

**PLANNING & DEVELOPMENT MEMORANDUM
#29-2026**

DATE: Sept. 21, 2026

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Jason Loveland, Acting City Manager *AL*

FROM: Becky Smith, Director of Planning & Development *BS*

SUBJECT: Commercial Drone Delivery Ordinance Discussion

PURPOSE

To present City Council with a proposed Unified Development Ordinance (UDO) amendment, which would establish use-specific standards for a “Commercial Drone Delivery Hub” land use, for discussion and feedback.

BACKGROUND

On Aug. 3, 2026, staff presented commercial drone delivery to City Council as an informational item and to receive policy direction. City Council directed staff to draft an amendment to the UDO creating a defined, use-specific “Commercial Drone Delivery Hub” land use with standards tailored to this use. The attached draft ordinance contains staff’s proposed use-specific standards, which were developed in accordance with Council’s direction.

Staff recently met with several regional peers and learned that some are beginning to develop their own regulatory approaches to drone delivery. However, to staff’s knowledge, Northglenn is the first jurisdiction in the region to bring a complete proposal forward for potential adoption. Because there is no established local or regional precedent against which to measure these standards, staff requests that Council review the proposed standards closely, particularly numeric thresholds such as setback and buffer distances, facility size limits, hours of operation, and noise levels. The standards ultimately adopted will set the baseline for the City’s review once an application is received.

Commercial drone delivery exists at the intersection of two separate regulatory authorities: the City has land use authority, while the Federal Aviation Administration (FAA) has exclusive authority over the airspace. The City can regulate the physical ground facility from which drones launch from and to which they return, including the pad, structure, fencing, screening, hours of ground operation, parking, lighting, and security of the staging area. The City has no legal authority to regulate where drones fly, their altitude, flight paths, or flight schedules once airborne; those matters are governed exclusively by the FAA. The proposed ordinance’s Purpose and Authority provision, Subsection 11-3-3(i)(1), expressly states this limitation and every standard in the proposed ordinance is written to regulate only the ground facility.

Summary of Proposed Standards

The proposed ordinance adds “Commercial Drone Delivery Hub” to Table 3-2-A, Table of Allowed Uses, as a Special Use Permit (S+) use in the Commercial General (CG), Commercial Auto-Oriented (CA), and Industrial (IN) zoning districts, and adds a new Subsection 11-3-3(i) establishing use-specific standards. The full draft ordinance is included as Attachment 2; key standards are summarized in the following table:

Standard	Proposed Requirement
Allowed Zone Districts	Accessory use: CG (Commercial General), CA (Commercial Auto-Oriented), IN (Industrial) – Special Use Permit required Primary use: IN (Industrial) – Special Use Permit
Maximum Facility Size	10% of total lot area, or 10,000 square feet, whichever is less
Hours of Operation	7:00 a.m. – 10:00 p.m., or the principal business' hours if more restrictive
Residential Buffer	200 feet from any single or multi-family residential structure, unit, parcel, or lot
School / Childcare Buffer	200 feet from a licensed childcare center, preschool, school, or residential childcare facility
Critical Facility Buffer	200 feet from police, fire, or utility facilities
Fencing / Screening	Ornamental fence or wall (masonry, decorative metal/iron); coated chain-link permitted only in IN zones or with supplemental landscaping and placed on side or rear; stored goods/materials screened from public ROW and residential property
Noise	65 decibels at the property boundary line, consistent with the City's existing noise standard
Parking	Minimum required parking for the principal use must be maintained; drone facility may not reduce it below the required minimum

In addition to the standards above, an application for a Special Use Permit for a Commercial Drone Delivery Hub must include a written operational narrative addressing hours of operation, maximum flight altitude, use of public rights-of-way versus private property, anticipated noise levels, maximum number of aircraft, anticipated flight frequency, an Incident and Emergency Response Plan, and a statement of understanding regarding the prohibition on using drones to conduct surveillance of a person in a private place.

On Sept. 15, 2026, the Planning Commission held a public hearing regarding the proposed ordinance. The Commission then voted to approve Resolution No. 2026-04, making a favorable recommendation to City Council for the adoption of the proposed ordinance.

BUDGET/TIME IMPLICATIONS

There are no budget implications. City Council's first reading of the ordinance is anticipated for Oct. 12, 2026, with public hearing and second reading anticipated for Oct. 26, 2026.

STAFF RECOMMENDATION

Staff recommends that City Council review the proposed use-specific standards and provide feedback during the discussion, prior to the first reading of the proposed ordinance.

STAFF REFERENCE

If Council members have any questions, please contact Becky Smith, Director of Planning & Development, at bsmith@northglenn.org or 303.450.8741.

ATTACHMENTS

1. Presentation
2. Draft Ordinance – UDO Amendment Concerning Commercial Drone Delivery Hubs
3. Planning Commission Resolution No. 2026-04 – Recommendation to City Council
4. Sept. 15, 2026 Planning Commission Materials – UDO Amendment, Commercial Drone Delivery Hubs
5. Aug. 3, 2026 Study Session Materials – Commercial Drone Delivery Discussion

COMMERCIAL DRONE DELIVERY ORDINANCE DISCUSSION

Becky Smith

Director of Planning & Development

303.450.8741

bsmith@northglenn.org

Study Session
Sept. 21, 2026



CITY OF
Northglenn

PURPOSE

To discuss a draft ordinance amending the Unified Development Ordinance (UDO) to include “Commercial Drone Delivery Hub” as a land use.



BACKGROUND

- **On Aug. 3, 2026, staff led a discussion with City Council on commercial drone package delivery and requested policy direction.**
- **Council directed staff to draft use-specific standards for a defined “Commercial Drone Delivery Hub” land use.**
- **A draft ordinance is being presented to Council tonight for discussion.**



REGIONAL DISCUSSION

- **Several regional peers are beginning to develop drone delivery regulations for their communities.**
- **Northglenn appears to be the first regional jurisdiction to bring a complete, use-specific ordinance forward for adoption.**
- **As no regional precedent exists, staff requests that Council review the proposed standards closely to provide feedback.**



REGULATORY FRAMEWORK

Drone delivery exists at the intersection of two entirely separate regulatory authorities.

FAA Authority – The Airspace

- The Federal Aviation Administration has exclusive jurisdiction over the National Airspace System, including the operation, flight paths, altitude, and safety certification of unmanned aircraft.
- Commercial drone delivery operators are certified by the FAA under 14 CFR Part 135 and must obtain an exemption or waiver to provide drone package deliveries.
- The City of Northglenn has no legal authority to regulate where drones fly, how high they fly, their flight paths, or their schedule of flights once airborne.

Local Authority – The Ground

- The City can regulate the land use at the point of distribution, such as the pad, structure, fencing, screening, ground-operation hours, parking, lighting, and security of the staging area.
- Applicable Northglenn UDO requirements include:
 - Special Use Permit (SUP) application
 - Fencing standards
 - Screening standards
 - Outdoor storage standards



SPECIAL USE PERMIT

Applications are reviewed by the Planning Commission utilizing the following criteria:

- The use is compatible with the surrounding area;
- The use has minimal impacts on future development of the area;
- The use meets all other standards of the UDO and all other applicable codes;
- Adequate mitigation of any impacts associated with access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, and odor have been provided;
- The use is in conformance with the Comprehensive Plan;
- The use is consistent with any applicable Urban Renewal Plan; and
- The use does not adversely impact the health, safety, and welfare of the inhabitants of the area and the City of Northglenn.



DRONE SPECIAL USE PERMIT APPLICATION

- Requires:
 - Hours of operation
 - Flight altitude
 - Noise levels at ground operations
 - Anticipated flight frequency
 - Statement of understanding: Surveillance is prohibited.



LAND USE REGULATIONS

Permitted Zones	Accessory use permitted in CG, CA, and IN zones Stand-alone use permitted in IN zoning
Maximum Facility Size	10% of total lot area, or 10,000 sq. ft. (whichever is less)
Hours of Operation	7:00 a.m. – 10:00 p.m., or the principal business's hours, if more restrictive
Placement	May be located within a required yard/setback if buffer, screening, parking, and circulation standards are met
Prohibited Locations	May not be located in drive aisles, fire lanes, easements, loading zones, or required parking spaces and may not obstruct visibility or circulation
Location buffers	200-foot buffer from the nearest residential, school, and critical facility boundaries
Screening/Fencing	Goods, materials, containers, and equipment at grade must be screened from public rights-of-way and residential properties; landing pads are exempt Ornamental/decorative screening required in Commercial zones; chain-link allowed in Industrial zones
Noise Level	Ground equipment and ground operations may not exceed 65 decibels at the property line — the City's existing noise standard



PERMITTED ZONES

- Accessory use permitted in CG, CA, and IN zones
- Stand-alone use permitted in IN zoning
- Special Use Permit required



LOCATION ON PROPERTY

- 200-foot buffer from nearest residential boundary.
- Allowed within setbacks provided compliance with buffer, screening, parking, and circulation standards.
- Prohibited in easements, drive aisles, fire lanes, or loading zones.
- Rooftop staging allowed.
- Obstruction of pedestrian or vehicular visibility or circulation prohibited.



NOISE LEVEL AT GROUND BASE

- The City's authority to regulate noise is limited to ground-based equipment and operations.
- In-flight aircraft noise, flight paths, and altitude are subject to the exclusive jurisdiction of the FAA.
- Draft ordinance allows a 65-decibel maximum at ground level; aligns with City's existing noise ordinance.



SCREENING

- Ornamental fence or wall consisting of masonry, decorative metal, iron, or similar ornamental material required.
- Chain-link fencing only in Industrial zones or when located in the side or rear setback and decoratively finished or screened with supplemental landscaping approved by the Director of Planning and Development.
- Required screening of all materials or other equipment associated with the Commercial Drone Delivery Hub to align with UDO Section 11-4-7.



ROOF-MOUNTED SCREENING

- Cannot exceed maximum height for the zone except that a single mast up to 10 feet in height for a windsock, antenna, or similar equipment may exceed the maximum height requirement.
- Required screening of all materials or other equipment associated with the Commercial Drone Delivery to align with UDO mechanical equipment screening requirements of Section 11-4-7.
- Landing pads are exempt from this screening requirement.



HOURS OF OPERATION

- Operations allowed from 7 a.m. – 10 p.m.
- Drone deliveries not permitted outside of the regular operating hours for the principal business.



SURVEILLANCE PROHIBITION

- The proposed ordinance prohibits intentional surveillance of another person in a private place.
- The Special Use Permit application for drone delivery operations requires a signed statement of understanding that such surveillance is prohibited.



RECOMMENDATION

Planning Commission:

- Reviewed the draft ordinance and conducted a public hearing on Sept. 15, 2026.
- Recommends City Council adoption of the proposed ordinance.



FEEDBACK / QUESTIONS?



CITY OF
Northglenn

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S BILL

ORDINANCE NO.

No. _____
Series of 2026_____
Series of 2026

A BILL FOR AN ORDINANCE AMENDING SECTIONS 11-3-2 AND 11-3-3 OF THE NORTHGLENN MUNICIPAL CODE CONCERNING COMMERCIAL DRONE DELIVERY HUBS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Table 3-2-A Table of Allowed Uses in Section 11-3-2(d) of the Northglenn Municipal Code is hereby amended by the addition of the following allowable use, added to the table, as follows:

Table 3-2-A: Table of Allowed Uses															
√ = allowed by right S = special use permit A = accessory Blank cell = use prohibited + = Use-specific standards apply															
	Residential						Mixed-Use			Other Nonresidential					
	RS-1	RS-2	RS-3	RM-1	RM-2	MH	MN	MC	MR	CG	CA	IN	PF	AG	OS
Commercial uses															
Commercial Drone Delivery Hub															
Commercial Drone Delivery Hub – accessory										S+	S+	S+			11-3-3(i)
Commercial Drone Delivery Hub –primary												S+			11-3-3(i)

Section 2. Section 11-3-3 of the Northglenn Municipal Code is hereby amended by the addition of a new Subsection (i), to read as follows:

Section 11-3-3 Use-Specific Standards.

* * *

(i) Commercial Drone Delivery Hub.

(1) Purpose and Authority. The purpose of this Subsection is to establish standards governing the location, design, and operation of the ground facilities associated with commercial drone package delivery. The City's regulatory authority under this Subsection is primarily directed to the physical characteristics and operation of ground facilities and other matters within the City's lawful land use and police powers. The Federal Aviation

Administration (FAA) has exclusive jurisdiction over matters of aviation safety and airspace management, including aircraft operations, flight paths, altitude, and safety certification of unmanned aircraft. Nothing in this Subsection shall be construed to regulate matters within the exclusive jurisdiction of the FAA.

(2) Definitions.

Commercial Drone Delivery Hub means an area of land, structural surface, building, or structure containing one or more Drone Staging Areas used by an Operator to distribute commercial goods by unmanned aircraft. This includes any appurtenant buildings, structures, equipment, and outdoor storage areas used or intended for use in connection with the facility. A Commercial Drone Delivery Hub is commonly referred to as a “nest” or “drone staging area.”

Commercial Drone Delivery – Accessory means a Commercial Drone Delivery Hub established as a use accessory to an existing or proposed permitted use on the same lot, including but not limited to a food/grocery store, restaurant, retail store, shopping center, or warehouse/distribution facility.

Commercial Drone Delivery – Primary means a Commercial Drone Delivery Hub established as the principal use of a lot, independent of any other permitted use.

Drone or Unmanned Aircraft System (UAS) means an unmanned aircraft and its associated elements that can fly under the control of a remote pilot using a first-person point of view, or in an autopilot mode guided by a global positioning system (GPS) or comparable technology.

Drone Staging Area means the specific portion of a Commercial Drone Delivery Hub over which an unmanned aircraft completes the final phase of approach, hovers, or lands, and from which it initiates take-off. A Drone Staging Area includes the launch pad(s) and any required safety area and may include areas for the outdoor storage of goods, materials, containers, trailers, fencing and screening, or- other equipment associated with the use.

Operator means the person or entity that owns, controls, leases, or is otherwise responsible for the operation of a Commercial Drone Delivery Hub.

(3) Applicability; Zone Districts.

(A) A Commercial Drone Delivery – Accessory use is allowed only in the CG (Commercial General), CA (Commercial Auto-Oriented), and IN (Industrial) zoning districts, and only upon approval of a Special Use Permit in accordance with Subsection 11-6-5(b), Special Use Permit.

(B) A Commercial Drone Delivery – Primary use is allowed only in the IN (Industrial) zoning district, and only upon approval of a Special Use Permit in accordance with Subsection 11-6-5(b), Special Use Permit.

(4) Special Use Permit; Application Requirements. In addition to the submittal requirements of Subsection 11-6-5(b), an application for a Special Use Permit for a Commercial Drone Delivery Hub shall include a written operational narrative describing, at a minimum:

- (A) Hours of operation;
- (B) Maximum flight altitude of unmanned aircraft associated with the use, including the flight altitude from take-off until the use exits the airspace over the property being utilized pursuant to the Special Use Permit;
- (C) Anticipated noise levels associated with ground operations, measured in decibels;
- (D) The maximum number of unmanned aircraft to be based at, launched from, or returned to the site;
- (E) Anticipated flight frequency, expressed as an average and peak number of flights per day;
- (F) Incident and Emergency Response plan;
- (G) A site plan showing the location of the Drone Staging Area and the distances from the property line of the closest constraints identified in Subsection 11-3-3(i)(6)(A-C).
- (H) A statement of understanding that it is unlawful for anyone to Operate a UAS to intentionally engage in Surveillance of another person when the other person is in a Private Place; and
- (I) All of the relevant federal authorizations that apply including:
 - (i) DOT certificate of public convenience and necessity under 49 U.S.C. § 41101 or an exemption from that certificate requirement.
 - (ii) DOT approved OST Form 4507, showing air-taxi registration, and its approved OST Form 6410 certificate of insurance.
 - (iii) 14 C.F.R. Part 119 Air Carrier Certificate authorizing operations under 14 C.F.R. Part 135
 - (iv) the relevant operations specifications under 14 C.F.R. § 119.5(g) and aircraft registration under 14 C.F.R. Part 47
 - (v) other relevant airspace authorizations, waivers, exemptions, or other FAA documents

Information provided in the operational narrative under this Subsection (4) is for disclosure and land-use compatibility review purposes only and shall not be construed to expand the City's regulatory authority to matters within the exclusive jurisdiction of the FAA.

(5) Setbacks, siting, and operations.

(A) Drone Staging Area may be located within a required front, side, or rear yard/setback of the lot, provided it complies with the buffer, screening, parking, and circulation standards of this Subsection.

(B) Drone Staging Area shall not be placed within any required drive aisle, fire lane, easement, maneuvering aisle, customer pick-up lane, or required loading zone or parking space, and shall not obstruct pedestrian or vehicular visibility or circulation.

(C) Drone Staging Area shall be limited to 10% of the total lot area or no more than 10,000 square feet, whichever is less.

(D) Drone Staging Area located entirely within a building, or entirely upon the roof of the building containing the primary use, is not subject to subsections (5)(A)-(B) above, but shall comply with Subsection (8), Roof-Mounted Drone Staging Areas.

(E) Commercial Drone Delivery Hub operations shall not occur before 7 a.m. or after 10 p.m. or outside the operating hours of the principal retail establishment from which deliveries are initiated if the operating hours are more restrictive. No drone delivery operations shall occur outside of the principal business's regular hours.

(6) Proximity Restrictions. Restrictions shall be measured from the screening of the Drone Delivery Hub to the closest property line. Such measurement shall be made by following a straight line from the Drone Delivery Hub to the outer property line of the property that is the subject of the constraint.. No Drone Staging Area shall be located at the following locations:

(A) within 200 feet of any single or multi-family residential zoned parcel or lot;

(B) within 200 feet of a licensed childcare center; preschool; elementary school; middle, junior or high school; or a residential childcare facility;

(C) within 200 feet of critical facilities (including police, fire, or utility sites).

(7) Screening and Fencing.

(A) An at-grade Drone Staging Area shall be enclosed by an ornamental fence or wall consisting of masonry, decorative metal or iron, or similar ornamental material, and shall otherwise comply with Section 11-4-7, Landscaping, Screening, and Fencing. Standard chain link fencing when in a zone other than IN is prohibited unless it is located in the side or rear setback and finished with a black, dark green, or similarly colored vinyl or powder coating and screened with supplemental landscaping approved by the Director as part of the Site Plan. In IN chain link fencing shall follow standards set in forth for that district.

(B) All goods, materials, containers, trailers, or other equipment associated with the Commercial Drone Delivery Hub and located at grade shall be screened from view from adjacent public rights-of-way and residentially zoned property in accordance with Section 11-4-7.

(C) The Director may require supplemental landscaping to soften the visual impact of required fencing and screening on adjacent properties and public rights-of-way.

(8) Roof-Mounted Drone Staging Areas. The following standards apply when a Drone Staging Area is proposed on the roof of a building:

(A) Any structure, parapet wall, screening, safety railing, or other appurtenance associated with the Commercial Drone Delivery Hub is subject to the maximum height requirement of the applicable zoning district, except that a single mast up to 10 feet in height for a windsock, antenna, or similar equipment may exceed the maximum height requirement.

(B) Any goods, materials, containers, trailers, or other equipment stored on the roof in connection with the use shall be screened. Landing pads are exempt from this screening requirement.

(C) Any roof-mounted mechanical equipment associated with the use, excluding landing pads, is subject to the mechanical equipment screening requirements of Section 11-4-7.

(9) Noise. Noise generated by ground equipment and ground operations associated with a Commercial Drone Delivery Hub shall comply with the noise performance standard set forth in Subsection 11-3-3(b)(5) (no operation or use shall generate sound that exceeds 65 decibels at any point on the property boundary line).The City's authority to regulate noise under this subsection will be enforced to the fullest extent permitted by applicable federal and state law, as the same may be amended from time to time.

(10) **Parking.** The minimum number of off-street parking spaces otherwise required for the principal use of the lot under Section 11-4-6, Off-Street Parking and Loading, shall be maintained on the site. A Drone Staging Area and its associated improvements shall not reduce the number of available off-street parking spaces below the minimum required by Section 11-4-6.

(11) **Security and Insurance.**

(A) An at-grade Commercial Drone Delivery Hub shall be secured in accordance with Subsection (7), Screening and Fencing, and may at the Applicant's discretion be monitored by security camera(s) capable of recording activity within the Drone Staging Area.

(B) Prior to issuance of a Special Use Permit, and annually thereafter for the duration of the permit, the Operator shall provide the City with a certificate of insurance evidencing commercial general liability insurance covering the operation of the Commercial Drone Delivery Hub, in an amount of not less than \$1,000,000 per occurrence, naming the City of Northglenn as an additional insured. Failure to maintain the required insurance is grounds for suspension or revocation of the Special Use Permit in accordance with Subsection 11-6-5(b)(3)(F).

(12) **Incident and Emergency Response Plan.**

(A) As part of the application required under Subsection (4), the Operator shall submit an Incident and Emergency Response Plan addressing the Operator's procedures for responding to an unplanned landing, crash, or other incident involving an unmanned aircraft within the City.

(B) In the event of a crash, unplanned landing, or other incident involving an unmanned aircraft that results in injury, property damage, or a public safety hazard, the Operator shall immediately notify 911 emergency dispatch.

(C) The Operator shall copy the Director, in writing, within 24 hours of any incident involving an unmanned aircraft occurring within the City, regardless of whether the incident resulted in injury or property damage, that requires a report be made to any other federal or state entity or agency with jurisdiction.

(D) The Director may consider an Operator's incident history, and the Operator's compliance with this Subsection (12), in connection with any renewal, modification, or enforcement action related to the Special Use Permit.

(13) **Privacy and Data Use.** It shall be unlawful to Operate a UAS to intentionally engage in Surveillance of another party when the other party is located in a Private Place.

(14) Term of Special Use Permit. The term of any Special Use Permit authorizing a Commercial Drone Delivery Hub as an accessory use shall be one (1) year. Such use shall be reviewed annually by the Planning Commission for compliance with this Subsection, and to address any potential changes in rules and regulations at the local, state or federal level regarding Commercial Drone Delivery.

INTRODUCED, READ AND ORDERED POSTED this ____ day of _____,
2026.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____,
2026.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

**RESOLUTION 2026-04
NORTHGLENN PLANNING COMMISSION**

**A RESOLUTION PROVIDING A FAVORABLE RECOMMENDATION TO
THE CITY COUNCIL FOR APPROVAL OF ERRATA UNIFIED
DEVELOPMENT ORDINANCE AMENDMENT #12**

WHEREAS, Northglenn Ordinance 11-6-4(c) requires that all proposed amendments to Chapter 11, Unified Development Ordinance, shall be referred to the Planning Commission for study, consideration, and recommendation prior to final action by Council; and

WHEREAS, the Planning Commission has studied and considered various modifications to the Unified Development Ordinance and found that the proposed modifications satisfy the applicable criteria for Unified Development Ordinance Amendments under 11-6-4(c)(3)(D)(iii); and

WHEREAS, the Northglenn Planning Commission therefore desires to provide a recommendation to the City Council on the Unified Development Ordinance Amendment as required by law; and

BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City of Northglenn Planning Commission hereby provides a favorable recommendation for the modifications proposed in the Unified Development Amendment #12 as presented to the Commission on September 15, 2026.

DATED this 15th day of September 2026.



Sonia Di Carlo
Planning Commission Chair

ATTEST:



Collette Cook
Secretary



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

PLANNING AND DEVELOPMENT DEPARTMENT
MEMORANDUM

DATE: September 15, 2026
TO: Planning Commission
FROM: Collette Cook, Planner I
THROUGH: Becky Smith, Director of Planning and Development
SUBJECT: Unified Development Ordinance Text Amendment – Commercial Drone Delivery Hub

REQUEST

Staff is presenting a proposed Text Amendment to the Unified Development Ordinance (UDO) that establishes “Commercial Drone Delivery Hub” as a new, defined, use-specific land use, for public hearing and recommendation to City Council.

RECOMMENDATION

Staff recommends that the Planning Commission recommend approval of the proposed UDO Text Amendment to the City Council.

Recommended Motion.

“I move to approve Resolution 2026-05, a resolution providing a favorable recommendation to the City Council for approval of a Unified Development Ordinance Text Amendment establishing use-specific standards for Commercial Drone Delivery Hubs, as presented in Attachment A.”

DISCUSSION

Background.

On August 3, 2026, staff presented Commercial Drone Delivery to City Council as an informational and policy-direction item (Memo #27-2026). That memorandum asked Council to choose between two paths: (A) continue to evaluate commercial drone delivery facilities case-by-case under the City’s existing outdoor/accessory storage and fence/screening standards, or (B) direct staff to draft a UDO text amendment creating a defined, use-specific “Commercial Drone Delivery Hub” land use with standards tailored to this use. Council directed staff to

proceed with Option B. The attached draft ordinance is a draft of use-specific standards in alignment with Council's direction.

Staff recently met with a number of regional peers and learned several are beginning to work on their own regulatory approach to drone delivery, but to staff's knowledge, Northglenn is the first jurisdiction regionally to bring a complete, use-specific proposed ordinance forward for adoption. Because there is no established local or regional precedent to measure these standards against, staff asks the Commission to give the proposed standards a keen eye, particularly the numeric thresholds such as setback and buffer distances, facility size limits, hours of operation, and noise levels, since the standards recommended today will set the baseline the City works from once an application is received.

Staff also wants to be very clear about the limits of the City's authority. Commercial drone delivery sits at the intersection of two entirely separate regulatory authorities. The City has land use authority, and the Federal Aviation Administration (FAA) has exclusive authority over the airspace. The City can regulate the physical ground facility from which drones launch and to which they return, including the pad, structure, fencing, screening, hours of ground operation, parking, lighting, and security of the staging area. The City has no legal authority to regulate where drones fly, how high they fly, their flight paths, or their schedule of flights once airborne; those matters are governed exclusively by the FAA. The proposed ordinance's Purpose and Authority provision (Subsection 11-3-3(i)(1)) expressly states this limitation, and every standard in the proposed ordinance is written to regulate only the ground facility

Summary of Proposed Standards.

The proposed Amendment adds "Commercial Drone Delivery Hub" to Table 3-2-A, Table of Allowed Uses, as a Special Use Permit (S+) use in the CG, CA, and IN zoning districts, and adds a new Subsection 11-3-3(i) establishing use-specific standards. The full draft ordinance is included as Attachment A; key standards are summarized below.

Standard	Proposed Requirement
Allowed Zone Districts	Accessory use: CG (Commercial General), CA (Commercial Auto-Oriented), IN (Industrial) - Special Use Permit required Primary use: IN (Industrial – Special Use Permit
Maximum Facility Size	10% of total lot area, or 10,000 square feet, whichever is less
Hours of Operation	7:00 a.m. – 10:00 p.m., or the principal business's hours if more restrictive
Residential Buffer	200 feet from any single or multi-family residential structure, unit, parcel, or lot
School / Childcare Buffer	200 feet from a licensed childcare center, preschool, school, or residential childcare facility

Standard	Proposed Requirement
Critical Facility Buffer	200 feet from police, fire, or utility facilities
Fencing / Screening	Ornamental fence or wall (masonry, decorative metal/iron); coated chain-link permitted only in IN zones or with supplemental landscaping and placed on side or rear; stored goods/materials screened from public ROW and residential property
Noise	65 decibels at the property boundary line, consistent with the City's existing noise standard
Parking	Minimum required parking for the principal use must be maintained; drone facility may not reduce it below the required minimum

In addition to the standards above, an application for a Special Use Permit for a Commercial Drone Delivery Hub must include a written operational narrative addressing hours of operation, maximum flight altitude, use of public rights-of-way versus private property, anticipated noise levels, maximum number of aircraft, anticipated flight frequency, an Incident and Emergency Response Plan, and a statement of understanding regarding the prohibition on using a UAS to conduct surveillance of a person in a private place.

NOTIFICATION

Notification for this application was conducted in accordance with the requirements of Section 11-6-3(e) of the UDO, Scheduling, and Notice of Public Hearings. The only notification requirement for a UDO Amendment is a notice of public hearing published 15 days prior to the public hearing. Notification was placed in the Sentinel in accordance with the outlined timeline.

APPROVAL CRITERIA

Applicable Approval Code Provisions.

The following sections of the code should be considered with review of this Amendment:

- Section 11-6-4, Unified Development Ordinance Amendment
- Section 11-3-3(i), Commercial Drone Delivery Hub (Attachment A)

Criteria Analysis.

Section 11-6-4(c)(3)(D)(iii) requires the proposed UDO Amendment to comply with the following approval criteria. A brief staff analysis is provided of each:

Criteria:	Staff Analysis:
a) Is consistent with the Comprehensive Plan;	The proposed standards regulate the ground-based components of an emerging commercial use within existing commercial and industrial districts and are consistent with the Comprehensive Plan.
b) Does not conflict with other provisions of this UDO or other provisions of the Northglenn Municipal Code;	The proposed UDO Text Amendment does not conflict with other provisions of the UDO or Municipal Code. The City Attorney has reviewed the draft ordinance.
c) Is necessary to address a demonstrated community need;	Establishing defined standards now, ahead of an application, gives both the City and prospective operators predictability and consistent review criteria.
d) Is necessary to respond to changing conditions or policy; and	The proposed Amendment responds to the rapid growth of the commercial drone delivery industry regionally and nationally.
e) Is consistent with the purpose and intent of the zoning districts in the UDO, would improve compatibility among land uses within the City, or would result in an orderly and logical development pattern.	The proposed standards limit the use to the CG, CA, and IN districts, require a Special Use Permit in every case, and establish buffer, screening, noise, and operational standards intended to improve compatibility with adjacent residential, school, and critical-facility uses.

ADMINISTRATION

Possible Actions by the Planning Commission.

The Planning Commission is not the final approval authority for a UDO Amendment and shall review the application and provide a recommendation to the City Council. For items that don't receive full consensus, Staff will provide City Council with discussion of any division or comments provided by the Planning Commission. The Commission's options for recommendation are as follows:

- Recommend approval of the request, with or without conditions or stipulations;
- Recommend denial of the request for reasons stated; or
- Table the request for further consideration or additional information.

Next Steps.

The Planning Commission's recommendation on the proposed UDO Text Amendment will be forwarded to City Council for consideration. First reading is anticipated for October 12, 2026, with second reading and public hearing anticipated for October 26, 2026.

ATTACHMENTS

Attachment A – Draft Ordinance: UDO Text Amendment Adding Subsection 11-3-3(i), Commercial Drone Delivery Hub

Attachment B – August 3, 2026 City Council Memorandum #27-2026, Commercial Drone Delivery Discussion

PLANNING & DEVELOPMENT MEMORANDUM
#27-2026

DATE: Aug. 3, 2026

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*
 Jason Loveland, Deputy City Manager *12*

FROM: Becky Smith, Director of Planning & Development *BS*

SUBJECT: Commercial Drone Delivery Discussion

PURPOSE

To provide City Council with an overview of commercial drone package delivery, also known as unmanned aircraft system (UAS) package delivery, including how these systems operate, the limits of City regulatory authority, and approaches taken by other communities.

Staff seeks Council direction on whether to evaluate future commercial drone delivery applications under existing Special Use Permit (SUP) standards or prepare a draft amendment to the Unified Development Ordinance (UDO) establishing defined land use and use-specific standards.

BACKGROUND

Commercial drone delivery uses small unmanned aircraft to carry goods from a retail or distribution facility to a customer's address. The aircraft launch from and return to a fixed ground location, commonly called a "nest," "drone staging area," or "commercial drone delivery hub." That ground location is typically a fenced or screened area within a parking lot, on a rooftop, or inside an accessory structure at the host retail site.

Technology has matured quickly, and an increasing number of communities are receiving requests related to the installation of drone launch sites to accommodate drone deliveries. Because of this trajectory, staff anticipates that the City may receive an application in the foreseeable future.

Regulatory Framework

Drone delivery involves two primary areas of regulatory authority: aircraft operations and ground-based land use. The Federal Aviation Administration (FAA) regulates aviation safety and the efficient use of airspace, while the City's authority primarily concerns the location and physical characteristics of ground facilities and other traditional areas of local regulation.

Airspace

The FAA has exclusive authority to regulate aviation safety and the efficient use of airspace, including aircraft operations, flight paths, altitudes, and safety certification. Commercial drone delivery operators must complete the applicable [14 CFR Part 135](#) certification process and obtain required exemptions or waivers and airspace authorization before beginning operations. The City's land-use authority does not extend to regulating drone flight paths, altitude or flight schedules once aircraft are airborne.

Ground

The City may regulate the land use at the point of distribution: the physical facility from which drones launch and to which they return. This is consistent with the approach taken by all

responding communities surveyed. Local authorities regulate the pad, structure, fencing, screening, hours of ground operation, parking, lighting, and security of the staging area, but not the aircraft once airborne. The FAA retains exclusive jurisdiction over aviation safety and airspace efficiency. State and local governments may enact supplemental regulations addressing land use, privacy, trespass, and other public safety concerns to the extent those regulations are not preempted by federal law.

Applicable Northglenn UDO requirements and review processes include:

- Special Use Permit application;
- Fencing standards;
- Screening standards;
- Outdoor storage standards.

The City cannot address flight noise once a drone is airborne, the path it takes, or its cruising altitude. Those are federal matters.

Current Requirements

The Northglenn UDO does not currently define drone delivery as a land use. In the absence of a specific use category, staff would evaluate a proposed commercial drone delivery staging area as outdoor and accessory storage regulations since the physical components of the use most closely resemble those use categories: a fenced or screened pad, possibly with an accessory structure, located on a developed commercial site.

Under that approach, the City's existing outdoor and accessory storage regulations would be the primary tool guiding site design, regulating elements such as setbacks, screening of stored materials or equipment, fence materials and height, and placement outside of drive aisles, loading zones, and pedestrian or vehicle circulation areas. Although workable, this approach would require staff to apply standards written for generic accessory or outdoor storage to a land use with substantially different characteristics.

Special Use Permit

Currently, any drone delivery facility proposed in Northglenn would be processed under the City's existing SUP procedure in Section 11-6-5(b), which is used for any land use with unique or widely varying operating characteristics. In reviewing a proposed special use, the Planning Commission considers:

- Compatibility with the surrounding area;
- Impacts on future development;
- Compliance with the UDO and all other applicable codes;
- Impacts related to access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, and odor;
- Conformance with the Comprehensive Plan;
- Compatibility with any applicable Urban Renewal Plan; and
- Adverse impacts to the health, safety, and welfare of the inhabitants of the area and the City of Northglenn.

If Council directs staff to draft use-specific standards, staff anticipates processing commercial drone delivery applications through the same or a similar SUP procedure.

National Survey

Staff surveyed 36 cities known to be current or prospective drone delivery host communities. Of those, 14 responded.

- 12 of the 14 have approved applications and have active drone operations.

- One has an application currently under review.
- One denied a request but did not provide the basis for denial.

Key national survey takeaways:

- Fencing was the most common point of friction. Several cities viewed the operator's standard fencing as unattractive and required ornamental fencing, additional landscaping, or relocation of the pad to a less visible area.
- Resident feedback has generally been positive, though noise complaints have occurred in some communities.
- Noise has generally been considered acceptable at current operational volumes, but several respondents indicated that this could change as flight volume and aircraft size increase.
- Some cities impose buffer distances from residential property to mitigate noise and visual impacts.
- Many responding communities with approved locations are smaller jurisdictions, although several larger Texas cities have also approved facilities.
- Approval approaches varied. The two most common patterns were (a) term-limited special use approval with annual renewal, and (b) review as an accessory use under existing standards.
- No responding city reported a measurable reduction in vehicle traffic attributable to drone delivery, and no responding city reported significant direct financial benefit to the municipality beyond general support for local business and innovation.
- No responding city reported operational safety hazards or incidents associated with drone delivery to date.
- Two respondents, Town of Hickory Creek, TX and City of Stockbridge, GA, provided ordinances that illustrate the range of possible approaches.

Regional Peer Survey

In addition to national research, staff surveyed 13 neighboring Denver metro-area jurisdictions to understand how they are approaching drone delivery and to gauge interest in coordinating regionally. While Aurora, Denver, and Westminster did not participate, ten other jurisdictions responded to the survey:

Jurisdiction	Current Regulatory Posture	Application Status
Arvada	No applicable code provisions	One pre-application
Boulder	No zoning framework; inquiries referred to the airport manager	None
Broomfield	No zoning ordinance relating to drone operations; GIS staff requires evidence of FAA LAANC approval, as applicable, on a case-by-case basis	None
Commerce City	No applicable code provisions	One pre-application
Erie	No applicable code provisions	None
Federal Heights	No applicable code provisions	None
Littleton	No applicable code provisions	None
Longmont	Drone delivery is not identified as a use in its code and therefore is not currently permitted	Received pre-applications for two Walmart locations; no meeting has been scheduled because the use is not currently allowed

Jurisdiction	Current Regulatory Posture	Application Status
Thornton	Furthest along of any peer surveyed: actively drafting an ordinance that would define the use as “Launchpad” and process it through a Special Use Permit with a Planning Commission public hearing; expected to go to Council in the coming months	One pre-application
Wheat Ridge	Treated as an industrial-type use evaluated based on the site’s primary use; currently soliciting public input while developing a dedicated drone ordinance	None

Key regional survey takeaways:

- Of the ten respondents, only Thornton has an ordinance actively moving toward Council adoption. Wheat Ridge is working toward a draft ordinance.
- Longmont is the only regional peer taking the position that the use is currently disallowed because it is undefined in its code.
- There is strong interest in regional coordination. Eight of ten responding jurisdictions indicated they would be interested in participating in a regional discussion with other metro-area jurisdictions to share experiences, challenges, and best practices.

Operational Questions

Council, staff, and residents will want to understand how these systems operate. Operations vary by operator, aircraft type, and site. There is no single nationwide standard. If an applicant comes forward, staff will request a detailed operational plan that includes:

- Hours of operation
- Flight altitude
- Use of public rights-of-way versus private property
- Anticipated noise levels, measured in decibels
- Number of drones
- Flight frequency

Regardless of the path Council selects, staff recommends requiring any future applicant to provide operator-specific answers to these questions as part of the detailed operational plan. This requirement would be consistent with the existing SUP submittal requirement for “a description of the proposed use and operation in sufficient detail to indicate the effect of operation in producing air pollution, water pollution, odor, noise, glare, fire danger, other safety hazards, and traffic congestion.” Information concerning flight altitude, routing, noise, and frequency would be requested for disclosure and land-use compatibility analysis only and would not expand the City’s regulatory authority.

Impacts on Northglenn

This issue will impact Northglenn whether commercial drone delivery facilities are ever located within the City. Operators generally design delivery networks to serve locations within approximately four to seven miles of each nest. If a neighboring community approves a drone delivery facility near the City boundary, drones launched from that facility may legally fly over and deliver to addresses inside Northglenn. Because the FAA controls the airspace, the City cannot prohibit overflights or restrict delivery locations. In other words, denying a permit to a launch site in Northglenn does not prevent drone delivery activity from occurring in the City.

Policy Choices for Council

Does Council prefer to rely on existing SUP standards currently in the UDO or adopt standards specific to this land use?

Option A: Existing Standards

The City would evaluate commercial drone delivery facility proposals by applying existing standards governing outdoor storage, accessory uses, fencing and screening through the current SUP process. Staff would supplement applications with the questions identified above as part of the required operational plan description. This option would require no code amendment and would preserve maximum case-by-case flexibility. However, each application would be evaluated against standards that were not written with this land use in mind, which could create inconsistency between applications and require additional processing time.

Option B: UDO Amendment

Council would direct staff to draft a UDO amendment defining a commercial drone delivery facility as a distinct land use and establishing use-specific standards, such as buffers from residences, schools and parks, fencing and screening requirements, site-security requirements, hours of ground operation, maximum facility size, parking requirements, and the operational disclosures identified above. Applications would still be processed through the SUP process, preserving the City's case-by-case discretion, but they would be evaluated against standards developed specifically for this use, similar to the attached Stockbridge and Hickory Creek models. This approach would provide more predictability for applicants and more precise review tools for the City.

Under either option, the same limitation applies: the City's standards, however written, can only apply to the ground facility. Flight altitude, routing, in-flight noise, and frequency of flights remain exclusively matters of federal authority.

Staff Questions for Council:

- Does Council want staff to proceed with Option A (existing standards) or Option B (amended UDO)?
- If Option B, are there regulations Council wants prioritized, such as buffers from residences, schools, and parks; fencing and screening requirements; or hours of ground operation?
- Are there specific questions or concerns Council wants staff to raise directly with a prospective operator before any formal application is accepted?
- Should SUP approval be subject to annual renewal?
- Does Council want staff to return when a specific application is received, or may staff proceed through the established SUP and Planning Commission review process without additional Council discussion?

NEXT STEPS

If Council selects Option A, staff will evaluate future applications under the existing SUP and applicable UDO standards. If Council selects Option B, staff will prepare a draft ordinance to amend the UDO for Planning Commission consideration. Once a recommendation is received from the Planning Commission, the draft ordinance will be presented to City Council for first and second readings with a public hearing.

BUDGET/TIME IMPLICATIONS

No direct budget impact is anticipated.

STAFF RECOMMENDATION

Staff requests Council direction regarding whether to proceed under existing UDO standards or prepare a draft UDO amendment establishing use-specific standards for commercial drone delivery.

STAFF REFERENCE

If Council members have questions, please contact Becky Smith, Director of Planning & Development, at bsmith@northglenn.org or 303.450.8741.

ATTACHMENTS

1. Presentation
2. City of Northglenn Special Use Permit Application Packet
3. Town of Hickory Creek, TX: Ordinance
4. City of Stockbridge, GA: Ordinance and Relevant Materials

COMMERCIAL DRONE DELIVERY DISCUSSION

Becky Smith

Director of Planning & Development

303.450.8741

bsmith@northglenn.org

Study Session

Aug. 3, 2026



CITY OF
Northglenn

PURPOSE

To provide City Council with an overview of commercial drone package delivery:

- **How these systems operate**
- **Regulatory authorities**
- **Approaches taken by other communities**

Staff is seeking Council direction on whether to use existing Special Use Permit (SUP) standards or prepare a Unified Development Ordinance (UDO) amendment to define land use for commercial drone delivery facilities and establish use-specific standards.



BACKGROUND

- **Commercial drone delivery uses small unmanned aircraft to carry goods from a retail or distribution location to a customer's address.**
- **Technology has matured quickly and communities are receiving requests related to the installation of drone launch sites to accommodate drone deliveries.**





REGULATORY FRAMEWORK

Drone delivery involves two primary areas of regulatory authority: aircraft operations and ground-based land use. The City's authority is limited to ground operations.

Federal Aviation Administration (FAA): The Airspace

- Has exclusive jurisdiction over the airspace:
 - flight paths;
 - altitude; and
 - safety certification of unmanned aircraft.
- Commercial drone delivery operators must complete applicable FAA certification requirements and obtain required approvals before operating.
- The City has no legal authority to regulate flight paths, altitude, and safety certification of unmanned aircraft.

City Authority: The Ground

- Can regulate the land use at the point of distribution:
 - structure or launch pad;
 - fencing;
 - screening;
 - hours of ground operation;
 - parking;
 - lighting; and
 - security of the staging area.
- UDO regulations that apply:
 - Special Use Permit (SUP);
 - fencing standards;
 - screening standards; and
 - outdoor storage standards.



UDO REQUIREMENTS

- **The City's UDO does not define drone delivery facilities as a land use.**
- **Staff's current approach would be to evaluate a proposed drone staging area through a Special Use Permit (SUP) process.**
- **The City's existing outdoor and accessory storage regulations, along with fencing and screening standards, would be the primary tool guiding site design:**
 - Location relative to setbacks
 - Required screening of stored materials or equipment
 - Fence materials and height
 - Placement outside of drive aisles
 - Loading zones
 - Pedestrian/vehicle circulation areas



SPECIAL USE PERMIT

- **Currently, any proposed drone delivery facility would be processed under the City's existing SUP procedure.**
- **The Planning Commission considers:**
 - Compatibility with the surrounding area;
 - Impacts on future development;
 - Compliance with the UDO and all other applicable codes;
 - Impacts on access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, and odor;
 - Conformance with the Comprehensive Plan;
 - Compatibility with any applicable Urban Renewal Plan; and
 - Adverse impacts to the health, safety, and welfare of residents.



NATIONAL SURVEY

- 14 of 36 cities known to be current or prospective drone delivery host communities responded to our survey.
- Fencing is the most common point of concern; several cities require ornamental fencing, added landscaping, or pad relocation.
- Resident feedback was mostly positive. Some communities reported noise complaints, although noise was considered acceptable at current flight volumes.
- Some cities impose residential buffer distances.
- Two common approval paths:
 1. SUP subject to annual renewal
 2. Accessory use under existing standards
- No measurable traffic reduction or direct fiscal benefit was reported.
- No safety incidents reported.



REGIONAL PEER SURVEY

- 10 of 13 neighboring jurisdictions responded to the survey.
- Most responding jurisdictions have no drone-specific code provisions.
- Thornton is farthest along, drafting an ordinance for "Launchpad" use requiring an SUP with a Planning Commission hearing.
- Wheat Ridge is actively developing an ordinance; currently gathering public input.
- Longmont determined that the use is not currently allowed because it is undefined in the City's code.
- Strong desire for coordination: Eight of 10 jurisdictions support a regional discussion on best practices.



EFFECT ON NORTHGLENN

- This issue will impact Northglenn regardless of whether commercial drone delivery facilities are ever located within the City.
- Operators design delivery networks around a roughly 4- to 7-mile radius from each launch site.
- Drone delivery hubs near the City boundary can deliver to addresses inside Northglenn because the FAA controls the airspace and the City cannot prohibit overflight or restrict where deliveries are made.
- Denying a permit to a launch site in Northglenn does not prevent drone deliveries from occurring within the City.



POLICY CHOICE

Use Existing Standards

- Staff would apply existing standards through the SUP process.
 - No code amendment would be required.
 - Preserves maximum case-by-case flexibility.
 - Applications would be evaluated against standards not designed for this use.
 - May result in inconsistent reviews and longer processing times.

Amend the UDO

- Staff would draft a UDO amendment:
 - Define commercial drone delivery uses; and
 - Establish use-specific standards.
- Applications would still be processed through the SUP process:
 - Preserves the City's case-by-case discretion;
 - Uses standards developed specifically for this use.
- Provides applicants with greater predictability.
- Provides staff with more precise review tools.



QUESTIONS FOR COUNCIL

- Does Council want staff to proceed with case-by-case evaluation using existing standards or direct staff to draft a UDO amendment?
- If a UDO amendment is desired, are there concerns Council would like prioritized, such as buffers from residences, schools and parks, visual screening, and hours of operation?
- Are there specific questions or concerns Council wants staff to raise directly with a prospective operator before any formal application is accepted?
- Should a permit be subject to annual renewal?
- Does Council want a follow-up presentation when an application is received, or may staff proceed through the established SUP and Planning Commission review process?



QUESTIONS AND COUNCIL DIRECTION



**Planning & Development**

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

*northglenn.org***SPECIAL USE PERMIT****Application Guide****OVERVIEW**

A Special Use Permit is a mechanism for the City to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas. This procedure is intended to evaluate the potential impacts of such uses on surrounding properties and to ensure that such uses are compatible with surrounding property and to mitigate the impacts of those uses. Section 11-3-3 of the city's Unified Development Ordinance (UDO) includes a table of uses and outlines those uses requiring a Special Use Permit. Special Use Permits require approval by the Planning Commission.

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- ☐ Completed **Application Form**.
- ☐ **Application Fee** of \$500.
- ☐ **Proof of Ownership**
- ☐ **Project Description/Justification Letter** that summarizes the proposed use in sufficient detail, also including the effect of operation in producing air pollution, water pollution, odor, noise, glare, fire danger, other safety hazards, and traffic congestion.
- ☐ **Site Plan**, that shows the location of all existing and proposed buildings, architectural elevations of such buildings, parking areas, vehicular and pedestrian circulation, drainage facilities, waste disposal areas, landscaping, and lighting. Additional information may be required to review zoning and development requirements and will be communicated through the Pre-Application meeting process.
- ☐ **Mitigation Plan**, for any public utility impacts.
- ☐ Information on the **Number of Employees**.
- ☐ **Additional Information**, as may be required by the Planning staff or if applicable to the proposed Special Use Permit request.

PROCESS

- Prior to submittal of an application, it is required to schedule a Pre-Application Meeting in accordance with Section 11-6-3(b) of the UDO. Contact the Planning and Development Department at 303-450-8739 to schedule a Pre-Application Meeting.
- Following the Pre-Application Meeting, a formal application can be submitted. Applications can be submitted electronically to development@northglenn.org or with Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Upon receipt of an application, the Planning staff will review the application package for completeness. If the application is deemed complete, then the Special Use Permit submittal will be referred out to the city's Development Review Committee, which consists of various city departments, including Planning, Building, Engineering, Public Works, North Metro Fire Rescue, and any other agency/department that might have an interest in the application.



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northglenn.org

SPECIAL USE PERMIT

Application Guide

- The Planning and Development Department will compile all comments from the various city departments and other agencies and provide a written review letter within fifteen (15) business days of submittal. If a resubmittal is required, it will be requested in the review letter. Any resubmittals will follow this same procedure.
- Once an application has completed the staff review, it can be scheduled for public hearing before the Planning Commission.
- In order for a Special Use Permit to be approved, it must meet the approval criteria outlined in Section 11-6-5(b)(3)(E) of the code, which is further described later in this guide. Approvals may include conditions which must be adhered to.
- Planning Commission meetings are scheduled the first and third Tuesdays of the month at 7:00 p.m. in the City Council Chambers at City Hall (11701 Community Center Drive). The exact date and time for your meeting will be coordinated with you upon determination of a complete application.
- The Planning and Development Department will notice the Planning Commission public hearing in accordance with code requirements, meaning that a sign will be posted on the subject property at least fifteen (15) days before the public hearing date. Additionally, staff will publish notice of the public hearing in the local newspaper and send mailed notices to all property owners within 300 feet of the request. Please note that the public hearing sign shall remain on the property until after the public hearing date. If a replacement sign is required, please contact the Planning and Development Department.
- Any decision on a Special Use Permit made by the Planning Commission may be appealed to the City Council in accordance with Subsection 11-6-7(d) of the UDO.
- If a Major or Minor Site Plan is required, both applications can be processed concurrently. However, a separate application will be required for the Site Plan.

CODE REQUIREMENTS

Section 11-6-5(b) of the Unified Development Ordinance (UDO) addresses the requirements for a Special Use Permit. The following references are only excerpts pertaining to the Special Use Permit review process. Additionally, site plan applications shall be in compliance with all applicable development standards and zoning district regulations identified in the UDO. Please refer to the city's Municipal Code for a complete listing of all requirements outlined in the UDO.

Section 11-6-5(b)(3)(E). Planning Commission Review and Action

- (i) **Special Use Permit Review**
The Planning Commission shall review and approve, approve with conditions, or deny the special use permit application in accordance with Subsection 11-6-3(f). The Planning Commission may also remand the application back to the Director for further consideration.
- (ii) **Special Use Permit Approval Criteria**
In reviewing a proposed special use, the Planning Commission shall consider whether:
 - (a) The use is compatible with the surrounding area;
 - (b) The use has minimal impacts on future development of the area;
 - (c) The use meets all other standards of the UDO and all other applicable codes;
 - (d) Adequate mitigation of any impacts associated with access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, and odor have been provided;



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SPECIAL USE PERMIT

Application Guide

- (e) The use is in conformance with the Comprehensive Plan;
- (f) The use is consistent with any applicable Urban Renewal Plan; and
- (g) The use adversely impacts the health, safety, and welfare of the inhabitants of the area and the City of Northglenn.

Section 11-6-5(b)(3)(F). Post-Decision Actions and Limitations

Post-decision actions and limitations in Subsection 11-6-3(h) shall apply, with the following modifications:

- (i) **Expiration of a Special Use Permit**
Unless substantially acted upon within two years following the date of approval, a special use permit shall automatically expire. This shall include demonstrated use of the property, construction, or some other measureable development activity.
- (ii) **Permit Cancellation**
The Planning Commission may cancel permits for violation of any regulations of the City of Northglenn or conditions imposed by the Planning Commission. Prior to cancellation, the Commission shall provide written notice to the permittee at least 30 days prior to the scheduled public hearing at the address contained in the permit. The notice shall describe the allegation of the violation and directing the permittee to appear at a public hearing to discuss the nature and extent of the alleged violation. Following the public hearing, the Planning Commission may cancel or revoke the permit issued to the permittee, require corrective measures to be taken, or direct the City to enter onto the premises and take corrective measures required by the Commission. Costs of such corrective measures shall be assessed to the permittee.
- (iii) **Expansion or Enlargement**
 - a. Any expansion or enlargement of a special use shall require a new application.
 - b. Expansions or enlargements may be approved by the Director provided that:
 - 1. The expansion or enlargement is not expected to increase potential negative impacts to surrounding property or the City; and
 - 2. The expansion or enlargement will not require adjustments to any standards greater than allowed through the administrative adjustment procedures in Subsection 11-6-7(b).
 - c. Any expansion or enlargement of a special use that does not meeting the criteria for Director approval shall require approval by the Planning Commission.
- (iv) **Transfer of Special Use Permit**
A special use permit may be transferred to another person to operate the same use, in the same building(s), on the same property, and under the same terms of the permit. Such transfer shall require approval of a written request to the Director.
- (v) **Appeal to City Council**
The decision on a special use permit may be appealed to the City Council in accordance with Subsection 11-6-7(d), *Appeal*.

Please note that a Special Use Permit must comply with all applicable requirements outlined in the Northglenn Unified Development Ordinance. The city's UDO can be found at www.northglenn.org/municode.



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northglenn.org

SPECIAL USE PERMIT APPLICATION

Planning and Development Department

PROJECT INFORMATION

General Description of Request: _____

Attach a Project Description Letter that describes in detail the request.

Property Address or Location: _____

Legal Description: _____

Zoning District _____ Lot area: _____

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AUTHORIZED AGENT (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number:

Date Application Received:

**TOWN OF HICKORY CREEK, TEXAS
ORDINANCE NO. 2025-12-_____**

AN ORDINANCE OF THE TOWN COUNCIL OF HICKORY CREEK, TEXAS, GRANTING A SPECIAL USE PERMIT FOR THE OPERATION OF DRONES FOR DELIVERIES AT 1035 HICKORY CREEK BOULEVARD FOR A PERIOD OF THREE YEARS FROM THE EFFECTIVE DATE, A CERTAIN TRACT OF LAND LEGALLY DESCRIBED AS WAL-MART ADDITION (LAKE DALLAS ISD), BLOCK A, LOT 1R, OF HICKORY CREEK, TEXAS; PROVIDING THAT SUCH TRACT OF LAND SHALL BE USED IN ACCORDANCE WITH THE APPLICABLE REQUIREMENTS OF THE COMPREHENSIVE ZONING ORDINANCE AND ALL OTHER APPLICABLE ORDINANCES OF THE TOWN AS PROVIDED FOR HEREIN; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR THE TOWN OF HICKORY CREEK TO BRING SUIT IN DISTRICT COURT TO ENJOIN THE PERSON, FIRM, PARTNERSHIP, CORPORATION, OR ASSOCIATION FROM ENGAGING IN THE PROHIBITED ACTIVITY; PROVIDING FOR PUBLICATION; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Hickory Creek is a Type A General Law Municipality located in Denton County, Texas created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, Title 7, Chapter 211.003 of the Texas Local Government Code empowers a municipality to, among other things, establish and amend zoning districts, classifications of land use, adopt a comprehensive plan to regulate the use of land and open spaces, adopt and amend zoning regulations, regulate population density, and regulate the use and location of buildings; and

WHEREAS, after public notices were given, legal notices and other requirements were satisfied, and a public hearing was conducted, all in accordance with State law and the Comprehensive Zoning Ordinance of the Town, and after considering the information submitted at that public hearing and all other relevant information and materials, the Planning and Zoning Commission of the Town has forwarded to the Town Council its favorable recommendation regarding the approval of the application for Special Use Permit as set forth in this Ordinance; and

WHEREAS, after public notices were given, legal notices and other requirements were satisfied, and a public hearing was conducted, all in accordance with State law and the Comprehensive Zoning Ordinance of this Town, and after considering the information submitted at that public hearing and all other relevant information and materials, the Town Council finds that such Special Use Permit should be granted; and

WHEREAS, the Town Council deems the adoption of this ordinance in the best interests of the health, safety, and welfare of the public; and

WHEREAS, all constitutional and statutory requirements and prerequisites for the approval of this ordinance have been met, including but not limited to Chapter 211 of the Local Government Code and the Open Meetings Act.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HICKORY CREEK, TEXAS:

SECTION 1
INCORPORATION OF PREMISES

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2
FINDINGS

After due deliberations and consideration of the recommendation of the Planning and Zoning Commission and the information and other materials received at the public hearing, the Town Council has concluded that the adoption of this Ordinance is in the best interest of the Town of Hickory Creek, Texas, and of the public health, safety, and welfare.

SECTION 3
SPECIAL USE PERMIT

The Special Use Permit be issued to allow the operation of drones for deliveries at 1035 Hickory Creek Boulevard for a period of three years from the effective date otherwise known as Wal-Mart Addition (Lake Dallas ISD), Block A, Lot 1R, Town of Hickory Creek, Denton, Texas in accordance with the Site Plan attached hereto as Exhibit A. If the above-described Special Use Permit is revoked for any reason, the applicant must re-submit an Application for Special Use Permit and obtain approval for same. Furthermore, that the Special Use Permit approved herein shall be issued pursuant to the existing terms, fees, and conditions for Special Use Permits issued by the Town of Hickory Creek, Texas.

SECTION 4
APPLICABLE REGULATIONS

Except as otherwise provided in this Ordinance, the Property shall be subject to the applicable regulations contained in the Comprehensive Zoning Ordinance and all other applicable and pertinent ordinances and regulations of the Town, including, but not limited to, the Town's subdivision ordinance, building codes, requirements concerning preliminary and comprehensive site plans, landscape plans, and tree preservation.

SECTION 5
CUMULATIVE

This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance.

SECTION 6
SAVINGS

All rights and remedies of the Town of Hickory Creek, Texas, are expressly saved as to any and all violations of the provisions of any other Ordinance affecting regulations governing and regulating the zoning of land which have secured at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 7
SEVERABILITY

If any section, article, paragraph, sentence, clause, phrase, or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the Town Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 8
PENALTY

It shall be unlawful for any person to violate any provision of this Ordinance, and any person violating or failing to comply with any provision hereof shall be fined, upon conviction, in an amount not more than Two Thousand Dollars (\$2,000.00), and a separate offense shall be deemed committed each day during or on which a violation occurs or continues. If the governing body of the Town of Hickory Creek determines that a violation of this Ordinance has occurred, the Town of Hickory Creek may bring suit in district court to enjoin the person, firm, partnership, corporation, or association from engaging in the prohibited activity.

SECTION 9
PUBLICATION

The Town Secretary of the Town of Hickory Creek is hereby directed to publish the Caption, Penalty, and Effective Date of this Ordinance as required by Section 52.011 of the Texas Local Government Code.

SECTION 10
ENGROSSMENT AND ENROLLMENT

The Town Secretary of the Town of Hickory Creek is hereby directed to engross and enroll this Ordinance by copying the exact Caption, Penalty, and Effective Date of this Ordinance in the minutes of the Town Council and by filing this Ordinance in the ordinance records of the Town.

SECTION 11
EFFECTIVE DATE

This ordinance shall become effective from and after its date of adoption and publication as provided by law, and it is so ordained.

PASSED AND APPROVED by the Town Council of the Town of Hickory Creek,
Texas, this 8th day of December, 2025.

Paul Kenney Mayor Pro Tem
Town of Hickory Creek, Texas

ATTEST:

Kristi K. Rogers, Town Secretary
Town of Hickory Creek, Texas

APPROVED AS TO FORM:

Matthew C.G. Boyle, Town Attorney
Town of Hickory Creek, Texas

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

ORDINANCE NO. OR25-607
TX-2025-03

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF STOCKBRIDGE, GEORGIA RELATING TO THE CREATION OF AN SPECIAL ADMINISTRATIVE PERMIT PROCESS, MAKING ADDITIONS TO VARIOUS SECTIONS OF THE UNIFIED DEVELOPMENT CODE (UDC) TO ASSIGN THE BUSINESS PURPOSE “DRONE DELIVERY SERVICE” A ZONING DISTRICT BY SPECIAL ADMINISTRATIVE PERMIT; CREATE A SUPPLEMENTAL USE REGULATIONS; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the City Council of the City of Stockbridge desires to facilitate responsible community growth and economic vitality to meet the needs of residents; and

WHEREAS, Article IX, Section II, Paragraph IV of the Georgia Constitution empowers the governing authority of each county and of each municipality to adopt plans and exercise the power of zoning; and

WHEREAS, the City of Stockbridge recognizes the need for a streamlined process to address certain land use requests that do not require legislative action but still warrant administrative oversight; and

WHEREAS, the City seeks to establish a Special Administrative Permit process to allow for specific uses that are compatible with the surrounding zoning and land use patterns, subject to enhanced review and conditions; and

WHEREAS, the approval of such Special Administrative Permits shall be contingent upon the joint review and written approval of the Community Development Director and the City Manager, ensuring consistency with the City’s Comprehensive Plan, Unified Development Code, and applicable development standards; and

WHEREAS, the Federal Aviation Administration (FAA) is the sole regulatory authority responsible for ensuring the safety and efficiency of the National Airspace System, including the operation of unmanned aircraft systems (UAS) and drone delivery services under Part 107 and Part 135 regulations; and

WHEREAS, the FAA has affirmed that while it retains exclusive jurisdiction over aviation safety and airspace efficiency, state and local governments may enact supplemental regulations addressing land use, privacy, trespass, and other public safety concerns that do not conflict with federal law; and

Exhibit A

Section 1: Special Administrative Permit (AS)

A Special Administrative Permit shall only be issued upon joint approval by the City Manager and the Community Development Director. Both officials must determine that the proposed activity:

1. Comply with applicable zoning and land use regulations.
2. It is consistent with the City's comprehensive plan and strategic goals.
3. Does not adversely affect public health, safety, or welfare of the public.

Section 2: Evaluation Criteria for Special Administrative Permit

The AS process shall apply to:

1. Temporary land uses or structures are not otherwise permitted by right.
2. Development proposals requiring expedited review.
3. Projects involving unique technical or operational considerations.
4. Uses that may have significant community or environmental impact.

Section 3: Application Requirements

1. Property Owners may submit an application for a Special Administrative Permit (AS) to the Community Development Department.
2. The Special Administrative Permit fee is \$600.
3. The application must include site plans, operational details, and any other documentation deemed necessary.
4. The applicant shall conduct a minimum of two public community meetings to engage and inform residents within the impacted area prior to permit approval
5. The Community Development Director shall review the application and forward it to the City Manager with a recommendation.
6. A final decision shall be rendered within 30 calendar days of submission, unless extended by mutual agreement.

Section 4: Regulatory Fees

1. The applicant is required to pay an annual regulatory fee of \$1600.
2. If a person engages in an activity regulated by the city on or after July 1st in any year, the regulatory fee for the remaining portion of the year shall be fifty percent (50%) of the regulatory fee for the entire year.

3. With the exception of those entities who are lawyers or attorneys engaged in the practice of law, every person subject to payment of a regulatory fee levied by this chapter shall display a current regulatory fee certificate in a conspicuous place at the location for which such certificate was issued. If a taxpayer does not have a permanent location with the city, the regulatory fee certificate shall be shown to any police officer (or any other person charged with enforcing this ordinance) upon request. However, for those entities who are lawyers or attorneys engaged in the practice of law, display of the certificate shall not be a precondition to the practice of law.

Section 5: Conditions and Enforcement

The City Manager or Community Development Director may impose reasonable conditions on the permit to:

1. Mitigate potential impacts.
2. Ensure compliance with city standards.
3. Protect surrounding properties and residents.
4. Violation of any permit condition may result in revocation of the AS and enforcement actions provided by law.

Section 6: Appeals

1. Appeal of an administrative special use (AS) shall follow the procedures outlined in Stockbridge Code Of Ordinances, Title 12 Unified Development Code, Chapter 10 Section 3 entitled, Appeal of Administrative Actions.

Exhibit B

Section 1: Definitions

Drone or Unmanned Aircraft System

Unmanned aerial systems remotely piloted aircraft that can fly under the control of a remote using a first-person point of view, or in autopilot mode guided by a global positioning system (GPS)

Commercial Drone Delivery Hub

An area of land, structural surface, building, or structure with one or more designated drone staging areas for use by unmanned aircraft, to distribute commercial goods by air. This includes any appurtenant areas used or intended for use for unmanned aircraft system (UAS) buildings, structures, and other facilities

Drone Staging Area

A designated area over which an unmanned aircraft completes the final phase of the approach, to a hover or a landing, and from which an unmanned aircraft initiate take-off. The drone staging area includes both the launch pads and any required safety areas, and may include areas for the outdoor storage of goods, materials, containers, trailers, or other equipment.

Drone Delivery

A permitted food store, restaurant, retail store, or warehouse/distribution facility with one (1) or more designated drone staging areas that are incidental to the primary use of the property for use by small, unmanned aircraft systems under fifty-five (55) pounds take-off weight to distribute commercial goods by air. This includes any appurtenant areas used or intended for use for unmanned aircraft system buildings, structures, and other facilities.

Drone Delivery Service

A primary use of the property with the purpose of operating one (1) or more drone staging areas for use by unmanned aircraft to deliver commercial goods by air. This includes any appurtenant areas used or intended for use for unmanned aircraft system buildings, structures, and other facilities.

Section 2: Certifications and Requirements

The Federal Aviation Administration (FAA) has exclusive jurisdiction over aviation safety and the efficient use of the national airspace, including the operation, flight paths, and altitude of unmanned aircraft systems (UAS), commonly referred to as drones. The city seeks to clarify the jurisdictional boundaries between federal and local authority regarding the operation of unmanned aircraft systems (UAS), specifically those used for commercial delivery services, and to ensure local regulations are consistent with federal law

1. All drone delivery services operating within the City of Stockbridge must comply with FAA regulations, including but not limited to:
 - Part 107 of Title 14 of the Code of Federal Regulations (CFR), governing commercial drone operations.
 - Remote Identification Requirements under Part 89.
 - Registration and Marking Requirements under Part 48.
 - Operational limitations such as maximum altitude, line-of-sight requirements, and restrictions on flying over people or moving vehicles.
 - All pilots must obtain and retain a remote pilot certification from the Federal Aviation Agency as required under 14 CFR part 61.
2. Drone delivery service is allowable by Special Administrative Permit

Section 3: Zoning

Use regulations table

KEY:	P - Permitted Use					"See Section" - Additional Regulations Apply							
	A - Permitted as an Accessory Use					S - Special Use			AS – Administrative Special Use				
Use	RR	SR	CCR	MFR	MHR	OI		C1	C2	C3	LI	HI	See Section
AUTO RELATED ISSUES													
Commercial Drone Hub									AS	AS	AS	AS	Title 9

Section 4: Use Standards for Commercial Drone Delivery Hub

1. Commercial drone delivery hubs are allowed by Special Administrative Permit in the C-2, C-3, LI, and HI districts when the requirements of this section are met.
2. The Commercial Drone Delivery Hub shall be limited to no more than 10,000 square feet.
3. Commercial drone delivery hub may be allowed as an accessory use by special permit for food/grocery store, restaurant/cafe/teria, retail store, shopping center, superstore, drug store, or warehouse/distribution center use in any district when the requirements of this section are met.

- a. When a detached accessory building for a commercial drone hub is less than 100,000 square feet is occupied or intended to be occupied for an accessory commercial drone delivery hub, the floor area is limited to a maximum of 10% of the total floor area of the building containing the primary use.
- 4. The drone staging area must be designated on an approved site plan. As accessory use, the drone staging area is limited to 10% of the total lot area. The drone staging area must not be placed:
 - a. Within any required building setbacks.
 - b. Within any required landscape edge.
 - c. Within fire lanes, easements, maneuvering aisles, customer pick-up lanes, or required loading zones and parking spaces; or
 - d. So as to obstruct visibility or interfere with pedestrian or vehicle circulation.
- 5. A drone staging area located inside of or on the roof of the building containing the primary use is not subject to this limitation. When a drone staging area is located on top of a building:
 - a. Any roof-mounted mechanical equipment, excluding landing pads, is subject to the mechanical screening requirements and
 - b. Any additional structure, parapet wall, screening, safety railing, or other appurtenance associated with the commercial drone delivery hub is subject to the maximum height requirement of the district, except a single mast up to 10 feet in height for a windsock may exceed the maximum height requirement.
 - c. When located at grade, any goods, materials, containers, trailers, or other equipment must be screened. Landing pads are exempt from this screening requirement.
 - d. Any roof-mounted mechanical equipment, excluding landing pads, is subject to the mechanical screening requirements

Section 5: Noise Restrictions

The drone staging area for a commercial drone delivery hub shall not be located within 300 feet of any property upon which a school, dwelling, retirement and supportive housing facility, or public park is located.

- 1. The drone staging area for a commercial drone delivery hub shall not be located within 300 feet of any property upon which a school, dwelling, retirement and supportive housing facility, or public park is located. The 300-foot buffer requirement may be reduced to 150 feet if City Council finds that issuance of the specific use permit would not be detrimental or injurious to the public health, safety, or general welfare of the neighborhood.
- 2. The measurement of the required buffer is to be made in a straight horizontal line from the edge of the drone staging area to the closest property line of a property containing a school, dwelling, retirement, and supportive housing facility use, or public park.

Section 6: Parking

1. One space per 1,000 square feet of floor area for storage or warehousing, plus one space per 300 square feet of floor area for office, customer service, or other areas. A minimum of one parking space per 500 square feet of the designated drone staging area is required for commercial drone delivery hubs with no buildings
2. Loading spaces shall be provided for a commercial drone delivery hub. Loading spaces are not required for an accessory commercial drone delivery hub use.
3. The City Council may decrease the amount of required parking required for a site by up to 10% to accommodate the drone staging area for a commercial drone delivery hub with approval of a site plan. The parking reduction is revoked if the commercial drone delivery hub use is removed.

Section 7: Security

1. The Commercial Drone Hub at grade shall be enclosed with a fence consisting of masonry, decorative iron, or chain link that is coated with black vinyl.
2. The Commercial Drone Hub shall deploy 360° flock camera with 24-hour monitoring.

Section 8: Operating Hours

1. Delivery operations shall be limited to the operating hours of the principal retail establishment from which deliveries are initiated. No drone delivery operations shall occur outside of the principal business's regular hours.

SECTION 5. SEVERABILITY.

In the event that any section, subsection, sentence, clause, or phrase of this Ordinance is declared or adjudged to be invalid or unconstitutional, such adjudication shall in no manner affect the remaining portions of this Ordinance, which shall remain in full force and effect as if the invalid or unconstitutional section, subsection, sentence, clause, or phrase was not originally a part of this Ordinance.

SECTION 6. REPEALER.

All ordinances or parts of ordinances that are in conflict with this Ordinance are hereby repealed.

SECTION 7. ATTESTATION.

The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 8. CITY ATTORNEY'S AUTHORITY.

Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 9. EFFECTIVE DATE.

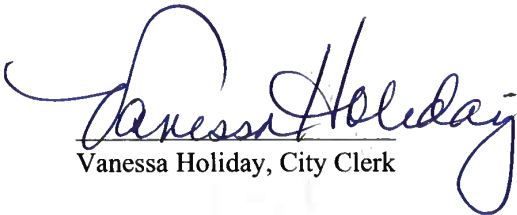
This Resolution shall be effective immediately upon adoption.

SO ORDAINED this 30th day of September 2025.



Anthony S. Ford, Mayor

ATTEST:



Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney



MEETING DATE

City of Stockbridge

AGENDA ITEM

FUNDING SOURCE

- ☐ RESOLUTION
- ☒ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Community Development Staff

DEPARTMENT:

Community Development

ITEM/PROJECT/EVENT:

Text Amendment Case #TX-2025-03. Consideration of a text amendment to the Unified Development Code (UDC) to allow and provide regulations for the use of drone delivery facilities and services by businesses, with an approved special use permit.

BACKGROUND INFORMATION:

Walmart is interested in establishing drone delivery services at its two stores in Stockbridge. The Planning & Zoning Staff discussed this with Walmart's drone operator on 8/27/25. Walmart has 15+ stores with drone deliveries in Dallas, Texas. A fenced area with a drone landing strip, called a NEST, would be located in the parking lot of each store to house and operate the drone aircraft. NESTs require approval from the Federal Aviation Administration. Drone deliveries are particularly popular with senior customers, who want personal items, pet food, prescriptions, birthday cakes, and produce.

APPROVALS: CITY MANAGER

CITY TREASURER

CITY ATTORNEY

GRANTS ADMIN.

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

ATTACHMENTS:

☐

1

ITEM/PROJECT/EVENT:

TX-2025-03 for Drone Deliveries

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:

APPROVAL AND ADOPTION.

Staff Signature _____

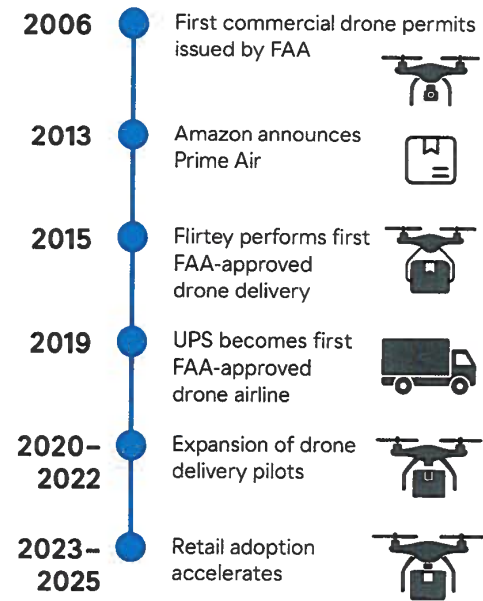


Drone Delivery Services in Stockbridge, GA

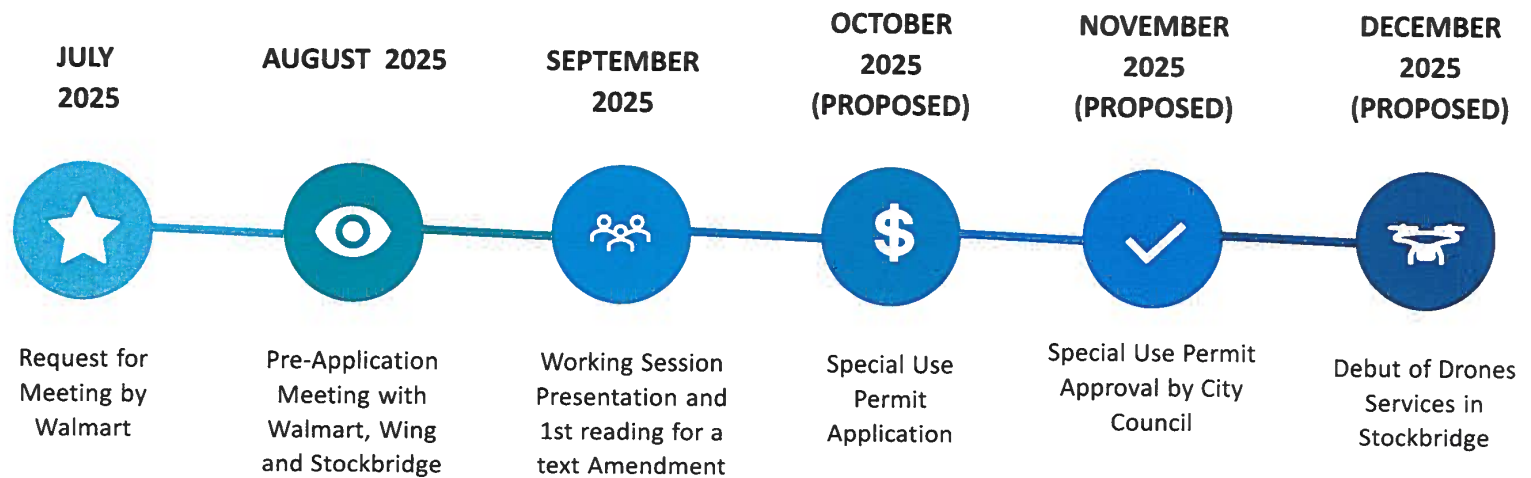
Connecting the Future
Ryan Anderson
Community Development Director

Background

GROWTH OF DRONE DELIVERY SERVICES IN THE UNITED STATES



DRONE DELIVERY SERVICE BACKGROUND





Amendments to the Unified Development Code



Approval to Amend the Stockbridge, Code of Ordinances, Title 9, Unified Development Code, Licensing and Regulation, shall be amended to add a new section (9.116) entitled Drone Delivery Services, which shall read as provided in the attached Exhibit A,



Approval to amend the Unified Development Code, Title 12, entitled Chapter 3, entitled Use Regulations, to include a new section 3.2.42, entitled “Drone Delivery Services” which shall read as provided in Exhibit A.



Approval to create an Administrative Special Use Permit. An Administrative Special Use Permit (AS) process is hereby created for the purpose of reviewing and approving drone delivery service operations within the City of Stockbridge.

Definitions

Drone or Unmanned Aircraft System

Unmanned aerial systems remotely piloted aircraft. That can fly under the control of a remote using a first-person point of view, or in autopilot mode guided by a global positioning system (GPS)

Drone Delivery

A permitted food store, restaurant, retail store, or warehouse/distribution facility with one (1) or more designated drone staging areas that are incidental to the primary use of the property for use by small, unmanned aircraft systems under fifty-five (55) pounds take-off weight to distribute commercial goods by air.

Drone Delivery Service

A primary use of the property with the purpose of operating one (1) or more drone staging areas for use by unmanned aircraft to deliver commercial goods by air. This includes any appurtenant areas used or intended for use for unmanned aircraft system buildings, structures, and other facilities.



Definitions

Commercial Drone Delivery Hub

An area of land, structural surface, building, or structure with one or more designated drone staging areas for use by unmanned aircraft, to distribute commercial goods by air. This includes any appurtenant areas used or intended for use for unmanned aircraft system (UAS) buildings, structures, and other facilities

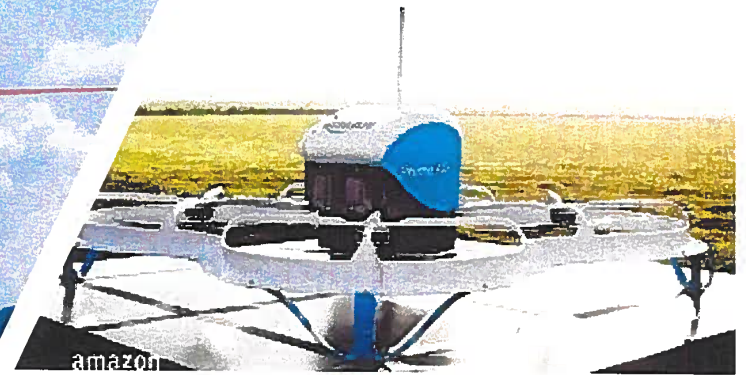
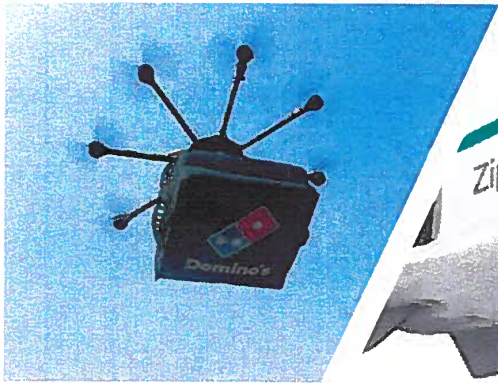
Drone Staging Area

A designated area over which an unmanned aircraft completes the final phase of the approach, to a hover or a landing, and from which an unmanned aircraft initiates take-off. The drone staging area includes both the launch pads and any required safety areas, and may include areas for the outdoor storage of goods, materials, containers, trailers, or other equipment.



Zoning – Use Regulations

KEY:	P - Permitted Use							"See Section" - Additional Regulations Apply					
	A - Permitted as an Accessory Use							S - Special Use					
Use	RR	SR	CCR	MFR	MHR	OI	DT	C1	C2	C3	LI	HI	See Section
AUTO RELATED ISSUES													
Commercial Drone Hub									S	S	S	S	Title 9



Use Standards for Commercial Drone Delivery Hub

- Special Use Permits in C-2, C-3, LI, HI
- The Commercial Drone Delivery Hub shall be limited to no more than 10,000 square feet
- Commercial drone delivery hub may be allowed as an accessory use by special permit for food/grocery store, restaurant/cafeteria, retail store, shopping center, superstore, drug store or warehouse/distribution center



Use Standards for Commercial Drone Delivery Hub

At Grade Drone Staging Areas

- The drone staging area must be designated on an approved site plan.
- Within any required building setbacks, within any required landscape edge.
- Within fire lanes, easements, maneuvering aisles, customer pick-up lanes, or required loading zones and parking spaces; or
- So not to obstruct visibility or interfere with pedestrian or vehicle circulation.
- When located at grade, any goods, materials, containers, trailers, or other equipment must be screened. Landing pads are exempt from this screening requirement.

Roof/Internal Staging Areas

- Any roof-mounted mechanical equipment, excluding landing pads, is subject to the mechanical screening requirements and
- Any additional structure, parapet wall, screening, safety railing, or other appurtenance associated with the commercial drone delivery hub is subject to the maximum height requirement of the district, except a single mast up to 10 feet in height for a windsock may exceed the maximum height requirement.
- When located at grade, any goods, materials, containers, trailers, or other equipment must be screened. Landing pads are exempt from this screening requirement.
- Any roof-mounted mechanical equipment, excluding landing pads, is subject to the mechanical screening requirements



Certifications and Federal Requirements

The Federal Aviation Administration (FAA) has exclusive jurisdiction over aviation safety and the efficient use of the national airspace, including the operation, flight paths, and altitude of unmanned aircraft systems (UAS), commonly referred to as drones. The city seeks to clarify the jurisdictional boundaries between federal and local authority regarding the operation of unmanned aircraft systems (UAS), specifically those used for commercial delivery services, and to ensure local regulations are consistent with federal law

1. All drone delivery services operating within the City of Stockbridge must comply with FAA regulations, including but not limited to:
 - Part 107 of Title 14 of the Code of Federal Regulations (CFR), governing commercial drone operations.
 - Remote Identification Requirements under Part 89.
 - Registration and Marking Requirements under Part 48.
 - Operational limitations such as maximum altitude, line-of-sight requirements, and restrictions on flying over people or moving vehicles.
 - All pilots must obtain and retain a remote pilot certification from the Federal Aviation Agency as required under 14 CFR part 61.

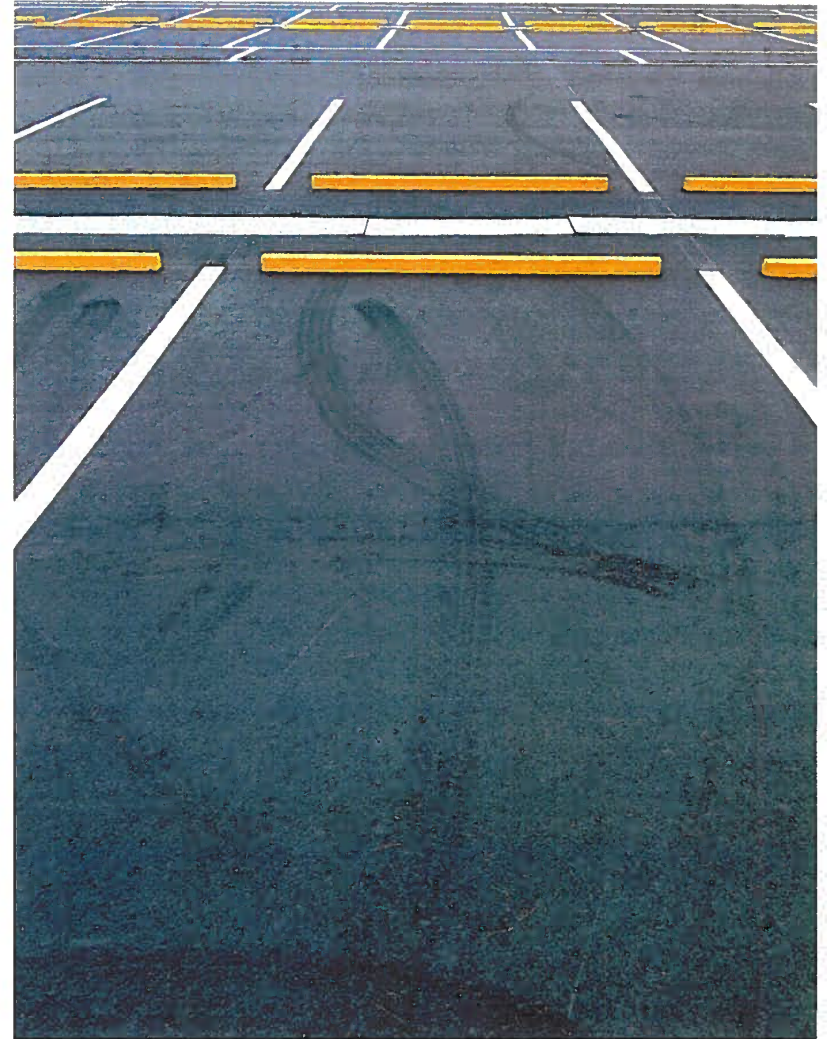
Noise Restrictions

- The drone staging area for a commercial drone delivery hub shall not be located within 300 feet of any property upon which a school, dwelling, retirement and supportive housing facility, or public park is located.
- The measurement of the required buffer is to be made in a straight horizontal line from the edge of the drone staging area to the closest property line of a property containing a school, dwelling, retirement, and supportive housing facility use, or public park.



Parking

- One space per 1,000 square feet of floor area for storage or warehousing, plus one space per 300 square feet of floor area for office, customer service, or other areas. A minimum of one parking space per 500 square feet of the designated drone staging area is required for commercial drone delivery hubs with no buildings
- Loading spaces shall be provided for a commercial drone delivery hub. Loading spaces are not required for an accessory commercial drone delivery hub use.
- The City Council may decrease the amount of required parking required for a site by up to 10% to accommodate the drone staging area for a commercial drone delivery hub with approval of a site plan. The parking reduction is revoked if the commercial drone delivery hub use is removed.



Security

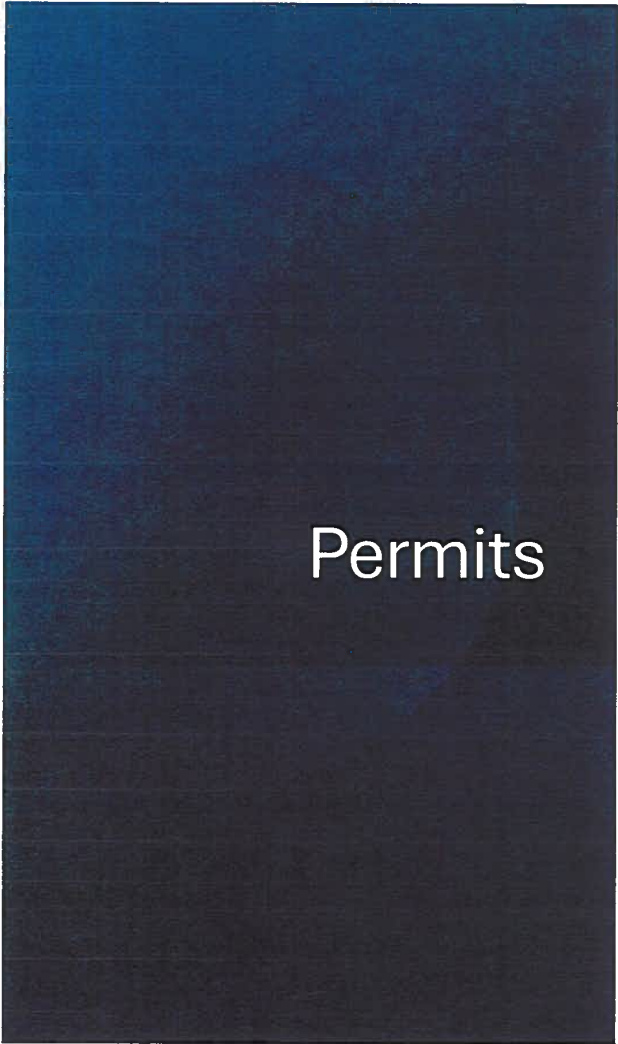
- The Commercial Drone Hub at grade shall be enclosed with a fence consisting of masonry, decorative iron, or chain link that is coated with black vinyl.
- The Commercial Drone Hub shall deploy 360° flock camera with 24-hour monitoring.





Operating Hours

The hours of operations for Commercial Drone deliveries shall be limited to 7:00 am. - 8:00 pm



Permits

Drone Delivery Services shall be permissible by an Administrative Special Use Permit.

The establishment of Administrative Special Use Permit process for drone delivery services serves the public interest by promoting innovation, enhancing service delivery, and supporting economic development within the City of Stockbridge.

Administrative Special Use Permit

The Community Development Department seeks to create an **Administrative Special Use permit** to expedite the development of the critical planning and zoning issues within the City Code of Ordinance and

- Streamline Approval
- Enhance Public Safety and Oversight
- Economic Development
- Administrative Efficiency

An **Administrative Special Use permit** shall only be issued upon joint approval by the City Manager and the Community Development Director. Both officials must determine the proposed activity:

- Comply with applicable zoning and land use regulations.
- It is consistent with the City's comprehensive plan and strategic goals.
- Does not adversely affect public health, safety, or welfare





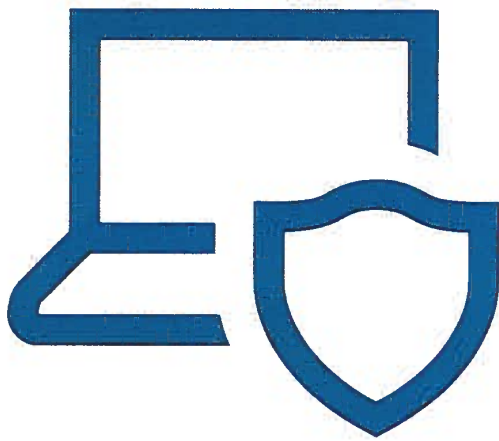
Evaluation Criteria

- Temporary land uses or structures are not otherwise permitted by right.
- Development proposals requiring expedited review.
- Projects involving unique technical or operational considerations.
- Uses that may have significant community or environmental impact.

Application Requirements

- Submitted by the property owner
- Submitted to the Community Development Department
- Administrative Special Use Fee \$600
- Regulatory Fee \$1500
- Must include a site plan, operational details
- Requires 2 Public meeting in impacted communities
- Community shall review and recommend to the City Manager

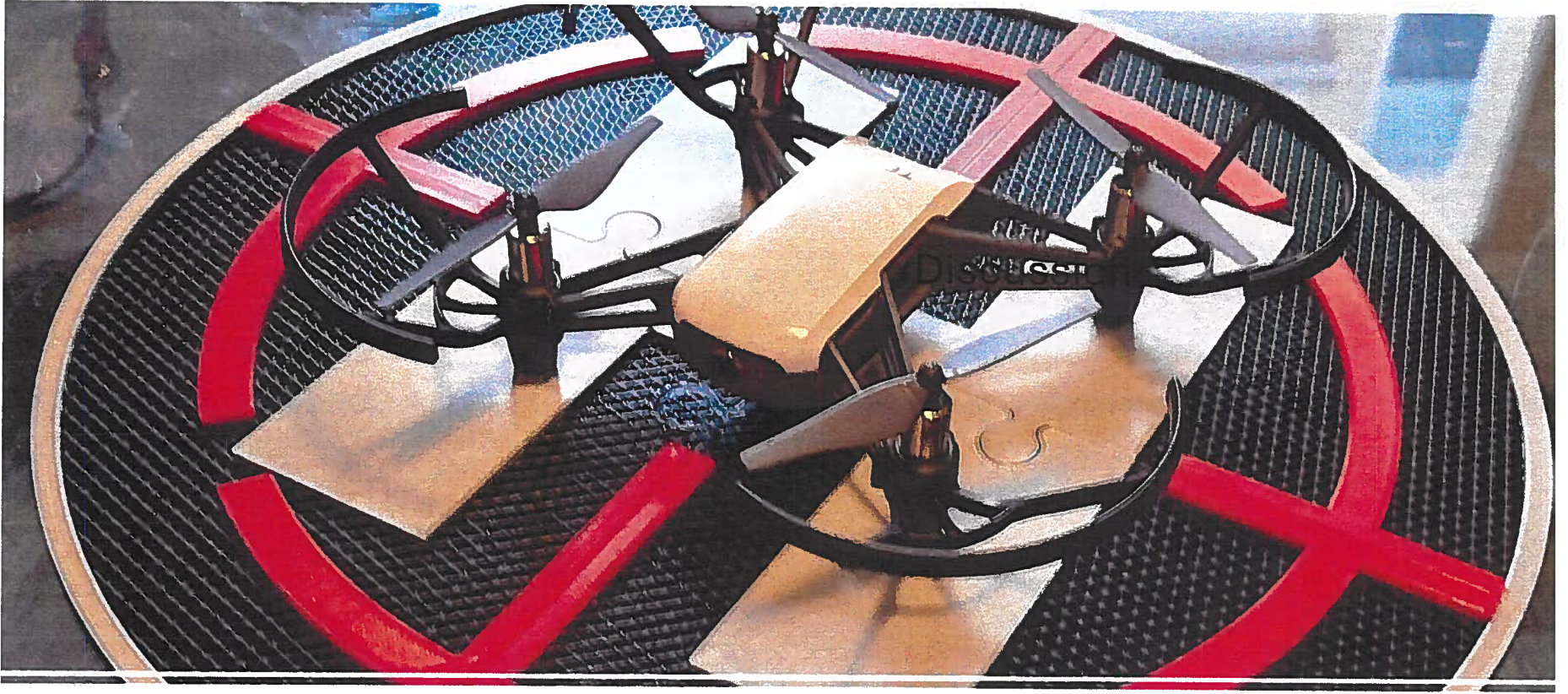




Conditions & Enforcement

The City Manager or Community Development Director may impose reasonable conditions on the permit to:

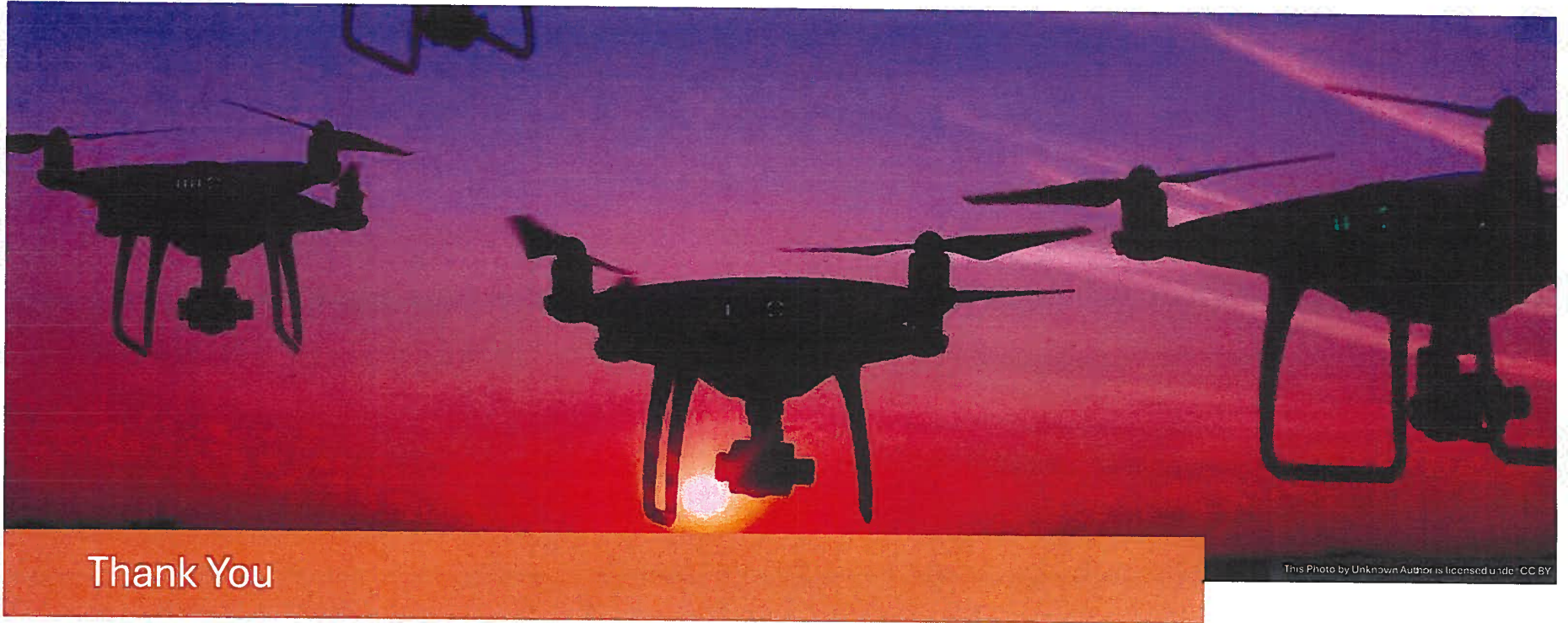
1. Mitigate potential impacts.
2. Ensure compliance with city standards.
3. Protect surrounding properties and residents.
4. Violation of any permit condition may result in revocation of the AS and enforcement actions provided by law.



Discussion



This Photo by Unknown Author is licensed under CC-BY-SA-NC



Thank You

This Photo by Unknown Author is licensed under CC BY.

Ryan Anderson
Director
Community Development,
City of Stockbridge
Randerson@stockbridgega.org