

## COMMUNITY DEVELOPMENT DEPARTMENT

# M E M O

March 19, 2025

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

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

**Subject:** Site Plan for Cedar Mountain Village Manufactured Home Park expansion.

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### **BACKGROUND / DISCUSSION**

The Community Development Department has received a site plan application from Cedar Mtn Village MHP for the following:

They are proposing to expand the existing park to develop 14 additional manufactured home spaces on parcel "A" which is already part of this park's plat. Parcel "A" is 2.15 acres lying from the north end of the existing developed park and the railroad tracks. This area was approved by the Council to be rezoned last year from Light Industrial (I-1) to Residential Mobile Home to match the existing park.

The following is an outline of the Land Use Code requirements:

#### **Streets:**

The U-shaped street that will be installed to access the new lots will remain a private street. The portions of the street that run north and south will be 35ft back of curb to back of curb, and the street that runs east and west will be 25ft. Our code requires a minimum of 34' for primary streets within the park and 22ft for interior streets. Based on this, the proposed street layout and widths meet our mobile home park standards.

#### **Parking:**

Our code requires each lot to have two off-street parking spaces. Each new lot will have a paved 18' x 18' off street parking pad. Each lot will also be required to have a minimum 8'x8' storage shed.

#### **Utilities:**

**Water:** A new 6" water main will be connected to the existing park main and looped through the site along the new road.

**Sewer:** A new 8" sewer main will begin at a new manhole on the north end of each side street and connect to two existing manholes within the park.

Note: All new water & sewer infrastructure will remain private and be the responsibility of the park owner.

**Other public utilities:** YVEA has provided a will serve letter assuring the park owner that they will be able to provide electric service to the new lots. The owner is not proposing to run natural gas to this area, as they intend to install manufactured homes that are all electric.

**Lot Size:**

Our code requires park lots to be a minimum of 40' wide and a minimum of 3,000sq.ft. All lots will be a minimum of 40' wide, and the lot size will range from 3,265sq.ft to 4,387sq.ft.

**Setbacks:**

Cedar Mountain Mobile Home Park was granted a variance for the following minimum setbacks in 1994:

- Front: 5ft
- Rear: 10ft for exterior lots and 5ft for interior lots
- Side: 5ft

All setbacks on the proposed site plan exceed the minimum required setbacks, and all mobile homes will be separated a minimum of 10ft to meet our code requirements.

Due to the fact that this is just a small expansion of the existing park, I feel these setbacks are appropriate.

**Park:**

They are proposing to improve 12,800sq. ft. of existing open space to create a playground/park area. This area is shown on the site plan, I also included a picture of the proposed playground equipment that will be installed.

**Fence:**

They are proposing a 6ft black or green colored chain link fence along the east and north property line of the expansion lot, and to extend it to their west property line then down to their existing shop to cut off foot traffic to the lots to the west. And a 6ft privacy fence on the south and north side of the playground area.

Letters have been sent out to all property owners within 300' per our Land Use Code notification requirements. As of March 19, 2025 we have received one comment/concern email from Junior Kawcak. Kawcaks own the 25 acre parcel to the east of Cedar Mountain Village. I have attached a copy of his email. I also spoke with him on the phone, he does not necessarily have an issue with the expansion, however he has concerns about the maintenance of the existing trees along the fence line between his property and the park.

I have included the following for your review:

1. The updated site plan created by Headwater Engineering.
2. Example of the proposed playground equipment.
3. A memo confirming the setback variance for Cedar Mtn Village.
4. A satellite image of the park showing the tree line Kawcak described.
5. The minutes from the March 17<sup>th</sup> P&Z meeting.

Note: A full civil set of engineered plans have been submitted referencing the details and requirements from our Public Works Manual.

### **RECOMMENDATION**

This site plan was presented to the Planning & Zoning Commission on Monday March 17, 2025. They were satisfied with the changes that were made to the plan, and made a motion to "Recommend to 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.

I would recommend the following motion: **"To approve the site plan for Parcel "A" of the Cedar Mountain Park Plat with the condition that a replat of Parcel "A" be submitted to staff and recorded."**

# 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.



Perry Burget

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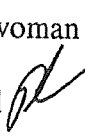
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# MEMORANDUM

April 29, 1997

TO: Charlotte Craft, City Councilwoman  
FROM: David Costa, Building Official   
SUBJECT: Cedar Mountain Mobile Home Park

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It has been brought to my attention that concerns have been expressed as to the placement of homes in the Cedar Mountain Mobile Home Park.

The interior lots are only 40 feet to 42 feet wide and range in depth from 85 feet to 103 feet. The typical setbacks for the MH-2 Zone District do not apply to this park.

On May 10, 1994, the City Council approved setback variances for Cedar Mountain Mobile Home Park. The approval of the setbacks are as follows:

1. **Rear yard setbacks on all exterior lots to remain at 10 feet.**
2. **Rear setbacks for interior lots will be 5 feet.**
3. **Front yard setbacks will be 5 feet for all lots.**
4. **No variance for lots adjoining public streets.**

The installation of all new homes have been inspected according to the variance of setback requirements granted by City Council.

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Attachment: May 10, 1994 City Council Minutes

cc: Larry & Laurie Benedict,  
Managers of Cedar Mountain Mobile Home Park







## Marlin Eckhoff

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**From:** Frontier Station Mail <mail@frontierstation.biz>  
**Sent:** Tuesday, February 4, 2025 3:55 PM  
**To:** Marlin Eckhoff  
**Subject:** Property matters....925 W 1st St.

Marlin,

Property matters for 925 W. 1<sup>st</sup>. St.

As discussed in our phone conversation, I would like to express my concerns regarding the East property boundary for fence, tree and plant maintenance. I would also express the past need to clean trash from this area that was put there by the mobile home park tenants. This current fence line is simply overgrown and needs addressed to make it a clean managed property boundary. A small concern to add here is that a mass of the tree population on this fence line is a variety of tree called Russian Olive and is currently on the list of Noxious weeds for Colorado.

I hope to attend later meetings and offer help and/or guidance.

Thank you for addressing this as needed.

*Junior Kawcak*



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Warning! this email originated from outside of the organization



