

MEMO

February 10, 2024

To: Planning & Zoning Commission
From: Marlin Eckhoff, Building Official *M.E.*
Subject: Replat & rezoning request for a portion of Woodbury Park

BACKGROUND / DISCUSSION

The City of Craig is requesting approval of a minor subdivision and rezoning of a portion of Woodbury Park for the purpose of multi-family workforce housing. This would require approval of the subdivision plat per section 16.04.080 and approval of the rezoning from an “Open” zoning district to “Residential High Density” per section 16.03.080 of the Land Use Code.

Subdivision Plat:

Step one of the approval process will be to review the subdivision plat (*See: Meadows Replat*).

The subdivision will consist of creating two additional lots on the southwest corner of Woodbury Park, creating Lot 1A and Lot 1B.

The intent of the city is to retain ownership of the newly formed Lot 1A which will be 4.42 acres +/- and have a partnership with the developer for a long-term lease of the property. The city also intends on retaining ownership of Lot 1B.

Easements reflected on the plat have been created or adjusted to ensure the city adequate access to the park and all existing utilities. If any additional easements are needed once infrastructure is designed and installed, the new easements will be outlined in the Developer’s Agreement and recorded at that time.

It will be your duty to recommend to council to approve, approve with conditions, or deny the minor subdivision plat.

Rezoning:

The portion that would become Lot 1A if the replat is approved, is currently zoned Open “O”.

The proposed rezoning of Lot 1A would be Residential High Density (RHD).

I attached a satellite image outlining the proposed area along with our current zone map showing the proposed area to be rezoned.

(*See: Woodbury Zone Change Sat Image & Woodbury RHD Zone Map Change*)

I have also included the items allowed in a RHD zone. (*See: RHD District Uses*)

Note: Lot 1B will remain zoned as an “O” district.

Flood plain must also be considered when reviewing a subdivision and rezone. Flood Zone “A” is considered a 100 year zone, Flood Zone “B” is considered a 100 to 500 year zone, and Flood Zone “C” is considered an area of minimal flooding. Both Lot 1A & Lot 1B are located in a “C” Flood Zone. So, flood plain permits and elevation certificates would not be required for development on either lot.

(See: Woodbury FEMA Map)

I also included our Land Use Code requirements for both a minor subdivision and rezoning.

(See Minor Subdivision Plat & Amendments Zoning-Rezoning)

It will be your duty to recommend to council to approve, approve with conditions, or deny the rezoning request as a separate motion from the minor subdivision plat.

Note: Below is a basic description of what the developer is proposing so you can have an idea of why we have submitted for the replat and rezoning. However, this meeting is only to recommend to council consideration for the minor subdivision plat and rezoning of Lot 1A. A formal Site Plan process will be required for the actual development to be approved. At that time, you will be presented with a full detailed site plan to review and give your recommendation to council. Separate notification to surrounding property owners and publishing requirements will also be met at that time.

Keep in mind that these are only concepts at this point. While we have spent considerable time working with the developer to create a well thought out plan, certain items like building layout and architectural design could change a bit before a final site plan is submitted.

Development Concept:

The developer we are currently working with is proposing five (5) 24-unit buildings for a total of 120 units. The apartments will be a mix of 1, 2, and 3 bedroom units.

They are also planning on creating a Transit Center on Lot 1B which will include parking and a bust stop shelter for the Steamboat Transit.

(See: Woodbury Concept & Elevations Option 1 and Option 2)

Notification Requirements:

For this public hearing, notification letters have been sent to all property owners within 150’ of Lot 1A a minimum of fifteen (15) days prior to the hearings. A legal notice was also posted in the newspaper notifying the public of both the Planning & Zoning, and Council public hearings. The property was also posted per our posting requirements.

If any comments or concerns are received prior to the February 19th meeting, I will present them to you prior to or at the hearing.

RECOMMENDATION

I would recommend to council to approve the minor subdivision plat as presented.

I would also recommend to council to approve rezoning the proposed Lot 1A of the Meadows Replat as presented to Residential High Density.