

## COMMUNITY DEVELOPMENT DEPARTMENT

# MEMO

March 19, 2025

**To:** Peter Brixius & Craig City Council

**From:** Marlin Eckhoff, Building Official *M.E.*

**Subject:** Consideration for approval of a minor subdivision proposed as Country Club Heights Minor Subdivision Filing No. 1.

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### BACKGROUND / DISCUSSION

Damon Hill has applied for both a variance and a minor subdivision for the lot that lies just east of the Country Club Heights townhomes and south of East 7<sup>th</sup> Street. He basically wants to split the existing 27,517 sq. ft. lot into two lots of which one will be 20,740 sq. ft., and the other will be 6,777 sq. ft. His intent is to build an 8 plex on the larger lot, and a single-family home on the smaller 6,777 sq. ft. lot. The following is an outline of both the variance and the subdivision.

Note: Per our Land Use Code, the variance request portion of this memo is only voted on by the Planning Commission, where they vote to approve, approve with conditions or deny the variance.

#### Variance Request

The applicant is requesting a variance from Section 16.02.040(e) which prohibits "Lots to front on two streets". This requirement is mainly so entire blocks of new subdivisions will not have lots that go from one street to the next. If that were to happen then there would be streets that would have some lots with front yards and some lots with rear yards facing the same street. However, this is a different scenario, as this entire property already butts up to Country Club Dr and East 7<sup>th</sup> Street. The one smaller lot he wants to section off will also front on Country Club Dr and East 7<sup>th</sup> Street. So, I do not believe this is an issue considering the circumstance.

Variances require some sort of proven hardship. The hardship for this property is that the existing lot already fronts on two streets.

Note: The Planning Commission voted to approve the variance as presented. With the variance being approved, they were then able to give a recommendation to Council on the following Minor Subdivision.

#### Minor Subdivision

The applicant is proposing to subdivide an existing lot into two lots, one being 20,740 sq. ft. and the other being 6,777 sq. ft. Below is an outline of the requirements for this to take place.

#### Zoning:

The existing lot is zoned Residential High Density (RHD). He intends on having both lots remain RHD, as this zone allows for both single-family and multi-family developments.

Lot Size:

The minimum size and width for a lot in a RHD zone is 6,000 sq. ft. and 50' lot width.

The proposed size of the smaller lot is 6,777 sq. ft. and 102' in width.

Setbacks:

The proposed lots will accommodate the minimum setbacks and still allow for the minimum size homes/buildings to be built on them. I attached a site plan concept that shows the proposed buildings and setback lines, which are:

Front = 25ft, Rear = 15ft, Sides = 5ft.

Utilities:

The water main is located in East Seventh Street and can supply water to both lots.

A sewer main stops in East Seventh Street just west of the existing lot, so a sewer main extension will be required to access either one of these proposed lots. If this lot is subdivided, the sewer main will need to be extended up to the east lot to provide service to both lots before development begins. This cost will be covered by the developer.

Other public utilities are readily available to serve both lots.

Notification letters have been sent to all property owners within 150 ft and the legal notice and posting has been done per our Land Use Code requirements. As of Wednesday March 19, 2025, I have received one comment/complaint from Lani Moore who lives in the townhomes at 1092 East 7<sup>th</sup> St. She is opposed to the lot split, and I have included her email in the packet.

Note: The submitted subdivision plat meets all our Land Use Code submittal requirements for a minor subdivision application.

I have included the following for your review:

1. The application and the applicant's descriptions of the project.
2. A site plan concept showing approximate building locations and setback lines.
3. The subdivision replat with vicinity map labeled "Country Club Heights Minor Subdivision Filing No. 1".
4. Minutes from the March 17<sup>th</sup> P&Z meeting.
5. Opposition email from Lani Moore.

**RECOMMENDATION**

This was presented to the Planning & Zoning Commission on Monday March 17<sup>th</sup>, 2025. They unanimously approved the variance request as presented, and made the following recommendation to Council: "Recommend to Council to approve the Minor Subdivision application as presented".

I would recommend to Council to **"Approve the Country Club Heights Minor Subdivision Filing No. 1 as presented"**



Receipt: 150011601

**Staff Use Only**

Application Number: \_\_\_\_\_

Received By: Martin Eckhoff

Date: 10-30-24

# LAND USE APPLICATION

1. This is the master land use form for the City of Craig. Please use to apply for:  
(please circle one of the following as appropriate)

Administrative Subdivision  
Major Subdivision **1** 2 3  
Planned Development Overlay  
Sign Permit  
Temporary Use

Annexation  
Variance or Appeal  
Minor Subdivision  
Rezoning  
Other: \_\_\_\_\_

Conditional Use  
Waiver  
RV Park  
Site Plan

2. Project Name: CC #1 MINOR SUBDIVISION FILING #1  
17th STREET EAST  
please print or type legibly

3. Contact information: (a list of additional contacts may be attached)

Owner Name: FALCON LOGISTICS CORP Applicant Name: DANIEL HILL  
Address: 1060 E 7th CRAIG Address: \_\_\_\_\_  
Telephone: 946-7040 Fax: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: d.hill1959@gmail.com E-mail: \_\_\_\_\_

4. Property Description:

Address or Location: TBD COUNTRY CLUB DRIVE  
Existing Zoning: RHD Existing Use: VACANT  
Proposed Zoning: RHD Proposed Use: RESIDENTIAL

5. Purpose: (describe intent of this application in 1-2 sentences)

SUBDIVIDE EXISTING PARCEL BY A NORTH TO SOUTH  
LINE, CREATING LOTS 1 & 2.

6. Certification: (must be signed in blue ink)

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: [Signature] Date: 10-20-2024 AND

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the City of Craig must be submitted prior to processing of this application.

Applicant: [Signature] Date: 10-20-2024

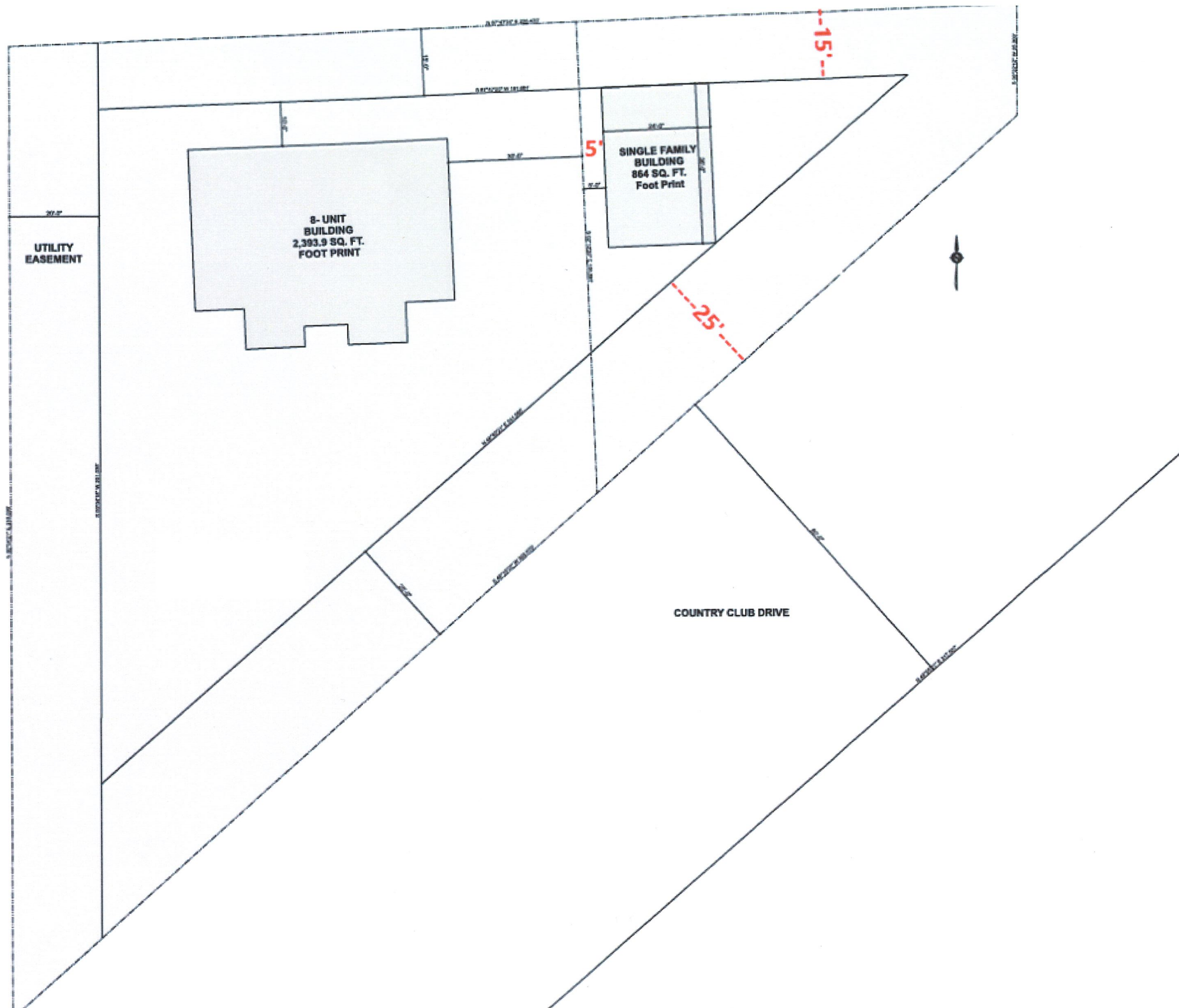
## General Development Information

The platted lot is currently zoned RHD consisting of 27,517 sq ft.

The proposed minor subdivision would create two separate parcels within the RHD zone.

The proposed lot split would meet the intent and the principal use of the RHD zone by creating a legal lot greater than 6000 sq ft (6777.00) and a lot width of 50' or greater for a detached residence and leaving a legal lot greater than 6000 sq ft (20,740) for a proposed 8-unit multi family structure.

The lot split would maintain the requirements for allowed setbacks of the primary structures, as outlined in the RHD zone.



# CRAIG PLANNING & ZONING COMMISSION MINUTES

**March 17, 2025**

The Craig Planning and Zoning Commission of the City of Craig, County of Moffat, State of Colorado, met in the City Council Chambers, 300 West 4<sup>th</sup> Street, Craig Colorado, 81625, at the hour of 6:00 p.m. There being present the following Commissioners: Randy Kloos, Mike Tucci, Justin Jenison, and Mason Updike. City Staff present were Building Official Marlin Eckhoff and Assistant Sierra Arellano.

Chairman Kloos called the meeting to order at 6:02 PM and began with Commission roll call. Those present were Commission members Randy Kloos, Mike Tucci, Justin Jenison, and Mason Updike. Commission members Tom Gilchrist and Savana Crow were absent, both excused. City Councilmen Derek Duran and Chris Nichols were both absent.

Commissioner Tucci made a motion, seconded by Commissioner Jenison, to approve the minutes from February 17, 2025. Ayes: 4. Nays: 0. Motion carried.

Official Eckhoff presented the Commission with a revised site plan for Parcel "A" of the Cedar Mountain Mobile Park Plat to expand the park by 14 spaces. The site plan was originally presented to the Commission on February 17, 2025. At that time the Commission asked for changes to the landscaping and fencing as well as confirmation from the City of Craig Water Department that there would not be any capacity issues. The Commission reviewed the landscaping and fencing plan and noted that all of the requests had been made. Eckhoff discussed with the Commission that the water department has determined there will not be any issues with capacity. With minimal discussion Commissioner Jenison made a motion, seconded by Commissioner Tucci, to recommend City Council to approve the site plan for Parcel "A" of the Cedar Mountain Mobile Park Plat to expand the park by 14 spaces as presented. Ayes: 4. Nays: 0. Motion carried.

Eckhoff noted that for items 4B and 4C that Damon Hill, the applicant for the variance and minor subdivision, was not yet at the meeting. Chairman Kloos recommended pausing on these items and moving to item 4D to allow Hill more time to arrive.

Eckhoff introduced the Commission to Dave Antonio, who asked to speak with the Commission regarding his proposed use of 801 W Victory Way, previously the Ford dealership. Eckhoff noted to the Commission that this will not be a voting item and only a discussion. Antonio discussed with the Commission that he is the current owner of NAPA located on Taylor St as well as the location in Steamboat Springs. Antonio is in the process of buying the Ford dealership and is looking to ultimately make that his primary retail and warehouse location. Currently, the dealership is not in the best shape for retail and needs a lot of renovation. Antonio's ideal scenario would be to purchase the dealership as is and begin renovations prior to implementing the full retail portion of the location. Eckhoff noted to the Commission that this is where the issue lies because this property is zoned C-2 which requires retail. Antonio discussed with the Commission that he would like to do will call pick-up and delivery shortly after

acquiring the property but wants to have some renovations, such as the parking lot, complete prior to that. The Commission discussed with Antonio and Eckhoff that a conditional use application would be the best option so certain timeline restrictions could be upheld such as full retail within "x" amount of time. Antonio notes that he is towards the end of his due diligence period and would like to move forward with the conditional use application quickly, potentially being on the agenda for the April meeting.

Eckhoff presented the Commission with an application for a variance from Section 16.02.040(e) to allow a residential lot to front on two streets at the intersection of East 7<sup>th</sup> Street and Country Club Dr. The applicant, Hill, was still not present. The Commission did not have any questions for Eckhoff. Commissioner Updike made a motion, seconded by Commissioner Jenison, to approve the variance from Section 16.02.040(e) to allow a residential lot to front on two streets at the intersection of East 7<sup>th</sup> Street and Country Club Dr as presented. Ayes: 4. Nays: 0. Motion carried.

Eckhoff presented the Commission with a minor subdivision application which will separate an existing 27,517 sq ft lot into two separate lots at the intersection of East 7<sup>th</sup> Street and Country Club Dr. The applicant, Hill, was not present. Eckhoff noted to the Commission that the minor subdivision meets all of the City's criteria. The Commission did not have any questions. Commissioner Updike made a motion, seconded by Commissioner Tucci, to recommend City Council to approve the minor subdivision application as presented. Ayes: 4. Nays: 0. Motion carried.

No Commission Reports.

No Staff Reports.

There being no further business, Commissioner Tucci made a motion, seconded by Commissioner Jenison to adjourn the meeting. Ayes: 4. Nays: 0. Motion carried.

## **Marlin Eckhoff**

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**From:** Lani Moore-salazar <LMoore5sons@outlook.com>  
**Sent:** Friday, March 14, 2025 9:09 AM  
**To:** Marlin Eckhoff  
**Subject:** Victory Heights Subdivision

To the Planning and Zoning Commission:

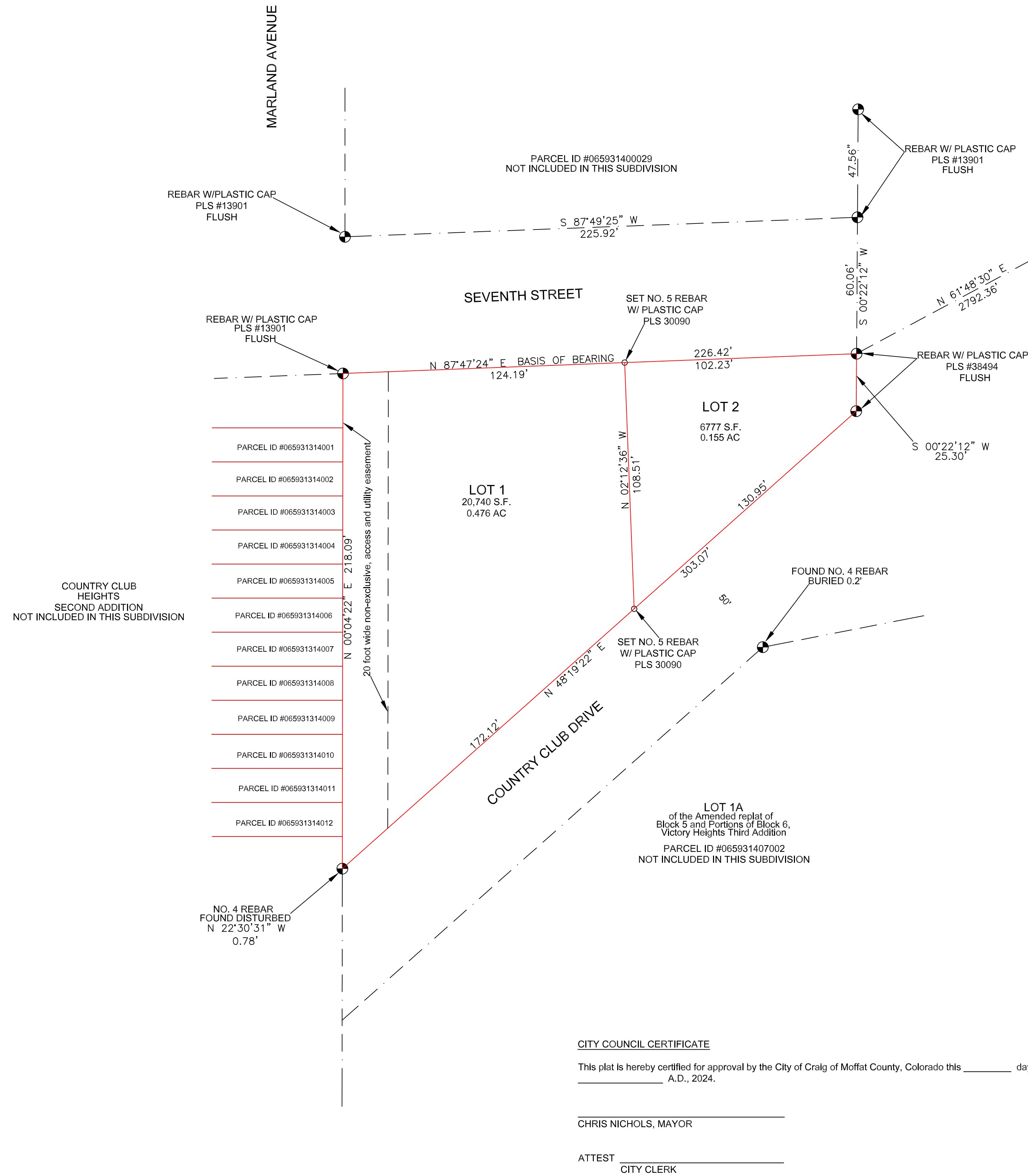
I am writing today to oppose the division of property of Victory Heights Subdivision #2. I believe there is enough residences in the area and further dividing the property to allow more residences would be added stress to the immediate area. There are more open areas east of the property that could be developed that wouldn't add to the congestion of the already existing population.

Thank you,  
Lani Moore  
1092 East 7th Street  
Craig, CO 81625

Warning! this email originated from outside of the organization

## COUNTRY CLUB HEIGHTS MINOR SUBDIVISION FILING NO. 1

BLOCK 4, VICTORY HEIGHTS SECOND ADDITION, LYING SOUTH OF SEVENTH STREET  
LOCATED IN SW 1/4 SE 1/4 SECTION 31, T7N R90W, 6th P.M. City Of Craig, Moffat County, Colorado



## DEDICATION

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, being the owners thereof has laid out, platted and subdivided as shown on this plat the land described as follows:

Situate in the County of Moffat, State of Colorado:

ALL THAT PORTION OF BLOCK 4, VICTORY HEIGHTS SECOND ADDITION, LYING SOUTH OF SEVENTH STREET, ACCORDING TO THE PLAT THEREOF FILED JUNE 14, 1972 AS MISC. #834.

Containing 0.631 Acres or 27,517 S.F. more or less, under the name and style of the "COUNTRY CLUB HEIGHTS MINOR SUBDIVISION, FILING NO. 1", and by these presents, do hereby dedicate to the public all streets, easements, and other public places shown hereon and not already otherwise dedicated for public use.

FALCON LOGISTICS CORP., A WYOMING CORPORATION

BY: DAMON O. HILL  
1060 East 7th Street  
Craig Co, 81625  
970-846-7040

NOTARIAL CERTIFICATE

STATE OF COLORADO )

COUNTY OF MOFFAT )

The above and foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ A.D., 2024,  
By Damon O. Hill, as President, FALCON LOGISTIC CORP., A WYOMING CORPORATION.

My commission expires \_\_\_\_\_ Witness my hand and seal \_\_\_\_\_

## CITY PLANNING COMMISSION CERTIFICATE

This plat is hereby certified for approval by the City of Craig Planning Commission of Moffat County, Colorado this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2024.

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RANDY KLOOS, CHAIRMAN

## CLERK &amp; RECORDER'S CERTIFICATE

State of Colorado  
County of Moffat

I hereby certify that the original of this instrument was filed for record in my office at \_\_\_\_\_ o'clock, \_\_, \_\_, M. this \_\_\_\_ day of \_\_\_\_\_ A.D., 2024.

Reception No. \_\_\_\_\_

Moffat County Clerk &amp; Recorder

By \_\_\_\_\_

## CITY COUNCIL CERTIFICATE

This plat is hereby certified for approval by the City of Craig of Moffat County, Colorado this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2024.

CHRIS NICHOLS, MAYOR

ATTEST \_\_\_\_\_  
CITY CLERK

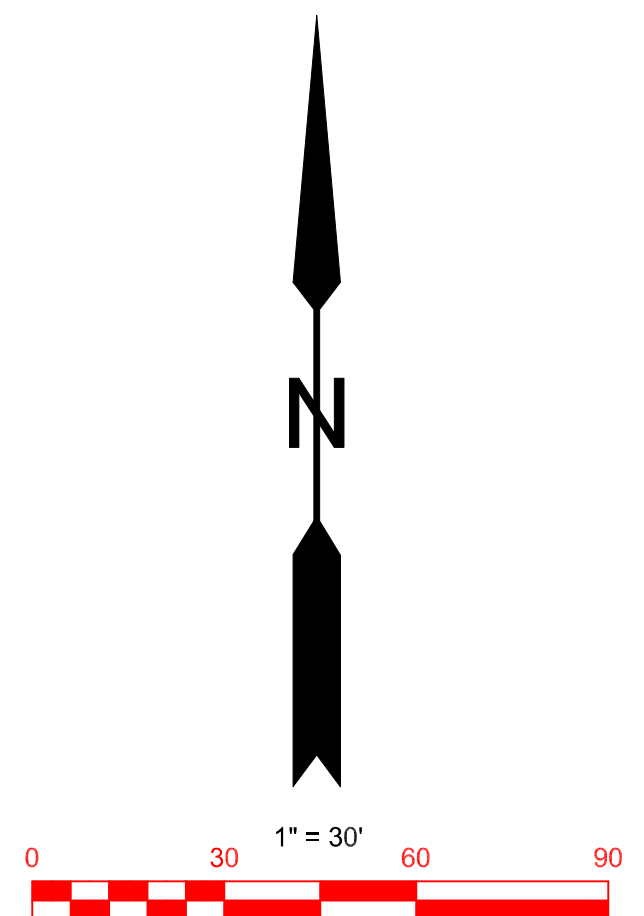
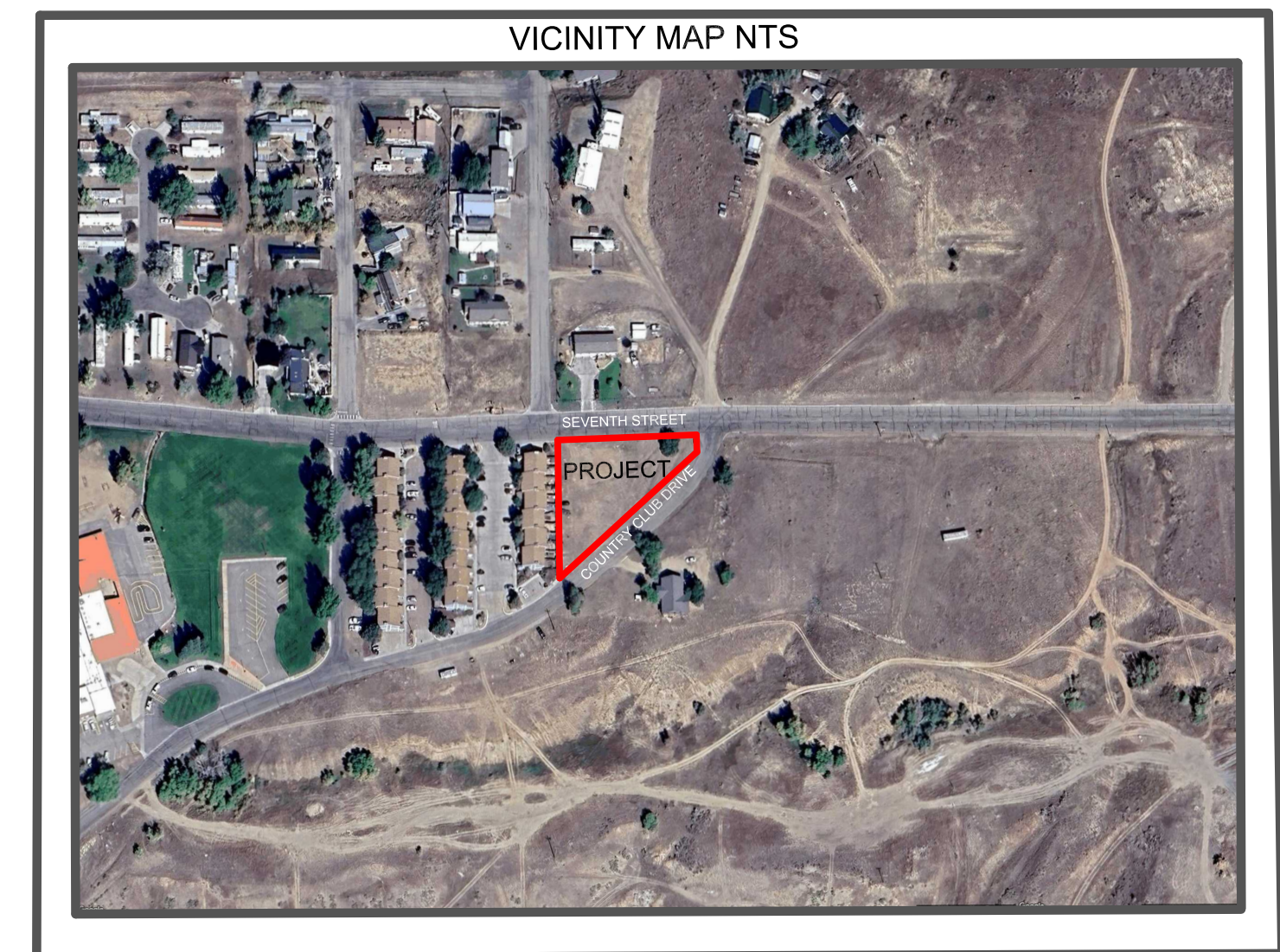
NOTES:

1. BASIS OF BEARING INDICATED NORTH LINE OF PROPERTY  
NW CORNER BEING REBAR W/ PLASTIC CAP PLS #18901  
NE CORNER BEING REBAR W/ PLASTIC CAP PLS #38494  
N 87°47'24" E
2. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH FOR  
OWNERSHIP, RIGHT-OF-WAYS OR EASEMENTS OF RECORD. FOR  
OWNERSHIP, RIGHT-OF-WAYS AND EASEMENTS OF RECORD,  
DOWLING LAND SURVEYORS, LLC. RELIED UPON THE CLIENT AND  
LAND SURVEY PLAT #1135
3. ZONING: RHD (RESIDENTIAL HIGH DENSITY)
4. ADDRESS: TBD, MOFFAT COUNTY PARCEL ID #065931300011 (FALCON LOGISTICS CORP)
5. PURPOSE OF THIS SUBDIVISION IS TO CREATE, LOT 2 (SINGLE FAMILY RESIDENTIAL BUILDING LOT)

## NOTICE OF RESEARCH

Pursuant to C.R.S. § 38-51-106 (1) (b) (I), research regarding the Rights-of-Way and easements as shown hereon was obtained from Title Commitment No. 6987CEN, as prepared by NORTHWEST TITLE COMPANY as of May 13, 2024, and not from the personal search of Gordon R. Dowling, a Professional Land Surveyor in the State of Colorado.

NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED ON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT, IN NO EVENT MAY ANY ACTION BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.



 - INDICATES MONUMENT FOUND AS NOTED

○ - INDICATES MONUMENT SET AS NOTED

ALL MEASUREMENTS US SURVEY FEET  
(GROUND DISTANCES)

OWNER - FALCON LOGISTICS CORP

AREA = 27,517 S.F. (0.6317 AC)

PARCEL ID #065931300011

REV. 12/3/24 REVISED PER CITY COMMENTS

FALCON LOGISTICS CORP					COUNTRY CLUB HEIGHTS SUBDIVISION FILING NO. 1
BLOCK 4, VICTORY HEIGHTS.					
CITY OF CRAIG MOFFAT COUNTY COLORADO					DOWLING LAND SURVEYORS P.O. BOX 954 HAYDEN, CO. 81639 (970) 276-3613 dowling@plotz.biz
SCALE	DRG	DATE	REV	FILE	
1" = 30'	SCJ	10/29/24	12/3/24	CCH24B	