

PUBLIC NOTICE REQUIREMENTS AND PROCESS:

Pursuant to Section 10-9-3.5 of the Unified Land Use Code (the "ULUC"), notice of public hearings shall be given in accordance with Table 10-9-3.9.1. Section 10-9-3.5 of the ULUC requires that any notice provided by mail, shall be provided through the United States Postal Service to all addresses, units, and property owners located within 700 feet of the property at least ten (10) days in advance of the public hearing. If there are any homeowner's or other owner associations within 700 feet of the property, then notification need only be sent to the association's designee.

In total, staff sent 211 notification cards to property owners and residents within the notification boundary and within the prescribed time period.

Neighborhood meetings were held on the following dates: July 30, 2025; November 20, 2025; Comments raised at the neighborhood meetings are attached to the packet.

BACKGROUND; APPLICATION DETAILS:

On April 17, 2025, a Pre-Application Meeting was held with the applicant (PREAPP25-0018). The initial idea presented to staff through PREAPP25-0018 was to build Live/Work Units at this location. The requirements for this building type limited the scope of the project to two (2) units and the applicant decided this would not be feasible to pursue for this site. The applicant had also suggested building townhomes as an alternative.

Staff found that a proposal that offered only townhomes would not be permitted within NC zoning per the Land Use Matrix (Table 10-1-1.3.1). However, the Land Use Matrix does show that a Mixed-Use Building may be considered as a Conditional Use with Standards, requiring approval from the Planning Commission for a conditional use permit. The ULUC defines a mixed-use building as a building that incorporates residential and non-residential uses within a single building. Ultimately, the applicant chose to proceed with a design for this mixed-use project that incorporates a small office space with an entrance along West Littleton Boulevard and features four townhome units as part of the proposal. A full site plan was submitted to the city for review and has completed the administrative review process.

The applicant has worked closely with staff and all outside agencies on any outstanding comments and have addressed all the comments or the agencies have conditionally approved the application.

DECISION CRITERIA AND ANALYSIS:

Pursuant to Section 10-9-5.1 of the ULUC, Planning Commission shall approve, approve with conditions, or deny the proposed application. The recommendation shall be based on the following Decision Criteria as outlined in Section 10-9-5.1.C of the ULUC.

1. Proposed Benefits. The proposed use and its contemplated size, intensity, and location will provide a use that is necessary or desirable for the neighborhood and community;

Staff believe that approving the conditional use for a Mixed-Use Building on this parcel in Neighborhood Commercial zoning helps to accommodate the growing need of the business community by providing a small, commercial office space on the site. The inclusion of four townhome units within the mixed-use building can also be seen as providing the option of additional and more diverse housing types available to those living in the city.

2. Adverse Impacts. The proposed use will minimize any adverse impacts on any adjacent property or use;

The applicant worked closely with staff to ensure that any adverse impacts from the redevelopment of this lot will be minimized, including ensuring proposed lighting does not trespass onto neighboring residential properties and that the appropriate landscaping requirements are being applied to this site. Staff find that parking requirements are being met, according to Table 10-1-3.7.A.1. Seven total parking spaces are being provided on-site, which includes one accessible space required for the commercial component of the development. Staff have highlighted the interactions between adjacent properties regarding grading to ensure that the proposed development minimizes any negative impacts downstream of the site.

3. Detrimental Impacts. The proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or to property, improvements, or potential development in the vicinity based on:

a. The nature of the proposed site, including its size, shape, and topography and the proposed size, location, and arrangement of structures;

The layout and design of the site generally complies with the Littleton Engineering and Design Standards and Littleton Storm Drainage Criteria Manual. Thresholds for disturbance and impervious areas do not require additional water quality and detention requirement; however, pervious pavement and swales are proposed to provide some treatment prior to release into the public stormwater drainage network. Staff feel that the addition of a mixed-use building to this site would not be detrimental to the health, safety, or general welfare of people residing or working in the vicinity. Staff find that this proposal would not significantly affect other property improvements or potential development nearby.

b. The accessibility and patterns of pedestrian and vehicular traffic, including the type and volume of traffic, locations of ingress and egress, and the adequacy of off-street parking and loading; and

Proposed frontage improvements will include the construction of a six-foot wide sidewalk along South Huron Street, along with curb ramp upgrades, featuring detectable warning at the intersection of West Littleton Boulevard and South Huron Street. The existing sidewalk infrastructure will be preserved along West Littleton Boulevard.

A single, full-access point will be provided to access the necessary off-street parking with modifications to signage along South Huron Street for the existing on-street parking. The access point was evaluated to maintain adequate separation from the intersection of West Littleton Boulevard and South Huron Street and to avoid conflicts with the existing access points to the residential home to the north and restaurant use on the west side of South Huron Street.

The layout was evaluated for on-site vehicle maneuvering for parking, loading, and refuse service. Impacts on the Rights-of-Way as a result on the development will be minimal. A dedicated loading area is not required for the size and type of use; however, on-street parking is available to provide any limited needs for loading. This street parking is not counted towards the ULUC requirements for off-street parking that is to be provided on-site.

Based on the proposed development and the breakdown of uses between commercial and residential, the anticipated trip generation of the development would result in fewer trips when compared to the same square footage for strictly commercial. Staff determined that additional analysis and further traffic mitigation were not warranted with the proposal. Staff reviewed the application and found that the vehicular access for this site is sufficient, as proposed.

c. The provisions for landscaping, screening, common open space, service areas, lighting, and signage.

Table 10-3-4.1 provides landscaping and common open space requirements for developments within the NC zone district. The applicant has demonstrated compliance with these standards as indicated on the site plan. A bufferyard is not required for this development, as the neighboring lots to the north and the east both lie within the NC zone district as well. Screening of the outdoor area for the storage of refuse has been provided and meets standards listed in the ULUC.

No signs are included as a part of this proposal. Any commercial signage will need to be approved through a separate building permit application. The applicant worked closely with staff to ensure that any adverse impacts from the redevelopment of this lot will be minimized, including ensuring proposed lighting does not trespass onto neighboring residential properties.

In addition to the Conditional Use criteria, staff have reviewed the proposed development per the site plan standards for a mixed-use development. The site plan review is an administrative review. All site plan criteria are required to be met prior to a building permit being issued.

STAFF RECOMMENDATION:

Based on staff analysis, the proposed Conditional Use is in compliance with the requisite criteria, as outlined in this staff report. As such, staff recommends approval of Planning Commission Resolution 06-2026.