# TOWN OF WINTER PARK PLANNING COMMISSION <br> Tuesday, February 13, 2024 8:00 AM 

## AGENDA

## I. Call to Order

II. Roll Call of Commission Members

## III. Public Comment

This time is reserved for anyone from the public to speak about items not on the agenda. The Planning Commission is not prepared to decide on matters brought up during this time, but if warranted, will place them on a future agenda.

## IV. Conflict of Interest

## V. Consent Agenda:

a. Approval of Minutes - January 23, 2024
VI. General Business:
a. Minor Site Plan - Building A, Village Center Condominiums of Winter Park - 78491 Highway 40 (PLN24-001)

## VII. Director's Report:

This time is reserved for specific items from staff requiring Commission direction and for relaying important information to the Commission.
a. Study Session - Bufferyards - PowerPoint Presentation at the meeting
b. Study Session - Three-Mile Plan - PowerPoint Presentation at the meeting

## VIII. Planning Commission Items of Discussion

This time is reserved for Commission discussion items that are not listed on the agenda.

## Online Meeting Login Instructions - See next page

## Computer Login Instructions

Please click the link below to join the webinar:
https://us02web.zoom.us/j/81725744995?pwd=RnVOb2hpVmN1SXBydzFBZEc3NGhGZz09
Passcode: 113389

## Phone Login Instructions

Dial In Numbers (for higher quality, dial a number based on your current location):

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Webinar ID: 81725744995
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International numbers available: https://us02web.zoom.us/u/kdr9la1HH0
You can log into the Zoom meeting through the link above to view what is projected on the screen. You can use either your computer audio or the number above. Everyone will be muted upon entry into the meeting to ensure that we have manageable background noise and limited interruptions.

Public Hearing Process
If you would like to participate in the public hearing, please follow these instructions so we can make sure everyone that wants to speak has the opportunity. When you log into Zoom you will be automatically muted to limit background noise. When the public hearing is opened for public comment, please use the "raise your hand" feature and staff will unmute citizens in the order they were received. To enable "raise your hand" feature, click on the "Participants" button the bottom of the screen.

TOWN OF WINTER PARK PLANNING COMMISSION
Tuesday, January 23, 2024 8:00 AM

## MINUTES

DATE: Tuesday, January 23, 2024
MEETING: Winter Park Planning Commission
PLACE:
Town Hall Council Chambers and Zoom Meeting Call
PRESENT: Chair Dave Barker, Vice Chair Brad Holzwarth, and Commissioners Thomas McDonald, Angela Sandstrom, and Roger Kish are present. Also present are Community Development Director James Shockey, Town Planner Hugh Bell, Contracted Town Planner Shelia Booth (on Zoom) and Assistant Town Attorney Kunal Parikh (on Zoom).

## OTHERS

PRESENT: None.
I. Call to Order

Chair Barker calls the meeting to order at 8:03 a.m.
II. Roll Call of Commission Members

Commissioners Doug Robbins and Chris Tagseth are absent today.

## III. Public Comment

No comments received.

## IV. Conflict of Interest

No one comes forward.

## V. Consent Agenda:

a. Approval of Minutes - January 9, 2024
b. Minor Site Plan - 23 Maple Road - Amended Lot 4, Block 4, Winter Park Village Subdivision (PLN23-116)

Chair Dave Barker states he wants it to be clear to applicants with items on the Consent Agenda that, unless the item is moved by the Commissioners to the General Business agenda, there will be no discussion of the item. The Commissioners ask staff to ensure they let Consent Agenda applicants know this is the case. In the future, Chair Barker also wants to ask any applicants with Consent Agenda items if they understand the conditions for approval outlined in the staff report. The rest of the Commission agrees.

Commissioner Kish moves and Commissioner McDonald seconds the motion approving the Consent Agenda. Motion carries 5,0.
VI. General Business:
a. PUBLIC HEARING: Major Site Plan - Lions Gate Condominiums - 365 Lions Gate

Drive (PLN22-078)
Town Planner Hugh Bell presents the staff report to the Commissioners. Applicants Brian Garrett and Mike Rose-Harrison are present on Zoom. Planner Bell explains there are two (2) determinations the Commission must make with their decision for approval or denial:

1. The Planning Commission shall determine whether to grant approval for the parking area adjacent to the street. UDC, § 3-H-5(D)(2).
2. The Planning Commission shall determine whether to exempt the east bufferyard from the planting requirements outlined in § 3-I-5, Bufferyards as permitted in § 3-I-2(C)(3).

Community Development Director James Shockey also mentions the additional 15' of right of way ("ROW") required to be deeded to the Town so that the 60' ROW width requirement in the Standards and Specifications for Design and Construction can be met for Lions Gate Drive. He explains that it was discovered later in the process that the existing ROW was inadequately wide.
The Planning Commission asks staff for several clarifications. Chair Barker then allows the Applicants to begin their presentation.

Mr. Garrett begins his presentation via Zoom, which is limited to ten minutes. The presentation is displayed on the screen for everyone attending the meeting to see and analyze. Mr. Garrett concludes his presentation.
Chair Barker opens the Public Comment period. Those who are attending in person are asked to give their comments before those online.
William and Jill Callahan of Braidwood Condominiums come forward. They oppose the project.
Ms. Barbara Haight Lawler of Braidwood Condominiums comes forward. She opposes the project.
Ms. Margaret Klausner of Braidwood Condominiums comes forward. She opposes the project.
Mr. Scott Chapman of Braidwood Condominiums comes forward. He opposes the project.
Mr. Greg Zerban of Braidwood Condominiums comes forward. He opposes the project.
There are no other in-person public comments, and no one comes forward on Zoom. Mr. Garrett begins his rebuttal, which is limited to five minutes. He talks about building setbacks, the impact of discovering the 15 ' ROW late in the process, snow management, and parking space design. Mr. Mike Rose Harrison, also a member of the Applicant team, comes forward on Zoom and echoes Mr. Garrett's presentation.
Chair Barker closes the Public Comment period.
The Commissioners begin discussion amongst themselves and staff. The Commissioners have several comments and questions, which generally include:

1. Building coverage.
2. The snowmelt system.
3. The deficient east bufferyard facing Lions Gate Drive.
4. The four parking spaces located near the east lot line facing Lions Gate Drive. They discussed how the proposed density necessitated the parking area in the front and how it could have been eliminated if a lower density was proposed.
5. The property owner's decision to incorporate the existing structure into the new development.

Commissioner Sandstrom moves and Chair Barker seconds the motion to deny the Major Site Plan for 365 Lions Gate Drive (PLN22-078) because the screening provided by the east bufferyard for the four (4) parking spaces near Lions Gate Drive is inadequate, because the property owner has created the hardship in deciding that the existing structure should remain with the development proposal, which is not permitted for the Planning Commission to approve a parking area near the front of a property, and
because the development will negatively affect the surrounding neighborhood's character. The motion also includes the referral of the Major Site Plan to Town Council for review at their next meeting. Motion fails 2,3 with Vice Chair Holzwarth, Commissioner Kish, and Commissioner McDonald voting "nay".

The Commission further discusses the parking spaces near the front of the property near Lions Gate Drive and the amount of landscaping there.
Assistant Town Attorney Mr. Kunal Parikh states that if the Commission wishes to refer the application to Town Council, they must clearly state they're making a recommendation, not a final decision.

Commissioner Sandstrom moves and Chair Barker seconds the motion recommending denial of the Major Site Plan for 365 Lions Gate Drive (PLN22-078) because there are two (2) items not in conformance with the UDC that the Planning Commission has to review as part of the Major Site Plan: 1) a parking area at the front of the property, i.e., the east side, and 2) a reduced bufferyard on the east lot line. These are both recommended for denial because (1) the screening provided by the east bufferyard for the four parking spaces near Lions Gate Drive is inadequate, (2) the property owner has created the hardship in deciding that the existing structure should remain with the development proposal, and (3) the development will negatively affect the surrounding neighborhood's character. The motion also includes the referral of the Major Site Plan to Town Council for review at their next meeting. Motion carries 3,2 with Vice Chair Holzwarth and Commissioner Kish voting "nay". This item will go on the February 6 ${ }^{\text {th }}$, 2024 Town Council agenda.

## VII. Director's Report:

a. Study Session - Wetlands
b. Commissioners Priorities List

The Commission takes a five-minute recess. Upon return, Director Shockey presents the wetlands staff report to the Commissioners. The report contains info about the Sackett vs. EPA decision. A workshop with Town Council to discuss wetlands is scheduled for Tuesday, February 6 at 3pm. Staff will outline the major items covered by the Commission at their previous study session on January 9.

Director Shockey then presents the staff report outlining the 2024 Planning Commission Priorities List. He outlines possible dates for several items:

1. Landscaping and bufferyards study session scheduled for Tuesday, February $13^{\text {th }}$
2. Three-Mile Plan will likely be presented at meeting on Tuesday, February $27^{\text {th }}$

Chair Barker recommends the Commission have a joint meeting with the Town Council to discuss items like wetlands to reduce the back and forth between the two bodies.

## VIII. Planning Commission Items of Discussion

Commissioner Sandstrom states she'll be attending remotely for the next meeting and will be absent for the March $26^{\text {th }}$ meeting. Commissioner McDonald states he'll also attend remotely for the next meeting.

Several other items:

1. Status of the Town's two permitted marijuana businesses (Vice Chair Holzwarth)
2. Status of Resort's Preliminary Development Plan (Chair Barker)
3. Importance of access to the Fraser River from the Resort's base village (Vice Chair Holzwarth)
4. Enforcement and parking tickets on Baker Drive (Commissioner Sandstrom)
5. Off-site snow hauling (Commissioner Kish)

Commissioner McDonald has another commitment and leaves at 10:06.
There being no further business to discuss, upon a motion regularly adopted, the meeting was adjourned at 10:19 a.m.

The next scheduled meeting of the Planning Commission will be Tuesday, February 13, 2024, at 8:00 a.m.

Irene Kilburn, Planning and Building Technician II and Hugh Bell, Planner

| TO | Planning Commission |
| :--- | :--- |
| FROM | Hugh Bell, Planner |
| THROUGH | James Shockey, AICP, Community Development Director |
| DATE | February 13, 2024 |
| RE | Minor Site Plan - Building A, Village Center Condominiums of Winter Park |
|  | -78491 Highway 40 (PLN24-001) |

## Applicant: Chris Furman

Property Owner: Chris Furman dba Slopeside Construction Management, Inc.
Architect: BHH Partners of Colorado
Address: Building A, 78491 Highway 40

## Legal Description:

Building A, Retail Condominium Units 1, 2, And 3, The Village Center Condominiums Of Winter Park, According To The Condominium Map, Recorded August 6, 2001 At Reception No. 2001-007456, And According To The First Amended And Restated Condominium Declaration, Of Protective Covenants, Conditions, And Restrictions, For Village Center Condominiums Of Winter Park, Recorded August 5, 2005 At Reception No. 2005-008425 (the "Property").

## Zoning: D-C (Destination Center) with DBO (Downtown Business Overlay)

## Authority:

Pursuant to § 5-B-3 of the Winter Park Unified Development Code (the "UDC"), the Planning Commission considers building configurations, colors, materials and general compatibility of proposed structures and outdoor advertising within the Town of Winter Park. Minor Site Plan approval is required before building permit issuance.

## Site Plan Approval Criteria:

UDC § 5-E-1(H): Approval Criteria. The site plan shall be evaluated and may be approved in accordance with the following criteria:

1. Comprehensive Plan. Conformance with the Comprehensive Plan;
2. This UDC. Conformance with the standards of this UDC; and
3. Design Guidelines. Conformance with the Design Guidelines in Appendix A.

## Procedure:

UDC § 5-E-1(F)(1)(b): Planning Commission Action. The Planning Commission shall:

1. Receive a written recommendation from the Director regarding the proposed site plan; and
2. By majority vote, approve, approve with conditions, or deny the application based on the criteria in Sec. $5-\mathrm{E}-1-\mathrm{H}$.

## Background:

The Village Center Condos Buildings B1, B2, and C were built in 2001. Only a foundation was poured for Building A; no structure was built. Buildings B1, B2, and C include residential and commercial units:
Building B1: 3 commercial units and 3 dwelling units ("DU")
Building B2: 3 commercial units and 3 dwelling units
Building C: 1 commercial unit

## Project Overview:

The proposed building, which includes "Apartment", "Professional Office", and "Retail Sales" uses, contains four (4) residential dwelling units (i.e., three (3) one-bedroom DU and one (1) two-bedroom DU) and two (2) commercial units. Total building footprint is $4,504 \mathrm{sq} . \mathrm{ft}$.

## Variances:

No administrative or Board of Adjustment (BOA) variance requests are included with the application.

## Title Commitment:

Satisfactory.

## Homeowner's Association:

Satisfactory. The Village Center of Winter Park Condominium Owners Association, Inc provided approval on December $5^{\text {th }}, 2017$ but the HOA President provided a notarized signature dated December 5, 2023.

## Construction Plans:

View Construction Plans in the packet.

## Access:

Satisfactory. Access will be attained by two (2) existing curb cuts from Hi Country Drive and Rosie's Way. The parking lot is existing and contains 82 off-street parking spaces.

- A stabilized construction entrance shall be installed prior to ground disturbance.


## Transit:

Satisfactory. The Property is served by an existing Lift transit stop on Highway 40 on its frontage.

## Pedestrian Access:

Satisfactory. Two (2) sidewalks are proposed: one linking Highway 40's sidewalk with the west entrance and the other linking the parking lot with the east entrance. § 3-H-8(D) of the UDC requires pedestrian connections throughout the project site with extensions to adjacent properties and linkages to existing trails.

## Parks, Trails, and Open Space:

N/A. No additional dedication of parks, trails, or open space is required for this project.

## Parking:

TBD. The existing structures were approved with 82 off-street parking spaces. Sheet SP-1 (Site Plan) dated $11 / 28 / 2023$ states that ten (10) on-street parking spaces on Hi Country Drive have been counted towards the required parking; however, no note exists on the plat stating this, so staff is not counting these spaces. Staff needs the Applicant to provide an inventory of the existing businesses
and each commercial unit's square footage so the number of required parking spaces can be determined. The number of bedrooms per existing DU must also be provided.

| Requirement | Required | Provided |
| :--- | :--- | :--- |
| 1 space per 150 sqft <br> customer access area <br> (Restaurant subtype) | $?$ | $?$ |
| 1 space per 500 sqft <br> gross floor area (Office <br> subtype) | $?$ | $?$ |
| 1 space per 500 sqft <br> gross floor area (Retail <br> Sales subtype) | $?$ | $?$ |
| Existing DU, TBD | \# of bedrooms per existing DU <br> unknown | $?$ |
| 1 space per 1-bedroom <br> DU | 3 1-br DU (Building A) = 3 spaces | 3 |
| 1.5 spaces per 2- <br> bedroom DU | 1 2-br DU (Building A) = 2 spaces | 2 |
| 1 space per 500 sqft <br> (Office and Retail Sales <br> subtypes) | 4,360 sqft / 500 sqft (Building A) $=$ <br> 9 spaces | 9 |
|  | Total: | $?$ spaces |
| Handicapped Accessible | $0-25$ parking spaces = 1 van space | 4 van spaces provided |

> Applicant shall provide an inventory of the existing businesses and each commercial unit's square footage so the number of required parking spaces can be determined.
> Applicant shall provide the number of bedrooms per existing DU.

## Setbacks:

N/A. Setbacks for buildings zoned D-C with more than $50 \%$ of the ground floor dedicated to nonresidential uses are 0' for the front, side, corner, and rear lot lines as seen in Table 3-A-5, Table Note No. 3.

## Building Coverage:

N/A. There is no building coverage limit for buildings zoned D-C with more than $50 \%$ of the ground floor dedicated to nonresidential uses.

## Material and Color:

Partially satisfactory. Materials are not indicated for doors. The proposed materials will match those on the existing buildings within Village Center Condos.
> Applicant shall indicate materials and colors for doors.

## Outdoor Lighting:

Unsatisfactory. One (1) fixture is proposed and it contains the International Dark Sky Association (IDA) approval stamp as required (UDC, § 3-K-3(A)(1)). The BUG Rating has not been indicated; it cannot exceed B1, U0, and G1. Both building and parking fixtures shall not exceed the height of the eave line, parapet wall, or twenty-one feet (21'), whichever is less; heights are not indicated.

The Property (i.e., the entirety of Village Center Condos) is limited to 27,780 lumens ( 25,000 lumens per net acre plus 2,000 lumens for each additional acre beyond the first; 2.39-acre property $=27,780$ lumens). There is no lumen limitation for parking lot lighting. The building contains 4,050 lumens (from the Merrimack fixture) as seen below in the table, which complies. All lights shall be dimmed by at least $50 \%$ by 11 pm as required in the UDC but the applicant has not confirmed this in writing.

There are existing outdoor lighting fixtures and it is unclear if they conform with the UDC; per § 3-K7, Existing Lighting Requirements, this project constitutes a "Major Addition" as the addition comprises more than $25 \%$ of the existing DU ( 6 existing DU; 1.5 DU is $25 \%$ and 4 DU will be added), which means any existing nonconforming lighting must come into conformance.

| Fixture Name | Proposed \# <br> of Fixtures | Proposed <br> Lumens per <br> Fixture | Total Proposed <br> Lumens | Proposed <br> CCT |
| :--- | :--- | :--- | :--- | :--- |
| Merrimack Outdoor <br> Wall Mount \#8763- <br> 66-L | 9 | 450 | 4,050 | 2700 K |
|  |  |  | (Parking lot lights <br> will be excluded <br> from this <br> calculation as <br> parking lots have <br> no lumen limit, |  |
| only a footcandle |  |  |  |  |
| limit.) |  |  |  |  |

Photometric plans are required for nonresidential and multifamily projects and this has not been provided, so staff is unable to determine if the parking lot footcandle requirements from Table 3-K-6, Parking Lot Requirements (below) have been met:

| Table 3-K-6, Parking Lot Requirements |  |  |  |
| :--- | :--- | :--- | :--- |
| Standard | Required (in footcandles) | Proposed (in footcandles) |  |
| Minimum <br> Illuminance | Horizontal | 0.2 | $?$ |
| Average <br> llluminance | Horizontal | 0.3 | $?$ |
| Maximum <br> Illuminance | Horizontal | 5.0 | $?$ |
| Uniformity Ratio (Avg. to <br> Min.) | $8: 1$ | $?$ |  |
| Uniformity <br> Min.) | Ratio (Max. to | $20: 1$ | $?$ |

$>$ Applicant shall indicate proposed height for all fixtures.
$>$ Applicant shall submit manufacturer spec sheets for all existing fixtures so staff can determine if fixtures conform with Article 3.K, Outdoor Lighting. If they do not, then Applicant
shall bring said fixtures into conformance.
$>$ Applicant shall submit Photometric Plan of existing parking lot lighting. If the footcandle levels of the existing lighting do not comply with the requirements in Table 3-K-6, Parking Lot Requirements, Applicant shall bring all fixtures into conformance and provide a new Photometric Plan confirming such conformance.
> Applicant shall indicate BUG Rating for all outdoor lighting fixtures.

## Floorplans:

## Satisfactory.

## Building Height:

Satisfactory. Because the property is in the D-C zone district, maximum parapet building height is 55'. For flat roofs this limit is to the top of roof parapet and for pitched and hipped roofs, to the midpoint. The tallest point of the building is a pitched roof, which has a maximum midpoint of 41'-0" out of 55'.

## Building Elevations:

Satisfactory. Staff believes the building complies with the 2021 Update to the Design Guidelines. The building shares the same materials and colors as most of the complex. Building C's siding (the Noble Buck) is painted a different color, beige.

## Signage:

N/A; signage will be reviewed administratively via Sign Permit Applications.

## Bufferyards and Revegetation:

Partially satisfactory. The Property contains existing landscaping that meets the bufferyard requirements in § 3-l-5, Bufferyards. In the immediate surroundings of the proposed building, four (4) new trees are proposed: two on the north side and two on the east side. The required bufferyard types for the Property are as follows:

- North lot line: Type A
- South lot line: Type A
- East lot line: Type A
- West lot line: Type A

The Limit of Disturbance is not indicated as required. Applicant notes on the Landscaping Plan dated 11/28/2023 (note 2) that they will attempt to keep all existing trees where possible.
$>$ Applicant shall indicate Limit of Disturbance on the Landscaping Plan and Construction Plans.
$>$ No site clearing shall be permitted until the Building Division has verified the Pre-Disturbance Checklist has been implemented on the site.
$>$ Any disturbed areas on the site shall be revegetated with the seed mix recommended by the Grand County Natural Resource Conservation Service, which mix composition is described in Section 7.4 of the Standards and Specifications for Design and Construction.

## Trash:

Unsatisfactory. The Property includes two (2) existing trash enclosures, one at the south side and one at the north side. The north enclosure is next to the proposed building. It is proposed to be removed and the area beneath it revegetated. A new enclosure will replace it at the northeast corner
of the site. No elevations have been provided as required. The dumpsters shall be screened in accordance with § $3-1-6(E)$ and (F). Given there are no setbacks required for this lot and given the new enclosure is adjacent to a corner lot line, there is no setback required for the enclosure.
> Applicant shall provide scalable elevation drawings of the new trash enclosure.
> Applicant shall indicate materials and colors proposed for the new trash enclosure.

## Erosion Control / Drainage Plan / Drainage Report:

TBD. The Town Engineer is reviewing the Grading, Drainage, and Utility Plan and staff will forward comments when they arrive.
> Should the Town Engineer have comments, Applicant shall revise the Grading, Drainage, and Utility Plan accordingly.
> Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

## Snow Storage:

Satisfactory. UDC, § 3-H-5, Parking Design Standards requires that a minimum of $25 \%$ of all driving surfaces, including gravel shoulders, parking areas, and pedestrian walkways is designated for snow storage. These areas comprise 34,769 sqft, meaning that at least 8,692 sqft shall be provided. $27 \%$ is provided ( $9,626 \mathrm{sqft}$ ).

## 5\% Land Dedication:

N/A, a fee-in-lieu was paid to the Town when the Village Center Condos were platted in 2001.

## School Impact Fee:

This project is subject to school impact fees since no land dedication has been proposed. The fee and the fee in lieu of land dedication collected shall be equivalent to the market value of the land area for the total number of dwelling units. Required School Impact Fees will be established at the time of Building Permit Application submittal. The fee and the fee in lieu of land dedication collected shall be equivalent to the market value of land area for the total number of dwelling units in accordance with § 4-B-6, Fee-in-Lieu.

## Staff Recommendation:

Staff recommends the Planning Commission approve the proposed Minor Site Plan - Building A, Village Center Condominiums of Winter Park - 78491 Highway 40 (PLN24-001) with the recommended staff conditions, finding that all criteria set forth in UDC Section 5-E-1(H) have been met. Staff's recommended conditions of approval are below:

1. A stabilized construction entrance shall be installed prior to ground disturbance.
2. Applicant shall provide an inventory of the existing businesses and each commercial unit's square footage so the number of required parking spaces can be determined.
3. Applicant shall provide the number of bedrooms per existing DU.
4. Applicant shall indicate materials and colors for doors.
5. Applicant shall indicate proposed height for all fixtures.
6. Applicant shall submit manufacturer spec sheets for all existing fixtures so staff can determine if fixtures conform with Article 3.K, Outdoor Lighting. If they do not, then Applicant shall bring said fixtures into conformance.
7. Applicant shall submit Photometric Plan of existing parking lot lighting. If the footcandle levels of the existing lighting do not comply with the requirements in Table 3-K-6, Parking Lot

Requirements, Applicant shall bring all fixtures into conformance and provide a new Photometric Plan confirming such conformance.
8. Applicant shall indicate BUG Rating for all outdoor lighting fixtures.
9. Applicant shall indicate Limit of Disturbance on the Landscaping Plan and Construction Plans.
10. No site clearing shall be permitted until the Building Division has verified the Pre-Disturbance Checklist has been implemented on the site.
11. Any disturbed areas on the site shall be revegetated with the seed mix recommended by the Grand County Natural Resource Conservation Service, which mix composition is described in Section 7.4 of the Standards and Specifications for Design and Construction.
12. Applicant shall provide scalable elevation drawings of the new trash enclosure.
13. Applicant shall indicate materials and colors proposed for the new trash enclosure.
14. Should the Town Engineer have comments, Applicant shall revise the Grading, Drainage, and Utility Plan accordingly.
15. Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

## Admin Use Only:

certificate of taxes, shown to be paid in full from County Treasureraddress plat submittedschool impact fees (established at the time of Building Permit Application submittal. The fee and the fee in lieu of land dedication collected shall be equivalent to the market value of land area for the total number of dwelling units)The Planning Division is here to assist you with your Minor Site Plan Application ("Application") pursuant to Site Plan (Sec. 5-E-1) in the Unified Development Code (UDC). Applications are administratively and legislatively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in Sec. 5-E-1 in the UDC.

This publication outlines the Minor Site Plan Application process and submittal requirements.
All submittal items shall be submitted in PDF format in accordance with the Site Development and Permit Decision File Naming Conventions to permits@wpgov.com. Ensure your application is complete by checking each of the required submittal (RS) boxes below.


|  | scale and shall align with one another. <br> A. Grading and Drainage Plan. <br> B. Revegetation, Erosion, and Sediment Control Plan. |
| :--- | :--- | :--- |

8C. Site Plan. Shall have a minimum scale of $1^{\prime \prime}=20^{\prime}$. All elements listed below shall be dimensioned.
A. Building coverage ratio table. Shall include area (sq. ft. and acreage) of the following: building footprint (including roof overhangs, decks, porches, balconies, and patios); drives, sidewalks, and parking areas; easements; areas to be designated open space; the site's total acreage; and percentage of building coverage to open space.
B. Driveway. Slope, dimensions, and culvert locations, if any.
C. Easements, proposed and existing, public and private. Type and location. If existing easements, provide reception numbers on file with the Grand County Clerk and Recorder's Office.
D. Environmental features. Includes riparian buffers, floodplains, floodways, and floodway fringes, wetlands, forests and woodlands, slopes greater than twenty percent $(20 \%)$, slopes greater than thirty percent $(30 \%)$, and geologic hazard areas.
E. Limit of disturbance.
F. Other improvements. Retaining walls, berms, trash receptacles, trash enclosures, fencing, signage, fire features, water features, hot tubs, pools, affixed barbeque grills, outdoor kitchens, sculptures, etc.
G. Parking areas for construction workers' vehicles.
H. Parking spaces. Dimensioned and counted.
I. Property lines.
J. Protection notes.
a. "No disturbance, grading, or removal of significant natural features and vegetation will occur beyond the "limit of disturbance" line, as shown on this plan."
b. "The "limit of disturbance" line shall be delineated prior to construction with flags, roping, four foot ( $4^{\prime}$ ) tall orange construction fencing, or other acceptable means."
K. Setback distances as required by zoning district. From all property lines.
L. Setback distances from all existing and proposed structures, including retaining walls. Draw a line to tie the structure to a point on the property line.
M. Snow storage areas.
N. Storage areas for soil, construction equipment, and other materials.
O. Street addresses or unit numbers.
P. Street ROW, proposed and existing, public and private. Type, location, and name.
Q. Structures, proposed and existing.
R. Top of foundation elevations. For main corners of each structure.
S. Utilities, proposed and existing. For mains and service lines.
T. Walkways and paths.

Building Elevations. See Article 3.A, Lot and Building Standards. Shall have a minimum scale of $1 / 8^{\prime \prime}=1^{\prime}$.
A. Profiles.
B. Location where buildings intersect the existing and proposed grades for each profile.
C. Building materials. Shall be annotated to correspond with Building Materials Board.
D. Location of outdoor lighting fixtures.

8E. Floorplans. Shall have a minimum scale of $1 / 8^{\prime \prime}=1^{\prime}$. All plans shall be black and white, at the same scale, and shall align with one another. Shall include a roof plan.
8F. Landscaping Plan. See Article 3.I, Landscaping, Buffering, and Screening. Shall have a minimum scale of $1^{\prime \prime}=20^{\prime}$. Shall include the following:

|  |  | A. Proposed species name. <br> B. Property lines labeled with required bufferyard types. <br> C. Structures, existing and proposed. <br> D. Landscaping, existing and proposed. <br> E. Hardscaping, existing and proposed. <br> F. Top-of-wall and bottom-of-wall elevations of all retaining walls and site walls. |
| :---: | :---: | :---: |
|  | (1) 8G. | Bufferyard Tabulation. See "Bufferyard Tabulation" below. |
|  | $\square \quad 8 \mathrm{H}$. | Tree Removal and Protection Plan. See Article 3.G, Tree Removal and Protection. All trees proposed for protection greater than four inches (4") in caliper. |
|  | 179 | Outdoor Lighting Board. See Article 3.K, Outdoor Lighting. Shall include cut sheets for all proposed outdoor lighting fixtures with International Dark Sky Association (IDA) Approval Symbol. Shall indicate mounting heights. |
|  | (V, 10. | Outdoor Lighting Tabulation. See "Outdoor Lighting Tabulation" below. |
|  | V/r 11. | Building Materials Board. Shall be annotated to correspond with Building Elevations. Shall include photographs of swatches demonstrating color and material composition for the following: <br> A. Decks <br> B. Doors (incl. garage and entry doors) <br> C. Fascia <br> D. Fencing <br> E. Foundation <br> F. Gates <br> G. Railings <br> H. Roofs <br> I. Siding <br> J. Soffits <br> K. Window and door trim <br> L. Window glass type |
|  | T 12. | Renderings. Shall be 3D, in color, and accurate in scale. |
|  | $\square 13$ | Wetland Delineation. See Article 3.C, Resource Identification and Sensitive Lands Protection. If applicable. |
|  |  | Hillside and Ridgeline Development Study. See Article 3.C, Resource Identification and Sensitive Lands Protection. If impacting slopes greater than twenty percent (20\%). |
|  | $\nabla 15$ | File Naming Conventions. All Minor Site Plan Applications shall be submitted pursuant to the Site Development and Permit Decision File Naming Conventions. |
| Required Submittal ( $\mathrm{RS}^{*}$ ) $=\square$ |  |  |

Bufferyard Tabulation
Tabulation of required bufferyard types per property line and list of proposed plantings proposed per property line. See Sec. 3-l-5, Bufferyards, for requirements.

|  |  |  |  |  |  |  |  | Deficiency (if any) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| N Boundary <br> Length: 311.97 linear feet <br> Adjacent properties are zoned: <br> Bufferyard Type:(A)B C D (circle one) | $6$ | 10 | 0 |  | - | 0 | - |  |
| S Boundary <br> Length: 303.9Olinear feet <br> Adjacent properties are zoned: <br> Bufferyard Type: ABCD (circle one) | $6$ | 18 | $10$ | $18$ | - | 7 | - |  |
| E Boundary <br> Length: 329.90 mear feet <br> Adjacent properties are zoned: <br> Bufferyard Type: A)B C D (circle one) | $6$ | 10 | $7$ | $18$ | - |  | - |  |
| W Boundary <br> Length: 379.43 linear feet <br> Adjacent properties are zoned: $\qquad$ <br> Bufferyard Type: $A B C D$ (circle one) |  |  |  | $17$ | $30$ | $Z 1$ | - |  |

Outdoor Lighting Tabulation
See Article 3.K, Outdoor Lighting, for requirements. Ensure each fixture's cut sheet contains the International Dark Sky Association (IDA) Approval Symbol.

| Fixture Name | Proposed \# <br> of Fixtures | Proposed <br> Lumens per <br> Fixture |  |  |
| :--- | :--- | :--- | :--- | :--- |
|  | Proposed <br> Correlated <br> Color <br> Temperature <br> (in degrees <br> Kelvin) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |


|  |  |  |  |
| :--- | :--- | :--- | :--- |
|  |  |  |  |

2 Process for Approval - See Sec. 5-E-1, Site Plan.

3 Fees - See Sec. 5-B-6, Application Fees. An invoice will be sent once the planning file has been created.
A. $\$ 100.00$ Minor Site Plan Application Review Fee.
B. $\$ 3,000.00$ Deposit for Building Exterior, Driveway, and Landscaping.
C. $\$ 50.00$ Driveway Permit Application Fee.

## 4 Applicant's Certification Statement

I, _ AMABC, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached submittal items are true and accurate; and that the development of the site will occur in accordance with the submittal items.

Planners/Architects

## Project Narrative for 59420.4 - The Village Center Building ' $A$ ' January 2, 2024

A. 59420.4 - The Village Center Building ' $A$ '
B. 78491 Highway 40, Winter Park, Colorado
C. Owner: Slopeside Construction Management, Inc. Christoper Furman 790 Bellair St., Denver, CO 80220
303-500-9102
cfurman@slopsidecminc.com
Architect: bhh Partners of Colorado
560 Adams Ave., Silverthorne, CO 80498
970-453-6880
ipawlak@bhhpartners.com
Engineer: Engineering Design Works
POB 775729, Steamboat Springs, CO 80487
carl@engineeringdesignworks.com
Surveyor: Tim Shenk Land Surveying, Inc.
P.O. Box 1670, Granby, CO 80446

970-887-1046
tshenk@tslsi.com
D. LOT 2, MINOR SUBDIVISION EXEMPTION OF A PORTION OF TRACTS 2 AND 3, KARPEN SUBDIVISION, SECTION 28, TOWNSHIP 1 SOUTH, RANGE 74 WEST, $6^{\text {TH }}$ PRIME MERIDIAN, TOWN OF WINTER PARK, GRAND COUNTY, COLORADO
E. Zoning district D/C
F. Lot size (2.39 acre and $103,859.84$ sq. ft.).
G. Retail / Office / Condominium.
H. Number of dwelling units. (4) dwelling units
I. Number of bedrooms per dwelling unit. (3) 1 bedroom and (1) 2 bedroom units
J. Size of residential space ( $4,110 \mathrm{sq}$. ft.).
K. Number of proposed off-street parking spaces. Existing project was approved with 82 parking spaces
L. Construction schedule indicating major milestones for project. Foundation is already in. Building framing to commence late December 2023. Project completion fall of 2024.

## VILLEGE CENTER CONDOMINIUMS OF WINTER PARK

## OWNER ASSOCIATION, INC

RESOLUTIONS WHEREAS, the Board of Directors of the Village Center Condominiums of Winter Park Owners Association, Inc. wishes to clarify the original design application for Pad A has expired in the Village Center Condominiums.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE VILLAGE CENTER CONDOMINIUMS OF WINTER PARK OWNERS ASSOCIATION, INC., THAT:

1. The Association agrees the original application should be honored with the original design as originally approved.

ADOPTED AND APPROVED this 5th day of December, 2017.
BOARD OF DIRRECTORS OF VILLAGE CENTER
OF WINTER PARK CONDOMINIUM OWNERS ASSOCIATION, INC.

BY:


President of the Board of Directors

## CERTIFICATE

The undersigned, as the President of Village Center Condominiums of Winter Park Owners Association Inc., hereby certifies that the forgoing Resolution was duly adopted by the Board of Directors of the Association at a meeting held on December 4, 2023, and said Resolution remains in effect as of this date.

Dennis Saffell , President of the Board of Directors

Date: December 5, 2023
On this 5 day of December 2023 , Dennis saffell personally appeared before me and having been duly sworn, did execute the above record for the purposes stated herein.





1) BERRIDGE Zee-Lock Panel STANDING SEAM SYSTEM 22 or 24 Gauge (MATTE BLACK)
2) WINDOW CLADDING PELLA PROLINE (BROWN) ALL PROJECT GLASS PROVIDED TO BE "LOW-E GLASS" OPTIONAL UPGRADE TO TRIPLE-PANE GLASS TO BE VERIFYED
3) TREATED DECKS 2X6 'MOISTURE RESISTANT LUMBER' (NATURAL)

4) STONE VENEER

MONARCH STONE COMPANY,
INC - RIVER ROCK
"ROCKY MOUNTAIN ROUNDS"

NOTE:
(ALL MATERIALS TO MATCH EXISTING BUILDING MATERIALS AND COLORS)
P.O. BOX 7399-334 BRECKENRIDGE COLORADO 80424






THE VILLAGE CENTER CONDOMINIUMS OF WINTER PARK
FIRST AND SECOND FLOOR PLAN
SHEET 3 OF 4







## thegreatoutdoors* <br> b MINKA-LAVERY ${ }^{\circ}$

| Item \# | UPC Code: |
| :--- | :--- |
| 8763-66-L | 747396087122 |
| Product Family Name: | Finish: |
| Merrimack ${ }^{\top M}$ | Black |
| Category: | Category Type: |
| OUTDOOR WALL MOUNT |  |
| Certification |  |
| 3195126 |  |
| Patents: |  |
| Notes: |  |



| Width: | Length: | Height: | Extension: |
| :---: | :---: | :---: | :---: |
| 10 |  | 20 | 12 |
| Height Adjustable: | Min Overall Height: | Max Overall Heig | Slope: |
| No |  |  | No |
| Wire Length: | Chain Length: | Safety Cable | Net Weight: |
| 7 |  | Included: <br> No | 7.91 |
| Canopy Width: | Canopy Height: | Canopy Length: | Center to Bottom: $12.75$ |
| Backplate Width: $6.25$ | Backplate Height: $12.0$ | Center to Top: $7.25$ |  |


| No. of Bulbs: | Light Type: |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
| 1 | L-AC10-MODULE |  |  |  |
| Max Bulb | Socket: |  |  |  |
| Wattage: | LED MODULE |  |  |  |
| 10 |  |  |  |  |
| Dimmable: | Ballast: | Rated Life | Photocell | Bulb/LED |
| No |  | Hours: | Included: | Included: |
|  |  | 30000 | No | Y |
| Bulb/LED | Color Temp.: | CRI: | Initial Lumens: | Delivered |
| Included: | 2700 | 78 | 450.0 | Lumens: |
| Yes |  |  |  | 220.6 |

## SHIPPING

| Description: | Material: |
| :--- | :--- |
|  |  |
| Part No.: | GLASS |
| G8763 | Quantity: |
| Width: | 1 |
|  |  |


| Carton Width: | Carton Height: | Carton Length: |
| :--- | :--- | :--- |
| 13.0 | 23.25 | 14.5 |
| Carton Weight: | Carton Cubic Feet: | Small Package Shippable: |
| 10.208 | 2.536 | Yes |
| Master Pack Width: | Master Pack Height: | Master Pack Length: |
|  |  |  |
| Master Pack Weight: | Master Cubic Feet: | Multi-Pack: $\quad$ Master Pack: |
|  |  |  |
|  |  |  |



LED


Dark Sky


Wet Location


ETL Intertek

$\triangle$WARNING:Handling this product can expose you to chemicals including lead, which is known to the State of California to cause cancer and birth defects or other reproductive harm. Wash hands with soap and water after installing, handling, cleaning or otherwise touching this product. For more information go to: www.P65Warnings.ca.gov

For additional information, please contact Customer Care: 1-800-221-7977 | Product depicted on this spec sheet is protected by United States Federal and/or State laws including US Patent, Trademark and/or Copyright and unfair competition laws. Unauthorized reproduction or use carries severe legal penalties.

