



PLANNING COMMISSION STAFF REPORT

MEETING DATE: July 22, 2024

AGENDA ITEM TITLE: Recommendation on Proposed Zoning – Salida School District / 627 Oak Street

AGENDA SECTION: Public Hearing

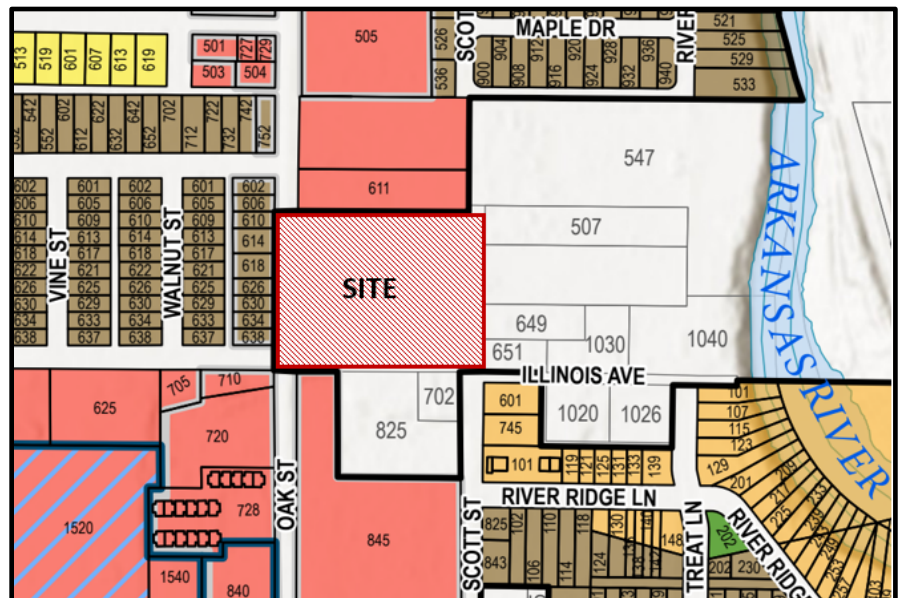
REQUEST / BACKGROUND:

The applicant, Salida School District, submitted a complete application to annex the 4.43 acre property, inclusive of adjacent rights-of-way, located at 627 Oak Street, on May 30, 2024. The area annexed must be brought under the municipality's zoning ordinance within 90 days from the effective date of the annexation ordinance. The applicant is requesting that the property be zoned Commercial (C-1) following approval of the annexation into the City of Salida.

Surrounding Land Use and Zoning:

The site is currently zoned COM (Commercial) in the County. The properties east and south are in Chaffee County and are zoned RES (Residential). The properties to the north, west, southwest, and southeast are within the City limits and are zoned C-1 (Commercial), R-4 (Manufactured Housing Residential) C-1 (Commercial), and R-3 (High Density Residential) respectively. The properties to the west and southwest are also in the SH 291 Established Commercial Overlay.

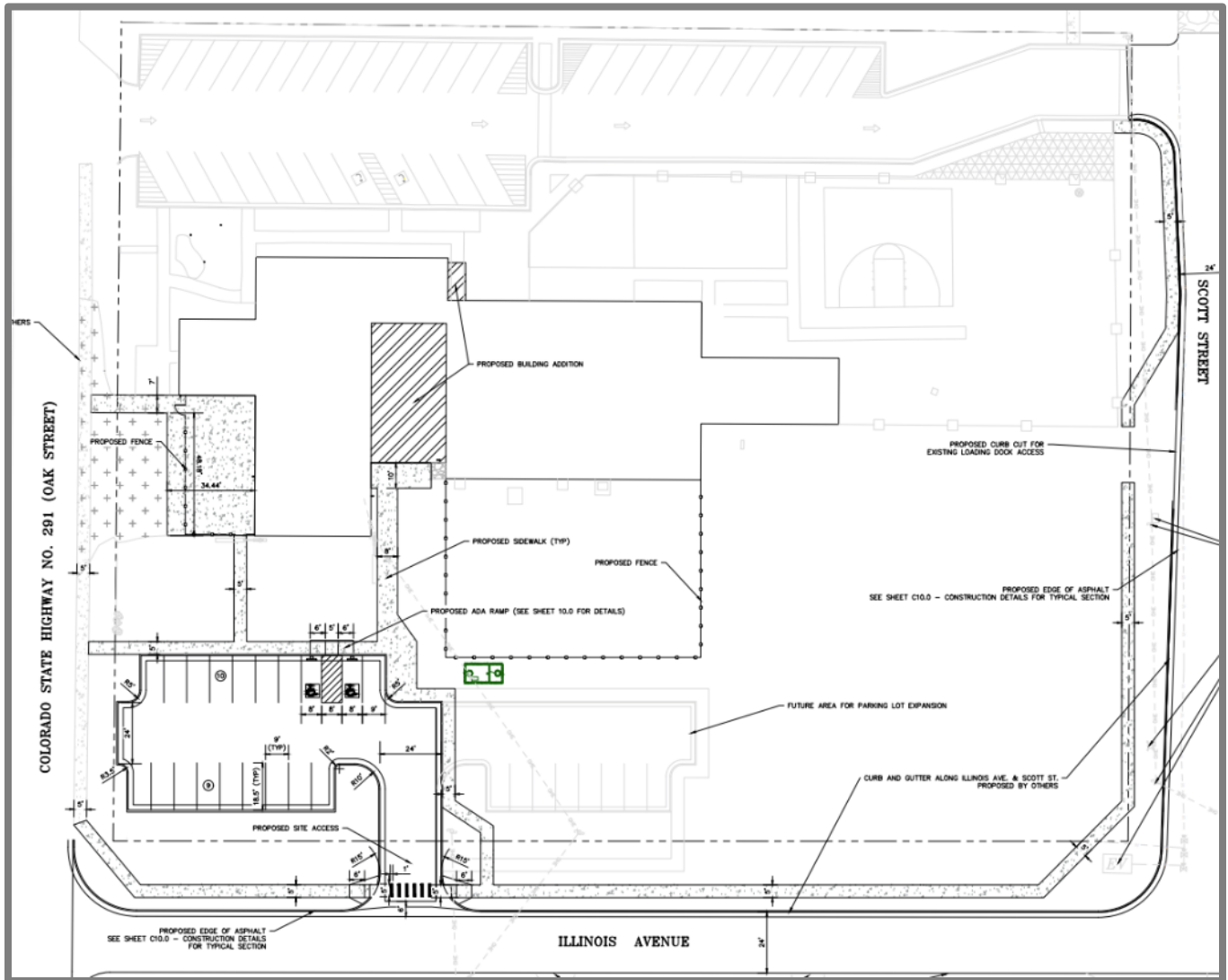
Site Background: The site currently contains two schools and school district offices and is serviced by City sewer granted under a 2012 pre-annexation with a previous owner. A planned remodel and addition to the building



Overlay Districts	Zone Districts
Salida Downtown Historic District (SDHD)	C-1
Historic Protection Overlay (HPO)	C-2
Creative District Boundary	I
Highway 291 Established Commercial (291 CO)	PD
Highway 291 Established Residential (291 CO)	R-1
Highway 50 Corridor Overlay (50 CO)	R-2
Central Business Economic Overlay (CBEO)	R-3
Sackett's Addition Overlay	R-4
	RMU

require connection to municipal water. To do so, per the 2012 pre-annexation agreement, the site must annex into the City of Salida. On March 19, 2024, City Council approved Resolution 2024-13, an amendment to the pre-annexation agreement that outlined the requirements that must be met for the City to provide municipal water service to the site.

The school district submitted construction plans to the County in early July for a building addition and partial remodel, along with an additional parking lot on the south side of the property.



REVIEW STANDARDS FOR MAP AMENDMENTS (Section 16-4-210):

1. **Consistent with Comprehensive Plan.** The proposed amendment shall be consistent with the Comprehensive Plan.
 - The Comprehensive Plan includes the goals that new projects should complement the neighborhood's mass and scale; be focused within the Municipal Services Area (MSA) and be developed at maximum densities to make the best use of available infrastructure.

- A school as well as district offices are complementary to the existing mix of commercial / residential / light industrial / institutional buildings and uses that exist along this corridor.
- The area is within the MSA.
- A school as well as district offices maximizes the utilization of this lot for an essential public use.

2. **Consistency with Purpose of Zone District.** The proposed amendment shall be consistent with the purpose of the zone district to which the property is to be designated.

- Per the land use code, the purpose of the Commercial (C-1) zone district is: “to provide for commercial and service businesses in a pattern that allows ease of access by both vehicles and pedestrians. Typically, residential uses are conditional within a C-1 zone district. Areas designated Commercial (C-1) are located primarily along the City’s main entrance corridors.”
- This is the most compatible zone district that the Land Use Code offers. In lieu of an “Institutional” district, this proposed amendment is consistent with the purposes of the Commercial (C-1) district.

3. **Compatibility with Surrounding Zone Districts and Uses.** The development permitted by the proposed amendment shall be compatible with surrounding zone districts, land uses and neighborhood character.

- The zoning classification of Commercial (C-1) is compatible with the surrounding zoning of C-1, R-4, and R-3. The existing C-1 and R-4 zoned properties do have an SH 291 Established Commercial Overlay that was not included on the fire station property directly north of this site, nor is being requested for this property. C.R.S. §22-32-124(1) provides that a school board retains final authority to decide where schools are needed and to build the necessary buildings. In the forthcoming Land Use Code and Zoning Conversion, this site is designated to be converted to the “Institutional Use” zone.
- Adjacent uses include a future fire station, manufactured housing, and multi-family residential.

4. **Changed Conditions or Errors.** The applicant shall demonstrate that conditions affecting the subject parcel or the surrounding neighborhood have changed, or that due to incorrect assumptions or conclusions about the property, one (1) or more errors in the boundaries shown on the Official Zoning Map have occurred.

- The proposed zoning is occurring because of the requirement to zone the property when annexed into the City in accordance with Section 16-4-50 of the Land Use and Development Code.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission recommend the City Council approve the proposed zoning of the site as Commercial (C-1).

RECOMMENDED MOTIONS:

“I make a motion to recommend the City Council approve the proposed zoning of the subject site to Commercial (C-1) Zone District, as it meets the review standards for a zoning/rezoning.”

ATTACHMENTS:

Proof of Publication
Application Materials



GENERAL DEVELOPMENT APPLICATION

448 East First Street, Suite 112

Salida, CO 81201

Phone: 719-539-4555 Fax: 719-539-5271

Email: planning@cityofsalida.com

1. TYPE OF APPLICATION (Check-off as appropriate)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Administrative Review:
(Type) _____ |
| <input type="checkbox"/> Pre-Annexation Agreement | |
| <input type="checkbox"/> Appeal Application (Interpretation) | <input type="checkbox"/> Limited Impact Review:
(Type) _____ |
| <input type="checkbox"/> Certificate of Approval | |
| <input type="checkbox"/> Creative Sign Permit | <input checked="" type="checkbox"/> Major Impact Review:
(Type) <u>EDNING</u> |
| <input type="checkbox"/> Historic Landmark/District | |
| <input type="checkbox"/> License to Encroach | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Text Amendment to Land Use Code | |
| <input type="checkbox"/> Watershed Protection Permit | |
| <input type="checkbox"/> Conditional Use | |

2. GENERAL DATA (To be completed by the applicant)

A. Applicant Information

Name of Applicant: Salida School District R-32-J

Mailing Address: 627 Oak Street, Salida, CO 81201

Telephone Number: 719-530-5200 FAX: 719-539-6220

Email Address: smoore@salidaschools.org

Power of Attorney/ Authorized Representative: _____
(Provide a letter authorizing agent to represent you, include representative's name, street and mailing address, telephone number, and FAX)

B. Site Data

Name of Development: Horizon Exploratory Academy

Street Address: 627 Oak Street, Salida, CO 81201

Tract in p23W4 4-49-9

Legal Description: Lot _____ Block _____ Subdivision _____ (attach description)

Disclosure of Ownership: List all owners' names, mortgages, liens, easements, judgments, contracts and agreements that run with the land. (May be in the form of a current certificate from a title insurance company, deed, ownership and encumbrance report, attorney's opinion, or other documentation acceptable to the City Attorney)

I certify that I have read the application form and that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Signature of applicant/agent _____ Date _____

Signature of property owner [Signature] Date 5/6/24



SALIDA SCHOOL DISTRICT R-32-J

BOARD OF EDUCATION

Joe Smith, President

Jodi Breckenridge Petit, Vice-President; Matthew Hobbs, Treasurer

Directors: Ben Hill, Karen Lundberg, Mandy Paschall, Jenn Schuchman

David Blackburn, Superintendent

William Wooddell, Assistant Superintendent

To the City of Salida:

As previously discussed in our pre-annexation agreement, The Salida School District is seeking to annex our current county property located at 627 Oak St. into the city in the coming months. We are currently on County land, and we are looking at moving into the city with the intent of building up this side of the community along with the new fire station. This will also allow the district to put forth work to tap into city utilities as we pursue a remodel project on the land with intent to improve programming facilities for many students within the district. This development will allow us to safely serve more students in a learning-rich environment within the city lines.

Our development of the land will consist of adding on an additional square footage on the structure already existing at 627 Oak St with the intent of bringing our Horizons Exploratory Academy into the facility. We currently have one of our middle schools meeting at this location, and this addition will allow us to bring more students onto a centralized campus. We will also be endeavoring to create an appealing and well-kept space that fosters student learning as well as improves the visual appeal for the entire town. We have appreciated the partnership we have with the city in our other main campus locations and feel this would be a move that would allow us to continue our partnership allowing for the district and city to better serve our community and specifically the students within the community.

Thank you for your consideration,

Joe Smith

Salida School Board - President



LIMITED IMPACT & MAJOR IMPACT SUBMITTAL REQUIREMENTS

448 East First Street, Suite 112

Salida, CO 81201

Phone: 719-530-2626 Fax: 719-539-5271

Email: planning@cityofsalida.com

An application is meant to highlight the requirements and procedures of the Land Use Code. With any development application, it is the responsibility of the applicant to read, understand, and follow all of the provisions of the Land Use Code.

1. PROCEDURE (Section 16-3-80)

A. Development Process (City Code Section 16-3-50) Any application for approval of a development permit shall include a written list of information which shall constitute the applicant's development plan, which shall be that information necessary to determine whether the proposed development complies with this Code. The development plan shall include the following, as further specified for each level of review on the pre-application checklist:

1. Pre-Application Conference (Limited Impact and Major Impact Review Applications)
2. Submit Application
3. Staff Review. Staff report or decision forwarded to the applicant (Administrative review)
4. Public Notice
5. Public Hearing with Planning Commission (Limited Impact and Major Impact Review Applications)
6. Public Notice
7. Hearing Conducted by City Council (Major Impact Review)

☒ **B. Application Contents (City Code Section 16-3-50)**

☒ 1. A General Development Application

☒ 2. A copy of a current survey or the duly approved and recorded subdivision plat covering the subject lots where the proposal is for development on previously subdivided or platted lots;

☒ 3. A brief written description of the proposed development signed by the applicant;

☒ 4. Special Fee and Cost Reimbursement Agreement completed. **major impact only*

☒ 5. Public Notice.

- a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
- b) Postage Paid Envelopes. Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
- c) Applicant is responsible for posting the property and submittal of proof of posting the public notice.

☐ 6. Developments involving construction shall provide the following information:

(i) A development plan map, at a scale of one (1) inch equals fifty (50) feet or larger with title, date, north arrow and scale on a minimum sheet size of eight and one-half (8½) inches by eleven (11) inches, which depicts the area within the boundaries of the subject lot, including:

a. The locations of existing and proposed land uses, the number of dwelling units and the square footage of building space devoted to each use;

b. The location and dimensions, including building heights, of all existing and proposed Buildings or structures and setbacks from lot lines or building envelopes where exact dimensions are not available;

c. Parking spaces;

d. Utility distribution systems, utility lines, and utility easements;

e. Drainage improvements and drainage easements;

f. Roads, alleys, curbs, curb cuts and other access improvements;

g. Any other improvements;

h. Any proposed reservations or dedications of public right-of-way, easements or other public lands, and

i. Existing topography and any proposed changes in topography, using five-foot contour intervals or ten-foot contour intervals in rugged topography.

(ii) 24" x 36" paper prints certified by a licensed engineer and drawn to meet City specifications to depict the following:

a. Utility plans for water, sanitary sewer, storm sewer, electric, gas and telephone lines;

b. Plans and profiles for sanitary and storm sewers; and

c. Profiles for municipal water lines; and

d. Street plans and profiles.

(iii) Developments in the major impact review procedure shall provide a development plan map on paper prints of twenty-four (24) inches by thirty-six (36) inches, with north arrow and scale, and with title and date in lower right corner, at a scale of one (1) inch equals fifty (50) feet or larger which depicts the area within the boundaries of the subject lots and including those items in Section 16-3-40(a)(3).

☒ 7. Any request for zoning action, including review criteria for a requested conditional use (Sec. 16-4-190) or zoning variance (Sec. 16-4-180);

- ☐ 8. Any subdivision request including a plat meeting the requirements of Section 16-6-110;
- ☐ 9. Any other information which the Administrator determines is necessary to determine whether the proposed development complies with this Code, including but not limited to the following:

(i) A tabular summary of the development proposal, which identifies the total proposed development area in acres, with a breakdown of the percentages and amounts devoted to specific land uses; total number and type of proposed residential units; total number of square feet of proposed nonresidential space; number of proposed lots; and sufficient information to demonstrate that the plat conforms with all applicable dimensional standards and off-street parking requirements.

(ii) A description of those soil characteristics of the site which would have a significant influence on the proposed use of the land, with supporting soil maps, soil logs and classifications sufficient to enable evaluation of soil suitability for development purposes. Data furnished by the USDA Natural Resource Conservation Service or a licensed engineer shall be used. The data shall include the shrink/swell potential of the soils, the groundwater levels and the resulting foundation requirements. Additional data may be required by the City if deemed to be warranted due to unusual site conditions.

(iii) A report on the geologic characteristics of the area, including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, including but not limited to hazards from steep or unstable slopes, rockfall, faults, ground subsidence or radiation, a determination of what effect such factors would have, and proposed corrective or protective measures.

(iv) Engineering specifications for any improvements.

(v) A plan for erosion and sediment control, stabilization and revegetation.

(vi) A traffic analysis prepared by a qualified expert, including projections of traffic volumes to be generated by the development and traffic flow patterns, to determine the impacts of a proposed development on surrounding City streets and to evaluate the need for road improvements to be made.

(vii) A storm drainage analysis consisting of the following:

(a) A layout map (which may be combined with the topographic map) showing the method of moving storm sewer water through the subdivision shall be provided. The map shall also show runoff concentrations in acres of drainage area on each street entering each intersection. Flow arrows shall clearly show the complete runoff flow pattern at each intersection. The location, size and grades of culverts, drain inlets and storm drainage sewers shall be shown, as applicable.

(b) The applicant shall demonstrate the adequacy of drainage outlets by plan, cross-section and/or notes and explain how diverted stormwater will be handled after it leaves the subdivision. Details for ditches and culverts shall be submitted, as applicable.

(c) The projected quantity of stormwater entering the subdivision naturally from areas outside of subdivision and the quantities of flow at each pickup point shall be calculated.

(viii) Evidence of adequate water supply and sanitary sewer service - Data addressing the population planned to occupy the proposed subdivision and future development phases and other developments that may need to be served by extensions of the proposed water supply and sewage disposal systems. The resulting domestic, irrigation and fire flow demands shall be expressed in terms of gallons of

water needed on an average day and at peak time, and the resulting amounts of sewage to be treated shall be expressed in gallons per day.

(ix) An analysis shall be submitted addressing how water for domestic use and for fire flows is to be provided, along with the collection and treatment of sewage generated by the property to be subdivided.

(x) A statement shall be submitted addressing the quantity, quality and availability of any water that is attached to the land.

(xi) A preliminary estimate of the cost of all required public improvements, tentative development schedule (with development phases identified), proposed or existing covenants and proposed maintenance and performance guarantees. The applicant shall submit, at least in summary or outline form, any agreements as may be required by Section 16-2-70, relating to improvements and dedications.

(xii) If intending to use solar design in the development, include a description of the steps that have been taken to protect and enhance the use of solar energy in the proposed subdivision. This shall include how the streets and lots have been laid out and how the buildings will be sited to enhance solar energy usage.

(xiii) If applicable, a report shall be submitted identifying the location of the one-hundred-year floodplain and the drainageways near or affecting the property being subdivided. If any portion of a one-hundred-year floodplain is located on the property, the applicant shall also identify the floodway and floodway fringe area. The applicant shall also describe the steps that will be taken to ensure that development locating in the floodway fringe area is accomplished in a manner which meets Federal Insurance Administration standards.

(xiv) If applicable, a report shall be submitted on the location of wetlands, as defined by the U.S. Army Corp of Engineers, on or affecting the property being subdivided. The report shall outline the development techniques planned to ensure compliance with federal, state and local regulations.

(xv) A landscape plan, meeting the specifications of Section 16-8-90.

(xvi) If applicable, a description of how the proposal will comply with the standards of any of the overlays.

(xvii) A site plan for parks, trails and/or open space meeting the requirements of Section 16-6-110 below. If an alternate site dedication or fee in lieu of dedication is proposed, detailed information about the proposal shall be submitted.

(xviii) All development and subdivision naming shall be subject to approval by the City. No development or subdivision name shall be used which will duplicate or be confused with the name of any existing street or development in the City or the County;

☐ 10. An access permit from the Colorado Department of Transportation; and

☐ 11. A plan for locations and specifications of street lights, signs and traffic control devices.

2. REVIEW STANDARDS (If necessary, attach additional sheets)

The application for Limited or Major Impact Review shall comply with the following standards.

1. **Consistency with Comprehensive Plan.** The use shall be consistent with the City's Comprehensive Plan.

Request C1 Zone - Consistent w/
Comprehensive Plan

2. **Conformance to Code.** The use shall conform to all other applicable provisions of this Land Use Code, including, but not limited to:

- a. **Zoning District Standards.** The purpose of the zone district in which it is located, the dimensional standards of that zone district, and any standards applicable to the particular use, all as specified in Article 5, Use and Dimensional Standards.

C1 zone request for School District

- b. **Site Development Standards.** The parking, landscaping, sign and improvements standards.

Refer Pre Annexation Agreement

3. **Use Appropriate and Compatible.** The use shall be appropriate to its proposed location and be compatible with the character of neighboring uses, or enhance the mixture of complementary uses and activities in the immediate vicinity.

Current County School - compatible
w/ surrounding areas

4. **Nuisance.** The operating characteristics of the use shall not create a nuisance and the impacts of the use on surrounding properties shall be minimized with respect to noise, odors, vibrations, glare, and similar conditions.

Will not create nuisance - currently
a School Building

5. **Facilities.** There shall be adequate public facilities in place to serve the proposed use, or the applicant shall propose necessary improvements to address service deficiencies which the use would cause.

Facilities are adequate to serve
proposed/current use

6. **Environment.** The use shall not cause significant deterioration to water resources, wetlands, wildlife habitat, scenic characteristics, or other natural features. As applicable, the proposed use shall mitigate its adverse impacts on the environment.

Current use of property does not
cause deterioration to any features.
No environmental impacts foreseen.

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING BEFORE PLANNING COMMISSION AND CITY COUNCIL FOR THE CITY OF SALIDA CONCERNING ANNEXATION AND ZONING APPLICATIONS

TO ALL MEMBERS OF THE PUBLIC AND INTERESTED PERSONS: PLEASE TAKE NOTICE that on June 11, 2024 at or about the hour of 6:00 p.m., a public hearing will be conducted by the City of Salida Planning Commission at City Council Chambers, 448 East First Street, Suite 190, Salida, Colorado and online at the following link: <https://attendee.gotowebinar.com/rt/1909092342220683277>

The hearing is regarding applications for Annexation and Zoning submitted by and on behalf of Salida School District R-32-J, for the property located at 627 Oak Street.

The City is currently considering a petition to annex and zone the subject property into the City. The general purpose of the application is to consider the applicant's request to zone the property Commercial (C-1).

Any recommendation by the Planning Commission for the Annexation and Zoning shall be forwarded to the City Council for review and a public hearing scheduled for July 16, 2024, at or about the hour of 6:00 p.m. at City Council Chambers and online at the following link: <https://attendee.gotowebinar.com/register/6382995264411204366>.

Interested persons are encouraged to attend the public hearing. Further information on the applications may be obtained from the Community Development Department, (719) 530-2631.

*Please note that it is inappropriate to personally contact individual City Councilors or Planning Commissioners, outside of the public hearing, while an application is pending. Such contact is considered ex parte communication and will have to be disclosed as part of the public hearings on the matter. If you have any questions/ comments, you should email or write a letter to staff, or present your concerns at the public meeting via the above GoToWebinar link so your comments can be made part of the record.

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