



PLANNING & ZONING COMMISSION REGULAR MEETING AGENDA

August 25, 2026

7:00 PM

202 Railroad Avenue, Rifle, CO 81650

Meeting Type / Acting Body

6:00 PM - Workshop Meeting

Discussion and Review

- a. Discussion regarding Bulk Resource Consumer CUP
- b. Discussion regarding Amendment to the Rifle Municipal Code for Site Plan Requirements
- c. Discussion regarding possible amendment to Rifle Municipal Code for Warehouse and Distribution

7:00 PM - Regular Meeting

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda**
 - 4.a. Discussion and possible action regarding revised May 2026 Planning Commission Meeting Minutes.
 - 4.b. Discussion and possible action regarding July 2026 Planning Commission Meeting Minutes
5. **Action, if any, on Workshop Items**
6. **Presentation**
7. **Public Hearing**
 - 7.a. Discussion and possible action regarding Conditional Use Permit for 799 Buckhorn
 - 7.b. Discussion and possible action regarding Variance for 758 Railroad Ave

7.c. Discussion and possible action regarding the Minor Subdivision of 1317 E 17th St - Sketch Plan

8. Regular Agenda

9. Administrative Reports

10. Comments from Chair and Commission

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 Bulk Resource Consumer CUP

Presenter:

Zach Higgins, Community Development Director

Item Description:

Discussion regarding BRC CUP Code Language Amendment

Recommended Action:

Provide General Direction

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

See attached memo.

Executive Summary:

Notification Requirements:

N/A

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. City_of_Rifle_BRC_CUP_Memo



Workshop Memorandum

Recommended Conditional Use Permit Framework for Data Centers / Bulk Resource Consumers

TO:	Planning Commission
FROM:	Community Development Department
DATE:	August 21, 2026
RE:	Draft Bulk Resource Consumer / Data Center Conditional Use Permit Standards

Recommended staff direction

Proceed with drafting a Conditional Use Permit pathway for data centers and other bulk resource consumers, limited to appropriate industrial districts, with mandatory utility, water, noise, fiscal, emergency-response, thermal, housing, and decommissioning analyses. The CUP should reserve discretion to deny projects that cannot prove net public benefit, infrastructure self-sufficiency, and compatibility with surrounding uses.

Background and policy issue

Data centers can provide substantial private investment, construction activity, property tax base, franchise revenue potential, and fiber/telecommunications infrastructure. They can also create unusual public impacts because they may require high electric capacity, cooling water, backup power systems, constant mechanical operation, major utility upgrades, intensive security, and specialized emergency response.

A dedicated CUP structure gives the City a clearer basis to require studies, impose conditions, protect public infrastructure and nearby land uses, and deny applications that do not demonstrate net public benefit.



Research basis supporting a CUP approach

Reference	Key provisions / findings	Relevance for Rifle
Logan County, Colorado	Requires a Special Use Permit before construction of data center facilities and requires site plans, water supply information, road-use agreements, emergency operations planning, decommissioning planning, and mitigation for public service/capital facility impacts.	Supports a permit-before-construction model and a complete technical submittal package.
Hayden, Colorado	Requires electric utility capacity verification, an energy supply plan, public water/sewer service, closed-loop or recycled-water cooling unless otherwise approved through the CUP, water demand analysis, applicant-funded utility upgrades, noise study, and thermal impact mitigation.	Closest small-town Colorado model for a CUP-based data center standard.
Weld County, Colorado	Requires proof of water, electricity-provider “will serve” letter, compatibility documentation, and a C-scale 65 dB(C) property-boundary noise limit for data centers.	Supports requiring both utility proof and low-frequency noise regulation.
Longmont, Colorado	Approved a 2026 approach that bans hyperscale facilities of 100 MW or more while creating use-specific standards for smaller light-industrial data centers addressing energy efficiency, water, cooling, noise, and lighting.	Supports tiering facilities by load and distinguishing smaller facilities from hyperscale impacts.
Albemarle County, Virginia	Requires Special Use Permit review for larger data centers, public water and sewer, closed-loop or recycled water cooling if water cooling is used, disclosure of power supply, generator testing limits, and setbacks from lot lines and rural areas.	Useful peer model for public utility, cooling, generator, and setback standards.
National League of Cities	Identifies local concerns around increased water and energy use, greenhouse gas emissions, power-grid strain, ratepayer exposure, noise, and light pollution.	Supports a broad municipal impact review rather than a narrow zoning review only.

Research sources are listed at the end of this memo. Jurisdictional examples are used as policy references only; legal counsel should tailor any ordinance to Rifle’s home rule authority, utility context, and adopted land use procedures.



Recommended code direction

1. Define the use clearly

Create a specific “Data Center” definition and also preserve a broader “Bulk Resource Consumer” category for high-impact users that exceed defined electric, water, waste, or pollution thresholds. A broader umbrella term may be helpful because future high-resource uses may not call themselves data centers but may create similar infrastructure, utility, and nuisance issues.

Recommended drafting note

Replace the phrase “more than 1 MW a day” with “projected or contracted peak electrical demand of 1 MW or more” or another threshold. MW is a capacity/load measurement, not a daily energy-use measurement. Legal counsel and the serving utility should review the final threshold.

A refined definition could read:

“Bulk Resource Consumer” means a commercial, industrial, or institutional use that, based on projected or contracted demand, is expected to consume more than a defined threshold of electric capacity, water, or other municipal or environmental resources; requires substantial utility or grid interconnection upgrades; or produces waste, heat, air emissions, noise, or discharges requiring state or federal permit review. A Data Center is a subset of Bulk Resource Consumer when the primary use is the housing of information technology or telecommunications equipment used to process, transfer, or store digital information, including associated cooling, mechanical, security, office, backup power, and utility infrastructure.”

2. Require CUP review where the underlying zoning allows the use

Where allowed by the underlying zoning, data centers and bulk resource consumers should require approval of a Conditional Use Permit under the City’s existing conditional use process. The CUP process should be used to evaluate suitability, compatibility, infrastructure self-sufficiency, public service impacts, and enforceable operating conditions.

3. Require the studies and analyses as part of a complete application

The following studies should be required before an application is deemed complete. This ensures the Planning Commission and City Council are not asked to decide a project before the basic operational impacts are understood.



Required study	Description and expected deliverable	Policy basis
Electrical / Power Supply Analysis	Documents anticipated peak and average electrical demand in MW, interconnection needs, substation/switchgear improvements, backup power, redundancy, and written utility confirmation that service can be provided without reducing service to existing users or shifting system costs to residents and small businesses.	Hayden requires electric utility capacity verification and an energy supply plan; Weld requires a utility will-serve letter.
Electric and Gas Rate Study	Identifies likely rate class, tariff treatment, franchise fee implications, cost-recovery structure, utility upgrades, standby service, early exit penalties, and whether project-related costs could be socialized to other ratepayers. If no gas service is proposed, the study should focus on electric rates and franchise impacts.	Supports Council review of fiscal benefit and ratepayer protection.
Water Supply & Cooling Plan	Identifies source and legal availability of water, initial fill, annual and peak demand, drought-stage limitations, fire suppression needs, cooling technology, blowdown/wastewater, discharge method, and whether closed-loop, dry, recycled, or other low-water systems are proposed.	Logan and Hayden both require detailed water/cooling documentation; Hayden favors closed-loop or recycled systems.
Ldn Noise Study	Establishes baseline conditions and evaluates day-night average sound levels, continuous mechanical noise, tonal noise, low-frequency noise, backup generator testing, and modeled impacts at property lines and sensitive receptors. Rifle should consider both dBA and dBC metrics.	Weld adds a 65 dB(C) property-boundary limit for data centers; peer jurisdictions regulate generator testing.
Thermal Impact & Mitigation Analysis	Identifies sources of waste heat and evaluates potential off-site heat discharge, thermal plumes, localized heat island effects, and mitigation such as equipment orientation, screening, waste heat reuse, or mechanical design changes.	Hayden requires a thermal impact mitigation plan for data centers.
Fiscal & Municipal Services Impact Analysis	Quantifies expected City revenue, one-time versus recurring revenue, property tax distribution, franchise revenue, staff review cost, road maintenance, emergency response, utility impacts, and capital facility impacts.	Logan requires applicants to address effects on public services and capital facilities.
Economic Impact Analysis	Distinguishes direct jobs, construction activity, permanent FTE, taxable investment, local procurement, induced/indirect effects, supplier attraction, and potential displacement or opportunity costs.	Needed because data centers often have high capital investment but fewer permanent jobs per dollar than traditional employment uses.
Housing Impact Analysis	Evaluates construction-phase workforce housing, lodging, RV/campground pressure, rental market effects, long-term employee housing needs, and mitigation for short-term and long-term impacts.	Important for Rifle given regional housing constraints and a potentially large temporary construction workforce.
Emergency Operations Plan	Prepared with Colorado River Fire Rescue and other responders. Addresses emergency shutdown, de-energization, fire suppression, hazardous materials, backup power, battery	Logan requires emergency operations planning with fire/emergency management.



Required study	Description and expected deliverable	Policy basis
	systems, emergency access, alarms, notification protocols, and contact procedures.	
Decommissioning Plan	Identifies dismantlement, site restoration, environmental remediation, equipment removal, financial assurance, ownership transfer, and trigger points for abandonment or non-operation.	Logan requires decommissioning planning; staff draft requires a decommissioning bond before building permits.

Recommended CUP conditions and performance standards

Condition area	Recommended approach
Utility capacity and cost shifting	Require written confirmation from the serving electric utility and, if applicable, gas utility. Any project-specific upgrades, capacity extensions, standby service, or early-exit liabilities should be paid by the project and not shifted to residents, small businesses, or future City budgets.
Water and cooling	Require closed-loop cooling, dry cooling, recycled water, or another demonstrably water-conservative system unless the applicant proves an equal or lower annual and peak-day demand. Require drought and emergency operations protocols.
Noise	Require baseline measurement, predictive modeling, compliance testing, and enforceable limits. Include dBA and dBC or other low-frequency standards because data center mechanical systems may produce continuous or tonal noise not fully captured by dBA alone.
Heat	Require a thermal impact mitigation plan and periodic monitoring if modeling shows measurable off-site heat effects. Testing intervals and allowable thresholds should be defined before adoption.
Lighting and visual impacts	Require fully shielded, downward-directed fixtures; no glare or light trespass; screening of mechanical equipment; and natural berming/landscaping with waterwise trees and vegetation where feasible.
Sensitive receptors	Evaluate setbacks from housing, educational facilities, roads, campuses, parks, medical facilities, and other sensitive uses. The draft 1,500-foot educational facility setback should be reviewed against actual sites, legal standards, parcel geometry, and mitigation feasibility.
Public notification	Require enhanced notification at least one-half mile from property boundaries and a public meeting after a complete application is received but before Planning Commission and City Council hearings.
Emergency services	Require Colorado River Fire Rescue review, emergency pre-plans, access design, funding for specialized training/equipment if needed, and annual updates to emergency contacts and shutoff/de-energization procedures.



Condition area	Recommended approach
Decommissioning and ownership changes	Require financial assurance before building permits. Any transfer of ownership should require notice to the City and written assumption of CUP obligations by the successor operator.
Duration and amendments	Allow Council to set CUP duration, review intervals, and expiration conditions. Any material increase in load, water use, backup generation, cooling method, or building area should require an amended CUP.

Proposed code structure for staff drafting

Staff should prepare a text amendment organized around the following sections. The language below is a code-structure recommendation rather than final legal text.

- Sec. 16-1-220 — Definitions: Add Data Center and Bulk Resource Consumer definitions; clarify thresholds; exclude ordinary accessory server rooms below the threshold.
- New Article — Bulk Resource Consumer / Data Center Standards: Add intent, applicability, CUP requirement, complete-application requirements, required studies, operating standards, monitoring, reporting, enforcement, and decommissioning.
- Sec. 16-3-420 — Schedule of Uses: Allow Bulk Resource Consumer / Data Center only as a conditional use in selected industrial districts and prohibit in incompatible districts.
- Sec. 16-3-450 — Additional Requirements: Add setbacks, height limits, cooling requirements, noise and heat monitoring, public notification, landscaping/screening, and decommissioning bond requirements.
- Article V/VI CUP Procedures: Add explicit authority to require third-party review at applicant expense and to condition, deny, revoke, or require amended CUP review for material operational changes.

Draft findings for Planning Commission and Council consideration

- Data centers and similar high-resource uses can create fiscal and economic benefits but can also create impacts that differ from typical light industrial development.
- A specific definition and CUP process is needed to avoid reviewing data centers as ordinary warehouse, office, or light industrial uses.
- Mandatory technical studies are appropriate because public impacts may depend on utility capacity, water availability, cooling technology, noise, thermal discharge, emergency response needs, housing impacts, and ratepayer protections.
- The City should require applicant-funded third-party review for technical studies that exceed staff expertise or capacity.
- The City should require enforceable conditions, monitoring, reporting, decommissioning security, and public notification before considering approval.



	Step	Description
	Technical threshold selection	Choose initial thresholds for electric load, water demand, facility size, backup generation, or other resource triggers.

Research sources and reference notes

Logan County, Colorado: Data Center Facility Regulations, 2026. Used to support Special Use Permit before construction, site plan materials, water source and blowdown requirements, road use agreements, emergency operations plans, public service/capital facility impact mitigation, and decommissioning planning.

Town of Hayden, Colorado: Development Code data center use-specific standards, 2026. Used to support electric capacity verification, energy supply plan, public water/sewer, closed-loop or recycled cooling, water demand analysis, applicant-funded utility upgrades, noise study, thermal impact plan, and third-party review.

Weld County, Colorado: Code Ordinance 2026-01. Used to support proof of water, electricity-provider will-serve letter, compatibility documentation, and C-scale boundary noise limits for data centers.

City of Longmont, Colorado: Development Code Updates: Data Centers, Ordinance O-2026-34. Used to support tiering by electrical demand and use-specific standards for smaller facilities addressing energy efficiency, water, cooling, noise, and lighting.

Albemarle County, Virginia: Data center regulations and special use permit framework. Used to support size thresholds, public water/sewer, closed-loop or recycled cooling, generator-testing limits, setbacks, and power supply disclosure.

National League of Cities: Data Centers and Local Environmental Considerations; Data Centers Are Coming: Are You Prepared? Used to support broader local-government concerns about water, energy, greenhouse gas emissions, grid strain, ratepayer exposure, noise, light, land use, and environmental standards.

City of Rifle source draft: Bulk Resource Recommendations_Workshop 08_2026.docx. Used as the base for recommended studies, definitions, CUP application requirements, setbacks, monitoring, enhanced notification, and decommissioning bond concepts.

Appendix A — Draft code concepts carried forward from source document

The following concepts should be retained for legal drafting, subject to refinement by the City Attorney and technical reviewers:

- Intent: protect public infrastructure, municipal utilities, surrounding land uses, and public health, safety, and welfare through standards for location, development, operation, and decommissioning.
- CUP application: require scaled site plan showing boundaries, rights-of-way, physical constraints, utility structures, cooling/mechanical structures, security/administrative structures, drainage, streets, access, pedestrian walkways, utilities, easements, owner/operator, and zoning.
- Required studies: electrical/power, rate/franchise, water/cooling, noise, thermal, fiscal/municipal services, economic impact, housing impact, emergency operations, and decommissioning.
- Permits and licenses: identify applicable federal, state, and utility approvals, including water rights, air quality, discharge, Clean Water Act, NEPA if applicable, and utility/grid interconnection.
- Use table: consider Bulk Resource Consumer as conditional in Light Industrial and Industrial districts only.
- Setbacks and height: evaluate appropriate setbacks from roads, housing, educational facilities, side yards, and sensitive receptors; evaluate 50-foot height limit including rooftop equipment.
- Cooling: require closed-loop or water-conservative system, with Council-selected limits on initial fill and annual use.



- Monitoring: require noise/decibel and released-heat testing at defined distances and intervals; allow unannounced compliance testing.
- Notification: require standard notice, one-half-mile enhanced notice, and a public meeting after complete application and before formal hearings.
- CUP duration and security: allow Council to determine CUP term and require decommissioning bond before issuance of building permits.
- Screening: encourage berms, waterwise trees, and natural landscape separation to reduce line of sight and noise transmission.



Agenda Item #b.

Agenda Item Name:

Discussion regarding Amendment to the Rifle Municipal Code for Site Plan Requirements

Presenter:

Craig Spaulding, Civil Engineer

Item Description:

Discuss possible site plan requirement amendments to the Rifle Municipal Code.

Recommended Action:

Provide General Direction.

Fiscal Impact:

N/A

Operational Impact:

Prior Board Motions:

Background Information:

See attached memo.

Executive Summary:

Notification Requirements:

N/A

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. Sec._16_6_10.___General_provisions_Update 8.20.26

ARTICLE VI Application Submittal Requirements

Division 1 General and Common Submittal Requirements

Sec. 16-6-10. General provisions.

- (a) The application submittal requirements consist of elements that are common to all land use applications as well as requirements that are required only of certain types of applications. Common submittal requirements will be specified first followed by specific requirements of various types of applications. In some instances, additional submittal requirements may be specified as part of the supplemental or special development requirements of these regulations.
- (b) Complete applications must be submitted, as required in this Chapter, at the point of initiation of the land use review process. A separate application is required for each phase of the subdivision or planned unit development review process (i.e. sketch plan, preliminary plan and final plan). (Prior code 17.06.110)

Sec. 16-6-20. Common submittal requirements.

Unless indicated otherwise in this Chapter or by the Planning Department, one (1) hard copy of the application, with original or digitally verified signature, and one (1) digital copy shall be submitted. Except for text amendment and zoning variance applications, all applications identified in Article V of this Chapter shall include:

- (1) An application form, signed by the owners of the property, in the format provided by the Planning Department;
- (2) A legal description of the property included in the application;
- (3) Proof of legal ownership and the names and addresses of the owners of the property and any lien holders;
- (4) The names and addresses of any property owners within two hundred (200) feet of any portion of the property;
- (5) A statement of the purpose of the application and a brief description of the proposal;
- (6) A vicinity map indicating the location of the property included in the land use application; and
- (7) An application fee as set forth in Section 16-1-60 of this Chapter. (Prior code 17.06.120; Ord. 4 §1, 2005; Ord. 4 §2, 2025)

Sec. 16-6-30. Drawing and report requirements.

- (a) General map requirements. Any maps or other graphic plans shall be drawn in black or dark blue waterproof ink or may be clearly legible "blueprint" copies or photocopies. The dimensions of all maps shall be twenty-four (24) by thirty-six (36) inches or eight and one-half (8½) by eleven (11) inches unless another size is approved by the Planning Department staff prior to submittal of the application. However, no map shall exceed twenty-four (24) by thirty-six (36) inches. In the case of multiple sheets, a key map showing the relationship of individual sheets shall be provided and locations of adjacent sheets shall be indicated on each sheet. Each map or other graphic plan shall include:

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- (1) The section, township and range of the property included in the application;
 - (2) The name, address and telephone number of the owner and applicant;
 - (3) The name, address and telephone number of the person or firm that prepared the map and the date of preparation;
 - (4) A north arrow and scale which shall not exceed one (1) inch equals fifty (50) feet; and
 - (5) The title of the map which shall also indicate the type of application.
- (b) General report requirements. All reports shall contain consecutively numbered pages and shall include, or clearly indicate by reference, any maps or other relevant elements required by this Chapter which are necessary for the report. Any report required by this Chapter shall include:
- (1) The name, address and telephone number of the person or firm that prepared the report and the date of preparation; and
 - (2) The title of the report.
- (c) Qualifications of preparers of maps and reports. All maps and reports must bear suitable evidence of the professional qualifications of the person responsible for the preparation of the map or report. Maps containing information pertaining to water supply, sanitation, wastewater treatment, utilities, drainage, soils, grading, roads, structures or any other engineering information must be certified by a professional engineer licensed in the State. All required documents containing land survey descriptions and topographic maps must be certified by a professional land surveyor licensed in the State. All data submitted regarding environmental studies and other disciplines, not currently requiring registration by the State, must be accompanied by a resume of such qualifications sufficient to demonstrate the author's degree of expertise and experience. Geology maps and reports must be prepared and certified by a qualified geologist. Additional professional qualifications may be specified in other sections of this Chapter. (Prior code 17.06.130)

Sec. 16-6-40. Site plan requirements.

(a) In addition to the requirements of Section 16-6-30 above, any site plan required in this Chapter shall include the following, projects involving placement or removal of more than fifty (50) cubic yards of earth material or involve more than six thousand (6000) square feet of graded area shall also adhere to 16-17-10:

- (1) The location of all existing and proposed buildings, utilities and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments.
- (2) The location and number of parking spaces for off-street parking and loading areas.
- (3) A traffic circulation plan showing the direction of traffic flows and indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings.
- (4) The location of service and refuse collection areas.
- (5) The location of all signs indicating the size, shape and height of each sign.
- (6) The area and location of open space and recreation areas.
- (7) The location and type of outdoor lighting.
- (8) The location of existing and proposed fences, landscaping features and other methods of visual screening. The proposed landscaping plan shall indicate the method of maintenance of the landscaping, as well as a list of type, size and quantity of plant materials and the general location of the landscaping.

(9) The estimated date of completion of the proposed improvements. (Prior code 17.06.140)

(10) Topography of the site of the proposed subdivision showing the existing topography at minimum one-foot contour intervals.

(11) The location of the one-hundred-year floodplain of any drainage on or adjacent to the site of the proposed

(12) Location, type and size of existing and proposed utility lines, utility easements and other easements on and adjacent to the site of the proposed subdivision.

(13) The location of existing available water and sewer facilities and the proposed extension of water and sewer lines.

(14) Location, scaled dimensions and legal description of existing lots, streets, alleys, road rights-of-way, easements, irrigation ditches and waterways within and immediately adjacent to the site of the proposed subdivision.

(15) Proposed easements for drainage, irrigation, access and utilities, including solar access easements if applicable.

(b) Supplemental plan information. The City and the reviewing agencies shall determine if supplemental information is needed for the application. The supplemental information shall be submitted in the written or graphic format appropriate for the information being submitted and may include the following:

(1) Proof of present legal ownership of the property to be subdivided, including signed statements from the owners, as well as all lien holders and all other security interest holders of record, indicating that the owners and interest holders do not object to the subdivision of the property as proposed on the preliminary plan and that they will subordinate their interests to any dedications to the City shown on the preliminary plan. If there are not any other holders of interest in the property, the owners shall so indicate by a signed statement.

(2) The names and addresses of owners of minerals and lessees of mineral owners of record of the area proposed to be subdivided.

(3) The proposed terms of reservations or dedications of sites for public and private common facilities.

(4) The proposed plan for the phased development of the subdivision, if applicable.

(5) Evidence that all lots and parcels will have access to a public right-of-way.

(6) The method proposed for the maintenance of all public and common areas and facilities, including provisions for the maintenance of the subdivision roads.

(7) A water supply report, which shall include the following information:

a. The expected water requirements of the subdivision at full development, including the various water uses to be permitted and the manner in which these requirements will be met;

b. A conceptual water distribution plan prepared at the same scale as the preliminary plan map; and

c. A report prepared by a licensed, professional engineer summarizing the effects of the proposed subdivision on the City water system as projected by the City's water modeling program.

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- (8) A sewage disposal report prepared in accordance with the requirements of the Public Works Director, including:
- a. A general written description of the collection system to be designed per the requirements of the Colorado Department of Public Health and Environment and the Public Works Director;
 - b. Evidence that the collection and treatment system will conform with all state and local laws and regulations;
 - c. A map of the sewage collection system at the same scale as the preliminary map, showing the lots to be served and the site topography. The collection system may be shown on the preliminary plan map; and
 - d. A report prepared by a licensed, professional engineer summarizing the effects of the proposed subdivision on the City sewer system.
- (9) A preliminary street plan and profile prepared per the specifications of the Public Works Director, including graphic alignment, dimensions of right-of-way widths, curve radii and tangent lengths. The street plan shall contain sufficient detail to ensure that the proposed street plan will satisfy City requirements and will bear logical relationships to the grades of existing public streets at the point of intersection. The proposed typical structural and geometric cross-sections; location, type and approximate size of appurtenant structures such as bridges and culverts; street lighting; and traffic control devices shall be shown. Road grades shall be designated within the road rights-of-way. The preliminary road plan information may be annotated on the preliminary plan map.
- (10) A preliminary drainage report, including the following data. Drainage criteria set forth by the Public Works Director shall be used as a guideline. Information required under this Section may be annotated on copies of the preliminary plan map if feasible and practical.
- a. A contour map defining on-site drainage basins and illustrating existing drainage patterns, paths of flow and concentration points, with estimates of contributory acreage and the peak flow of runoff.
 - b. A U.S.G.S contour map (7.5-minute quadrangle) showing all off-site drainage basins which drain through the subdivision and illustrating paths of flow with estimates of contributory acreage and peak flow of runoff.
 - c. A sketch of the proposed subdivision showing the consequent changes in the drainage patterns, concentration points and flooding limits with estimates of acreage, runoff coefficients and peak flow for the areas to be developed, both now and in the future, within each basin, and showing the limits of flooding and peak flow of runoff from off-site basins. Calculations shall be based on a twenty-five-year frequency storm for the design of drainage structures and a one-hundred-year frequency storm to be used to designate areas subject to flooding.
 - d. A narrative explaining the proposed method of managing the increased drainage at the concentration points and areas where the drainage pattern or characteristics will be changed.
- (11) A preliminary irrigation plan, if irrigation water will remain with the property, which shall designate, on copies of the preliminary plan map, the irrigation water distribution plan, including all distribution facilities such as ditches, diversion structures, lakes, easements, etc. A narrative shall accompany the plan explaining the nature of the organization that will own the irrigation water and the entity that will own and maintain the irrigation distribution system. A letter from any ditch company presently responsible for any irrigation system providing irrigation water to the site shall also be submitted. The ditch company letter shall indicate the approval in concept of the preliminary irrigation plan and shall also indicate that the other users of the ditch company's water and facilities will not be injured by the development of the approved subdivision.

(12) A geotechnical (soils/geology) report, describing soils and geological conditions of the site, specifically addressing the suitability of the soils and geology for the land use proposed. Any mitigation efforts required to properly develop the property shall be identified in the report. The report shall include maps and written information, as appropriate, addressing the following:

- a. A soils/geologic map showing the proposed subdivision, including the lots and road alignments, the natural topography of the site shown by contour lines, the location of any test holes used in the investigation, surface geology and the designation of soils types and their boundaries based on the National Cooperative Soil Survey prepared by the U.S.D.A. Soil Conservation Service (SCS).
- b. A narrative report describing the bedrock geology of the site; the surface geology of the site; the hydrology of the site, including the depth to groundwater; and a table of interpretations of the soils types as prepared by the SCS. The report shall identify any geological hazards and soil conditions that may preclude development of any part of the site or that may require particular design considerations.
- c. Any radiation hazards shall be identified.

(13) A utility report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, etc., to the proposed subdivision. The report shall reference the preliminary plan map which shall show the location of the utility facilities. (Prior code 17.06.260; Ord. 4 §1, 2005; Ord. 4 §4, 2025)



Agenda Item #c.

Agenda Item Name:

Discussion regarding possible amendment to Rifle Municipal Code for Warehouse and Distribution

Presenter:

Geir Sverdrup, Senior Planner

Item Description:

Discussion regarding warehouse and distribution facilities in Rifle.

Recommended Action:

Provide general direction.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

See attached Memo.

Executive Summary:

See attached memo.

Notification Requirements:

N/A

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. Warehouse - Distribution Center Workshop Memo 8-25-2026

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: August 25, 2026
SUBJECT: Revision of Warehouse Definition and Use Table
ADDRESS: City-Wide
APPLICANT: City of Rifle Staff

Background

Staff has received inquiries regarding where one can locate a warehouse operation. As staff reviewed the code, staff found discrepancies that should be addressed. Currently Warehouse is a permitted use in CS-Community Service Commercial and I-Industrial Zone districts, and is a Conditional Use in LI-Light Industrial.

The current definition for warehouse would appear to staff as inadequate and not permitted in the appropriate zone districts:

Warehouse means a use engaged in storage, wholesale and distribution of manufactured products, supplies and equipment, excluding bulk storage of materials that are inflammable or explosive or that present hazards or conditions commonly recognized as offensive.

The initial concern was that a large warehouse was not an appropriate use to be located in a Community Service zone district. After researching other codes and definitions, staff recommends the following changes and additions to the R.M.C. as follows:

Distribution center means a high-velocity hub designed for short-term storage, active order processing, packaging, and rapid shipping to retail stores or end consumers.

Warehouse Local means a use engaged in the long-term storage, wholesale and distribution of manufactured products, supplies and equipment, not exceeding 20,000 square feet in size, excluding bulk resource consumers, bulk storage of materials that are inflammable or explosive or that present hazards or conditions commonly recognized as offensive.

Warehouse Regional means a use engaged in the long-term storage, wholesale and distribution of manufactured products, supplies and equipment, larger than 20,000 square feet in size, excluding bulk resource consumers, bulk storage of materials that are inflammable or explosive or that present hazards or conditions commonly recognized as offensive.

Wholesale establishment means an establishment or place of business primarily engaged in selling and/or distributing merchandise to retailers; to industrial, commercial or professional business users or other wholesalers; or acting as agent or broker and buying merchandise for, or selling merchandise

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

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



to, **other businesses, such as retailers, industrial users, or institutions** ~~such~~
~~individuals or companies.~~

The research suggested that definitions for Distribution Center and expanding Warehouse into a Local and a Regional level would be appropriate. Distribution centers are an integral part of any retail function, and that they are not necessarily a part of a warehouse operation. Additionally, staff was of the opinion that a smaller warehouse could be appropriate in Community Service zone district, but only as a Conditional Use allowing for discretionary review and approval by the Planning Commission. Local and Regional Warehouses would be appropriate in both LI-Light Industrial as well as I-Industrial zone districts.

Staff therefore proposes the following alterations Sec. 16-3-420. - Schedule of uses for commercial and industrial districts:

<i>USES</i>	<i>CS'</i>	<i>TC'</i>	<i>LI</i>	<i>I</i>
Distribution center	*	*	P	P
Warehouse Local	CP	*	PE	P
Warehouse Regional	*	*	P	P
Wholesale establishments	C	C	P	P

The following is a basic standard found during staff's research:

Physical Warehouse Sizes (Square Footage)

- **Small Business / Startup:** 200 to 5,000 sq. ft. (good for solo operators, local inventory, or garage alternatives).
- **Medium / Regional:** 10,000 to 50,000 sq. ft. (fits regional distribution and growing e-commerce).
- **Large / Industrial:** 100,000 to 500,000+ sq. ft. (used for heavy manufacturing and national distribution).
- **Mega-Hubs:** 500,000 to 1,000,000+ sq. ft. (major retail and third-party logistics networks).

Staff does not recommend the addition of a Large/Industrial or a Mega-Hub for the City in our current growth pattern.

Staff Comments

Staff has prepared this proposed text amendment to revise the definition of Warehouse as it applies to local and regional uses, and the addition of a Distribution Center definition. Staff proposes the uses as a permitted use or conditional use and recommends the uses be added as shown in the above table.



REGULAR PLANNING COMMISSION MEETING & BOARD OF ADJUSTMENT

May 26th, 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, Martinez, Rodas, Edwards

Absent: Dow

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

APPROVAL OF MINUTES 7:02

FIRST: *Caldwell*

SECOND: *Rogers*

April 28th, 2026 Regular P&Z Commission minutes approved with amendments to spell *Steffen* correctly through "Aye" vote.

7:03 PM

PUBLIC HEARING:

Discussion 1: Item A

Variance Request 2026-009 for Front Yard Setback Encroachment

Planning and Commission's Chair excused himself as this item was a conflict of interest for him.

Commissioner Vice Chair Steffen lead and reconvened the Commission as the Board of Adjustment for consideration of this agenda item.

Senior Planner Geir Sverdrup presented the variance request to construct a cover over his existing deck at 755 Whiteriver Ave, which sits in an LDR Low Density Zone District and does not meet current front yard setbacks. Senior Planner Geir recommends denial of Variance 2026-009 for a Front Yard Setback Encroachment.

7:09 PM

Applicant Harlan Scott is sworn in.

Presented testimony regarding the reason for wanting to construct the cover. Wife operates a hair salon from the house and the path to the entrance gets covered with snow during the winter and they're getting too old to shovel up the snow. Harlan explained the roof would cover existing porch foot print.

7:14 PM -Steffen opens up hearing to commissioner comments or questions.

Commissioner Rogers asked Harlan what pitch the cover roof would have. Harlan assured the cover would match the house pitch.

7:15 PM – Steffen opens public hearing.

Public member Jamie is sworn in and speaks on behalf of Harlan's character and how this variance would not affect their community at all.

7:19 PM

Commissioner Steffen closes public hearing. Commissioner Rogers references a previous variance that was similar. Commissioner Rodas voices his agreeance with the idea, commissioner Edwards asks regarding grandfathering in the variance, Community Development Director explains new additions do not count. Commissioner Rodas expresses he doesn't agree with the implementation of the code in this instance.

7:29 PM

Commissioner Rogers motions to approve Variance 2026-009 for a Front Yard Setback Encroachment.

Commissioner Rodas seconded the motion. The motion **APPROVES** the variance request with the following vote:

ROLL CALL:

YES: Steffen, Carter, Rogers, Caldwell, Rodas, Martinez, Edwards

NO: None

7:31 PM *The Board of Adjustment adjourned and reconvened as the Planning and Zoning Commission.*

Discussion 2: Item B

Discussion and possible action regarding Rifle Municipal Code Amendment for Residential Garage

Requirements

7:32 PM *Public Notice Met*

Senior Planner Geir Sverdrup presented a recommendation regarding amendment to Chapter 16 of the Rifle Municipal Code for Residential Garage Requirements to the City of Rifle Planning and Zoning Commission.

Discussion was held between commissioners and staff regarding garage requirements in relation to dimensions and necessity within the City of Rifle. Commissioner Steffen asked if not having a size requirement would affect specific car space. Senior Planner Geir assured we would still have the minimum parking size requirements if house owner decided to build a garage. Community Development Director specifies letting the market drive its constructions.

7:41 PM Marantino opens and closes public hearing

Commissioner Carter moved to **APPROVE** the recommendation for amendment to Chapter 16 of the Rifle Municipal Code for Residential Garage Requirements.

Commissioner Rogers seconded the motion. The motion **APPROVED** with the following vote:

ROLL CALL:

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

NO:

Discussion 3: Item C

Discussion and possible action regarding Rifle Municipal Code Amendment for Auto Repair Shops

7:41 PM *Public Notice Met*

City of Rifle Senior Planner Geir Sverdrup debriefs proposed action. Consideration of a text amendment to the Rifle Municipal Code, Chapter 16, regarding Auto Repair Shops.

This amendment would bring many of the existing auto repair shops into compliance as language on this use has been inadvertently omitted.

7:43 PM Commissioner Marantino opens to commissioners.

Discussion was held between staff and commissioners regarding current code wording, zones where these would be allowed, specify and differentiate Body Shops from Mechanic Shops in the code. Body shops replace some mechanical aspects due to damage but never work on the engine or mechanical aspects.

Community Development Director opnes option to maybe include autoshops to open up in industrial zones.

Commissioner Rogers inquired about mechanics actively fixing non-family vehicles in their LDR homes, Senior Planner Geir advised to report to code enforcement.

7:54 PM

Commissioner Caldwell moved to **APPROVE the recommendation for amendment to the Rifle Municipal Code regarding Traffic Impact Study criteria with amendment to strike out automotive repair in industrial zones.**

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

ROLL CALL:

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

NO:

COMMENTS AND ADJOURNMENT – 7:55 PM

Discussion was held regarding a reminder on the Comprehensive Plan process, updates from recent UTE Theatre events, and upcoming performances. Caldwell informed the Commission that he would be unable to attend the joint meeting scheduled for June 10, 2026.

MEETING ADJOURNED- 8:00 PM



Agenda Item #4.b.

Agenda Item Name:

Discussion and possible action regarding July 2026 Planning Commission Meeting Minutes

Presenter:

Liz Acosta, Administrative Assistant

Item Description:

Regularly scheduled July 2026 Planning Commission 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. P Z MEETING MINUTES JULY 28 2026



REGULAR PLANNING COMMISSION MEETING & BOARD OF ADJUSTMENT

July 28th, 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, Steffen, Carter, Rogers, Caldwell, Rodas, Edwards

Absent: Dow, Martinez

Commissioner Martinez reached out via email to excuse herself. Commissioner Steffen moved to excuse Commissioner Martinez; Commissioner Caldwell seconded the motion. All were in favor and the motion carried.

APPROVAL OF MINUTES 7:01

FIRST: Rogers

SECOND: Steffen

May 26th, 2026 Regular P&Z Commission minutes approved with correction to change "Stephan" to "Steffen."

7:03 PM

PUBLIC HEARING:

Discussion 1: Item A

Discussion and possible action regarding CUP – 214 W 16th Street

Discussion was held regarding the workshop earlier that day; the notes indicate the space was opened and closed.

7:05 PM – Chair Marantino opened the public hearing. Public notice requirements were met. Bruce Ralph was present.

Senior Planner Geir Sverdrup reviewed the request and read a letter from Jeans Printing expressing disagreement with the request.

7:09 PM – Chair Marantino opened the item to Bruce Ralph. Ralph explained how the business works and discussed trading of parking.

7:11 PM – Commissioner Rogers asked where vehicles would enter and exit; both access points were discussed. Commissioner Edwards asked whether there would be only one ADU.

Chair Marantino opened and closed the public hearing and brought the item back to the Commission. Commissioner Rodas asked what type of business would occupy the space; insulation and only one tenant were discussed. Chair Marantino noted that parking must meet the standard. The notes also indicate the building is contained.

Commissioner Carter moved to APPROVE the CUP for 214 W 16th Street.

Commissioner Rodas seconded the motion. The motion was APPROVED at 7:16 PM with the following vote:

ROLL CALL:

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

NO: None

Discussion 2: Item B

Discussion and possible action regarding text amendment to clean up language from TA 2024-021

7:17 PM – Public notice requirements were met.

Senior Planner Geir Sverdrup reviewed the proposed text amendment, including striking two paragraphs and renumbering the remaining language.

7:19 PM – Commissioner Edwards asked a clarifying question. Senior Planner Geir Sverdrup answered.

7:20 PM – Chair Marantino opened and closed the public hearing.

Commissioner Carter moved to APPROVE the text amendment to clean up language from TA 2024-021.

Commissioner Rogers seconded the motion. The motion APPROVED at 7:21 PM with the following vote:

ROLL CALL:

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

NO: None

COMMENTS AND ADJOURNMENT – 7:22 PM

Chair Marantino opened staff comments. Director Higgins provided an update regarding the Comprehensive Plan. Director Higgins noted they have started drafting, and the process has been extended by one additional month.

MEETING ADJOURNED – 7:25 PM



Agenda Item #7.a.

Agenda Item Name:

Discussion and possible action regarding Variance for 758 Railroad Ave

Presenter:

Zach Higgins, Community Development Director

Item Description:

Consider a Variance for 758 Railroad Ave to allow for a Retail Business in a MDR zone district.

Recommended Action:

Move to deny the Variance request for 758 Railroad Ave allowing retail in MDR.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

See attached Memo.

Executive Summary:

See attached Memo.

Notification Requirements:

Public Notice has been met.

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. Variance Staff Memo - 758 Railroad Avenue

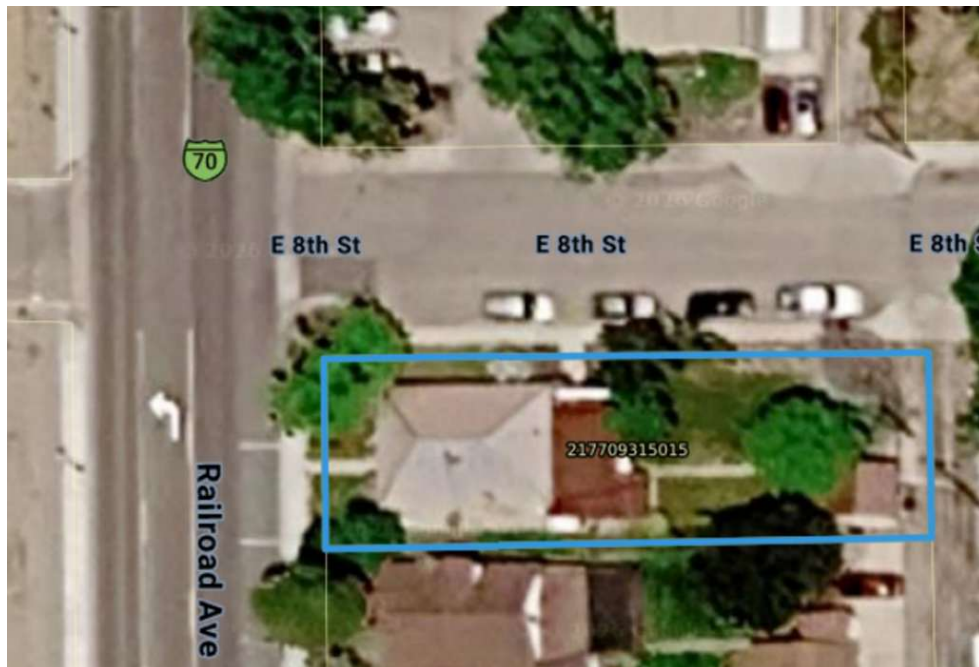
MEMORANDUM

TO: City of Rifle Planning Commission, acting as Board of Adjustment
FROM: Zach Higgins, Community Development Director
DATE: August 25, 2026
SUBJECT: Zoning Variance Request - Blue Lizard Stitches
ADDRESS: 758 Railroad Avenue
CASE #: Zoning Variance VAR-2026-010
APPLICANT: Christine McNichols / Blue Lizard Stitches
PROPERTY OWNER: LC Building LLC

REQUEST

The applicant requests a zoning variance to operate Blue Lizard Stitches, a retail fabric and quilt-supply store, at 758 Railroad Avenue. The proposed use also includes a small classroom for quilting, bag-making, and similar instruction. The requested variance would authorize a commercial retail use within the Medium Density Residential (MDR) Zone District.

Vicinity Map



Subject parcel outlined in blue. Source: City of Rifle GIS map dated July 28, 2026.

BACKGROUND, ZONING & PROPERTY HISTORY

The subject property is located at the southeast corner of Railroad Avenue and East 8th Street. City GIS identifies the parcel as 217709315015; the application lists assessor account R360063 and describes the property as Lots 35 and 36, Block 3, Maxfield Addition. LC Building LLC is the property owner.

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



The property is zoned MDR. Section 16-3-320 of the Rifle Municipal Code establishes the schedule of uses for the City's residential zone districts. The use category applicable to the request is listed as follows:

RMC 16-3-320: "Office, retail sales and restaurants, provided that the residential character of the structure is maintained" - Prohibited in the MDR Zone District.

The structure has most recently, and for many years, been occupied as a real estate office. That office use is not in compliance with the uses allowed in the MDR Zone District under RMC 16-3-320. The duration of that prior occupancy does not make the office use compliant and does not establish an entitlement to replace it with another prohibited commercial use.

The Subject Property is adjacent to MDR to the South, LDR to the East, CS to the North, and MDRX to the West. Retail is prohibited in MDR and LDR, Conditional in MDRX if residential character is maintained, and Permitted in CS. Thus, the property is at a crossroads of zoning and allowances.

APPLICANT PROPOSAL

According to the applicant's narrative, Blue Lizard Stitches has operated online for approximately 11 years. The applicant proposes an in-person shop for fabric and quilt supplies, together with a classroom generally limited to five or six participants. Anticipated hours are 10:00 a.m. to 3:00 p.m. Monday and Wednesday through Saturday, with the business closed Tuesday and Sunday. The applicant anticipates approximately 10 retail customers per day and no evening business activity.

The applicant states that the limited hours, small class size, and modest customer volume would maintain a low-intensity operation. The applicant also points to the building's prior commercial occupancy as support for the request.

STAFF ANALYSIS

The proposed operation is anticipated to be small in scale, and the applicant indicates that the residential appearance of the building would be maintained. However, RMC 16-3-320 expressly classifies office, retail sales, and restaurants as prohibited uses in the MDR Zone District, even when the residential character of the structure is maintained. The primary proposed use by the applicant is retail sales; the classroom is accessory to that retail business.

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202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



A variance is intended to provide limited relief from a code requirement when a practical difficulty results from the physical characteristics of a particular property. The application does not identify a hardship arising from the size, shape, dimensions, topography, street location, or other physical limitation of this site. The stated considerations concern the applicant's preferred business location, the scale of the proposed operation, and the property's history of commercial occupancy. Those considerations do not demonstrate a site-specific practical difficulty.

Approving the request would function as a use variance by allowing a land use that the schedule of uses expressly prohibits. Prior or nearby noncompliant commercial activity does not provide a code basis to approve an additional prohibited use.

FINDINGS

The Planning Commission, acting as the Board of Adjustment, considers the following variance criteria. Staff's findings are shown in bold italics:

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.
Not met. The request is not for a minor structural or cosmetic change; it is a request to establish a prohibited retail land use within an MDR-zoned property.
2. A practical difficulty has been demonstrated based on the size, shape, or dimensions of the site; the location of existing structures; topographic or physical conditions; or other physical limitations such as street locations or traffic conditions in the immediate vicinity.
Not met. The application does not identify a site-specific physical condition that prevents reasonable use of the property under the MDR regulations. The building's prior office occupancy and the applicant's preference to operate at this location are not physical hardships.
3. 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 Title 16.
Not met. Allowing retail sales through a variance would directly conflict with RMC 16-3-320 and impair the intent of the residential use schedule by authorizing a use the Code identifies as prohibited.
4. The granting of the variance will not be detrimental to the public health, safety, or welfare.
The limited hours and customer volume may reduce potential operational impacts. Nevertheless, this criterion does not overcome the proposal's conflict with RMC 16-3-320 or the absence of a demonstrated practical difficulty.
5. The proposed variance will not adversely affect adjacent properties or the surrounding neighborhood.
Not sufficiently demonstrated. The proposal would introduce customer traffic, parking demand, deliveries, retail activity, and classes into a residential zone district. Although the anticipated scale is limited, the application does not establish that the use can be authorized consistently with the residential use framework.
6. Compatibility with adjacent land development and land uses is assured.
Not met. Retaining the residential appearance of the structure may provide visual compatibility, but land-use compatibility is not assured because the requested retail use is expressly prohibited in the MDR Zone District. The property's prior noncompliant office use does not establish compatibility or a right to continue commercial occupancy.

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202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



RECOMMENDATION

Staff recommends that the Planning Commission, acting as the Board of Adjustment, **DENY** the zoning variance for Blue Lizard Stitches at 758 Railroad Avenue because the request would authorize a retail use prohibited by RMC 16-3-320 and the application does not demonstrate the site-specific practical difficulty required for variance relief.

The proposed business would need to locate in a zone where retail sales are permitted or pursue a legislative zoning or code amendment. The adjacent property to the North and Northwest are CS Community Service Zoning which allow Office and Retail as a Use by Right.

ATTACHMENTS

7. Land Use Application
8. Blue Lizard Stitches Applicant Narrative
9. City GIS Property Map - 758 Railroad Avenue

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6491

LAND USE APPLICATION FORM



Application Type (check all that apply):

- | | | |
|---|--|---|
| ☐ Amended Plat | ☐ Lot line Rearrangement | ☐ Site Plan |
| ☐ Annexation | ☐ Minor Subdivision Sketch Plan | ☐ Text Amendment |
| ☐ Conditional Use | ☐ Outside City Water/Sewer | ☐ Vacation – Easement / Right-of-Way |
| ☐ Final Plat | ☐ Preliminary Subdivision Plan | ☒ Zoning Variance |
| ☐ Floodplain Development | ☐ Sketch Subdivision Plan | ☐ Zoning Map Amendment |
| ☐ Lot line dissolution | ☐ Sketch – Preliminary Subdivision Plan | ☐ GIS System Integration |
| ☐ Other (description): _____ | | |

Brief Description of Application(s)

I am requesting a variance to allow for 758 Railroad Ave.
to be used as a retail fabric shop. There are several houses on this
block being used as commercial buildings, and would like to use this
house, which has already been used commercially, in a similar capacity.

Property Information

Owner(s) (Name): LC Building LLC

Property Address: 758 Railroad Ave.

Parcel ID number: R360063

Legal Description (attach additional sheet if necessary): Section: 9 Township: 6 Range: 93

Access to Property: Subdivision: MAXFIELD ADD. Block: 3 Lot: 35
AND: - Lot: 36

Instructions for Submittal

- **Original applications with original signatures must be provided.**
- In addition to this application, all information on the supplemental checklist must be submitted.
- Incomplete applications **will not be accepted** and will delay processing.
- Initially, one copy of each document may be submitted to the Planning Department for review. When the documents are deemed adequate, additional copies as required by the Planning Department shall be submitted.
- All documents, plans, plats, etc. shall be no larger than 8 1/2" x 14" in size or folded to that or a smaller size.
- The property owner **must** fill out the Owner Affidavit in presence of notary.

STAFF USE ONLY

Pre-app conference: _____ (date)

Application received: _____ (date)

Application complete: _____ (date)

Case Number: _____

Fees: _____

Case Name: _____

Deposits: _____

Paid: _____ (date)

Referrals sent _____ (date)

Blue Lizard Stitches

Blue Lizard Stitches is a fabric business, currently run online, and I would like to use this building to open a space for the community to come and shop for fabric and quilt supplies. There would be a space available as a classroom as well, to teach quilting techniques, bag making, etc. Likely 5 to 6 people max. in a class. The hours of operation are expected to be:

	Monday - 10
am-3pm	
	Tuesday -
CLOSED	
	Wednesday -
10 am - 3pm	
	Thursday - 10
am - 3 pm	
	Friday - 10 am
- 3 pm	
	Saturday - 10
am - 3 pm	
	Sunday -
CLOSED	

I expect perhaps 10 customers per day to shop the store. A small quilt shop is a pretty mellow business; customers come for inspiration or just to swing in for a small piece of fabric to finish a project and talk. I would love the opportunity to serve this town, which is devoid of such a business for 60+ miles, build

community, and teach and inspire others however I can. I have no desire to run business activities in the evening, and my hours are nestled in between the start and end of school so my business will not increase traffic during these peak times.

I have run my fabric business for 11 years, have my business degree in accounting, and am heavily invested in producing a successful store to meet the needs of the community, and become an asset to this town for many years to come. This house has been operating as a business for a very long time, and I thank you for considering my request to continue to do so, in just a slightly different manner.

758 Railroad Avenue

**Property Information**

Property ID 217709315015
Location 758 RAILROAD AVENUE
Owner LC BUILDING LLC



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

The City of Rifle Colorado makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 04/2026
 Data updated 04/2026

Print map scale is approximate.
 Critical layout or measurement
 activities should not be done using
 this resource.



Agenda Item #7.b.

Agenda Item Name:

Discussion and possible action regarding the Minor Subdivision of 1317 E 17th St - Sketch Plan

Presenter:

Geir Sverdrup, Senior Planner

Item Description:

Resubdivision of a combined lot at 1317 E 17th St that was completed in 2015.

Recommended Action:

Move to approve Sketch Plan for 1317 E 17th St.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

This lot was previously approved for a lot line dissolution in 2015.

Background Information:

See attached memo.

Executive Summary:

Notification Requirements:

Public Notice has been met.

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. PZ Aug 25 2026 Staff Report - 1317 E 17th St lot split (81A)

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



MEMORANDUM

TO: City of Rifle Planning and Zoning Commission
FROM: Zach Higgins – Community Development Director
Geir Sverdrup – Senior Planner
DATE: August 25, 2026
SUBJECT: Sketch Plan, 1317 E 17th Street
LOCATION: S of 18th Way on the E side of 17th Street
CASE #: PLN-2026-014
APPLICANT: Guillermina Gutierrez

REQUEST

The applicant is seeking re-establish the lot line dissolved under case number 2015-011 combining lots 80 & 81 into 81A and recorded on March 11, 2015.

Vicinity Map



LOCATION:

The property is located west of Graham Mesa Avenue and south of 18th Way on the east side of E. 17th Avenue within the Promontory at Graham Mesa Phase 3 subdivision. The property owner desires to reverse the Lot Line Dissolution Plat approved in 2015.

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

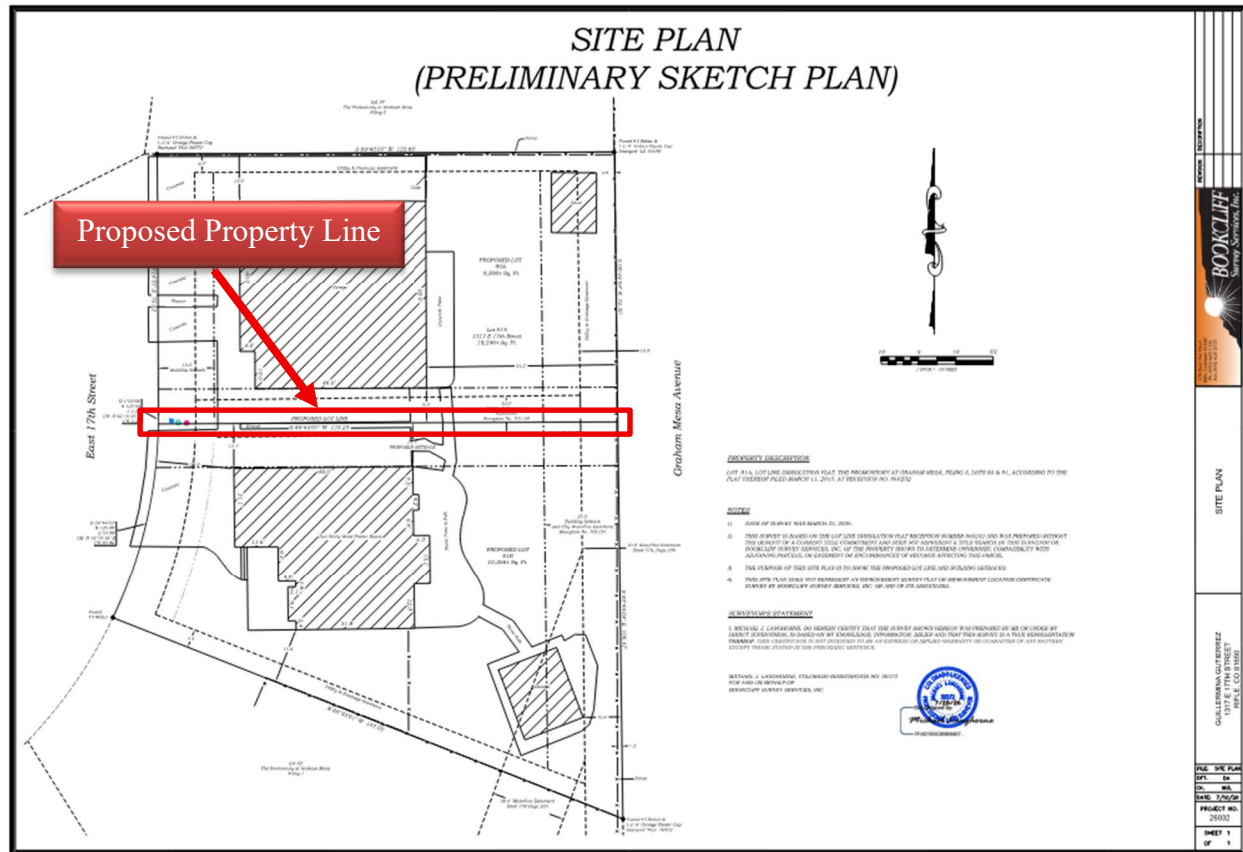
Phone: 970-665-6490



CURRENT CONDITIONS

On March 11, 2015 lots 80 & 81 were combined to allow the property owner to build a separate garage on what was formerly lot 80. The lot currently has a single-family residence (former Lot 81) and a large RV garage (former lot 80) developed on-site. The RV garage will be required to apply for a building permit to remodel to insure that all codes are met for a single-family residence.

SKETCH PLAN



STAFF COMMENTS

This application proposes to restore the original two lots as they were originally platted in the Promontory at Graham Mesa Phase 3. With an approved re-model building permit, this will provide one more single-family home to the local market. As built, the structures meet required setbacks for LDR Low Density zone district with the property line restored.

FINDINGS

Pursuant to RMC Section 16-5-280, the Planning Commission shall consider the following criteria before recommending approval to Council:

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



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 residential use and density is compatible with the existing neighborhood.

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

The application is in compliance with the approved final plat.

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

No major 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 adverse impacts are anticipated on property values.

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

Not applicable.

RECOMMENDATION

Staff recommends the Planning and Zoning Commission approve of the sketch plan and send Final Pate to City Council subject to the following conditions of approval.

1. All representations made by the Applicant in the application and during the public hearing shall be conditions of approval, unless specifically altered by Planning and Zoning
2. The applicant shall be required to submit for review and approval a building permit converting the existing RV garage into a single-family residence prior to recording of the final plat.



Agenda Item #7.c.

Agenda Item Name:

Discussion and possible action regarding Conditional Use Permit for 799 Buckhorn

Presenter:

Geir Sverdrup, Senior Planner

Item Description:

Conditional Use Permit consideration to allow for Heavy Equipment and Bulk Fuel Storage at 799 Buckhorn as part of an Excavation Office and Yard.

Recommended Action:

Move to approve the Conditional Use Permit for 799 Buckhorn Drive with Staff recommendations.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

See attached memo.

Executive Summary:

See attached memo.

Notification Requirements:

Public Notice has been met.

Prepared By:

Zach Higgins, Community Development Director

Attachments:

1. CUP Staff Report - 799 Buckhorn Drive - Heavy Equip-Stor Yard

COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490



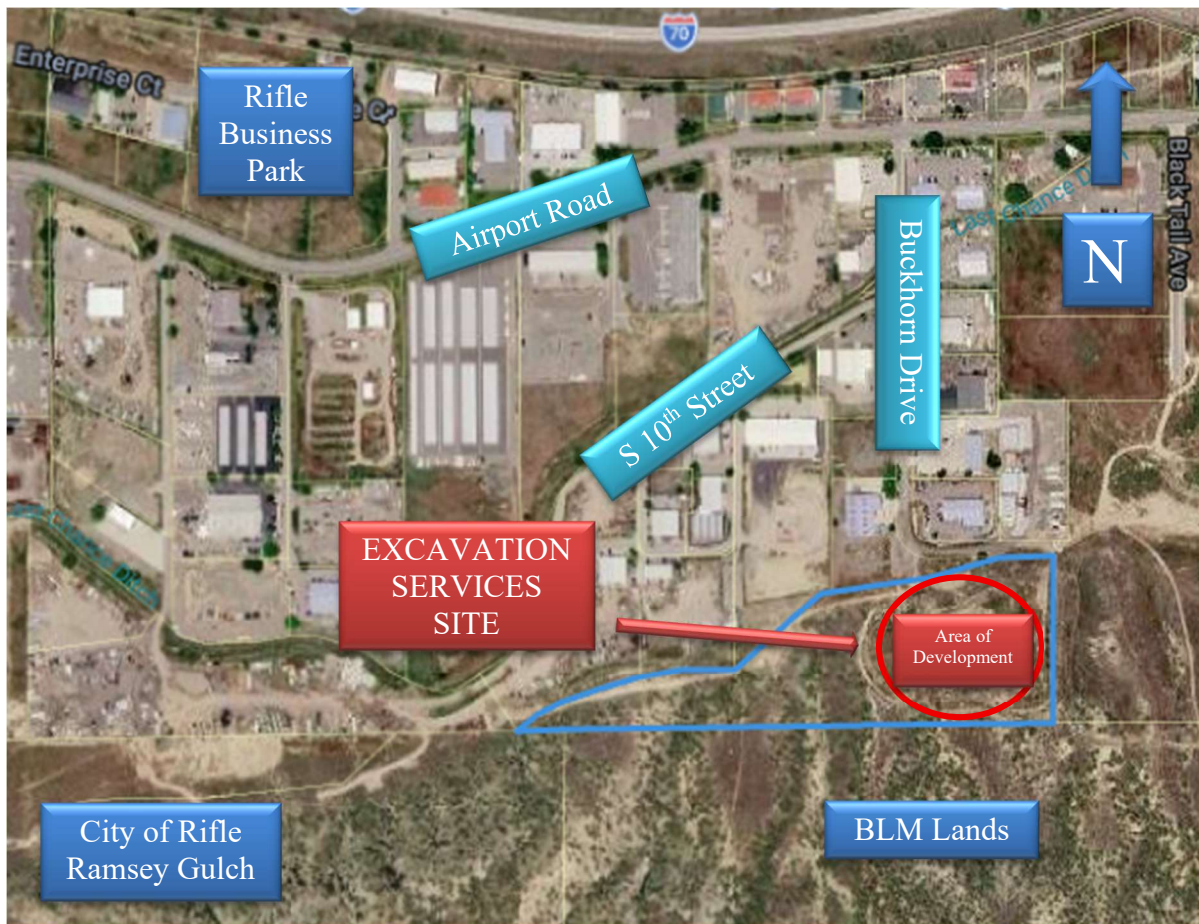
MEMORANDUM

TO: City of Rifle Planning Commission
FROM: Zach Higgins, Community Development Director
Geir Sverdrup, Senior Planner
DATE: August 25, 2026
SUBJECT: Conditional Use Permit for Excavation Offices and Maintenance & Storage Yard
ADDRESS: 799 Buckhorn Drive
CASE #: Conditional Use Permit PLN-2026-024
APPLICANT: Justin Nunn/REDC

REQUEST

The applicant is requesting approval of a Conditional Use Permit to allow for Excavation Offices and Maintenance & Storage Yard on the subject property. The applicant has provided a site plan showing the location of uses on the subject property with a narrative describing the use of the property.

Vicinity Map



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202 Railroad Avenue, Rifle, CO 81650

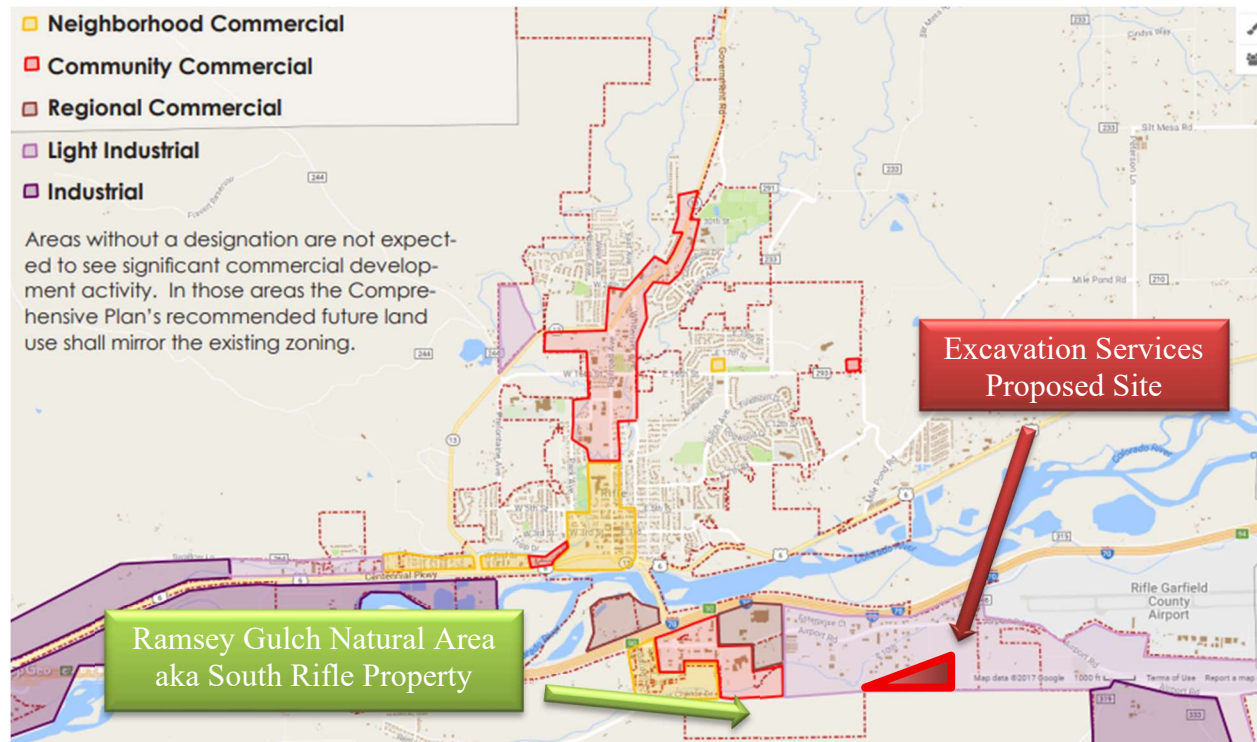
Phone: 970-665-6490



Background, Zoning & Comprehensive Plan

The property is located within the South Rifle Neighborhood and is zoned LI Light Industrial zone district. Properties to the west, north and east are zoned LI. The south property line is adjacent to BLM Lands not within the City. To the southwest is the City owned parcel with future plans as the Ramsey Gulch Natural Area aka South Rifle Property.

The Comprehensive Plan designates this property for Light Industrial development.



Comprehensive Plan Excerpt

2. Undeveloped areas south of Airport Road. This area west of Grand River Health has several vacant developable parcels on both annexed and unannexed property. The best use for the area is difficult to predict. The area does not directly front on Airport Road, so commercial development may be unlikely due to a lack of visibility. Industrial or light industrial uses should not be permitted due to the proximity to Grand River Health and other commercial/residential areas. By process of elimination, acceptable uses may include residential, office, business, or other commercial uses that are compatible in a mixed-use setting. The Future Land Use Map designates the area as "High Density Residential" and "Neighborhood Commercial". The intent is to allow for apartment buildings and ensure that any commercial use would be compatible with nearby residential use. If significant new residential development were to be proposed, a public park should be designated as one does not exist currently in South Rifle. Another potential use for the area may be affordable housing in the form of manufactured

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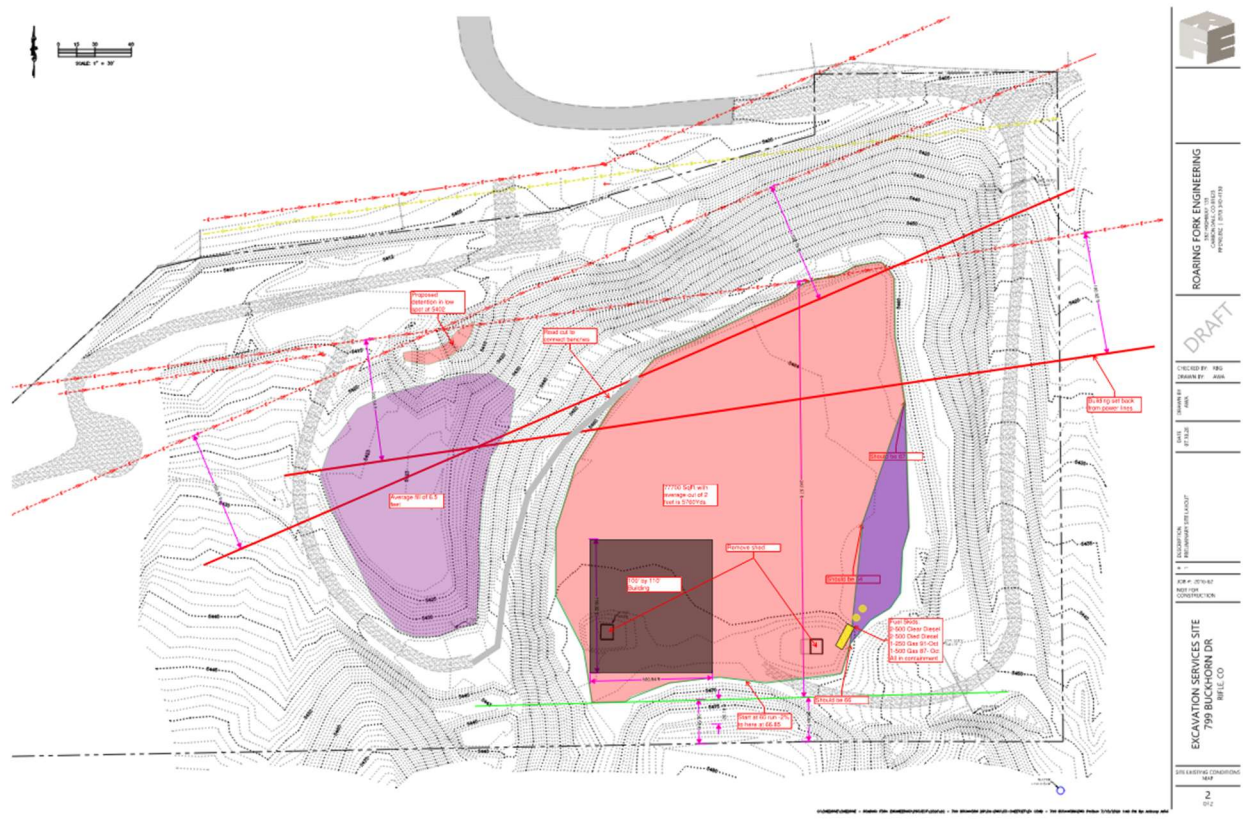


housing or mobile homes parks that are constructed and managed to a high standard of quality.

3. Ramsey Gulch Natural Area. This area is owned by the City of Rifle and may be available for trails in an attractive natural setting. A Ramsey Gulch flood channel has been master planned to direct flows along the same line that marks the “Commercial/ Light Industrial Boundary” (see map). This flood channel should be constructed as each property develops.

The property is vacant and undeveloped.

PROPOSED SITE PLAN



The site plan shows the location of the uses on the site. The applicant is proposing potential future use of the lower bench. Upper bench will be developed with a 100' x 110' building for operations and offices with storage of heavy equipment, trucks, trailers, shipping containers, dirt, aggregate, pipe, and other construction materials and supplies. There is proposed storage of various fuels for the operation of daily operations. City of Rifle Public Works and Colorado River Fire Rescue have reviewed the request.



REFERRAL COMMENTS

The application was referred to City of Rifle Public Works, and Colorado River Fire Rescue. Relevant comments are listed below.

Colorado River Fire Rescue

1. Proposed construction yard and shop will need to meet 2015 International Fire Code including fire truck access and road grades, fire hydrants/ fire flows installed, fuel tanks containment, storage of hazardous materials, and wildfire mitigation.
2. Buildings are in wildfire zone for the new Wildfire Resiliency Code.

City of Rifle Public Works

1. A grading and drainage permit must be submitted for review and approval.
2. ROW and utility improvements will need to be made.

STAFF COMMENTS

This application proposes to prepare the site by filling two of the natural benches to allow for the construction of a 11,000 square foot building as the storage and maintenance of the company's equipment. Additionally the site will be used to store bulk fuels for the company's daily operations contained in skids. Site will be required to meet all fire code requirements as listed in Colorado River Fire Rescue's comments. Per Public Works comments, grading and drainage plans along with right-of-way and utility improvements will be required to be completed.

The site is adjacent to existing light industrial uses to the north that include industrial buildings and outside storage. Lands to the east and south are vacant and undeveloped.

FINDINGS

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

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

The proposal conforms to the Rifle Municipal Code for a Conditional Use Permit.

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

The location of the proposed Excavation and Storage Yard is compatible with the other light industrial uses in the area.

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

This area is zoned LI Light Industrial zone district, operation of a contractor yard/heavy equipment storage yard is permitted by Conditional Use Permit.

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

No adverse environmental effects are anticipated.

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

The Comprehensive Plan specifies this area for Light Industrial.

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

The location of the yard will have no impact on surrounding existing industrial properties.

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

Not applicable

RECOMMENDATION

Staff recommends Planning Commission APPROVE CUP 2024-012 with the following conditions:

1. All representations made by the Applicant in the application and during the public hearing shall be conditions of approval, unless specifically altered by the Planning Commission.
2. The applicant shall apply for and have a grading and drainage plan approved within six (6) months of Planning Commission approval of the Conditional Use Permit.
3. Applicant shall make all right-of-way and utility improvements prior to issuance of a building permit as required by City of Rifle Public Works department.
4. Applicant shall conform to 2015 International Fire Code including fire truck access and road grades, fire hydrants/ fire flows installed, fuel tanks containment, storage of hazardous materials, and wildfire mitigation.
5. Buildings shall comply with the City of Rifle Wildfire Resiliency Code.
6. Conditional Use Permit shall be valid only with the proposed use and operator.