



**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, January 22, 2019 8:00 AM**

A G E N D A

- I. The Meeting was called to order at 8:02 am.
- II. Roll call indicated present: Brad Holzwarth, Mike Davlin, Jonathan Larson, Doug Robbins, Roger Kish, and Dave Barker.
- III. Town Hall Meeting – No comments received.
- IV. No minutes available for review.
- V. Conflicts of Interest – No comments received.
- VI. OLD BUSINESS:
 - A. Roam Preliminary Plat

Jeff Vogel, representative of the Applicant presented to the Commission outlining the overall site plan again and refreshing the commission on the overall themes of wetland preservation and avoidance, diversity in housing, and creating a modified grid system off main street to create depth. No changes have been made in the land use from the original development plan and none are requested. The applicant has met with all of the referral agencies and is working on addressing all of their comments and concerns. Mr. Vogel mentioned that some conditions need to be clarified such as Condition 16 requiring a temporary construction easement and permanent maintenance easement along Ski Idlewild. Most of them are clear and can be addressed.

Planner Owen presented the staff report as follows:

This is the second submission to Planning Commission for Preliminary Plat, the first one being on October 23, 2018. At that October meeting, the submission was continued to December 11, 2018 to allow time for a transportation study to be done on possible roundabout locations, and to allow the developer time to resolve many of the Town, agency, and utility comments.

In the time between Planning Commission Meetings, staff organized several meetings to facilitate conversations around the identified concerns brought up at that October 23 meeting, and commissioned the roundabout study:

- Meeting with Town Engineers 11/1/18
- Meeting with Colorado Department of Transportation (CDOT) and Engineers 11/13/18
- Meeting with Agencies and Utilities 11/14/18
- Roundabout Study Complete 12/6/2018
- Meeting with Town Staff for Roundabout Discussion 12/6/18

At the December 11, 2018 meeting, Planning Commission received a request for continuance from the developer to allow them more time to revise their plans to address comments. Planning Commission discussed the roundabout study results and reviewed the meeting notes from those several meetings between the developer and Town Staff, agencies, and utilities.

Planning Commission is now presented with the full second submission of the Roam Preliminary Plat.

At the December 11, 2018 Planning Commission meeting, the completed roundabout study was reviewed. Staff expressed preference for “Design C” which places the roundabout at the south entrance to the Roam development (currently proposed as a full movement intersection with a traffic signal). Planning Commission did request some additional information on two items regarding these designs which are listed below:

- **Retaining Wall Cost:** One of the reasons cited by Staff’s preference for “Design C” is the ability to maintain the existing retaining wall which would be a considerable extra cost and time to move or alter. To further explain this position, Staff reviewed the notes from a meeting with CDOT on this subject. What CDOT had warned of in the meeting is a lengthy review process, up to 6 months, by the CDOT Engineering Department concerning approval and construction of walls within their ROW. In addition, they also have strict standards on how such walls are to be designed which are included in the Staff Report. Although there is certainly a burden of time and energy to gain approvals, there is nothing citing that it cannot be done. Staff simply felt that the extra cost and time needed to accomplish this task should be factored in, and added to the reasons for choosing “Design C” over other design options. Unfortunately, without commissioning full engineering documents, Staff is not able to give even preliminary estimates on the cost for removing or altering the retaining wall. Both the Town Engineers and the Roundabout specialist were adamant that any cost estimates given without engineering to support them would be worthless in the long run.
- **Beaver Village Condominiums:** Planning Commission expressed interest in hearing from those being affected by this change in traffic patterns at Beaver Village Condominiums. Staff met with the board of Beaver Village Condominiums to discuss the plans in depth, and has sent over the planning documents for their review. They have not expressed any objection to having a roundabout at the southern entrance to the Roam development and restricting their entrance to right in, right out, with the ability to turn left by using the roundabout. They have also been invited to attend the Planning Commission meeting on January 22.

Access to the development is proposed from Road A, Road B, Vasquez Road, and Ski Idlewild Road. Improvements are proposed on Road A, Road B, and Ski Idlewild, but not to Vasquez Road at this stage.

After discussions with the applicant, closing off access to Vasquez Road from Highway

40 is the best option in order to avoid inadvertent use of a sub-par intersection prior to it being developed.

This preliminary plat proposes approximately 105 parking spaces, situated along roads in the development and adjacent to several parcels and tracts for which uses have not yet been determined. Since the Town of Winter Park parking standards are based on use, the total number of required parking spaces for future residential or commercial uses is unknown. Due to this unknown parking requirement there is now a plat note clarifying.

Setbacks have been added as a plat note and non-buildable areas indicated as requested.

The Town's Landscape Design Regulations and Guidelines (the Guidelines) require Landscape Transition Zones (LTZ's) on the perimeter of a lot or parcel based on the use of that parcel and the adjacent parcels. Since no uses have been solidified for these lots, these LTZ's will be required at time of final site plan. However, Staff would like to note that especially for the smaller residential lots such as the "Town Center Lots" the applicant should be considering how the required landscaping will be accommodated.

The applicant is compliant with Town code for areas outside the required Landscape Transition Zones (LTZ's) but within 75' of buildings, recreation structures, parking lots, driveways.

No exterior lighting plan has been submitted indicating street lights and overall site lighting.

The Preliminary Plat has identified snow storage locations throughout the development. Some of the proposed locations shown on the plat are directly adjacent to mapped wetlands. Due to the sensitive nature of wetlands, the applicant will need to indicate protection methods for wetlands adjacent to snow storage areas. Additional notes related to this have been added prior to Final Plat.

The Preliminary Plat and the planning areas included within are in conformance with the densities outlined in the Final Development Plan.

The alignment shown on Exhibit E, Trail easements will need to be modified to reflect conversations between the applicant, Staff, and Colorado Parks and Wildlife to more closely follow the Wolverine Creek trail alignment that avoids much of the wetland areas it approaches the park.

The Preliminary Plat does not currently depict or specify all required Utility Easements and plat notes throughout the site. Plat notes shall be added describing all needed Utility Easements.

Draft copies of the associations' documents have not been provided to staff for review. A condition prior to Final Plat has been added.

All improvements (water, sewer, roadway, landscaping, drainage/erosion control, etc.) associated with the proposed project are required to be guaranteed (120%) through a Development Improvements Agreement (DIA).

Per the Roam Annexation Agreement Section 6, the Town agreed to convey a parcel of land owned by the town that is adjacent to the northwest corner of the Project, approximately .67 acres.

This conveyance has not yet occurred, but will be necessary for the proper alignment of Ski Idlewild Road.

As detailed in Section 3 of the Roam Annexation Agreement, there are several Management Plans required prior to Final Plat. One of these, a Forest Management plan, was indicated on the first submittal as a condition of approval including pine beetle mitigation measures, fire hazard mitigation measures, and other forest health measures as needed. This plan has been provided and is included in the staff packet for your review.

The Stream Management plan included with this Preliminary Plat submittal shall be implemented over the course of the development as described in Exhibit F of the Final Development Plan. The approvals necessary to the implementation shall be a condition prior to Final Plat.

As described in section 3.3 of the Roam Annexation Agreement, wetland impacts and mitigation requirements shall be determined with each final plat.

Section 8 of the Town Code requirements for a Preliminary Plat require the plat to contain or be accompanied by information regarding other conditions or features on the tract including highly erosive soils or other geological hazards and other significant features. Staff feels that the existing soil stockpiles on the site should be depicted as-is on at least one existing conditions plan set this is currently a condition for Final Plat.

In addition, a temporary construction easement and a permanent maintenance easement will be required where Ski Idlewild Road is located directly adjacent to a neighboring property, this has been moved to the list of Final Plat Conditions.

After extensive conversation with the applicant, a comprehensive drainage and stormwater plan has been formulated that attempts to begin the process of including offsite water as well as onsite. Due to the unique nature of this circumstance, a sharing of cost for maintenance of these storm and drainage facilities is expected, but may require a further agreement to be worked out. In the meantime, existing language in the Town's Standards and Specifications for Design and Construction gives recommendations for plat language that would ensure the Town's ability to maintain privately owned storm drainage facilities. Agreements for maintenance responsibility will need to be finalized at time of Final Plat, but plat language from section 6.2.4 shall be added to allow for such agreements to take place.

Review Agency Comments:

Town Engineer

Cooper Karsh, Senior Project Engineer with JVA has responded to the referral in a letter dated January 17, 2019. In this letter many concerns have been addressed but multiple issues remain to be addressed at Final Plat. All issues have been identified as appropriate and able to be resolved prior to Final Plat. Refer to the letter included in Staff packet for all comments and additional information.

Public Works

Russ Chamero, Public Works Director for the Town of Winter Park responded to the referral with several comments seen in the Staff Report.

Colorado Geological Survey

Jill Carlson, Engineering Geologist with the Colorado Geological Survey (CGS) responded to the referral in a letter to the Town dated January 17, 2019 with several comments having been addressed, and a few recurring comments seen in the Staff Report. Please refer to the attached CGS letter for additional information.

East Grand Fire Protection District No.4

Dennis Soles of the East Grand Fire Protection District responded to the referral in a letter dated January 15, 2019. In this updated letter, East Grand Fire notes four areas of remaining concern below that have not been addressed with the submission. Please refer to the attached letter for additional information.

Mountain Parks Electric

Jean Johnston of Mountain Parks Electric, Inc. responded to the original referral in a letter dated October 2, 2018 and are currently still working on final electrical plans with the applicant.

Grand County Water & Sanitation District No. 1

Bruce Hutchins, Manager with Grand County Water and Sanitation District No.1 responded to the original referral in a letter dated October 18, 2018 and is still currently working with representatives of the development on water and sewer design and inclusion into the District.

US Forest Service

Jon Morrissey, District Ranger with the US Forest Service responded to the referral request for this second submission of Roam with the following note:

“The US Forest Service Due to the federal government shutdown, the US Forest Service, Sulphur Ranger District will be unable to provide comments by the deadline. I request that federal agencies affected by the shutdown receive additional time to officially respond once funding has been restored.”

Due to the government shutdown, a final plat note requesting additional time, if needed, to review prior to final plat has been added.

Division of Wildlife

Jeromy Huntington, District Wildlife Manager with the Colorado Parks and Wildlife responded to the original referral in a letter dated October 8, 2018 but has not responded to the second submission as of yet.

Grand County Assessor

Deb Lindblom, Deputy Assessor with Grand County Assessor's Office responded to the original referral in a letter dated September 5, 2018, but has not responded to the second submittal.

Colorado Department of Transportation

Daniel Roussin, Region 3 Permit Unit Manager with the Colorado Department of Transportation responded to the second referral request in an email dated December 31, 2018. In that letter they requested additional time to finalize review comments which Staff feels should be appropriate to finalize at time of Final Plat instead of continuing preliminary plat a second time. Please refer to the attached letter for additional information.

Xcel Energy

Kathleen Jacoby, Design Planner with Xcel Energy responded to the referral in an email dated January 11, 2019 stating that in addition to their first comment letter, they would like to request a blanket easement for all natural gas installation. Please see attached email for more details.

Headwaters Trails Alliance

Meara McQuain, President of the Headwaters Trails Alliance submitted comments related to the first referral request, but has not yet responded to the second submittal. Her comments are found in the staff report. Many of those comments will be addressed directly by the Town when construction and planning for this new section of the Fraser River Trail commences. At this moment, only a relocatable trail easement is being discussed as part of the plat.

East Grand School District

Frank Reeves, Superintendent attended the utilities meeting and had several comments which have been integrated into conditions for Final Plat.

Letters were sent to the following agencies but comments were not received prior to the deadline –

- Comcast
- Century Link
- Grand County Planning Department
- US Army Corps of Engineers

Adjacent Property Owner Comments:

Staff sent notice to adjacent property owners on August 24, 2018. No comments have been received.

Plat:

Staff has created a red-marked print for the proposed Preliminary Plat and it is included in this packet for your review.

Master Plan:

This development addresses many of the strategies included in the Winter Park Town Plan including incorporating public places, creating recreational amenities, integrating workforce housing throughout the Town's built environment, encouraging publicly accessible parks and open spaces, creating human scale street frontage along Main Street, integrating dedicated recreation paths throughout town, and helping to complete the Fraser River Trail.

In addition to meeting those listed strategies of the Town Plan, Staff had recommended the applicant revise the Plat and construction documents to address several of the recommended connectivity strategies which has been done via Exhibit A, Connectivity.

Recommendation:

If the Commission is satisfied with the Preliminary Plat, staff recommends approval of the Preliminary Plat for Roam with the following conditions prior to Final Plat

1. The applicant shall update the Roam Plat per the redlined version provided with this Staff Report prior to Final Plat Review.
2. Per the Town Plan, Staff recommends the applicant investigate the accommodation of shuttles and bus throughout the development prior to Final Plat Review
3. The applicant shall work with Town Staff to continue to provide input and data for the roundabout study, allow for the integration of a roundabout at the southern entrance to the development prior to Final Plat review.
4. Prior to Final Plat, agreements related to reasonable cost sharing for and easements to allow the construction of the roundabout to occur at the southern entrance to the development shall be finalized.
5. Prior to Final Plat, applicant shall indicate all life-safety signage including crosswalk striping, yield signage, no parking signage, etc. as appropriate.
6. Prior to Final Plat, applicant shall include a plat note indicating that wetlands adjacent to snow storage locations shall be permanently protected from damage. Specific design methods for indicated permanent snow storage protection shall be submitted to the Town prior to Final Plat (berms, permanent sediment control, etc).
7. Wetland Permitting documents shall be updated to indicate the full limits of disturbance shown in the construction documents prior to Final Plat.
8. The alignment shown on Exhibit E, Trail easements, will need to be modified to reflect conversations between the applicant, Staff, and Colorado Parks and Wildlife to more closely follow the Wolverine Creek trail alignment that avoids much of the wetland areas it approaches the park.
9. The agreed upon specific alignment of the Fraser River Trail, Porphyry, and Wolverine trails, and a relocatable trail easement shall be depicted on the Final Plat.
10. The applicant shall detail how the existing Fraser River Trail will interact with the new trail and new roads proposed as part of this development. The applicant is willing to and will need to coordinate further with the Town regarding the details on how the existing Fraser River Trail will interact with the Development and future easements needed for any potential trail to go under Road A and along the retaining wall.
11. The alignment of the Fraser River Trail shall be amended to avoid more of the

wetland area and align more closely with the other trails shown on Exhibit E in Green.

12. Applicant shall add utility easement plat notes or specific utility easements as agreed upon and confirmed by the various utilities (water/sewer, electric, gas) prior to Final Plat.
13. Prior to Final Plat applicant shall provide an executed DIA with cost estimates along with final stamped engineered plans for all applicable improvements prior to acceptance of any DIA and subsequent site disturbance.
14. Prior to Final Plat review, the applicant shall obtain all necessary approvals from any governmental authorities having jurisdiction over the activities described in the Stream Management Plan as detailed in section 3.2 of the Annexation Agreement.
15. Prior to Final Plat Review, the applicant shall provide an executed development improvement agreement which includes the Stream Management plan, any additional ongoing maintenance for the Forest Management Plan, and erosion control for the soil stockpiles.
16. Prior to Final Plat, the applicant shall provide a temporary construction easement and a permanent maintenance easement where Ski Idlewild Road is located directly adjacent to a neighboring property as detailed in both the Town Engineer and Public Works comments.
17. Prior to Final Plat, the applicant shall include an Existing Conditions elevation site map depicting existing grade or preconstruction grade (grade prior to any cuts, fills, or disturbance of the site) and depicting the existing soils stockpiled on the site shall be provided to determine building heights for future development.
18. Plat language informed by Section 6.2.5, XII of the Standards and Specifications for Design and Construction shall be added to the Final Plat to allow for Town maintenance of storm drainage facilities with a maintenance agreement for all storm facilities to be drafted and agreed upon by both the Town and the applicant prior to Final Plat approval.
19. Prior to Final Plat, the applicant shall provide additional information regarding the Town dedicated park area as it relates to it being used as a water quality pond. Specifically, addressing what portions of the park could be rendered unusable, or flooded during large flood events.
20. A Certificate of Taxes, shown to be paid in full from the County Treasurer, shall be provided for the subject property prior to the recording of any Final Plat.
21. A digital file of the approved plat must be submitted. The digital file shall be in a format acceptable to the Town's System. Requirements for digital submittal can be obtained from the Town's Planning Department.
22. A 14"x18" 911 Address Plat shall be provided prior to recording of any Final Plat.

This proposed project is subject to school impact fees, and the amount is calculated as follows:

$$\begin{aligned} \text{TBD units} \times 0.0180 &= \text{TBD assessable units} \\ \$\text{TBD (purchase price)} / 183.578 \text{ acres} &= \$\text{TBD/ acre} \\ \$\text{TBD / acre} \times \text{TBD (assessable units)} &= \$\text{TBD} \end{aligned}$$

23. A School Impact Fee in the amount of \$TBD shall be provided prior to recordation of any Final Plat.
24. Prior to Final Plat, the applicant shall address all comments made in the letter dated January 17, 2019 and obtain approval from the Town Engineer stating they have no concerns regarding the proposed development.
25. Prior to Final Plat the applicant shall obtain approval from the Town Public Works Department stating they have no concerns regarding the proposed development, particularly addressing the snow storage concerns.
26. Prior to Final Plat, the applicant shall address the Colorado Geological Survey's recommendation for a channel shear stress analysis to evaluate the need for channel armoring/reinforcement and noting how the current Stream Management Plan and suggested stream bank enhancement strategies will address these concerns.
27. Prior to Final Plat, the applicant shall revise the plat and construction plans to reflect the revised comments made by East Grand Fire. Approval from East Grand Fire prior to Final Plat shall be required.
28. Prior to Final Plat the applicant shall obtain approval from Mountain Parks Electric, Inc.
29. Prior to Final Plat, the applicant shall obtain approval from Grand County Water and Sanitation District No 1.
30. Prior to Final Plat, the applicant shall obtain approval from Xcel Energy including providing any easement requirements.
31. Prior to Final Plat, the applicant shall address any concerns from Federal agencies including the US Forest Service that they are able to voice after the Government Shutdown has ended. Additional time may be required to allow for a full review.
32. Prior to Final Plat, the applicant shall work with CDOT to address their comments per the letter dated October 15, 2018 and a future comment letter expected in the near future. Approval from CDOT prior to Final Plat shall be required.
33. CDOT required turning lanes and any additional changes to Highway 40 shall be depicted on the Construction Documents.

Discussion was held.

- Conversation around Roam working with Grand County Water and Sanitation District and other utilities to finalize plans.
- The road at the Roundabout should be clearly marked as a Primary Road since it will act as one with the amount of development coming in.
- The Fraser River Trail crossing over vehicular access to Roam should be addressed in the platting process, or make sure it can be addressed in the future.
- Commissioner Holzwarth expressed concern about Beavers Condominiums access from the roundabout and cutting across northern traffic to turn left.
- Commissioner Kish asked about the traffic report and if it included the Snowblaze entrance in the analysis. Applicant indicated that Snowblaze was not mentioned in the traffic flow.
- Commissioners discussed planning for bus stops and the condition to show both school and transit bus stops with the applicant.
- Parking for the public dedicated park and ensuring people had access to the park was discussed with the applicant.
- Concerns discussed around the water quality pond in the public park and snow storage. Need to know how useable the pond area is, Commissioner Holzwarth felt that the pond should be on Roam property, not part of the park.
- Discussion on vehicular access for businesses fronting Highway 40 on Ski Idlewild on existing Town ROW. Wanderers way is an alley and dangerous to get out and in from the Highway, priority to help remove those alley accesses on Main Street.
- Snow storage on the dedicated public park discussion, eventually all commissioners agreed that it should be moved out of the park. Park could store it's own snow on-site however.

Opening of Public Hearing.

Robert Blay with CMC Property Management representing Beaver Village Condominiums spoke about their concerns about the roundabout and no direct left turn to get to the Town. Requested to be in the meetings with CDOT as the project moves forward. Planning Director Shockey agreed that they would be involved in the process.

Public hearing closed with no further comments.

Commissioner Davlin moved and Commissioner Kish seconded a motion to approve the Preliminary Plat with all staff recommendations and the additional conditions listed below:

34. Prior to Final Plat the applicant shall remove any of the development's required snow storage from the dedicated park area.
35. Prior to Final Plat, the applicant shall ensure pedestrian access is allowed across all private roads adjacent to, or offering possible pedestrian connection to, the dedicated public park.

36. Prior to Final Plat the applicant shall add a plat note indicating that the development will work with the town to maintain vehicular access on Town owned ROW to allow for future vehicular access to Ski Idlewild.

Motion Carried 6-0.

VII NEW BUSINESS:

A. Three Mile Plan – Draft

Community Development Director Shockey presented a draft Three Mile Plan and asked for feedback and discussion. Mr. Shockey indicated that this was just an introduction to the topic and mainly asking what information the Commission would need to evaluate the different sites listed on the draft plan, and what Staff could do to help the Commission.

The Commissioners asked for maps with grading for each site, possible access points for each area, and time to review.

This topic will come back to the Commission in two weeks.

VIII. Staff Update

- Staff is planning a get together to celebrate the adoption of the Master plan.
- Downtown plan RFP will be published soon and the Master Plan steering committee will be invited to assist with planning the Downtown Plan as well.
- Andrew Williams, the Masters of Urban Planning student will be beginning work on the Sustainability Assessment and staff will keep the Commission informed on that.
- The Idlewild proposal has been withdrawn.
- Lakota north & south are looking at amending their final plat, the central village is already built out.

Upon a previously adopted motion, the meeting was adjourned at 10:04 am.