## **COMMUNITY DEVELOPMENT DEPARTMENT**

# ΜΕΜΟ

February 19, 2025

То:	Peter Brixius and City Council	
From:	Marlin Eckhoff, Building Official M.E.	
Subject	Consideration for approval of a major subdivision sketch plan for Frazier East Subdivision, Parcel B 2008-5066, Zoning Parcel 1,2,3, and 4	

#### **BACKGROUND / DISCUSSION**

Crestline LLC has submitted a sketch plan application for the following: A major subdivision located on a 58+ acre parcel just south of the Pine Ridge Subdivision. The proposed subdivision will consist of 18 single-family lots, and 70 single-family attached (duplex) lots.

Sketch plans are the first of three steps for approving a major subdivision. This step is to get a basic concept and evaluate if there are any major issues or things that will not meet our Land Use Code requirements as far as design, zoning, etc. You can recommend to council to approve the sketch plan as presented, or approve it with certain conditions or changes, or recommend to not approve. If this step is approved with or without conditions, then the developer can proceed with a preliminary plat. The preliminary plat is more detailed and gets into the engineering and logistics of making the project work. After that, a final plat would be presented which would have all the details needed to permit and construct the development.

Below is an outline of the Land Use Code requirements for a residential subdivision:

#### Zoning:

The proposed single family lots will be located in an existing Residential Low-Density Zone (RLD) and a Residential Medium Density Zone (RMD), which both zones allow for single family dwellings as a principal use.

The duplex lots will be located in three different existing zones, RMD, Residential High Density (RHD), and Community Commercial (C-2). All three of these zones allow for single family attached dwellings (duplexes) as a principal use.

Note: The proposed layout requires no rezoning of the property.

#### Streets:

The proposed street design consists of a 30' wide pavement with curb and gutter on each side creating a 34' wide driving surface within a 60' ROW.

#### Sidewalks:

They are proposing to install 5' wide sidewalks on both sides of the street. This will meet our Land Use Code along with ADA requirements.

#### **Open Space & Parks:**

Our code requires a minimum of 6% of the gross land area to be designated as open space. The proposed plan has over 50% of the land as open space.

Our code requires residential developments to provide the land for one neighborhood park within 1/4 mile of the homes for every two hundred (200) dwelling units or portion thereof. A neighborhood park is defined as five (5) acres. So based on the 200-dwelling unit ratio, they must designate a minimum of 2.2 acres for park space. They are proposing 2.74 acres within the center of the development as park space.

#### Lot size, home size, and setbacks:

Below is the land use table they have within the sketch plan.

This shows what the city minimum is, and what the project typical or minimum is for reference. All proposed lot sizes, home sizes, and setbacks meet or exceed our minimums.

LAND USE	ZONING	CITY REQUIREMENTS	UNIT	CITY	PROJECT
SINGLE FAMILY DETACHED (SFD) RESIDENTIAL	RLD, RMD, RHD	# OF LOTS	EA	N/A	18
		LOT AREA	SF	6,000	21,060
		LOT WIDTH	FT	50	135
		LOT DEPTH	FT	N/A.	158
		FRONT YARD SETBACK, PRINCIPAL BLDG	FT	25	25
		FRONT YARD SETBACK, ACCESSORY BLDG	FT	25	25
		REAR YARD SETBACK, PRINCIPAL BLDG	FT	15	15
		REAR YARD SETBACK, ACCESSORY BLDG	FT	5	5
		SIDE YARD SETBACK	FT	5	5
		MINIMUM DISTANCE BETWEEN BLDGS	FT	10	10
		CORNER LOTS (SIDE SETBACK)	FT	12	12
		FLOOR AREA PER DWELLING	SF	600	2,376
		MAX. BUILDING HEIGHT	FT	50	50
		PERMITTED SETBACK PROJECTIONS		6 IN/FT	6 IN/FT
	RLD, RMD, RHD, C-2	# OF LOTS	EA	N/A	70
		LOT AREA	SF	1,500	4,150
		LOT WIDTH	FT	25	41.5
		LOT DEPTH	FT	N/A	100
		FRONT YARD SETBACK, PRINCIPAL BLDG	FT	25	25
		FRONT YARD SETBACK, ACCESSORY BLDG	FT	25	25
SINGLE FAMILY ATTACHED (SFA) RESIDENTIAL (PAIRED HOMES)		REAR YARD SETBACK, PRINCIPAL BLDG	FT	15	15
		REAR YARD SETBACK, ACCESSORY BLDG	FT	5	5
		SIDE YARD SETBACK	FT	5	5
		MINIMUM DISTANCE BETWEEN BLDGS	FT	10	10
		CORNER LOTS (SIDE SETBACK)	FT	12	12
		FLOOR AREA PER DWELLING	SF	220	1,776
		MAX. BUILDING HEIGHT	FT	50	50
		PERMITTED SETBACK PROJECTIONS		6 IN/FT	6 IN/FT

#### **Utilities:**

- **Water:** They are proposing to move an existing water main and relocate it to the street ROW that runs along the north end of the development. They then will loop new water mains off the relocated main to feed the development. Carl and SGM will have to run demand calculations and review engineered plans for the water infrastructure during the preliminary plat process. However, at this time we see no immediate reason that this plan will not work.
- **Sewer:** They have laid the development out in such a manner to allow all the new sewer mains to be gravity mains that will connect to the existing sewer main in Pine Ridge Drive in two locations. Carl and SGM will need to run further calculations and elevations will need to be determined during the preliminary plat process. However, a flow study was done in 2023 to evaluate the additional capacity in the existing main, and based on that flow study, it should support this development without off site improvements.
- **Other public utilities:** During the preliminary plat process, we will require that all other public Utilities provide the developer will serve letters assuring them that they can provide service to the development.

I have included the following items for your review:

- 1. The Application and Project Statement
- 2. The sketch plan requirements from our Land Use Code.
- 3. The 5-page sketch plan submittal which includes a vicinity map, sketch plan, landscape Plan, development standards, and utility plan.
- 4. Minutes from the February 17th P&Z meeting.

#### RECOMMENDATION

The Planning & Zoning Commission reviewed the sketch plan on February 17, 2025, and made the following recommendation: A motion was made "To recommend to city council to approve the major subdivision sketch plan for Frazier East Parcel "B" 2008-5066, parcels 1, 2, 3, and 4 as presented. The motion passed: Ayes 5, Nays 0.



Staff Lise Only	
Application Number:	
Received By Maelin Eckhe	fe
Date: 1-2-25	

# 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: Mustang Ridge Subdivision please print or type legibly

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

Owner Name: (FEESTLINE LLC	Applicant Name: <u>LAI Design Group</u> Address: <u>116 Inverness Cir East, Suite 340, Englew</u> cod, CO 80112				
Address: 26511 WIATTAILE PRINY	Address:116 Inverness Cir East, Suite 340, Englewood, CO 80112				
Telephone (12) 37836994 . 14 210 12 0 1/11 Telephone: 303-734-1777 Fax:					
E-mail: DEECEL 177 CANAIL	E-mail: <u></u>				

4. Property Description:

Address or Location: West of Hwy 13 and south of Pine Ridge Drive

Existing Zoning: RLD, RMD, RHD, C-2 Existing Use: Vacant land

Proposed Zoning:RLD, RMD, RHD, C-2 Proposed Use: Residential

5. Purpose: (describe intent of this application in 1-2 sentences) This application inlends to create a new residential community consisting of 14 single family detached homes and 70 paired (attached) homes.

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: FESTURELLC Date: 12021 AND 11

I certify that he by other to and attachments I have submitted dre 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: Date:

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December 17, 2024

City of Craig Planning and Zoning 300 W. 4<sup>th</sup> Street Craig, CO 81625

Re: Mustang Ridge - Major Subdivision (Sketch Plan Application)

On behalf of Watermark Properties, I am pleased to submit this Major Subdivision: Sketch Plan application for Mustang Ridge at Craig.

The property to be discussed is parcel number 085503400038 located at Hwy. 13 and Pine Ridge Drive. The current scope is to develop a new residential community consisting of 17 single family detached homes and 70 paired homes on the 52.8 acre parcel. The single family detached homes are sited on 20,000 sq. ft. (and larger) lots. The typical lot size is 135' wide by 156' deep, though lot shapes and sizes will vary. Each unit of a paired home is on a minimum 4,150 sq. ft. lot. Each unit of the pair is on a lot that is typically 41.5' wide by 100' deep, but varies slightly.

Vehicular access to the site will come from the intersection of Pine Ridge Drive and Pinon Circle. Circulation and access to homes will be accommodated by a network of local roads. All homes are planned to have 2-car garages and driveways. Any additional guest parking that is needed will be accommodated with on-street parking.

The neighboring land uses include the Pine Ridge #3 subdivision to the north, and the Doe Run subdivision to the west.

Stormwater runoff on the property will be handled by a series of street inlets that will direct stormwater through pipes to two proposed detention ponds located on the east side of the site. Water will be released from the ponds per the applicable codes. Runoff from the majority of the open space areas will drain south, down the natural slope of the site, to the gully on the neighboring property.

The floodplain hazards on this property are only partially known. The eastern portion of the property is covered by FEMA Floodplain map panel 0802700764B and shows no floodplain risks on the property. The western portion of the property would be shown on FEMA floodplain map panel 0802700763B, but that panel has not been studied by FEMA. FEMA designates unmapped areas as Zone D – Areas of undetermined, but possible, flood hazards. As the developed portion of the property is located approximately 90' vertically from



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the drainage gulch to the south, it is highly unlikely to be susceptible to flood hazards.

The landscape plan for the property will include a centrally located 2.2-acre park and trail. Public space throughout the property is enhanced through the use of both deciduous and evergreen trees in a loose, naturalistic style that mimics natural patterns. An entry monument greets visitors approaching the site on Pine Ridge Drive. Open space comprises 34.6 acres or 59.4% of the site.

While the property is located within city limits, the site lies just outside the city boundary on the City of Craig Land Use Plan Map, the adjacent properties are recommended as residential development. Mustang Ridge will continue this land use pattern.

Thank you for your time and we look forward to enhancing future development in Craig.

Sincerely,

Rick Haering Principal, LAI Design Group

#### 16.04.050 Sketch plan.

- A. Sketch plan purpose. The sketch plan is a broad concept that describes in general terms what the applicant envisions. The purpose of the sketch plan is three-fold. First, it provides the city the opportunity to describe the community's vision to the applicant. Second, it gives the applicant an opportunity to discuss his or her development plans, explain how the plans will further the community's vision and obtain input and direction from the planning commission early in the process. Third, it gives the applicant an opportunity to hear comments and concerns from the planning commission and others prior to engaging in project design. The goal of the sketch plan process is to help the applicant develop a plan that reflects the goals and vision of the city.
- B. Sketch plan application process.
  - 1. Sketch plan application submittal. The applicant shall submit the completed sketch plan application package to the city. The application must be submitted at least thirty (30) days prior to the planning commission meeting at which the application will be reviewed. The sketch plan application package shall include the following items:
    - a. Land use application form.
    - b. Application fee.
    - c. Title commitment. The title commitment must be dated no more than thirty (30) days from the date of sketch plan application submittal.
    - d. Context/vicinity map. Fifteen (15) twenty-four- by thirty-six-inch copies. The context/vicinity map shall show the proposed subdivision in relation to the surrounding area (one-half-mile radius around the property). The full-size map shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:
      - 1) Title of project.
      - 2) North arrow, scale (not greater than 1" = 1,000') and date of preparation.
      - 3) Boundary of the proposed project.
      - 4) Existing (for developed land) or proposed (for vacant/agricultural land) land uses for the properties shown on the map (i.e., residential, commercial, industrial, park, etc.); labeling land use and whether it is existing or proposed.
      - 5) Major streets (show and label street names).
      - 6) Existing public water and sewer lines and proposed connections.
      - 7) Regional open space/trail networks per the Master Plan.
      - 8) Major ditches, rivers and bodies of water.
      - 9) Adjacent properties identified by subdivision name or zoning district.
    - e. Sketch plan. Fifteen (15) twenty-four-by-thirty-six-inch copies. The full-size sketch plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and clearly show:
      - 1) Title of project.
      - 2) North arrow, scale (not greater than 1" = 200') and date of preparation.
      - 3) Vicinity map.
      - 4) Legal description.

#### (Supp. No. 32, Update 1.)

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- 5) Acreage of property.
- 6) USGS topographic contours.
- 7) Location and approximate acreage of proposed land uses.
- 8) Existing easements and rights-of-way on or adjacent to the property.
- 9) Existing streets on, or adjacent to, the property (show and label street name).
- 10) Note indicating how the public dedication will be met.
- 11) Table providing the following information for each proposed land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approximate size of proposed residential lots.
- 12) Proposed collector and arterial streets.
- 13) General locations of existing utilities on or adjacent to the property.
- 14) Graphic and/or written explanation of how the property will be served with utilities.
- 15) Location of any proposed sewer lift stations.
- 16) Trails show how the development will tie into the regional trails network.
- 17) Floodplain boundary with a note regarding the source of information (if a floodplain does not exist on the property, this must be stated).
- 18) Geologic hazard areas.
- 19) Existing and proposed zoning on and around the property.
- 20) Land use table the table shall include: land uses, approximate acreage of each land use and percentage of total for each land use.
- f. Conceptual landscape plan. Fifteen (15) twenty-four-by-thirty-six-inch copies. The conceptual landscape plan shall be a generalized graphic and written description of how landscaping will enhance public rights-of-way and other public spaces within the subdivision. Descriptions or drawings should outline planting and irrigation plans, plant species, the use of berms, walls or fences on the site, erosion control and weed control.
- g. General development information. Fifteen (15) copies. Provide a written description of the existing conditions on the site and the proposed development. Include the following items in the description:
  - 1) Proposed number of residential lots or dwelling units, typical lot width and depth (not needed if information is shown on the sketch plan).
  - 2) General description of plan for drainage and stormwater management.
  - Statement indicating whether or not any commercial mineral deposits are located on the site.
  - 4) Description of any floodplain hazards on the site (only if additional information is needed than what is shown on the sketch plan map).
  - 5) Description of how the proposed development complies with the Master Plan.
- h. Soils report and map. The report and map shall be based on USGS Soils Conservation Service information and discuss the existing conditions and any potential constraints or hazards. The report shall also address any groundwater issues.

- 2. Application certification of completion. Within ten (10) working days, staff shall either certify that the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package and resubmit the application to the community development director. The original application and all documents requiring a signature shall be signed in blue ink. Any review timeframes begin only after the submittal has been certified as complete. Any changes to the submittal after it has been certified as complete by the city restarts this step of the process.
- 3. Planning commission review and recommendation. At a regular meeting not more than forty-five (45) days after the application has been certified as complete, the planning commission shall review the sketch plan application and recommend approval, approval with conditions or denial of the proposal to the city council.
- 4. Council action. The sketch plan shall be presented to the city council for its review and action. The city council may approve, conditionally approve or deny the sketch plan based on the sketch plan review criteria.
- C. Sketch plan review criteria. The city shall use the following criteria in addition to other applicable provisions of this code to evaluate the applicant's sketch plan application:
  - 1. The land use mix within the project conforms to the city's zoning district map and/or Master Plan future land use map and furthers the goals and policies of the Master Plan.
  - 2. The sketch plan represents a functional system of land use and is consistent with the rationale and criteria set forth in this code and the Master Plan.
  - 3. The utility and transportation design is adequate, given existing and planned capacities of those systems.
  - 4. Negative impacts on adjacent land uses have been identified and satisfactorily mitigated.

(Ord. 962 §§1, 2, 2007)

## CRAIG PLANNING & ZONING COMMISSION MINUTES

#### February 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, Tom Gilchrist Justin Jenison, Mason Updike, and Savana Crow. City Staff present were Building Official Marlin Eckhoff and Assistant Sierra Arellano. City Council members present were Chris Nichols and Derek Duran.

Chairman Kloos called the meeting to order at 6:00 PM and began with Commission roll call. Those present were Commission members Randy Kloos, Mike Tucci, Tom Gilchrist, Justin Jenison, Mason Updike, and Savana Crow.

Commissioner Tucci made a motion, seconded by Commissioner Updike, to approve the minutes from December 16, 2024. Ayes: 5. Nays: 0. Motion carried.

Official Eckhoff presented the Commission with a site plan for Parcel "A" of the Cedar Mountain Mobile Park Plat to expand the park by 14 spaces. Eckhoff introduced the Commission to Will Myers and Perry Burget, the engineer and owner of the project respectively. Myers discussed with the Commission that a flow study had been completed but it has not been determined if there is enough capacity to add 14 spaces. The Commission inquired if there was any ability to extend the northwest fence to Cedar Mountain's shop. Burget noted that he would be amenable to that but would need to talk with Yampa Valley Electric to make sure their lot would still have access. The Commission discussed with Myers and Burget that they would like to see a landscaping plan, including around the playground. Chairman Kloos opened the floor to public comment. Joanne Roberson noted to the Commission that she feels the expansion is beneficial to the community but would like to make sure there is fencing for safety and to help contain trash. Roberson also noted that YVEA has an easement through her property, located west of the expansion and YVEA's lot, which allows access to their lot. The Commission discussed that they all feel the expansion is beneficial but would like to know from the City of Craig Water and Wastewater Department that there is enough capacity for the expansion and to have a more detailed landscaping plan. With no further discussion Commissioner Jenison made a motion, seconded by Commissioner Updike, to table the Cedar Mountain Village site plan until March to allow the capacity to be fully investigated and to have a more comprehensive landscaping plan. Ayes: 5. Nays: 0. Motion carried.

Myers inquired if there would be any way to at least present to City Council prior to March so if there are any concerns they can be remedied and not be held up longer. Eckhoff discussed with Myers and Burget that they would be able to present to City Council on February 25, 2025. Eckhoff noted that he would get them in contact with the City Clerk to get on the agenda.

Eckhoff presented the Commission with a major subdivision sketch plan for Frazier East Parcel B 2008-5066, Zoning Parcels 1, 2, 3, & 4. Eckhoff went over the background of the sketch plan,

noting that this has been discussed for a couple years now. Eckhoff stressed that the current zoning for the parcels fits what is being proposed and no zone change would be needed. Eckhoff introduced the Commission to the owner and development team via Zoom. Ken Puncerelli, of LAI Design Group, went over the sketch plan with the Commission. There was lengthy discussion regarding a second access onto Highway 13. Wayne Jones, the owner of the property, noted that there will be discussions with CDOT regarding acceleration and deceleration lanes and what will be needed for the development. Eckhoff discussed with the Commission that in the sketch plan phase there does not have to be definite details and could be worked out during the preliminary plat. With this information, there was no further discussion. Commissioner Tucci made a motion, seconded by Commissioner Gilchrist, to recommend City Council to approve the major subdivision sketch plan for Frazier East Parcel B 2008-5066, Zoning Parcels 1, 2, 3, & 4 as presented. Ayes: 5. Nays: 0. Motion carried.

No Commission Reports.

No Staff Reports.

There being no further business, Commissioner Tucci made a motion, seconded by Commissioner Updike to adjourn the meeting. Ayes: 5. Nays: 0. Motion carried.



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