or finished grade, whichever is lower" to Sec. 16-3-250 Height Provisions within the Rifle Municipal Code.

Notification Requirements:

Notice Requirements have been met.

Prepared By:

Zach Higgins, Planning Director

Attachments:

1. Building Height_Staff Report_09_30_2025

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



MEMORANDUM

TO: City of Rifle Planning & Zoning Commission
 FROM: Geir Sverdrup, Senior Planner
 DATE: September 30, 2025
 SUBJECT: 2025-025 Building Height Text Amendment
 ADDRESS: City-Wide
 APPLICANT: City of Rifle Staff

Background

Currently, Rifle Municipal Code measures building height at any point of the building from existing grade. Staff has received submittals over that last few years that propose excavation of the site resulting in excessively tall building elevations, especially on steeper properties. It is staff's belief that the height measurement was intended to maintain a lower profile of structures within the City.

The following revision is Staff's recommended amendment to the Rifle Municipal Code for consideration by the Planning Commission as a text amendment.

Current R.M.C. Requirements

Article III. – Zoning - Sec. 16-3-250. Height provisions.

- (a) *Building heights. The maximum height of buildings shall be measured vertically at the front yard setback line from undisturbed or natural ground level to the top of a flat or mansard roof or to the midpoint between the eave line and ridge line of a gable, gambrel, hip, shed or similar pitched roof. The vertical height of a building shall parallel the existing grade prior to construction of the building and shall not exceed the maximum height at any point of the building from existing grade.*

As written, the current language of the code can create a situation where applicants can circumvent the intent of the City's height restrictions.

Proposed Amendment

Article III. – Zoning - Sec. 16-3-250. Height provisions.

- (a) *Building heights. The maximum height of buildings shall be measured vertically at the front yard setback line from undisturbed or natural ground level to the top of a flat or mansard roof or to the midpoint between the eave line and ridge line of a gable, gambrel, hip, shed or similar pitched roof. The vertical height of a building shall parallel the existing grade prior to construction of the building and shall not exceed the maximum height at any point of the building from existing grade **or finished grade, whichever is lower.***

The proposed text addition provides applicants, builders, contractors a clear and irrefutable understanding of how building height will be calculated when reviewed by staff.

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



Findings

Pursuant to RMC Section 16-5-280, the Planning and Zoning Commission shall consider the following criteria when determining whether or not to recommend approval of the proposed amendment to City Council:

1. Conformance of the proposal with the City of Rifle Municipal Code;

The proposal is in conformance with the Rifle Municipal Code.

2. The compatibility of the proposal with the character of the surrounding area, including but not limited to the architectural character of the neighborhood, the average lot and building sizes in the neighborhood, and the relative value of the proposed structure to the value of other structures in the neighborhood;

The proposal will be compatible with the character of Rifle. Staff feels that this amendment to the Code will allow for more clarity of City requirements.

3. The desirability for the proposed use in the specific area of the City;

The zoning code is enforced Citywide by appropriate zone district.

4. The potential for adverse environmental effects that might result from the proposed use;

No adverse environmental effects are anticipated from the proposal. Amendment will limit excessive excavation on properties.

5. Compatibility of the proposed use and the site (or subdivision) plan with the City of Rifle Comprehensive Plan;

No Comprehensive Plan issues were noted as part of the review.

6. The potential impact of the proposed use upon the value of property and buildings within the surrounding area; and

No negative impacts to property values are anticipated. Amendment will maintain the intent of restricting building height.

7. Conformance of the proposal with the approval requirements concerning water and sewer tap availability for high volume use requests pursuant to 13-4-120 of the Code, if applicable.

Not applicable.

Recommendation

Staff recommends that the Planning and Zoning Commission recommend approval of the proposed text amendment 2025-025 to the City of Rifle City Council