



# PLANNING & ZONING COMMISSION REGULAR MEETING AGENDA

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October 28, 2025

7:00 PM

Rifle City Hall - Council Chambers

## Meeting Type / Acting Body

### 6:00 PM - Workshop Meeting

#### Discussion and Review

- a. Discussion regarding Building Heights
- b. Discussion regarding Single Family Attached minimum lot size

### 7:00 PM - Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda
  - 4.a. Consider minutes for the September 30th, 2025 P&Z Commission Meeting
5. Action, if any, on Workshop Items
6. Regular Agenda
  - 6.a. Discussion and possible action regarding rescheduling November and December's regular Planning and Zoning Commission meeting.
7. Administrative Reports
8. Adjournment

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

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## 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: October 28, 2025  
SUBJECT: 2025-025 Building Height Text Amendment  
ADDRESS: City-Wide  
APPLICANT: City of Rifle Staff

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### **Background**

As there were several questions raised by commissioners during the last Commission meeting, staff has discussed the method of measurement currently written in the code. The code currently reads as follows;

#### **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.
- (b) Exemptions. Height limitations of this regulation shall not apply to stacks, vents, antennae, cooling towers, elevator bulkheads, solar panels, tanks or similar mechanical appurtenances which extend no more than ten (10) feet above the permitted height. No limitation shall apply to monuments, cupolas, domes, towers, spires and similar noninhabitable structural appurtenances for public or semipublic buildings.
- (c) Height of structures. Any structures that is not a building, such as industrial air exhaust structures or communication towers, may exceed the maximum permitted building height in any zone district upon approval of a conditional use application. For buildings located within the Central Business District, see also Figure 16-18-830 of this Chapter.

Currently, staff measures building height at any point of the building from existing grade by creating a "casting" of the existing grade and then elevating that "casting" to the maximum building height permitted. By this method building elevations can be analyzed for compliance with the intent of the code. Several submittals over the last few years have proposed excavation of the site resulting in taller than the maximum allowable height building elevations. There are historic examples of building height only being measured at the front elevation at the front setback creating elevations that become taller than building height at different points, Sec.16-3-250 (a). Steeper properties have been more difficult to apply the remainder of Sec. 16-3-250 (a), *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,

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the current language of the code can restrict property owners from building two-story homes on lots that slope to the rear.

In addition to the revision presented September 30<sup>th</sup>, the following revision is recommended for consideration as an amendment to the Rifle Municipal Code by the Planning Commission.

**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 the front yard façade of the building from existing grade or finished grade, whichever is lower.*

Staff felt it was appropriate to return this amendment to the Commission for further discussion and/or revision.

**DEPARTMENT OF PLANNING & DEVELOPMENT**

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:** October 28, 2025  
**SUBJECT:** Clarification of Single Family Detached  
**ADDRESS:** City-Wide  
**APPLICANT:** City of Rifle Staff

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**Background**

Recently Staff has been reviewing the R.M.C. as it pertains to single family residential lot size minimums. As the code is currently written, any single family home, including single family attached, i.e. townhouses and duplexes, must have a 6,000 s.f. lot for each unit in LDR and 3,000 s.f. lot for MDR and MDR-X. Strictly interpreted, a townhouse or a duplex requires a 6,000 s.f. lot per unit in LDR and 3,000 s.f. lot per unit in MDR and MDR-X, staff proposes the following amendment to the Rifle Municipal Code to address this unintended consequence.

Many if not all the “for-sale” townhomes in the City sit on lots that are the same size as the footprint of the units, which is less than the current code required 3,000 square feet.

**Proposed Amendment**

With the addition of “detached” in the Schedule of Requirements to Single Family Minimum Lot Size, staff believes that this addresses the issue.

The text in blue is the recent driveway amendment approved by the Planning and Zoning Commission on September 30<sup>th</sup>, 2025 and will be heard by the City Council on November 5<sup>th</sup>, 2025.

**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:

<b>ZONING REQUIREMENTS</b>	<b>LDR</b>	<b>MDR</b>	<b>MDR-X</b>
Single family detached 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

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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			

**Staff Comments**

Planning Commission should consider the proposed amendment and provide general direction.



**Agenda Item #4.a.**

**Agenda Item Name:**

Consider minutes for the September 30th, 2025 P&Z Commission Meeting

**Presenter:**

Genesis Amaya, Administrative Assistant

**Item Description:**

**Recommended Action:**

Move to approve the minutes for the September 30th, 2025 Planning and Zoning Commission Meeting as presented.

**Fiscal Impact:**

N/A

**Operational Impact:**

N/A

**Prior Board Motions:**

N/A

**Background Information:**

N/A

**Executive Summary:**

N/A

**Notification Requirements:**

N/A

**Prepared By:**

Genesis Amaya, Administrative Assistant

**Attachments:**

1. SEPTEMBER 30TH, 2025 MINUTES



## REGULAR PLANNING COMMISSION MEETING & BOARD OF ADJUSTMENT

September 30<sup>TH</sup>, 2025

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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, Caldwell, Dow

**Absent:** Rodas, Karzhova, Steffen

**OTHERS PRESENT:** Community Development Director Zach Higgins, Senior Planner Geir Sverdrup, Permit Technician Genesis Amaya, Assistant City Attorney Lawrence Bond

**Commissioners absence excused with an “Aye” vote.**

### **APPROVAL OF MINUTES**

**FIRST:** *Commissioner Dow*

**SECOND:** *Commissioner Carter*

August 26<sup>th</sup>, 2025 minutes approved through “Aye” vote.

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**7:03 PM**

**Announcement: Chair Marantino announces withdrawal of the first agenda item:**

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

**PUBLIC HEARING:**

**Discussion 1: Item B**

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

Senior Planner Geir and Community Development Director Zach Higgins explain text amendment 2025-022, a voluntary compliance for Prop 123. This text amendment would expedite review process for affordable housing.

Chair Marantino opens and closes the public hearing.

7:09 PM

*Commissioner Rogers* moved to **APPROVE** to recommend approval of Text Amendment 2025-022 to the Rifle Municipal Code to the Rifle City Council.

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

**ROLL CALL:**

**YES:** Marantino, Dow, Carter, Rogers, Caldwell

**NO:**

**Discussion 2: Item C**

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

7:10 PM

Senior Planner Geir Sverdrup outlined the current process for condominiumization and presented a proposal to streamline the administrative procedure. The proposed change would eliminate the need for applicants to complete separate sketch, preliminary, and final plat stages. To qualify for this simplified process, applicants must remain the sole property owner, maintain the existing use and function of the building, and comply with all requirements established by the Planning Department. Community development Zach Higgins add that applicants can also not add lots.

7:12 PM

Chair Marantino opens and closes the public hearing.

A discussion took place between staff and the commission regarding if these projects would require P&Z approval and on previous Stillwell Condominiumization.

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

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

**ROLL CALL:**

**YES:** Marantino, Dow, Carter, Rogers, Caldwell

**NO:**

7:14PM

**Discussion 3: Item D**

**Discussion and possible action regarding 2025-024 Driveway Amendment**

Senior Planner Geir explains that this code amendment would clarify code on driveway length, as momentarily, one must look through two different sections of the code to get this information.

7:18PM

Chair Marantino opens and closes public hearing.

Commissioner Rogers moved to APPROVE a recommendation for approval of 2025-024 Driveway Text Amendment of the City of Rifle Municipal Code to the Rifle City Council.

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

**ROLL CALL:**

**YES:** Marantino, Dow, Carter, Rogers, Caldwell

**NO:**

7:20 PM

Discussion 4: Item E

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

Planner Geir Sverdrup explained that some applicants have circumvented building height and grading regulations by using site grading to create walkout basements, effectively resulting in three-story structures. The proposed amendment would prevent such occurrences in the future. Also, ensuring that applicants ensure that lots are brought to compact native soil, as previously, there have been situations where neighboring lots have dumped and filled empty lots with soil.

Chair Marantino asks for an explanation and if enforcement of this text amendment would change administrative processes.

Zach Higgins responds that applicants must be able to prove that their land is back to native compact soil.

Marantino opens and closes the public hearing.

7:38 PM

Commissioner Dow moved to APPROVE a recommendation for approval of Text Amendment 2025-025 to Rifle City Council.

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

**ROLL CALL:**

**YES:** Marantino, Dow, Carter, Rogers, Caldwell

**NO:**

**COMMENTS AND ADJOURNMENT –7:40 PM**

Planning Director Zach Higgins announces RFP for code update, closing October 10<sup>th</sup>. Due notice of ward October 6<sup>th</sup> and bringing the commission at the end of October and council at the beginning of November. A public meeting will be held to promote the housing needs assessment study and findings.

Commissioner Rogers announces upcoming events at the Ute.

\_\_\_\_\_  
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 rescheduling November and December's regular Planning and Zoning Commission meeting.

**Presenter:**

Zach Higgins, Planning Director

**Item Description:**

Historically Planning Commission has chosen to combine their November and December meetings to better accommodate holiday schedules.

**Recommended Action:**

Move to combine November and December's regular Planning Commission meetings to be held on December 9th, 2025.

**Fiscal Impact:**

N/A

**Operational Impact:**

This action would combine November and December's regular planning commission meetings and reduce the overall meeting count for 2025 to 11 from 12.

**Prior Board Motions:**

N/A

**Background Information:**

**Executive Summary:**

**Notification Requirements:**

N/A

**Prepared By:**

Zach Higgins, Planning Director

**Attachments:**

None