

WOODLAND PARK PLANNING COMMISSION

MEETING MINUTES *for* March 28, 2024

Council Chambers, 220 W. South Avenue, Woodland Park

This meeting was a hybrid meeting with in-person and virtual attendance. The Zoom meeting link is in the calendar on the City website front page. Public input is very important to the Planning Commission. Comments were encouraged in writing in advance of the meeting to be submitted by mail to the Planning Department at PO Box 9007, Woodland Park, CO, 80866 or email to kschminke@city-woodlandpark.org.

1. CALL TO ORDER & ROLL:

Vice Chair Brown called the meeting to order at 6:30 p.m.

Present	Vice Chair Lee Brown
Present	Commissioner Don Dezellem
Absent	Commissioner George Jones (Commissioner Jones joined the meeting via Zoom at 6:50 p.m., and was able to participate in voting with item 4.B.)
Present	Commissioner Kenneth Kennedy
Present	Commissioner Larry Larsen
Present	Commissioner Don Hoying
Present	Commissioner Koal Middleton
Absent	Chair Ken Hartsfield
Staff Present:	Senior Planner CJ Gates
	Planning Director Karen Schminke

2. PLEDGE OF ALLEGIANCE

3. **APPROVE MINUTES:** Commissioner Hoyne motioned and Commissioner Kennedy seconded to approve the February 22, 2024 minutes with the amendment to correct the spelling of Commissioner Dezellem's name. Motion passed unanimously.

4. PUBLIC HEARINGS

- A. **(SUB2024-02) Kings Crown Final Plat:** A request by Terrence and Fadile O'Malley (Applicants and Property Owners) for a Final Plat to plat 11.3 acres into one lot. The subject property is located east of the intersection of Ponderosa Way and Kings Crown Road, in Sections 19 and 30, T12S, R68W of the 6th P.M. (lying in the center of Paradise Estates Filing #3 and #4 – Paradise Ranch Addition), in the Suburban Residential (SR) zone. **(QJ)**

Senior Planner Gates presented the staff report beginning with a description of the request, the subject property, and surrounding properties that are all zoned SR. The property was originally planned for eight residential lots, but was never platted as such. In order to construct a building within the City of Woodland Park, the parcel must be part of an official subdivision. The City Council approved this preliminary plat for this property to be configured as one lot on January 4, 2024. The applicants are now requesting a final plat for a one-lot subdivision. The final plat is in compliance with the code review. The Parks and Recreation Advisory Board (PRAB) reviewed the proposed plat on February 7, 2024 and unanimously recommended approving the Kings Crown Final plat with no further conditions. The application was referred to all internal and external agencies, and receive one comment from the City of Woodland Park Utilities Department stating that they approve of this final plat. This item was publicly noticed; no public comments were received. Staff recommends the Planning Commission recommend to City Council: Approval of the Kings Crown Final Plat to plat 11.3 acres into one lot.

The applicant, Terrence O'Malley, 1141 Royal Oak Court, stated that they would like to build their forever home on the Top of Kings Crown. The Planning Commission had no questions of the applicant.

Vice Chair Brown opened and closed the public comment portion of the meeting with no public comment. Staff had no further comments.

Vice Chair Brown asked how the master plan is affected by this plat. Director Schminke said this does not impact any other parcels in the area concerning the master plan. There are no changes in uses.

With no further discussion, the Chair called for a motion.

MOTION: Commissioner Larsen moved, and Commissioner Hoying seconded, that the Planning Commission recommend to City Council the following: Approval of the Kings Crown Final Plat to plat 11.3 acres into one lot.

With no additional discussion, the Chair called for the vote:

YES: Dezellem, Kennedy, Larsen, Hoying, Brown.

ABSTAIN: Middleton.

NO: None.

Motion carries 5 – 0 with one abstention.

The City Council Public Hearing is scheduled for Thursday, April 18, 2024 at 6:30 p.m.

B. (PUD2024-02 & SUB 2024-01) Pines at Stone Ridge PUD/Preliminary Plat Extension: Request by Kevin Kofford (applicant) and Craig O'Boyle, Go Beyond, LLC (Property Owner) for approval of a 2-year extension of the approved Pines at Stone Ridge portion of the Stone Ridge Village Planned Unit Development (PUD) and a one (1) year extension of the approved Pines at Stone Ridge preliminary plat for 49 townhomes and 20 patio homes on the 9.01± acre tracts located southeast of Ridgestone Drive and Research Drive, zoned PUD and legally described as Tracts A & F, Stone Ridge Subdivision (a portion of Sections 12, 13 & 14, T12S, R69W of the 6th PM, in the City of Woodland Park, Teller County, CO). **(QJ)**

Senior Planner Gates presented the staff report. The original preliminary plat for this development was approved for a total of 77 dwelling units, with 58 apartment units and 19 patio homes. In 2022, the applicant applied for a PUD amendment to allow for townhomes instead of apartments with an integrated design consisting of 20 patio homes and 49 townhouses. The entrances to the property are on Ridgestone Drive with an internal road that loops through the property. The open space is a central area with trail connections. He showed the approved revised plan and described the proposed lot sizes and building footprints for patio homes and townhomes. This application was approved by Planning Commission on April 14, 2022. This current request is for approval of a 2-year extension of the approved Pines at Stone Ridge portion of the Stone Ridge Village PUD with a new expiration date of April 14, 2026, and a 1-year extension of the approved Pines at Stone Ridge preliminary plat to April 14, 2025. He added that the Planning Department issued a Grading and Infrastructure Zoning Development Permit (ZDP) for the subject property on January 16, 2024. Construction has yet to commence.

The application was referred to all internal and external agencies, and also publicly noticed with no comments received.

Mr. Gates concluded his presentation with the recommendation that if the Planning Commission finds that an extension is warranted they recommend that City Council grants the two-year extension of the PUD and the one-year extension of the Preliminary Plat, and to note that the approving resolution should clearly state that the development is still subject to all the conditions and dimensional standards specified with the original approval.

Planning Commission asked about the density requirements in a PUD, as the code states that density in the PUD zone is limited to two dwelling units per acre. Senior Planner Gates confirmed the total density is about 7.6 units/acre on these two tracts, but the density is based on the entire PUD acreage. Because the entire Stone Ridge Village PUD acreage is taken into account when calculating density, this still meets the density requirement. PUDs encourage flexibility and mixed uses, which is what is seen in this PUD in terms of density. The density of this project was actually reduced by the PUD Amendment two years ago.

The applicant, Craig O'Boyle, joined the meeting via Zoom. He updated the Commission on the status of the project. They have obtained the Grading and Infrastructure ZDP and hope to move dirt this year. It is probably a two and a half year process to build out.

Vice Chair Brown opened and closed the public comment portion of the meeting with no public comment. The applicant had no rebuttal. Staff had no further comments.

MOTION: Commissioner Kennedy moved, and Commissioner Dezellem seconded, that the Planning Commission recommend that City Council grant the two-year extension of the Planned Unit Development and the one-year extension of the Preliminary Plat, and that the approving resolution should clearly state that the development is still subject to all of the conditions and dimensional standards specified with the original approval.

Director Schminke noted that Commissioner Jones joined the meeting via Zoom at 6:50 p.m.

With no additional discussion, the Chair called for the vote:

YES: Jones, Kennedy, Larsen, Hoying, Middleton, Brown, Dezellem.

NO: None.

Motion carries 7 – 0.

The City Council Public Hearing is scheduled for Thursday, April 18, 2024 at 6:30 p.m.

C. (PUD2024-03 & SUB 2024-03) Pines at Tamarac PUD and Preliminary Plat Amendment: A request by Dave Garretson (Applicant) and Pines at Tamarac, LLC (Property Owner) to amend the previously approved Pines at Tamarac Planned Unit Development (PUD) Master Plan and Preliminary Plat to increase the number of residential lots from 26 to 39 on 20.61 acres; the subject property is described as Lot 2, Block 1, Dayspring Christian Fellowship (205 Sourdough Road) in the Pines at Tamarac PUD zone district. **(QJ)**

Senior Planner Gates gave the staff report, showing the location, zoning map, and history of the tract, including annexation and zoning changes. The Pines at Tamarac PUD Final Master Plan and Preliminary Plat were approved for 26 SFRs and 5.05 acres of open space in 2019. City Council has since approved several extensions to 2023. The most recent extensions were a 2-year PUD extension to 2025 and a 1-year Preliminary Plat extension to 2024. He showed current site photos and a comparison of the approved 26 lot configuration and the proposed 39 lot configuration. The overall layout is the same, with two access points off Sourdough Road. The amended plan calls for two phases. The proposed plan amendment increases the

density from 26 dwelling units (1.26 dwelling units/acre) to 39 units (1.89 DU/AC). Currently the PUD consists of a total of 5.05 acres of open space; the proposal increases the open space to a total of 9.09 acres in three open space tracts. Proposed lot size decrease to 7,800 sf. As for type of use, the current approved plan provides 12.99 acres for single family housing, 5.05 acres of open space, and 2.57 acres for streets. This amendment proposes 8.99 acres for single family housing, 9.09 acres of open space, and 2.35 acres for streets.

The traffic study and CDOT comments requires improvements of a right turn deceleration lane on SH67. Sourdough Road must be repaired and upgraded for the full length of the subject property. The deceleration lane would have to be complete before any CO's are issued. The City's Comprehensive Plan shows this as a mixed use area. The use remains the same (residential), but the amendment does request a change in density. Staff found that the proposed amendment complies or substantially complies with Section 18.30 and with most dimensional standards. Mr. Gates also reviewed how this proposal compares with the neighboring suburban residential subdivision and the original proposal. Staff also analyzed the preliminary plat, and this proposal complies with Section 17.20 and 17.40. Staff referred the application to required internal and external agencies, and met the public notice requirements. No official written comments were received, but Staff did field some questions about this proposed amendment in the Planning Office.

Mr. Gates concluded the presentation with the Staff recommendation that the Planning Commission approve this PUD amendment, based on the findings in the staff report and as presented at public hearing, of the request by Dave Garretson (Applicant) and Pines at Tamarac, LLC (Property Owner) for PUD2024-03 Planned Unit Development (PUD) Final Development Plan for 39 single family residential lots on 20.61 acres on Lot 2, Dayspring Christian Fellowship (205 Sourdough Road) in the PUD zone,

and,

That the Planning Commission recommend that City Council approve the dimensional standards as shown in PUD2024-03 Planned Unit Development (PUD) Final Development Plan for 39 Single Family residential lots on 20.61 acres on Lot 2, Dayspring Christian Fellowship (205 Sourdough Road) in the PUD zone.

THAT, based on the findings in this staff report and as presented at public hearing, approval of the request by Dave Garretson (Applicant) and Pines at Tamarac, LLC (Property Owner) for SUB2024-03 Preliminary Plat for 39 single family residential lots on 20.61 acres on Lot 2, Dayspring Christian Fellowship (205 Sourdough Road) in the PUD zone, subject to the following conditions:

1. Prior to installation of infrastructure, the applicant shall obtain a Zoning Development Permit for infrastructure, which application shall include:
 - a. Final utility plan with profiles for all water, stormwater, and sanitary sewer
 - b. Final grading and erosion control plan for the entire site and off-site improvements
 - c. Final on/off-site street plan with profiles with curb and gutter on both sides of Sourdough Road Final drainage plan and report
 - d. Approved CDOT Access Permit
 - e. Approved SWMP
2. Applicant must resubmit Preliminary Plat addressing all comments within the City-Redline Comment packet for approval.
3. Applicant must adhere to all CDOT requirements and gain necessary permits/approvals with CDOT.
4. Prior to conveyance of any proposed lot, the applicant shall

- a. Record a Final Plat;
 - b. Complete installation of all required improvements or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs associated with constructing the required improvements shall be borne by the developer.
 - c. Repair/upgrade Sourdough Road to City standards for the full length along the eastern boundary of Lot 2 or enter into Subdivision Development Agreement fully secured with an acceptable guarantee. All costs for this installation shall be borne by the developer;
 - d. Comply with CDOT requirements regarding the deceleration lane on Highway 67.
5. Prior to recording the Final Plat, the applicant shall submit:
- a. Covenants, which include deed restrictions that establish a homeowners association to guarantee the architectural and landscape design and maintenance of the common open space; and
 - b. Park Development Fees in the applicable amount.

Planning Commission asked questions and clarifications of Staff including CDOT's comments and requirements. The original approval and current amendment application do not allow accessory structures. This proposal meets the PUD zoning code allowing for two dwelling units per acre. The PRAB, per City Code, would review this application at final plat. There were concerns about how the proposed open space acreage was calculated and located, as it's against the City code to include easements and drainage areas. PUD zoning requires a minimum of 15% open space. The original plan showed that easements were on the lots, but now the easements are in the open space. The density increase may change the entire feel of the project, and concerns arose on if this was in harmony with surrounding neighborhoods. Lastly, dimensional standards are changed from two- to three-foot projections into required setbacks.

The applicant, Jim Houk, of Kimley-Horn and Associates, who is supporting the project for Mr. Garrison, presented a slide show, including the project area, increasing the density from 26 to 39 lots, and increasing the open space and buffers from 5.05 to 9.09 acres (19.6%). The road layout cul-de-sacs were shortened, the buffer between the lots and Hwy 67 is still 60', and the open space between the two phases includes a natural drainage area, which addresses the stormwater that comes through the property from other properties in the area. The buffer saves some trees and preserves the view. The overall open space also increases along the Sourdough side to maintain or increase the buffer. The character of the property will be maintained by shrinking the footprint of the houses. The goal is to preserve as much of the site as possible. An HOA will be established. The first phase would consist of 15 lots/homes, water loop, wastewater extension, and Sourdough Road improvements. Phase 2 would include SH67 improvements (turn lane) and the remaining 24 lots. Conversations with Parks & Rec have centered around trail connections through the drainage area to Sourdough Road and Centennial Trail. Sourdough Road improvements remain the same; 900 feet of pavement, matching existing curb and gutter alignments. Other items remaining the same include the deceleration taper and right turn lane from SH67, trail corridor, landscape plan, wildfire mitigation, and architecture renderings. He re-emphasized that the buffers remained, and the density, lot dimensions and open space amounts have changed.

Commissioners clarified the reason for the amendment; it is economical for the developer to meet the improvements required by CDOT and the City by increasing the density, and responding to market demand for this type of housing. The open space is passive. Forest health and wildfire mitigation are taken into consideration. The building footprints are a few

hundred square feet smaller, but architecture will be varied. The applicant agrees with City staff recommendations and conditions as proposed. The applicant is working with CDOT on the access permit and with Utilities on the water line looping. Utilities commented "The water line will need to be looped, City Engineering specifications only allow 12 units on a dead-end line. This project is already on a dead-end line, looping the water main across the highway will need to be discussed." All comments, phasing, and infrastructure will be addressed and incorporated into the final design and final plat as per code. The easement and drainage acreage within the open space is not known. Like the previous plan, it is included within the open space. The utility plan shows the 30' easement along SH 67, 30' easement along Sourdough, 20' drainage easement along the detention pond, 15' utility easement along the north parcel line. The change in projection from 2' to 3' is for more architectural options.

Vice Chair Brown opened public comment.

Joe Fury, 565 Pembroke Drive, was concerned about dust from the phasing, how the phasing is scheduled, and mentioned the Village at Tamarac as an example of dust and lack of a turn lane on SH67. He had concerns about lighting, suggesting full cutoffs for dark sky considerations. CDOT requires the turn lane be built before any CO is issued, but Mr. Fury suggested it be constructed to help with construction traffic. Another concern is emergency evacuation planning. The house footprints and spacing are too close, so he's concerned about fire jumping from one house to the other. Also, wood siding should not be used. He added that construction piles should be cleaned up quickly, noted the "for sale" sign on the property, and questioned if the culverts under SH67 should be enlarged for drainage.

With no one else wishing to comment, Vice Chair Brown closed the public comment and asked for the applicant's rebuttal.

The applicant rebutted that as far as construction and site prep, with two phases of work, the timing and expense of the CDOT permits is considered. Phase 1 of construction would allow for the improvements on Sourdough Road as well as starting on SH67. Proper staging will occur. Site clearing and utility installation occur at the same time, so the disturbance footprint will be kept at a minimum. Erosion and dust control plans will meet State and City requirements. No street lights are planned, but residential full cutoffs would be part of architectural standards. They are conscious of wildland fire, development, and PPRBD requirements. Drainage will meet or exceed City and CDOT code. At this point, land is always for sale, but the client is motivated to create something unique and special with this amendment.

Director Schminke clarified that per the City Code, lighting standards only apply commercial and city lights, not residential. Planning Commission has discussed residential lighting standards in the code review workshops, but code changes have not been made. The applicant has considered lighting standards through their own architectural standards.

Planning Commission discussed the proposed amendment's harmony with the surrounding neighborhoods, the CDOT turn lane requirement as a condition of approval in this proposal and in the final plat and SDA, which are legally binding agreements. Bonding or escrow ensure the funds are available to finish the work.

Further discussion about the possibility of approval or tabling this item ensued. The conditions proposed by Staff are typical. Covenants are required to be submitted to the City. Park Development Fees and PRAB review are part of the final plat review. The Commissioners had questions about phasing, exact acreage of open space and easements, if these meet the 15% open space requirements, and determining character.

Director Schminke read from Section 18.30.090, which defines how the Planning Commission is to consider open space character and quality, including dwellings, surrounding development, topography and amenities of open space, open area improvements, public parks or recreation in the vicinity, relation of open space to number of dwelling units, and gross land acreage. Additionally, there is a requirement that "open space requirements shall not include roadways, associated drainage, utility easements and other infrastructure area incidental to the project unless a specific public good can be demonstrated which benefits the community at large. Open space may include park land dedication areas, trail networks, and/or other public/private recreational areas and/or other facilities as determined by the Woodland Park city council."

MOTION: Commissioner Larsen moved and Commissioner Dezellem seconded to continue this public hearing in order to get additional information from staff and the applicant that addresses the character and calculation of the open space, and continue this hearing to the April 25, 2024 meeting.

With the motion to continue, the Planning Commission discussed that the applicant will bring forth the information requested. Planning Commission can then discuss the project again, such as the density and harmony. The proposed density is less than the maximum of two dwelling units per acre. The project will not expire while it is under review.

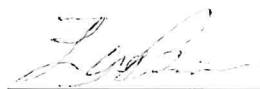
YES: Kennedy, Larsen, Hoyne, Middleton, Brown, Dezellem, Jones.

NO: None.

Motion carries 7 – 0

5. **REPORTS:** Director Schminke said the new Code Compliance Specialist is hired and will start in May. Staff will inform the Planning Commission if the next meeting is April 11, 2024 at 6:30 p.m.
6. **ADJOURN:** The meeting was adjourned at 8:46 p.m.

Approved this 25th day of April, 2024 by



Lee Brown, Vice-Chair