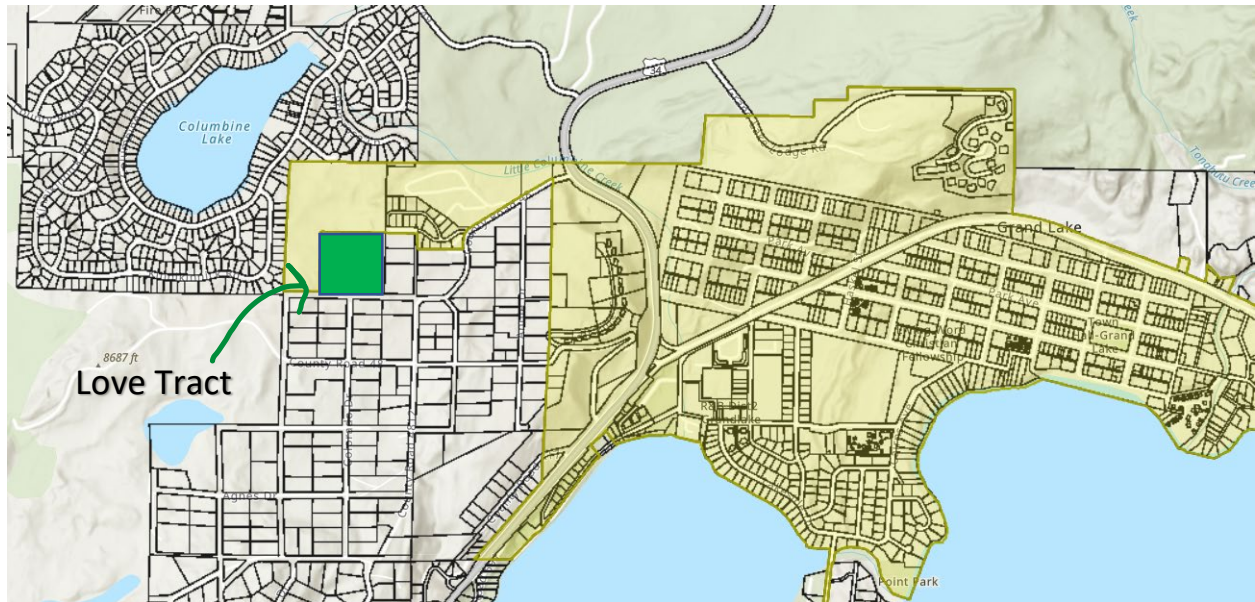




## PLANNING COMMISSION STAFF MEMORANDUM

DATE: June 21<sup>st</sup>, 2023  
TO: Chairman Shockey and Planning Commissioners  
FROM: Kimberly White, Planning Department  
SUBJECT: Love Tract- Lucy Love Minor Subdivision  
SUMMARY OF REQUEST: Divide the 8.98 acre parcel after annexation.  
The Site Plan proposes to:

- Divide the property into 4, 2-acres parcels
- Dedicate 10' utility and trail easements



### Background:

Per the municipal code 12-6-7, a minor subdivision is involving four (4) or less lots. The minor subdivision process allows for a more condensed subdivision process. Per municipal code 12-9-4, the sketch plan is not required, and the Preliminary development hearing can occur at the time of the Final development hearing.

### A) Required Submittal for Preliminary and Final Development Application per M.C. 12-9-2:

- 1) Titlework: received
- 2) Summary Statement of proposal: 8.98 total acres to be developed as 4 equal parcels (Exhibit A), each parcel to have a single-family home and possible accessory unit, size, and height per Residential estates zoning rules. Paved roads, drainage, stormwater, sewer, water and other utilities to be financed by the developer after Town puts in place the rough road access on GCR471.



- 3) Drainage narrative describing flow capacity to be submitted at time of building permit submissions.
- 4) Affordable Housing requirements are not applicable for under 5 unit subdivisions and thus only AH fees to be collected at time of building permit issuance.
- 5) Conversion report not applicable for vacant land
- 6) Solar orientation of the homes has not been decided.
- 7) Open space and land dedication statement: There is a 10' wide trail and utility easement surrounding the property which accounts for about 0.85 acres or about 10% dedication.
- 8) Additional information: Planning Commission asked for the word "trail" be added to the 10' utility easement surrounding each parcel. Additionally, a statement restricting further subdivision of the property was requested.
- 9) Additional Written Documents for Developments: The project is of minimal impact.

Letters were sent to the referral agencies (*attached responses*).

#### ***Final Development Application.***

Per the following municipal code requirements, the applicant has submitted that he will be installing the water and sewer utilities in the center of the 40' north-south oriented roadway, and the gas and other utilities in the 10' utility easements. Also, per an agreement with the Town during the sale of the 21-acre Matthews property to the north of the 8.98 acre Love Tract, the Town will rough in a road which will later be built to the Town standards by the developer.

#### ***Municipal Code requirements:***

The Final Development Application is intended to provide the specific design components of the Preliminary Development Application and for the review of additional items not required by the Preliminary Development Application. The completed application shall be known as the Final Development Application.

1. No development shall be approved until such data, surveys, analyses, studies, plans, and designs have been submitted, reviewed, and found to meet all sound planning and engineering requirements of the Town of Grand Lake and the conditions contained in these regulations and all other applicable Sections of the Code of the Town.
2. Final Development Application Submission Requirements. The Final Development Plan shall include all of the drawn and graphic information required in the Preliminary Development Application in its finalized, detailed form. In addition, the following items shall be submitted:
  - (a) Any new items not submitted with the Preliminary Development Application; and
  - (b) Any required dedication documentation and/or bonds; and
  - (c) Final engineering plans for public roads:
    1. The profiles are to include ground lines, grade lines, vertical curves, curve lengths, calculated grades, elevation at PIVCs, BVCs, EVCs, intersections and other critical points, structures, and all other features required to enable construction in accordance with approved standards. The scale to be 1" = 50' horizontal and 1" = 1' to 1" = 5' vertical in flat and rolling terrain. The horizontal to vertical distortion is to be chosen to best depict the critical elevation aspects of the design. Where centerline grades at intersections are



steep, curb return profiles are to be submitted showing necessary modifications to eliminate unsightly bumps or water retaining depressions that many times result.

2. Detail should include orientation, line and grade, cross sections, dimensions, reinforcement schedules, materials, quality, specifications, etc.
3. A structural section design report shall be submitted if a section other than the Town standard structure section is to be used. The design criteria set forth by the Town of Grand Lake shall be used in the preparation of the street construction plans and profiles.

(d) Final engineering plans for utility systems:

1. Plans and specifications based upon the approved Preliminary Development Application and associated reports are to be submitted detailing the design of final water, sanitary sewer, natural gas, telephone, electric and cable television facilities to be installed in the area included in the Final Development Application. In addition, final design is required of any off-site facilities related to the above-described utilities which may be considered an integral part of the utilities plan for the development.
2. Water utility facilities design shall conform to the criteria set forth by the Town of Grand Lake.

(e) Final engineering plans for storm drainage control systems:

1. Plans and specifications based upon the approved Preliminary Development Application and associated reports are to be submitted detailing design of the final storm drainage system, including construction details and alignment of storm sewers, catch basins, manholes, ditches, slope protection, dams, energy dissipaters, etc.
2. Flow line profiles and layout elevations shall be at minimum 100-foot stations, and natural ground elevations shown to indicate any significant irregularities for all proposed conduits, channels, structures, etc.
3. Cross-sections of each water carrier shall be shown showing high water elevations and adjacent features which may be affected thereby.
4. Construction details of curb, curb and gutter, valley gutter, driveway apron and ditch culvert, shall be included. Written approvals as may be required from other agencies or parties that may be affected by the drainage proposal shall also be submitted.
5. The final drainage plan shall be prepared in conformance with the design criteria set forth by the Town of Grand Lake.

**Analysis:**

- The applicant has submitted all the required documentation listed above, other than the final engineering plans and other documents required by the Town's Land Development Regulations, Article 12-9. Applicant seeks to defer providing these materials until a later point in the process of developing the property.
- Letters were sent to 21 referral agencies with comments from those received attached. The applicant has addressed the referral agency observations or concerns.
- Certified letters were sent to 10 neighbors within a 200' radius with 2 letters received below.



- The letters stated concern about a road accessing the property directly north of the Love Tract.
- The proposed density and coverage of buildings is 8.89 Acres
- The proposed residential estates zoning allows for :

Standard Type	Measurement		
Minimum Lot Area	One (1) acre per dwelling unit	One (1) acre for all conditional uses	
Minimum Lot Frontage	60'		
Minimum Floor Area	1,200 sq. ft. per single family dwelling	500 sq. ft. per accessory dwelling unit	
Maximum Floor Area	Governed by zoning standards	1,200 sq. ft. per accessory dwelling unit	
Minimum Setback	Front 25'	Side 15'	Rear 15'
Maximum Height	32'		
Density	One single family home and one accessory dwelling unit per parcel		

- Parking spaces required for single family homes shall be met.
- Solar orientation of structures has not been addressed since no structures have been proposed.
- Drainage calculation has not been complete, since the development plans are not created. The large acreage with the small amount of proposed development would likely not cause additional burden on adjacent properties.
- The design scheme will be in accordance with the Town of Grand Lakes design requirements for materials and the buildings are within the correct setbacks locations and height restrictions.
- Applicant will install all utilities in the 40' dedicated right of way and 10' easements.
- Town will rough in a road, and Applicant will pave the road to Town standards.

**Planning Commission Discussion:**

After consideration of the application, the Planning Commission shall either, in writing and by resolution, approve said application as presented, approve said application subject to specified conditions, or disapprove it.

**Proposed Motions:**

I move to approve Resolution 07-2023, the Subdivision Application as written.

OR

I move to approve Resolution 07-2023, the Subdivision Application with the following conditions:

OR

I move to deny Resolution 07- 2023.