



PLANNING & ZONING COMMISSION REGULAR MEETING AGENDA

April 28, 2026

7:00 PM

202 Railroad Avenue, Rifle, CO 81650

Meeting Type / Acting Body

6:00 PM - Workshop Meeting

- a. Discussion regarding City of Rifle Municipal Code in reference to Mechanic Shops and Single Family Garages
- b. IFRA Expansion Discussion

Discussion and Review

7:00 PM - Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda
 - 4.a. CMC Letter of Notice
 - 4.b. March 2026 Meeting Minutes
5. Action, if any, on Workshop Items
6. Presentation
7. Public Hearing
 - 7.a. Discussion and Possible Action regarding Brynidlson Variance
 - 7.b. Discussion and Possible action regarding an amendment to City of Rifle Municipal Code regarding ADU parking requirements
 - 7.c. Discussion and possible action regarding amendment to the Rifle Municipal Code - Traffic Impact Study criteria

8. Regular Agenda

- 8.a.** Discussion and possible action regarding election of Planning Commission Chair and Vice Chair

9. Administrative Reports

10. Comments from Mayor and Council

11. 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 Community Development at 970-665-6490 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 Community Development al 970-665-6490 o envíe un correo electrónico a el equipo ADA a ADATeam@rifleco.org. Por favor, permita 48 horas para que se atiendan sus solicitudes.



Agenda Item #a.

Agenda Item Name:

Discussion regarding City of Rifle Municipal Code in reference to Mechanic Shops and Single Family Garages

Presenter:

Geir Sverdrup, Senior Planner
Zach Higgins, Community Development Director

Item Description:

Discussion regarding amendment of the Rifle Municipal Code to allow for Auto Repair Shops in CS and LI by right. Discussion regarding amendment of the Rifle Municipal Code for Single Family Garages.

Recommended Action:

N/A

Fiscal Impact:

N/A

Operational Impact:

These amendments would impact Staff reviews to applicable commercial businesses and single family development.

Prior Board Motions:

N/A

Background Information:

See attached reports.

Executive Summary:

See attached reports.

Notification Requirements:

N/A

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. Automotive repair shop Workshop Memo 4-28-2026
2. Garage requirements Workshop Memo 4-28-2026
3. Letter to P&Z_Savage

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: Zach Higgins, Community Development Director
 Geir H. Sverdrup, Senior Planner
DATE: April 28, 2026
SUBJECT: Automotive Repair Shop as Permitted Use
ADDRESS: City-Wide
APPLICANT: City of Rifle Staff

Background

Staff has received inquiries regarding where one can locate and operate a mechanics shop as a permitted use. Currently such uses are only permitted as an accessory use in conjunction with Automotive sales and service or an Equipment-leasing establishment.

Service and maintenance is allowed as INDOOR maintenance service, and is defined as follows:

Indoor maintenance service means a principal land use category that includes all land uses that perform maintenance services, such as oil changes, tire service and brake service, and contain all operations (except loading) entirely within an enclosed building. Uses that shall not be considered *indoor maintenance service* include outdoor storage of vehicles, fabrication, body work, paint shops or overnight storage and repair of vehicles, including automobiles, snowmobiles, ATVs, riding lawnmowers and like items. This category includes, but may not be limited to, the following specific land uses listed in Sections 16-3-320 and 16-3-420 of this Chapter: *Assembly; Service and repair as an accessory use to a retail or wholesale business; and Furniture repair/refinishing and upholstery.*

Heavy equipment storage yard does allow repair and/or maintenance of vehicles over 6,000 lbs.

Currently there are several shops within city limits that do just that, from south Rifle to west Rifle and mid-town. These shops have been in operation for several years.

Staff recommends the following text Amendment.

Proposed Amendment

Automotive repair shop is a commercial facility where trained technicians diagnose, repair, and maintain the mechanical, electrical, and moving parts of vehicles, such as engines, brakes, and transmissions, as well as, functional repairs, routine maintenance (e.g., oil changes, tire rotations), and performance issues.

Staff Comments

Staff has prepared this text amendment to allow Automotive repair shops as a permitted use and recommends the use be added to permitted uses in CS Community Service and LI Light Industrial zone districts.

COMMUNITY DEVELOPMENT DEPARTMENT

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MEMORANDUM

TO: City of Rifle Planning Commission
FROM: Zach Higgins, Community Development Director
 Geir H. Sverdrup, Senior Planner
DATE: April 28, 2026
SUBJECT: Requirements for Garages
ADDRESS: City-Wide
APPLICANT: City of Rifle Staff

Background

Recently Staff has had conversations with residential builders regarding the requirement for mandatory garage parking spaces for new residential buildings.

In recent history, Staff in rare instances, has missed requiring garage parking spaces during Building Permit review.

Current code for residential reads:

Sec. 16-7-20. – Off-Street Parking Schedule “A”.

Unless otherwise expressly stated in this Chapter, off-street parking spaces shall be provided in accordance with the following off-street parking schedule.

<i>Use Classification</i>	<i>Specific Use</i>	<i>Minimum Number of Spaces</i>	<i>Off-Street Loading Group</i>
Residential			
Household Living	Single-family and duplex	2 per dwelling unit (1 in garage)	N/A
	One-bedroom multi-family dwelling	1.5 spaces per unit	N/A
	Two- or more bedroom multi-family dwelling	2.0 + 0.25 guest spaces per unit (1 covered)	N/A
Group Living	Group living	1 per 2 beds + 1 per 100 sq. ft. of assembly area	

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Additional language for garages is in Section 16-7-140. – Parking design standards.

(e) Dimensions.

(1) General. Required off-street parking spaces shall comply with the following dimensional standards:

<i>Use</i>	<i>Type of Space</i>	<i>Minimum Dimensions (feet)</i>
Residential	Uncovered	9.5 x 18
	Spaces in Garage or Carport	See Subsection (g)(2)
Nonresidential	Angle Spaces	9.5 x 18
All	Parallel Spaces	8 x 23

Subsection (g)(2) states: Garage dimensions. Residential garages shall have the following minimum interior dimensions:

<i>Garage Type</i>	<i>Minimum Dimensions (feet); width is listed first</i>
Without appliances	
1-car Garage	10 x 20
2-car Garage	18.3 x 20
With appliances at side	
1-car Garage	13.2 x 20
2-car Garage	22.3 x 20
With appliances at front	
1-car Garage	10 x 24
2-car Garage	18.3 x 24

Jeb Savage of JBS Construction has submitted a letter (attached) requesting that the Planning and Zoning Commission consider amending the Rifle Municipal Code to eliminate the requirement for “garage” parking. He has cited Silt, New Castle and Parachute as examples.

Staff is seeking input from the Planning Commission in regards to these requirements. Staff has not recommended a text amendment at this time.

Jeb Savage
JBS Construction Inc
201 Railroad Ave
Rifle, CO 81650
jbsinco@gmail.com
9703797142
4/17/2026

Planning and Zoning Commission
Rifle, CO
202 Railroad Ave

Subject:

Concern regarding a recent change in the interpretation of Off-Street Parking Schedule A, City Code Sec. 16-7-20.

Context:

JBS Construction was recently denied a building permit for a single-family home at 1669 Birch Ave because it was designed without a garage. JBS Construction has also recently built and sold a house that does not have a garage at 1668 Walnut Loop. From these addresses you can see 2 additional homes without a garage on E 17th Circle built in recent years

Dear Members of the Planning and Zoning Commission,

Recently there has been a change in the interpretation of the Off-Street Parking Requirement for single family homes as defined by City Code Sec. 16-7-20. - Off-Street Parking Schedule "A"

The table states that the minimum number of off-street parking spaces for single family homes and duplexes is "2 per dwelling unit (1 in garage)".

There are two interpretations of the table described below

1. Every new single-family home or Duplex must have a garage.

Argument- That is the goal of Schedule A or the intended purpose of the Code Section.

This section of the code intends to decongest roads and limit the number of cars parked on the street, but mandating garages does not address the problem. Garages are used in many ways other than parking. A storage unit, home gym, and a workshop being some popular uses. That means if someone uses their garage as a storage unit then they may not have any off-street parking (depending on driveway set up and Dimension)

2. Only one garage space can be counted as 1 of the required 2 off-street parking spaces.

Argument- This interpretation rings true with the intent of the code section, it ensures at least one off- street parking space is provided even if the garage is being used as a home gym.

I am writing to you today seeking clarification of the code language and to advocate for affordability and a citizen's right to a home of their choice.

I have done some research and found that none of our surrounding communities mandate homes to have a garage. Some municipalities go as far as to say you may not count the garage as any of the required off-street parking spaces. For Example,

- **Silt** - Code 7.52.030 - Schedule of parking requirements by use.
"Two spaces per dwelling unit, not within an enclosed structure"
- **New Castle** - Code 17.76`.020 - Standards designated for each use.
For dwelling units, two (2) spaces per dwelling unit (driveway and garage or carport areas are defined as off-street parking space)
- **Parachute**- 15.05.304 Parking standards.
Two (2) spaces per dwelling unit.

As a home builder representing 35 years of experience building homes in Rifle, I acknowledge the importance of getting parked cars off the road, but mandating garages is not the answer. JBS construction typically builds houses with room for at least 3 cars parked off the street with one or two more spots inside a garage but if we can provide an affordable home with 3-4 off street parking spaces without a garage as the market seems to want, shouldn't we be allowed to do so?

We all know home affordability is a real issue and one way to make homes less expensive is to eliminate the garage. In the real-life example from the context section above JBS Construction was able to bring a full-size new home to market for under \$500,000 and it sold in just a few days. 1668 Walnut loop sold in February of 2026 and has 4 off street parking spaces, none of which are in a garage. JBS has been asked to build more similar homes in the future.

I recommend the Planning and Zoning Commission recognize the historically and geopolitically accurate interpretation of Rifle's Off-Street Parking Schedule A. I would also invite you to strengthen our requirement by adopting the same language used by Silt, "Two spaces per dwelling unit, not within an enclosed structure"

Thank you for you time as Volunteers and thank you for doing what is best for the Citizens of Rifle.

I look forward to discussing this further at the upcoming meeting later this month.

Sincerely,

John B Savage (Jeb)

JBS Construction Inc



Agenda Item #b.

Agenda Item Name:

IFRA Expansion Discussion

Presenter:

Zach Higgins, Community Development Director

Item Description:

Recommended Action:

Provide general direction and feedback.

Fiscal Impact:

The City could see a reduction in collected impact fees from individual projects, but will hopefully stimulate more volume. Staff has chosen areas to expand the IFRA that already include infrastructure.

Operational Impact:

The proposal to expand the IFRA and create a tiered system would mean very little additional work from the Community Development Staff to administer.

Prior Board Motions:

N/A

Background Information:

To close out the Strong Communities Grant that the City used for the Housing Needs Assessment, the City is required to explore passing a code amendment to make a difference for housing in the community. Because the City already had an IFRA, Staff felt an expansion could drive additional impact without altering an additional provisions.

Executive Summary:

Staff is proposing an expansion to the IFRA and the creation of a tiered system to satisfy a requirement imposed by the Strong Communities grant program the City used for the Housing Needs Assessment.

Notification Requirements:

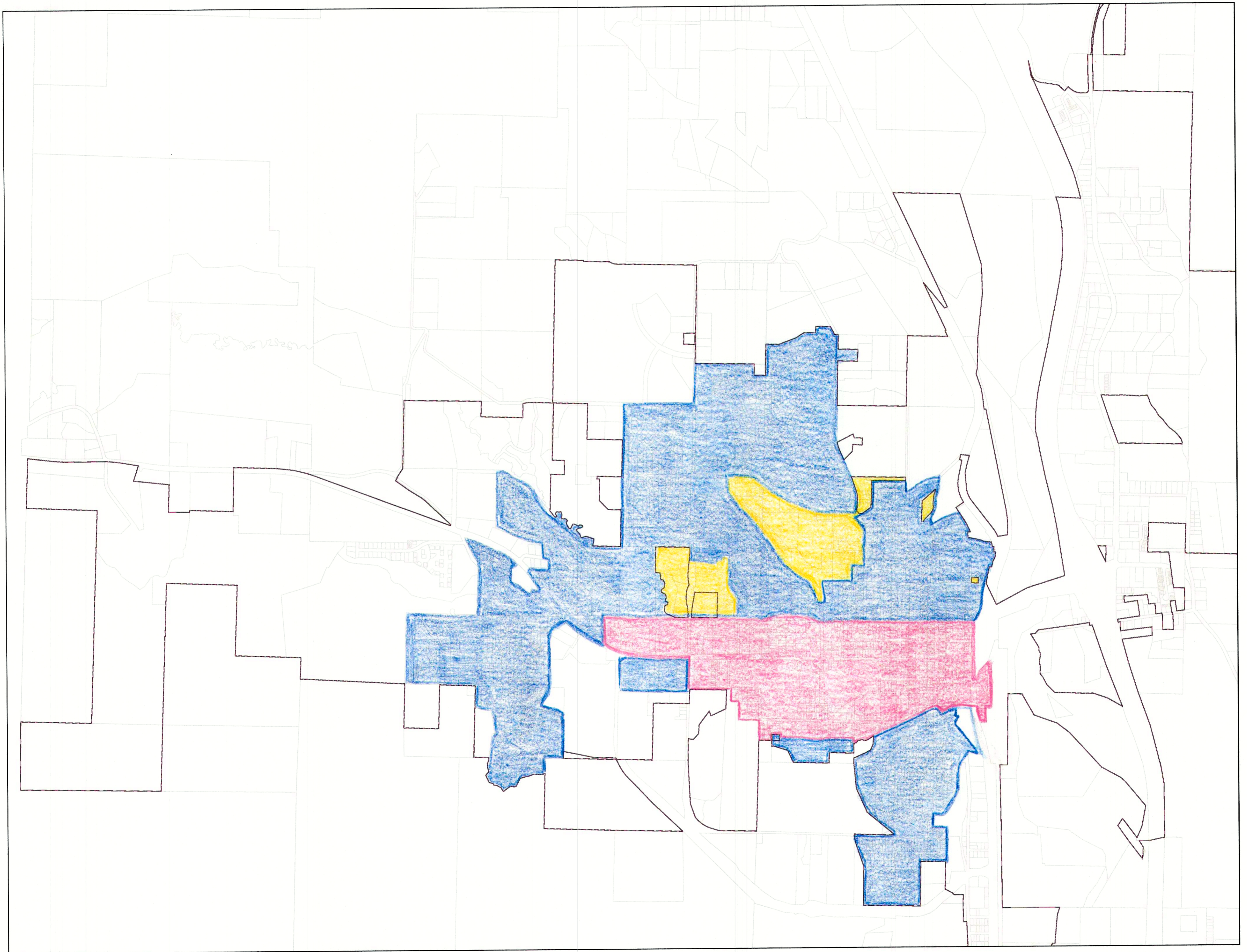
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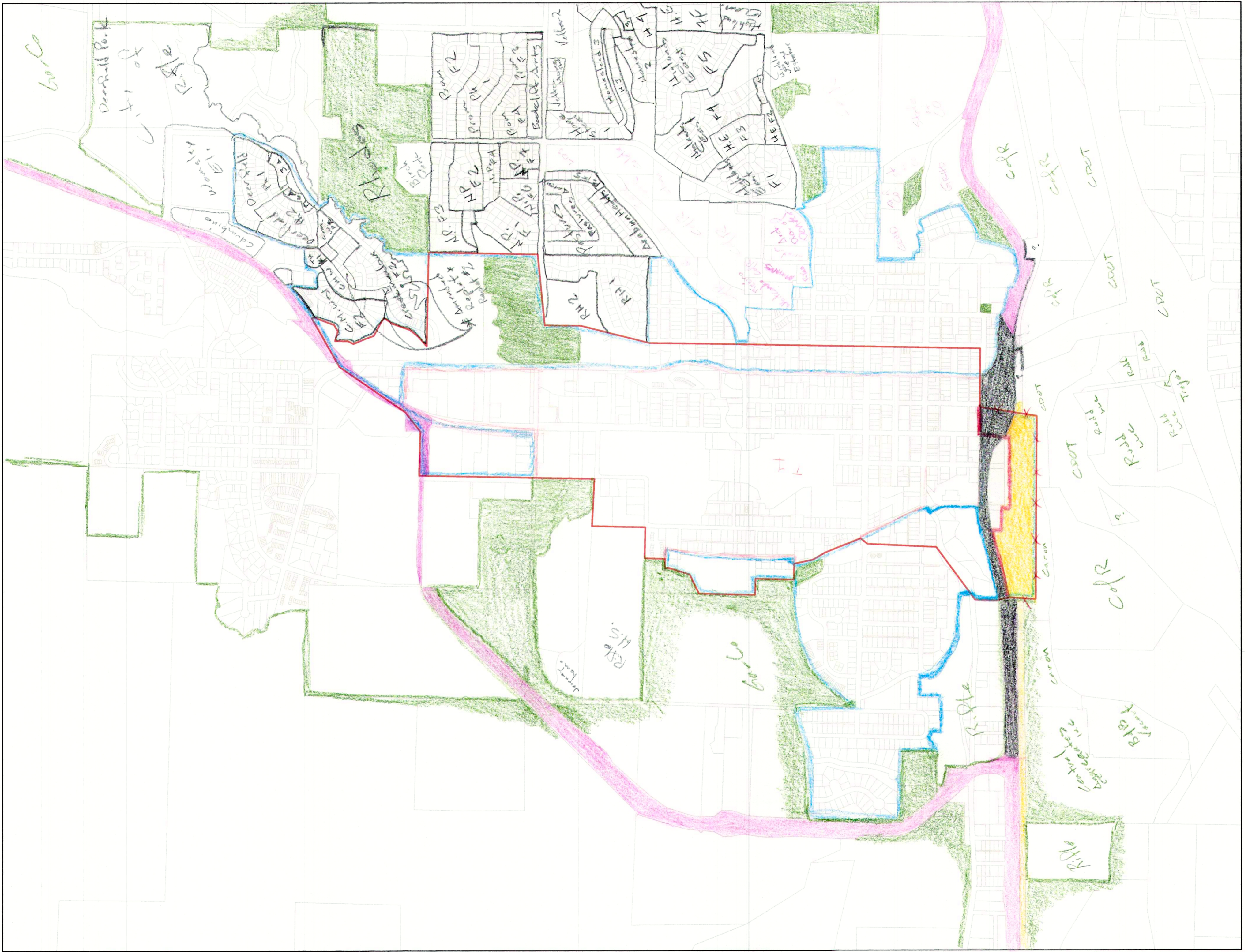
Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. IFRA Tier 1 & 2 Concept
2. IFRA Initial Draft Map







Agenda Item #4.a.

Agenda Item Name:

CMC Letter of Notice

Presenter:

Zach Higgins, Community Development Director

Item Description:

Per the requirements set forth in CRS § 23-71-122(v), Colorado Mountain College's obligation is to provide notice to the local planning commission of its intent to purchase the property anticipated to be used as a skilled trades site.

Recommended Action:

None Required.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Executive Summary:

Colorado Mountain College is in the process of purchasing a site in Rifle that contains a building that they can use for the first phase of Skilled Trade Classes. The site is also big enough to accommodate a future expansion of Skilled Trade Classes Campus.

Notification Requirements:

N/A

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. CMC Letter to Town of Rifle-April 1 2026



~~April 1~~ ~~March 31~~, 2026

SENT VIA EMAIL (zhiggins@rifleco.org)

Zach Higgins
Community Development Director
City of Rifle
202 Railroad Ave., Rifle, CO 81650

Dear Zach,

Colorado Mountain College (CMC) appreciates the opportunity to share information about an exciting initiative that reflects community priorities and the college's long-term commitment to workforce development within the CMC district and mountain region, including western Garfield County. Following the strong voter support of 7C, CMC has been exploring strategic investments to expand access to high-demand career and technical education programs. We are pleased to provide an update on a potential project that aligns closely with those goals.

In November 2025, voters within Colorado Mountain College's district overwhelmingly supported the passing of 7C. The passing of this ballot measure allows CMC to maintain its revenue stream from property taxes with a commitment to invest in nursing, first responders, and skilled trades. Since that time, CMC faculty and staff have been working to evaluate opportunities for developing regional skilled trades facility on or near the CMC Rifle Campus with the goal of expanding certificate programs and workforce training opportunities for the community.

In early March, CMC identified a property that we believe meets the college's immediate and long-term needs for establishing a skilled trades hub in west Garfield County. The property located at 2195 S. 10th Street in Rifle consists of approximately 4.5 acres and includes an existing 23,548 square-foot facility. The building is well maintained and thoughtfully configured, with approximately 40% dedicated to office and classroom space and 60% to industrial use. It features multiple bays, five large overhead doors, and

infrastructure well-suited for hands-on trades instruction. The fully fenced site includes secure yard space for equipment storage and allows for phased expansion over time. The property's light industrial zoning aligns well with the college's intended use, and its location—approximately 1.4 miles from the CMC Rifle campus with convenient access to I-70—provides convenience and connectivity for students and potential community partners.

CMC went under contract for the property on March 23 and has begun the due diligence process. An appraisal is currently underway, and an inspection of the property is scheduled for April 6. The anticipated closing date is May 8.

From a programmatic perspective, CMC anticipates beginning instruction at the facility in 2027. Initial offerings are expected to include automotive, HVAC, sheet metal, plumbing, and electrical programs. Future expansion may include welding, diesel mechanic program, and carpentry. This location is envisioned as one of three primary hubs for CMC's skilled trades programming, alongside Leadville and Steamboat Springs. The facility will also support partnerships with local employers, including the development of on-site training and apprenticeship programs.

These programs address immediate workforce needs and high student demand. Access to a dedicated, appropriately configured facility will allow CMC to scale programming more effectively and respond to regional economic priorities. For example, HVAC programming may expand to include both credit-bearing coursework and an apprenticeship pathway, while plumbing and sheet metal are anticipated to develop into dedicated apprenticeship pathways in the near future.

Pursuant to C.R.S. § 23-71-122(1)(v), Colorado Mountain College is providing formal notice to the Town of Rifle and the Rifle Planning Commission of its intent to purchase this property.

CMC looks forward to continued collaboration with the Town and the Planning Commission as this project progresses and is happy to provide additional information as needed.

Sincerely,

Sean Nesbitt
Executive Director of Facilities
Colorado Mountain College
scnesbitt@coloradomtn.edu

Cc: Clint Hostettler, Mayor (chostettler@rifleco.org)



Agenda Item #4.b.

Agenda Item Name:

March 2026 Meeting Minutes

Presenter:

Liz Acosta, Administrative Assistant

Item Description:

March 2026 regular meeting minutes.

Recommended Action:

Move to approve the consent agenda 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:

Zach Higgins, Community Development Director

Attachments:

1. MARCH 30TH 2026 PZ MINUTES



REGULAR PLANNING COMMISSION MEETING & BOARD OF ADJUSTMENT

March 30th, 2026

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, Caldwell, Carter, Rogers, Steffen, Dow, Martinez and Edwards*

Absent: *Rodas*

Motion to excuse Rodas made by Caldwell, seconded by Rogers. All in agreeance with an “Aye” vote.

OTHERS PRESENT: Community Development Director Zach Higgins, Senior Planner Geir Sverdrup, Community Development Technician Liz Acosta, Assistant City Attorney Wilton Anderson

APPROVAL OF MINUTES

FIRST: *Marantino*

SECOND: *Martinez*

February 24th, 2026 Regular P&Z Commission minutes approved through “Aye” vote.

7:05 PM

PUBLIC HEARING:

Discussion 1: Item A

Sunset Estates Sketch Plan and Rezone from Developing Resources to Low Density Residential

The applicants request approval of a Sketch Plan to subdivide the parcel into 17 lots and rezone the property from DR Developing Resources to LDR Low Density Residential. The proposed subdivision is known as Sunset Estates.

7:06 PM

Commissioner Marantino opens discussion for item A on the agenda. Representative for Sunset Estates, Phil Harris was sworn in by commissioner Marantino. Senior Planner Sverdrup debriefed the outline for the project and recommends Commissioners approve it with conditions.

7:10 PM

Harris reiterates the simplicity of the project and explains how most of the amenities are already there from previous developer who didn't start construction.

7:12 PM

Commissioner Rogers asks proximity to the existing trail and expresses concern in regards to draining system. Harris confirms the subdivision would not interfere with the existing trail and Senior Planner Sverdrup clarifies the drain system in place would not interfere with existing trail. Senior Planner Sverdrup also stated if approved they would make sure no adverse impact would happen to trail, all working in conjunction with Parks and Recreation. This project would undergo extensive review and be brought up to city code.

7:14 PM

Commissioner Steffen added how each lot is 10,000 sqft. Community Development Director Higgins added input on the specific proximity of the trail vs the subdivision location.

7:15 PM: Commissioner Marantino opens and closes public hearing. Brings it to Commissioners.

7:16 PM

Commissioner Rogers inquires if there would be an added sidewalk on the Birch Ave side of the lot. Harris is not aware of this plan and explains he honestly does not know. Senior Planner Sverdrup explains they see no reason for a sidewalk as there is already a sidewalk on the other side of the street but reassures, they can investigate the expansion of such if project is approved. Community Development Director Higgins explains location of current sidewalks near the site.

7:19 PM

Commissioner Martinez moved to **APPROVE** the ***Sunset Estates Sketch Plan and Rezone from Developing Resources to Low Density Residential*** with conditions. Commissioner Steffen seconds.

The motion **APPROVED WITH CONDITIONS** with the following vote:

ROLL CALL:

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

NO:

7:21 PM

Discussion 2: Item B

Sherwin Williams Annexation and Rezone

The applicant seeks annexation and zoning of 1.02 acres into the City of Rifle. The applicant requests that property be zoned CS (Community Service Commercial) for development of a Sherwin Williams Paint Store.

Commissioner Marantino calls forth representative/s for Sherin Williams Annexation and Rezone project. Attorney Nichole Garamoni Campagna is sworn in by commissioner Marantino, via Zoom call Adam Boker is sworn in by commissioner Marantino.

7:23 PM

Senior Planner Sverdrup debriefs plan and states it has been sent to out all agencies to which the only feedback was to proceed with conditions of approval to CS zoning.

7:27 Announcement: *Public notice met.*

7:28 PM

Boker explains how there is no development plans for the rest of the lot.

Commissioner Caldwell directs to Senior Planner Sverdrup and inquires on what the lot owner's intentions are for the rest of the lots. To which Sverdrup replies there are no clear intentions and that the owners of the lot are just waiting for the right person with the right plan to come along. Commissioner Caldwell expresses his concerns with utility integration to which Senior Planner reassures there should not be any issues.

Commissioner Caldwell expresses concerns with traffic congestion.

7:31PM Commissioner Marantino opens public hearing.

Public member Israel Marioni from JJJ Construction comes forward to voice his concerns over the flooding and drainage issue next to his property adjacent to the lot in discussion.

Commissioner Marantino explained the purpose of the meeting, reassured Marioni they will address this topic in the near future.

7:34 PM *Commissioner Marantino closes public hearing and brings to Commissioners and Staff.*

Commissioner Caldwell attests to the flooding in that area. Senior Planner Sverdrup explains how the City's Engineer looks at every plan that is submitted and looks for these issues. Community Development Director Higgins adds that the city does have a Master Drainage Plan for that area of South Rifle and that the City's Engineer will make sure any construction follows the master plan. Higgins also reminds public and the council that a big portion of the area is currently within Garfield county's limits and out of city control.

7:35 PM

Commissioner Dow moved to APPROVE the Sherwin Williams Annexation and Rezone with conditions.

Commissioner Carter seconded the motion. The motion APPROVED WITH CONDITIONS with the following vote:

ROLL CALL:

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

NO:

COMMENTS AND ADJOURNMENT – 7:37 PM

Commissioner Steffen reminds staff the City of Rifle officially closed on the Golf Course, Commissioner Rogers announces their Earth Day Celebration by cleaning up the creek as well as listing the upcoming UTE Theatre programs.

MEETING ADJOURNED - 7:41 PM



Agenda Item #7.a.

Agenda Item Name:

Discussion and Possible Action regarding Brynidlson Variance

Presenter:

Geir Sverdrup, Senior Planner

Item Description:

Board of Adjustment - The applicant, Scott and Linda Brynidlson, for B&B Trailer Parks, requests a variance from the restriction of occupying a recreational vehicle as stated in the Rifle Municipal Code, Sec. 16-10-40 Temporary Use of recreational vehicles and 16-10-50. - Standards for recreational vehicle and travel trailer parks and campgrounds, allowing three (3) existing RV's to be occupied as year-round dwellings.

Recommended Action:

Move to DENY Variance request VAR-2026-008 for year-round use of RV's as dwellings.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

The subject property accesses Park Avenue from W. 4th Street and does not connect with Fravert Blvd. due to the change in elevation.

Property had been previously developed as a trailer park in the early 2000's.

Staff has been working with the owner of the property to come into compliance for several months. On November 20, 2025, Rifle PD issued a citation for derelict vehicle and trash/debris on the property. The applicant has had several court appearances and during his court date of April 15, 2026, the City Prosecutor granted the applicant time to pursue the variance request. His next court date is May 6, 2026.

Executive Summary:

See Staff Report.

Notification Requirements:

Notice has been met.

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. STAFF REPORT Brynildson_04-2026



COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490

MEMORANDUM

TO: City of Rifle Board of Adjustment

FROM: Geir Sverdrup, Senior Planner

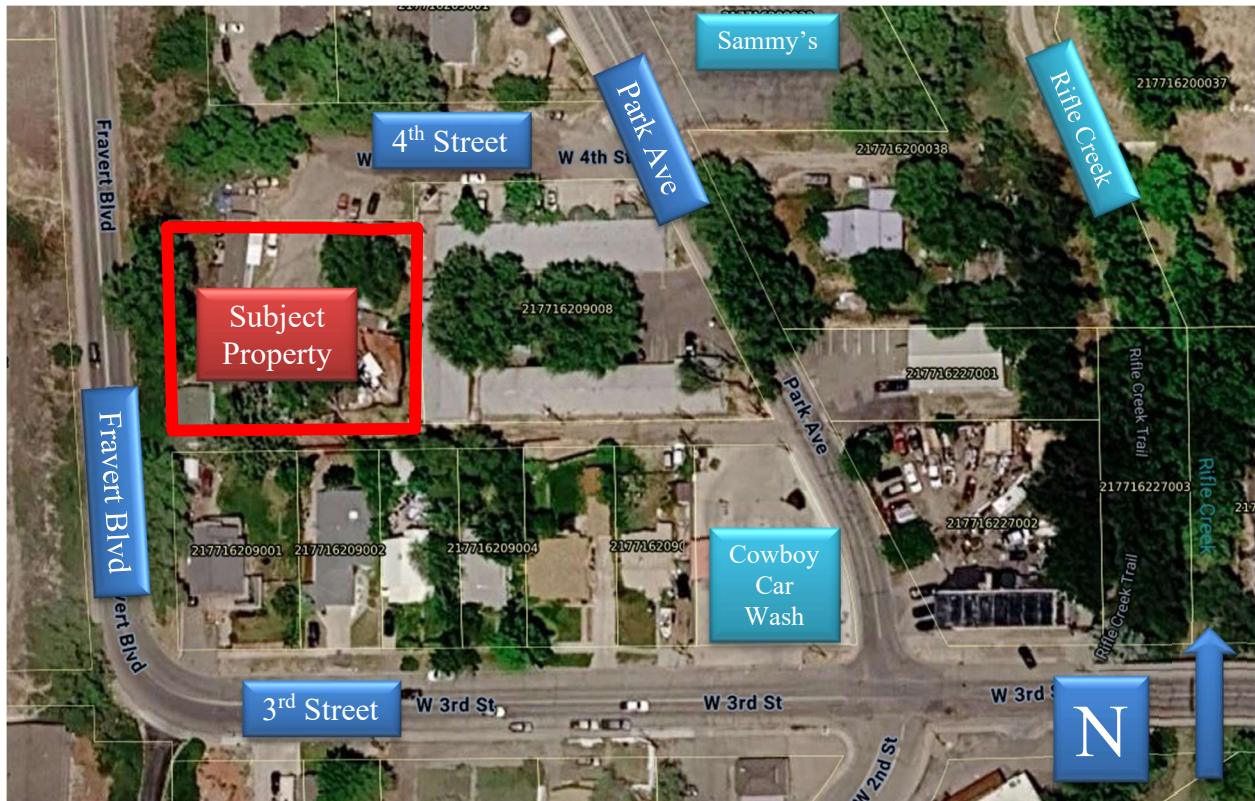
DATE: April 28, 2026

SUBJECT: VAR-2026-008 – Year-round use of RV’s as dwellings prohibited by RMC Sec. 16-10-40 & 50. – Temporary Use of recreational vehicles and Standards for recreational vehicle and travel trailer parks and campgrounds, subsection (d).

REQUEST

The applicant, Scott and Linda Brynildson, for B&B Trailer Parks, requests a variance from the restriction of occupying a recreational vehicle as stated in the Rifle Municipal Code, Sec. 16-10-40 Temporary Use of recreational vehicles and 16-10-50. - Standards for recreational vehicle and travel trailer parks and campgrounds, allowing three (3) existing RV’s to be occupied as year-round dwellings.

VICINITY MAP





COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490

BACKGROUND

The subject property accesses Park Avenue from W. 4th Street and does not connect with Fravert Blvd. due to the change in elevation.

The subject property had been previously developed as a trailer park in the early 2000's.

Staff has been in contact with the property owners over the past couple of years seeking compliance. On November 20, 2025, Rifle PD issued a citation for derelict vehicle and trash/debris on the property. The applicant has had several court appearances and during his court date of April 15, 2026, the City Prosecutor granted the applicant time to pursue the variance request. His next court date is May 6, 2026.

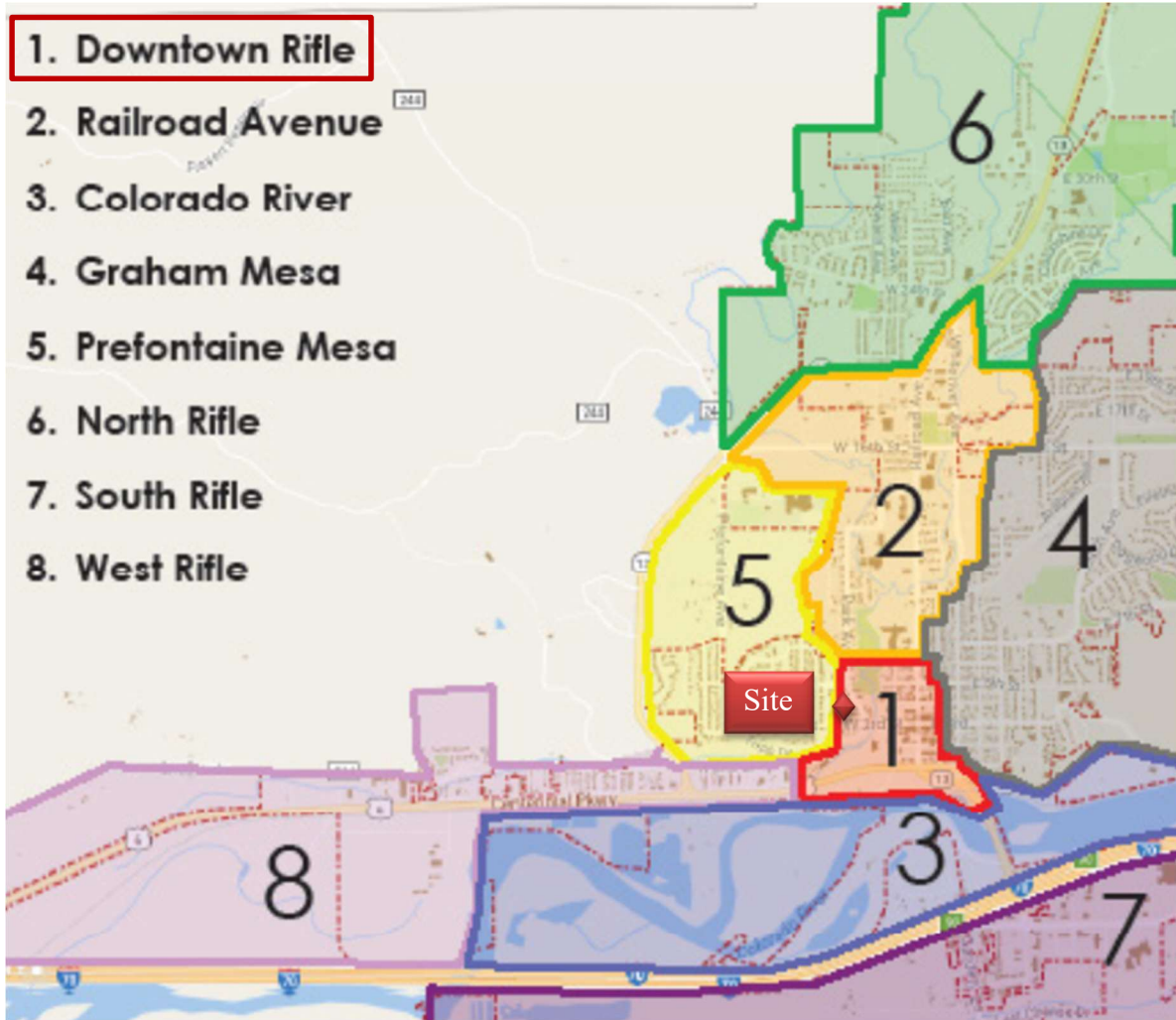
COMPREHENSIVE PLAN AND ZONING

The subject property is located in the Downtown Rifle neighborhood, which envisions a walkable, mixed-use center for entertainment and commercial opportunities. The Plan does not specifically address the property in question. The Future Land Use map designates the property as High Density Residential.

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



High Density Residential

Density: 12-30 du/acre

Housing Types: Apartment and condo buildings; townhomes; duplexes; and in some cases small homes/patio homes with less than 3,000 square foot lots.

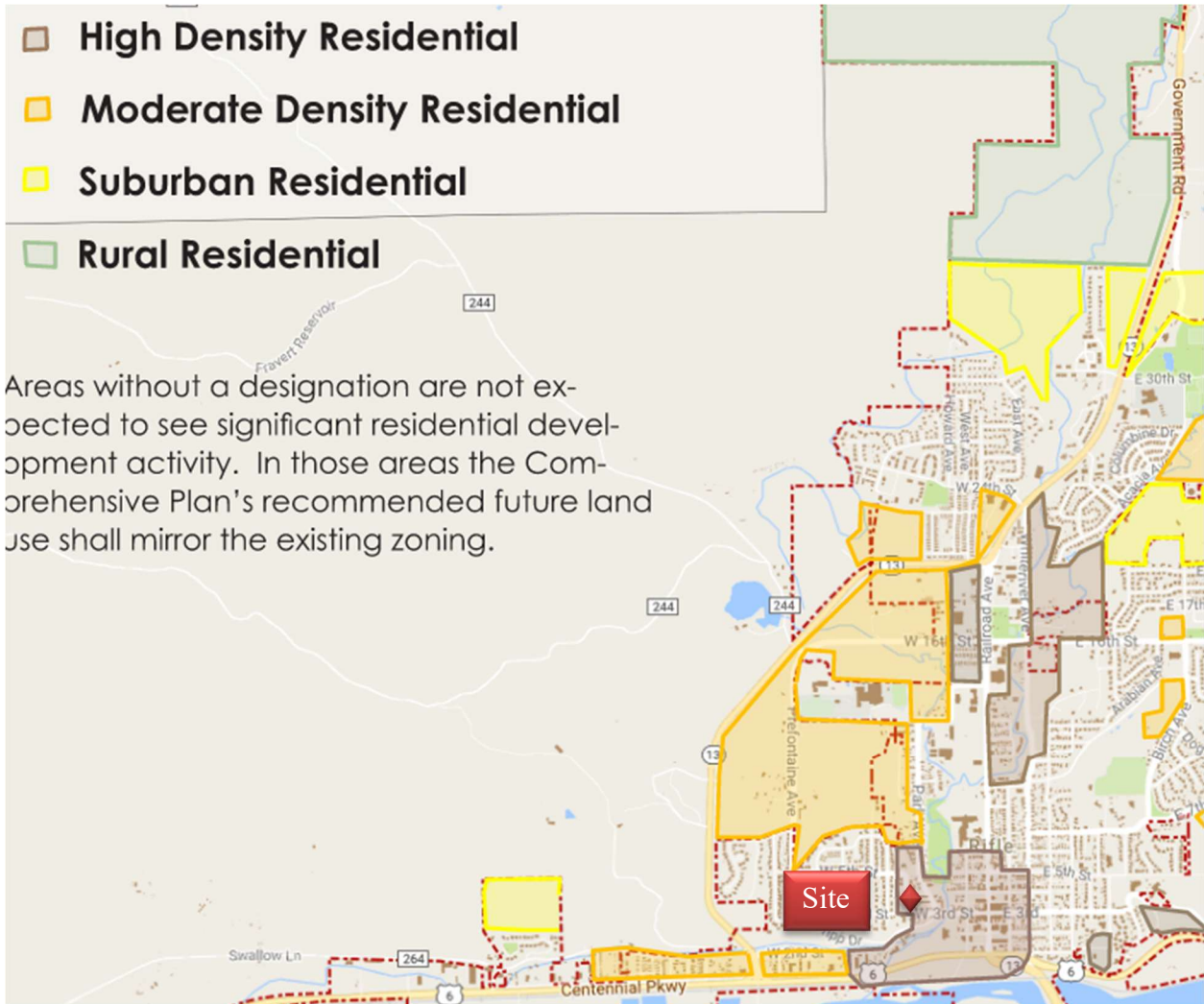
Location Criteria: Areas that are walkable to services and core areas of the community such as Downtown Rifle; the Colorado River Development Area; areas in South Rifle that are south of Airport Road and west of Grand River Health; areas east and west of Railroad Avenue.

Zoning: High Density Residential is desirable in some, but not all, areas zoned the following: Central Business District (CBD); Medium Density Residential Redeveloping (MDR-X); Medium Density Residential (MDR)

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

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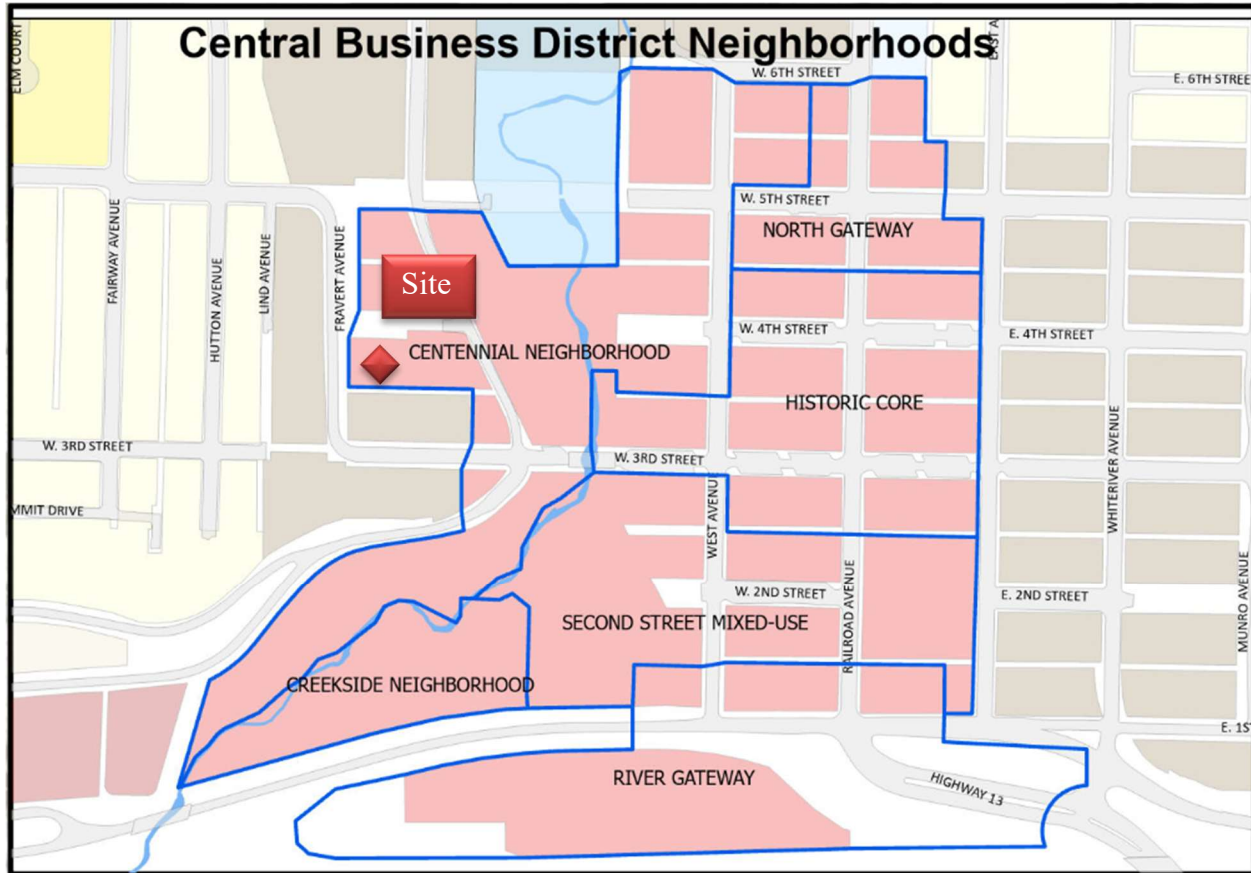


Property is zoned CBD-Central Business District Centennial Neighborhood. The Centennial Neighborhood sub-district represents an opportunity to increase residential density adjacent to the Historic Core, Centennial Park and the Rifle Creek Trail. The purpose of this sub-district is to promote the revitalization of this area and to encourage the development of a high-quality, medium- to high-density, pedestrian-oriented, downtown neighborhood.

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



CODE REQUIREMENTS

The following section of the Rifle Municipal Code specifies the requirements for the use of RV's within the City. The highlighted text reflects the requested areas for the variance. Sec 16-10-40 addresses the temporary use of RV's and 16-10-50 are the requirements for a RV Park that would be required to meet code.

Sec. 16-10-40. - Temporary use of recreational vehicle/travel trailers.

Recreational vehicle/travel trailers and camping equipment may be occupied as temporary dwellings only in the following circumstances:

- (1) The City Manager may approve the temporary use in writing, and with such conditions as he or she deems appropriate, of recreational vehicle/travel trailers in connection with a City-approved development or building project in order to house the administrative and supervisory function, or for sheltering employees and equipment during the construction phase of a project. Such use shall be promptly terminated prior to the approval of a certificate of occupancy.
- (2) On private property for up to forty-five (45) days in any calendar year, including the Garfield County Fairgrounds.

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



Sec. 16-10-50. - Standards for recreational vehicle and travel trailer parks and campgrounds. (Full code - Attachment "A")

- (a) Applicability. All recreational vehicle/ travel trailer parks and campgrounds shall be subject to the standards of this Section.
- (c) Permitted uses. Campsites may be used by or for the following:
 - (1) Recreational vehicle/travel trailers...
- (d) Campsite occupancy standards. Campsite occupancy records shall be maintained and available for review by City officials upon request. Campsite occupancy by a single camping party or by a specific recreational vehicle/travel trailer shall be subject to the following maximum occupancy limitations per calendar year:
 - (1) Recreational vehicle/travel trailers campsite occupancy shall be limited to sixty (60) days. Each recreational vehicle/travel trailer shall display a current license plate.
 - (2) Cabin occupancy shall be limited to forty-five (45) days.
 - (3) Camping equipment may be occupied for up to thirty (30) days.
- (e) Dimensional standards. All recreational vehicle/travel trailer parks or campgrounds shall conform to the following dimensional standards:
 - (1) Minimum recreational vehicle park or campground. The minimum park or campground size shall be three (3) acres.
 - (2) Minimum campsite size:
 - a. The minimum recreational vehicle/ travel trailer campsite shall be one thousand five hundred (1,500) square feet.
 - b. The minimum cabin or camping equipment campsite shall be eight hundred (800) square feet.
 - (5) Roads, parking and walks.
 - a. All roads shall be paved.
 - b. The site plan shall include an internal loop road, unless otherwise approved by the City.
 - c. Internal circulation roads shall have a twenty-foot-wide surface, with two (2) ten-foot lanes, or a twelve-foot-wide surface one-way road.
 - d. Dead-end roads shall be avoided where feasible; and, where permitted, such roads shall not exceed six hundred sixty (660) feet and have a one-hundred-foot diameter cul-de-sac or hammerhead turnaround at the end of the road approved by the Fire Chief.

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- e. Two (2) off-street parking spaces (including the RV space, where appropriate) shall be provided on each campsite.
- f. All off-road parking shall be properly drained and shall have a durable, all weather dust-free surface.
 - 1. Acceptable surface materials are those resistant to deterioration from weather and/or traffic, including but not limited to: concrete, asphalt, sealed pavers, cobbles, sealed brick or any other material that would have similar characteristics and uses.
 - 2. Unacceptable materials are those that deteriorate from weather and/or traffic; including but not limited to: gravel, three-quarter-inch road base, volcanic cinders, clinker rock or any other material that would have similar characteristics.
- g. All roads shall be illuminated.
- (h) **Landscaping**. Natural trees and shrubs shall be retained to the extent determined by the City. In addition, campsite and street yard landscaping shall ...
- (i) Open space/recreational area. At least **ten percent (10%)** of the gross area of each recreational vehicle/travel trailer park or campground shall be developed and maintained as a park, playground or other usable open space, suitable for active recreation.

STAFF COMMENTS

The applicant is seeking relief for current renters to continue providing “affordable housing”. City code is very specific regarding the use of RV’s within city limits.

Staff is of the opinion that approval of the request will set an undesirable precedent for future requests allowing homeowners and property owners to begin allowing permanent use of RV’s in their yards as desired. Regarding a potential RV park, there is not adequate land area to meet the requirements by code.

The request is not supported by either the Comprehensive Plan or the CBD Centennial Neighborhood Sub-District requirements. The Comprehensive Plan envisions the area as High Density Residential, however, not with RV/Trailer parks. The Centennial Neighborhood has no mention of any type of RV, Trailer Park or Campgrounds within the neighborhood.

FINDINGS

The applicant has requested the variance to the RMC to allow RV’s to be utilized as year-round dwellings.

The **Board of Adjustment** shall consider the following findings in granting or not granting a variance (staff comments shown in ***bold italics***):

- a. Either of the following criteria exists:



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1. Minor additions or structural or cosmetic changes to existing structures, the result of which will be in harmony with the land use and existing structures in the neighborhood;
or

No finding

2. A practical difficulty has been demonstrated, based on:
 - a. Size, shape, or dimension of a site;
 - b. Location of existing structures;
 - c. Topographic or physical conditions on the site or in the immediate vicinity; and;
 - d. Other physical limitations such as street locations or traffic conditions in the immediate vicinity;

No finding

- b. Such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the City of Rifle Comprehensive Plan or this Chapter;

The current conditions are detrimentally affecting adjacent property owners; the current conditions are not in compliance with City code; there is no evident benefit for the public good. There is no specific impairment to the Comprehensive Plan or the CBD chapter of the Rifle Municipal Code.

- c. The granting of the variance will not be detrimental to the public health, safety, or welfare;
The proposed variance does detrimentally affect surrounding public health, safety, or welfare due to the condition of the site and the existing RV's and structures.
- d. The proposed variance will not adversely affect adjacent properties or the surrounding neighborhoods;

The variance requested is out of character with the surrounding land uses

- e. Compatibility with adjacent land development and land uses is assured.

Adjacent land uses are single family and multi-family homes.

Staff does not support the use of RV's as year-round dwellings. The request does not impair the Comprehensive Plan and does not meet the intent of the RMC. Specifically, the request does exceed the specific parameters of the City code. Dependent on location, a maximum of 45-60 days can be permitted.

RECOMMENDATION

Staff recommends that the Board of Adjustment DENY Variance VAR-2026-008.



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ATTACHMENT "A"

Sec. 16-10-50. - Standards for recreational vehicle and travel trailer parks and campgrounds.

(a) Applicability. All recreational vehicle/ travel trailer parks and campgrounds shall be subject to the standards of this Section.

(b) Site plan. The applicant shall file a site plan of the park, drawn to scale, demonstrating:

(1) The boundaries of the park, existing public rights-of-way both within and adjacent to the proposed park, and any physical constraints, unusual topographic or geological features.

(2) The arrangement of land uses within the park, including but not limited to the location of community facility areas, open space/recreation areas and individual campsites (campsites shall be identified by number).

(3) A drainage plan that permits adequate surface drainage of the area, is compatible with plans for drainage of adjacent property and conforms with any adopted plans.

(4) A circulation plan showing the location and widths of all streets with exits and entrances to public rights-of-way designated, as well as all pedestrian walkways within the park.

(5) The utility layout and easements of record, including size and necessary specifications for water, sewer, natural gas and electrical installations.

(6) The name and address of the owner and operator, as well as the legal description of the area and the present zoning of the property.

(7) An outdoor lighting plan illustrating locations and types of light fixtures.

(c) Permitted uses. Campsites may be used by or for the following:

(1) Recreational vehicle/travel trailers.

(2) Cabins without plumbing (KOA style), to a maximum of four hundred (400) square feet.

(3) Camping equipment.

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(4) Convenience store and retail space - maximum three thousand (3,000) square feet.

(5) On-site manager housing.

(d) Campsite occupancy standards. Campsite occupancy records shall be maintained and available for review by City officials upon request. Campsite occupancy by a single camping party or by a specific recreational vehicle/travel trailer shall be subject to the following maximum occupancy limitations per calendar year:

(1) Recreational vehicle/travel trailers campsite occupancy shall be limited to sixty (60) days. Each recreational vehicle/travel trailer shall display a current license plate.

(2) Cabin occupancy shall be limited to forty-five (45) days.

(3) Camping equipment may be occupied for up to thirty (30) days.

(e) Dimensional standards. All recreational vehicle/travel trailer parks or campgrounds shall conform to the following dimensional standards:

(1) Minimum recreational vehicle park or campground. The minimum park or campground size shall be three (3) acres.

(2) Minimum campsite size:

a. The minimum recreational vehicle/ travel trailer campsite shall be one thousand five hundred (1,500) square feet.

b. The minimum cabin or camping equipment campsite shall be eight hundred (800) square feet.

(3) Minimum setbacks:

a. Perimeter setbacks:

1. Minimum front yard setbacks shall be twenty-five (25) feet; provided however, that adjacent to the state highway, the minimum setback from the highway shall be fifty (50) feet; and

2. Minimum side and rear yard setbacks shall be ten (10) feet.



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b. Each recreational vehicle, travel trailer and accessory building shall be kept at least twenty (20) feet from other recreational vehicle, trailer and accessory buildings.

(4) Minimum campsite width. The minimum campsite width shall be thirty (30) feet.

(f) Public (or private) facilities and services. All public (or private) facilities and services shall be designed in accordance with the requirements of the Public Works Manual and this Code.

(1) Water supply and sewage disposal. Each recreational vehicle/travel trailer park and campground shall be served by City water and sewer facilities, including fire hydrants and adequate mains.

(2) Sanitary waste station. Each recreational vehicle/travel trailer park and campground shall include a sanitary waste station (See Section 16-10-30 above).

(3) Service building. Each campsite shall be within three hundred (300) feet of a service building (See Section 16-10-30 above).

(4) Outdoor lighting. Security and safety lighting shall be provided along all roads and pedestrian ways, and the light source or bulb shall be shielded from view off-site.

a. All outdoor lighting shall be directed down or toward a surface.

b. No outdoor lighting shall be directed towards any adjacent residential use or public street.

c. Sodium vapor and similar high-intensity light sources shall be prohibited.

(5) Roads, parking and walks.

a. All roads shall be paved.

b. The site plan shall include an internal loop road, unless otherwise approved by the City.

c. Internal circulation roads shall have a twenty-foot-wide surface, with two (2) ten-foot lanes, or a twelve-foot-wide surface one-way road.

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d. Dead-end roads shall be avoided where feasible; and, where permitted, such roads shall not exceed six hundred sixty (660) feet and have a one-hundred-foot diameter cul-de-sac or hammerhead turnaround at the end of the road approved by the Fire Chief.

e. Two (2) off-street parking spaces (including the RV space, where appropriate) shall be provided on each campsite.

f. All off-road parking shall be properly drained and shall have a durable, all weather dust-free surface.

1. Acceptable surface materials are those resistant to deterioration from weather and/or traffic, including but not limited to: concrete, asphalt, sealed pavers, cobbles, sealed brick or any other material that would have similar characteristics and uses.

2. Unacceptable materials are those that deteriorate from weather and/or traffic; including but not limited to: gravel, three-quarter-inch road base, volcanic cinders, clinker rock or any other material that would have similar characteristics.

g. All roads shall be illuminated.

(6) Drainage facilities. Drainage facilities shall be provided to mitigate the impact of increased impervious surfaces.

(7) Dumpsters and solid waste receptacles.

a. Fly-tight, watertight, rodent-proof, dog-proof trash containers shall be provided, and in sufficient numbers and capacity to properly store all refuse generated.

b. All dumpster and solid waste receptacles shall be set back at least twenty (20) feet from all property lines and screened from view with a fence at least one (1) foot taller than the dumpster or receptacle.

(g) Fireplaces. Where fires are permitted, each campsite shall be equipped with a fixed perimeter fire pit, adequate to contain and prevent the spread of both fire and ashes, installed at least ten (10) feet from campsite boundaries.

(h) Landscaping. Natural trees and shrubs shall be retained to the extent determined by the City. In addition, campsite and street yard landscaping shall be provided as follows:



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- (1) Campsite landscaping. Each campsite shall have at least one (1) tree with at least two-inch caliper trunk of a species suitable for the Rifle area. (Existing trees on the site may be used to satisfy this requirement.) The street yard, plus a twenty-five-foot-wide landscaped buffer or setback area measured from the property boundary, shall be provided on all sides, to include the following:
 - a. Trees shrubs, grasses, ground cover or other organic and inorganic materials that create an attractive appearance and shall be maintained by the owner of the mobile home park (smooth concrete or asphalt surfaces are not considered landscaping); and
 - b. One (1) tree with at least two-inch caliper trunk of a species suitable for the Rifle area shall be provided per one thousand (1,000) square feet of street yard area. (Existing trees on the site may be used to satisfy this requirement.)
- (2) Street yard landscaping adjacent to a state highway shall be subject to CDOT approval.
 - (i) Open space/recreational area. At least ten percent (10%) of the gross area of each recreational vehicle/travel trailer park or campground shall be developed and maintained as a park, playground or other usable open space, suitable for active recreation.
 - (j) Swimming pools. Swimming pools and natural swimming areas shall be operated, maintained and used in compliance with recommendations and requirements of this Code and the Colorado Department of Public Health and Environment's Regulations and Standard Governing Swimming Pools and Swimming Areas.
 - (k) On-site manager housing. A mobile home, single-family dwelling or other dwelling unit attached to a service building may be located in an RV park and occupied by the manager of the park.
 - (l) Maintenance.
 - (1) Adequate provisions shall be made for maintenance of all open space, grounds, recreational areas and facilities.
 - (2) All open areas shall be kept free of refuse and unused debris.

PUBLIC NOTICE

You are hereby notified that the City of Rifle Board of Adjustment will conduct a Public Hearing to consider the following variance application. The Public Hearing will be held on **April 28, 2026** at 7:00 p.m. in Council Chambers at Rifle City Hall 202 Railroad Avenue.

Applicant/Owner: Scott and Linda Brynildson

Statement of Request: A request to permit three (3) RV's to be utilized as permanent year-round residences in previous mobile home spaces.

Legal Description: APN #217716209009 aka Section: 16 Township: 6 Range: 93 Subdivision: WEST RIFLE ADD. Block: 2 Lots: 26-31.

Common Description or Address: 441 West 4th Street

For more information, contact Geir Sverdrup, Senior Planner at the Rifle Planning and Development Department at 202 Railroad Ave., Rifle, CO 81650, (970) 665-6497 or gsverdrup@rifleco.org.



Agenda Item #7.b.

Agenda Item Name:

Discussion and Possible action regarding an amendment to City of Rifle Municipal Code regarding ADU parking requirements

Presenter:

Geir Sverdrup
Zach Higgins, Community Development Director

Item Description:

Staff is proposing to amend the Rifle Municipal Code to remove the off-street parking requirement for ADU's when adjacent on-street parking is available. This amendment will make qualified City residents eligible for CHFA Financing on new ADU's in the City. Additionally, the City has agreed to pursue this amendment as part of the CEO Local Impact Accelerator grant which will fund pre-approved ADU plans.

Recommended Action:

Move to recommend approval of the text amendment to the Rifle Municipal Code regarding ADU Parking to Rifle City Council.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

HB24-1152 Accessory Dwelling Units was passed on May 2024 and effective June 30, 2025. Colorado House Bill 24-1152 mandates that local governments in urban areas allow Accessory Dwelling Units on land zoned for single-family homes. The law removes restrictions like extra parking requirements and prohibits restrictive HOA rules, aiming to increase affordable housing and support multigenerational living. This bill does not directly affect the City of Rifle as we are not within a Metropolitan Planning Area but Rifle has long been supportive of ADU's. Compliance with HB24-1152 allows the city to obtain additional DOLA funding and makes CHFA Financing available to qualified City residents for ADU's. Additionally, the City has agreed to become a Supportive ADU Jurisdiction as part of the CEO Local Impact Accelerator Grant program which will supply the City with funding to create pre-approved ADU plans.

Executive Summary:

See attached report.

Notification Requirements:

Notice has been met.

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. Supportive ADU - PZ Staff Report 4-28-2026

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: Zach Higgins, Community Development Director
Geir H. Sverdrup, Senior Planner
DATE: April 28, 2026
SUBJECT: Text Amendment – Supportive ADU Amendment
ADDRESS: City-Wide
APPLICANT: City of Rifle Staff

Background

HB24-1152 Accessory Dwelling Units was passed on May 2024 and effective June 30, 2025. Colorado House Bill 24-1152 mandates that local governments in urban areas allow Accessory Dwelling Units on land zoned for single-family homes. The law removes restrictions like extra parking requirements and prohibits restrictive HOA rules, aiming to increase affordable housing and support multigenerational living. This bill does not directly affect the City of Rifle as we are not within a Metropolitan Planning Area but Rifle has long been supportive of ADU's. Compliance with HB24-1152 allows the city to obtain additional DOLA funding and makes CHFA Financing available to qualified City residents for ADU's. Additionally, the City has agreed to become a Supportive ADU Jurisdiction as part of the CEO Local Impact Accelerator Grant program which will supply the City with funding to create pre-approved ADU plans.

Proposed Amendment

Staff is proposing the following text amendment removing the requirement for off-street parking in certain situations.

- (6) Parking/access. **On-street parking may be utilized for required ADU parking requirements. If on-street parking is not available, e**~~E~~ach accessory dwelling unit shall provide one (1) dedicated off-street parking space per bedroom which shall be accessed by the same driveway/curb cut as the principal structure; provided, however, that the City staff may grant access to the accessory dwelling unit from an alley adjacent to the lot if such access is sufficient and will not negatively affect the traffic flow in the alley or adversely impact the neighborhood. Accessory dwelling units in commercial and light industrial zone districts may utilize shared parking with the principal commercial use so long as the commercial use allows sufficient parking for the accessory dwelling use.

Staff Comments

By amending the requirement for off-street parking, the City makes itself available for additional DOLA funding. This access to these funds will allow the City to procure pre-approved ADU building plans, reducing the cost for residents to construct an ADU on their property. Required off-street parking would only be discretionary when adjacent on-street parking is available.

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

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



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, and opens the City up for addition funding from DOLA

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 is compatible with the character of Rifle. Staff will have the discretion to require off-street parking when adjacent on-street parking is not available.

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.

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.

Staff Comments

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



Agenda Item #7.c.

Agenda Item Name:

Discussion and possible action regarding amendment to the Rifle Municipal Code - Traffic Impact Study criteria

Presenter:

Geir Sverdrup, Senior Planner

Item Description:

Recently the City Engineer requested that Chapter 16 of the Rifle Municipal Code refer to the requirements of the Public Works Manual for Traffic Impact Studies and when they would be required with Community Development projects. Staff proposes the following amendment to the Rifle Municipal Code to address Traffic Impact Studies.

Recommended Action:

Move to recommend approval of the proposed text amendment to the Rifle Municipal Code regarding Traffic Impact Studies to City of Rifle City Council.

Fiscal Impact:

N/A

Operational Impact:

This amendment would ensure the Rifle Municipal Code is referencing the Traffic Impact Study section of the Public Works Manual directly.

Prior Board Motions:

N/A

Background Information:

See attached report.

Executive Summary:

See attached report.

Notification Requirements:

Notice has been met.

Prepared By:

Geir Sverdrup, Senior Planner

Attachments:

1. Traffic Impact Study - PZ Staff Report 4-28-2026

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: Zach Higgins, Community Development Director
 Geir H. Sverdrup, Senior Planner
DATE: April 28, 2026
SUBJECT: Text Amendment Adding Traffic Impact Study Requirements
ADDRESS: City-Wide
APPLICANT: City of Rifle Staff

Background

Recently the City Engineer requested that Chapter 16 of the Rifle Municipal Code refer to the requirements of the Public Works Manual for Traffic Impact Studies and when they would be required with Community Development projects. Staff proposes the following amendment to the Rifle Municipal Code to address Traffic Impact Studies.

Proposed Amendment

The Public Works Manual has recently updated Appendix B, Traffic Impact Study Criteria. With this update, staff feels that it is appropriate to provide a reference within Chapter 16 of the Rifle Municipal Code to provide applicants criteria for when and which level of traffic study is required.

The following text amendment provides the appropriate reference for applicants:

Sec. 16-1-140. Public works manual.

- (a) All construction of public improvements shall conform to the requirements of the Rifle Public Works Manual, as adopted and amended from time to time, unless the City Manager, in consultation with the Public Works Director, expressly modifies or exempts the construction of specific public improvements from such requirements. In the event an applicant requests a modification or exemption from the Public Works Manual and the City Manager denies such request, an applicant may appeal the City Manager's decision to the City Council for final resolution.
- (b) Policy revisions to the Public Works Manual shall be considered major amendments requiring approval by resolution of the City Council. The following amendments shall be considered policy revisions:
 - (1) Changes in law, major procedures or construction philosophies which may cause significant increased costs, controversy or methods inconsistent with current accepted practices in the industry; and
 - (2) Changes related to public use, convenience and safety, including but not limited to standard street widths, fire flow requirements and bonding requirements.



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- (c) Technical revisions to the Public Works Manual are minor amendments necessary to conform to current engineering and/or construction standards that do not create a policy revision. The Public Works Director or Utility Director, as applicable, have the authority to approve in writing proposed technical revisions that are consistent with all existing policies relevant to the revision, do not result in significant additional costs to persons affected by the revision and are consistent with existing law. The Public Works Director shall undertake planned periodic revisions of the Public Works Manual every six (6) months or on such other schedule as deemed appropriate by the Public Works Director; provided, however, that an accelerated technical review process may also occur outside of the periodic revisions. If an immediate technical revision is deemed necessary, the proposed amendments shall be provided to the City Manager for concurrence that they are technical revisions and not policy revisions. If deemed technical and approved, notification of the amendments shall be provided to the City Council at its next regularly scheduled meeting, prior to taking effect. Notice of approved amendments shall be posted on the City's website and shall be included in the copy of the Public Works Manual available for inspection by the public.

Sec. 16-1-145. Traffic Impact Study.

- (a) Any new development, rezone, change of use, or plat, forecasted to generate at least twenty (20) vehicle trips during the peak hour, or require new/revised access from a state highway, shall comply with the Traffic Impact Study Criteria as defined in Appendix B of the Public Works Manual, for review and approval by the Public Works Director and/or City Engineer prior to approval of the proposed development.

Sec. 16-1-150. Violations.

- (a) Designated. It is unlawful to erect, construct, reconstruct, alter, maintain or use any building or structure or to use any land in violation of any provision of this Chapter or any amendment thereof. Any person, ...

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 is compatible with the character of Rifle.
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

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.

Staff Comments

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

CITY OF RIFLE
PLANNING AND ZONING COMMISSION
RULES OF PROCEDURE

Article I. General Provisions

- Section 1: These rules are to supplement the provisions of Title 17 of the Rifle Municipal Code as they relate to proceedings of the Rifle Planning and Zoning Commission (the "Commission").
- Section 2: Any member of the Commission having a substantial personal or financial interest in a manner before the Commission shall neither vote thereon nor participate in any meeting or hearing on said matter.
- Section 3: Nothing herein shall be construed to give or grant to the Commission the power or authority to alter Title 17 including the zoning map, which authority is reserved to the Rifle City Council.
- Section 4: The City Attorney or his/her designee shall be consulted in cases where the powers and duties of the Commission are not clearly defined.
- Section 5: The office of the Commission shall be located at the office of the Rifle Department of Planning and Development.
- Section 6: Unless otherwise specified by these rules, Roberts Rules of Order shall constitute the rules of procedure to conduct any meeting.

Article II. Officers and Duties

- Section 1: The officers shall be a Chairperson and a Vice Chairperson.
- Section 2: The Commission shall elect annually from its members by a majority vote a Chairperson and a Vice Chairperson to serve when the Chairperson is absent. The Chairperson and Vice Chairperson shall be elected at the conclusion of the regular meeting of the Commission in January and shall hold office for one year, commencing the first day of February or until a successor is designated. The Chairperson and Vice Chairperson may be elected to succeed themselves. The Planning Director shall be designated as Secretary to the Commission and shall perform the duties outlined in these Rules of Procedure.
- Section 3: The Chairperson shall supervise the affairs of the Commission. He/She shall preside at all meetings of the Commission, shall appoint such committees and subcommittees as may be necessary to carry out the purposes of the Commission and shall provide for the oath to be administered to all witnesses in cases before the Commission. The Chairperson shall be an ex-officio member of all committees and subcommittees so appointed.
- Section 4: The Vice Chairperson, in the absence or disability of the Chairperson, shall perform all the duties and exercise all the powers of the Chairperson.

Section 5: The Secretary shall record and maintain permanent minutes of the Commission's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize accurately the testimony of those appearing before the Commission or keep a verbatim transcript of all hearings; shall record the names and addresses of all persons appearing before the Commission; shall, subject to the Commission and Chairperson, conduct the correspondence of the Commission and have published in a local newspaper public notices of meetings or hearings as required by law shall file said minutes and records in the office of the Commission, which minutes and records shall be a public record; and shall be the custodian of the file of the Commission and keep all records.

Article III. Members

Section 1: The Commission shall consist of seven (7) members who shall be bona fide residents of the City of Rifle and who shall hold no other municipal office. The Commission shall also consist of two (2) alternate members with the same qualifications as regular members. The Mayor with advice and consent of the City Council shall appoint the regular and alternate members of the Commission. Each position shall be for four-year terms as required by the Rifle Municipal Code.

Section 2: If any Commission member is absent for three (3) consecutive regular meetings or any five (5) regular or special meetings in any twelve (12) month period, the Chairperson who shall make a request to the Mayor to appoint a new member shall declare his/her position vacant. Any person appointed to fill such a vacancy shall serve the un-expired term of the person whose position has been declared vacant.

Article IV. Meetings

Section 1: Regular meetings before the Planning and Zoning Commission ("the Commission") shall occur on the last Tuesday of each month commencing at 7:00 p.m. provided there is business to conduct. If the regular meeting day falls on a holiday, the Chairperson will designate an alternate day to hold said meeting.

Section 2: The Chairperson may cancel regular meetings when there are no cases pending. Notification must be given to members, however, not less than forty-eight (48) hours before the time set for such meetings.

Section 3: Special meetings may be called by the Chairperson at his/her discretion, or upon the request of three (3) or more members, provided 72-hours notice is given each member.

Section 4: All Commission meetings and hearings shall be open to the public.

Section 5: A quorum of the Commission shall consist of five (5) members for any regular or special meeting; this number may include alternant members. A concurring vote of a majority of the members of the Commission casting votes on a question shall be required for any decision, determination, or official action by the Chairperson.

Section 6: A quorum of the Commission shall be present at all public hearings and for the transaction of any business.

Article V. Order of Business

Section 1: All meetings of the Commission shall proceed as follows:

- 1) Roll call and declaration of a quorum.
- 2) Approval of minutes of previous meeting.
- 3) Statement of hearing procedures by Chairperson.
- 4) Call of cases on agenda and hearing of requests for continuances.

CONTINUANCES

Continuances may be granted at the discretion of the Commission in any case for good cause shown and to any interested party who has entered his/her appearance as follows:

- (a) New case (1st time on agenda): continuance may be granted upon request.
- (b) Continued case: All cases previously appearing on an agenda of the Commission shall constitute continued cases. A request for a further continuance will be considered upon application therefore by the party or his/her representative at the time the case is called, and upon showing:
 1. That he/she has given reasonable notice in writing to all persons who have filed an appearance in the matter, and
 2. That he/she will be unable to proceed with his/her evidence at the hearing in question.

FAILURE TO APPEAR

- (a) The Chairperson may entertain a motion from the Commission to dismiss the case for want of prosecution. In the absence of a motion by the Commission, the chair shall rule.
 - (b) In cases that are dismissed for want of prosecution, the Secretary of the Commission will furnish the applicant in writing notice.
 - (c) The applicant shall have seven (7) days from the date of notice of dismissal to apply for reinstatement of the case. In such cases, applicant must file a written request with the Secretary for reinstatement. Reinstatement shall be at the discretion of the Chairperson for good cause shown.
 - (d) In all cases reinstatement in the above-described manner, the case will be docketed and notice given the usual manner prescribed for new cases. All costs incurred by reinstatement shall be borne by the applicant.
- 2) Hearing of cases on agenda.
 - 3) Unfinished business.

- 4) New business.
- 5) Reports of committees.
- 6) Planning Director report.
- 7) Adjournment.

Article VI. Notice for Hearings

- Section 1: At the hearing, the applicant may appear on his/her own behalf or may be represented.
- Section 2: All witnesses shall testify under oath. Legal council is an officer of the Court and do not have to be sworn in.
- Section 3: Evidence shall be presented in, and limited to, the following order:
- a) Chairperson may give a statement of the case before the Commission. The Chairperson may, at any time during a hearing, restate the case.
 - b) Applicant, and/or representative, presents the application and evidence in support thereof.
 - c) Staff states its position regarding application and presents evidence.
 - d) Other persons, and/or representatives, present evidence in support of the application.
 - e) Commission members may examine the applicant, representatives, and other persons presenting evidence in support of or in opposition to the application.
 - f) Persons and/or representatives present evidence in opposition to the application.
 - g) Commission members may examine any person presenting evidence in opposition to the application.
 - h) The applicant and/or representatives may present evidence to rebut evidence previously presented in opposition.
 - i) The Commission may present evidence that the Chairperson, in his/her discretion, feels is relevant to consideration of the application.
 - j) The Chairperson may, in his/her discretion, and in the interests of fairness and orderly expedition of the matters being presented, alter the order of presentation prescribed in this section.
- Section 5: The Commission shall not be bound by the strict rules of evidence, but it may exclude irrelevant, immaterial, incompetent, or repetitious testimony or evidence.
- Section 6: An applicant or objector, or his/her agent or attorney, may submit a list of persons favoring or opposing an application. Such list will be accepted as an exhibit if it contains nothing more than a brief statement of the position of the persons favoring or opposing the application, together with the signatures and addresses of the persons subscribing to such statement.
- Section 7: The Chairperson shall rule on all questions relating to the admissibility of evidence, which may be overruled by a majority of the Commission.

Article VIII. Decisions

- Section 1: Subject to Section 2 of this Article, final decisions or recommendations shall be made within ten (10) days from the date of the conclusion of a hearing.
- Section 2: The Commission shall conduct its hearings and vote on all matters in public session at the meeting which evidence is concluded, unless the Commission considers additional time for deliberation necessary.
- Section 3: A concurring vote of a majority of the members of the Commission casting votes shall be necessary for any decision or determination or to recommend any application to the City Council.
- Section 4: The Commission may deliberate or seek legal advice in executive session; however, all hearings and votes cast shall be made at a meeting that is open to the public.
- Section 5: All decisions of the Commission shall be made at a public meeting by motion made and seconded, and by the Chairperson either calling for a voice vote or by polling the membership by a roll call vote. The motion deciding an issue may be in the form of findings of fact and may state the reasons for the findings by the Commission. If conditions are imposed in the approval of an application or in recommending any action to the City Council, such conditions shall be included in the motion.
- Section 6: Notice of the decision of the Commission shall be given to the applicant and other interested parties as soon as possible after the decision is reached.

Article IX Records

- Section 1: The Secretary shall keep a file of materials and decisions relating to each case as part of the records of the Commission. The Secretary shall keep said file for a timeframe necessary to comply with archival laws.
- Section 2: All records of the Commission shall be a public record.

Article X Amendment of Rules

- Section 1: These rules may be amended by an affirmative majority vote of all members of the Commission.
- Section 2: The proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

(4) To study and recommend appropriate zoning classifications for all annexations to the City.

(5) To exchange information with the various governmental agencies charged with planning and zoning responsibilities.

(6) To have all other duties and powers incidental to the above and any and all powers and duties set out by state statute, except that nothing herein shall permit the Planning Commission to make amendments or changes in the zoning of the City, such powers expressly being reserved by the City Council. (Ord. 4 §1, 2005)

Sec. 2-6-30. Membership.

The Planning Commission shall consist of seven (7) members who shall be bona fide residents of the City and who shall hold no other municipal office. The Planning Commission shall also consist of two (2) alternate members with the same qualifications as regular members. The regular and alternate members of the Planning Commission shall be appointed by the City Council. (Prior code 2.04.010; Ord. 4 §1, 2005; Ord. 20 §4, 2008)

Sec. 2-6-40. Compensation and terms of office.

The members of the Planning Commission, both permanent and alternate, shall receive monthly compensation in the amount of one hundred dollars (\$100.00), irrespective of such member's attendance at any given Planning Commission meeting. Planning Commission members, regular and alternate, shall serve four-year staggered terms. Terms shall commence April 1 of each year. (Prior code 2.04.020; Ord. 38 §2, 2002; Ord. 20 §2, 2008)

Sec. 2-6-50. Powers and duties.

The Planning Commission shall have all the powers granted and shall perform all the duties imposed by Part 2 of Article 23, Title 31, C.R.S. (Prior code 2.04.030)

Sec. 2-6-60. Organization.

The Planning Commission, upon its organization and adoption of its rules, shall proceed to function. (Prior code 2.04.040; Ord. 4 §1, 2005)

ARTICLE VII

Senior Center Advisory Board

Sec. 2-7-10. Establishment.

There is established a Senior Center Advisory Board, with powers delegated as provided in this Article, for the purpose of the operation and maintenance of the Rifle Senior Center. (Prior code 2.32.010)