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September 1, 2025

City of Steamboat Springs Planning and Community Development  
137 10<sup>th</sup> Street  
Steamboat Springs, CO 80477  
Phone: (970)-871-8207, Fax: (970)-879-8851

RE: Lot 1 Indian Meadows – Filing No. 3  
Sign Permit - Narrative  
Four Points Surveying and Engineering Job No. 1448-005

Dear Planning Department,

Please accept this letter as the project narrative in support of a sign permit application for the Holiday Inn Express located on Lot 1, Indian Meadows Filing No. 3, Stone Lane, Steamboat Springs. The development plan for this lot (Application No. PL20230055) was approved on September 1, 2023, and the final plat application (PL20230257) was approved on October 9, 2023.

### **Proposed Signage**

The property owner, in coordination with Four Points Surveying and Engineering, is requesting approval for new signage consisting of an entry sign and building signage located on the east and south elevations of the Holiday Inn Express Hotel.

The proposed freestanding entry sign will be located on the southwest side of the property, behind the existing sidewalk and east of a culvert. This location lies within a 50-foot-wide landscaping buffer and utility easement. A review of existing site conditions confirms there are no utilities in the vicinity of the proposed sign location.

### **Existing Signage**

An existing ten-foot-tall, stone-faced monument without active signage is located near the proposed sign site. This monument previously served the Fairfield Inn, which transitioned to Storm Peak Apartments in spring 2023. At that time, the Fairfield Inn signage was removed, and no new sign has been installed for Storm Peak Apartments. The existing monument may qualify as an abandoned sign under the Community Development Code (CDC) definitions. The monument is located in the southwest corner of a 20-foot by 20-foot sign easement owned by the Storm Peak Apartments property. The Holiday Inn Express does not have the rights necessary to install its signage within this easement.

### **Code Compliance**

The proposed new signage for the Holiday Inn Express has been designed to comply with the City of Steamboat Springs Community Development Code, including but not limited to:

- Article 503J, Commercial Corridor (CCR) context area requirements,
- Rules of measurement,
- Sign area and placement standards,
- Material and illumination requirements.

All required plans and signage drawings are included with this application as part of the sign plan submittal.

**Conclusion**

We respectfully request approval of the proposed Holiday Inn Express signage and look forward to working with the City of Steamboat Springs Planning Department to ensure full compliance with all applicable codes and requirements.

Sincerely;

Walter N. Magill, P.E. 33743  
Four Points Surveying and Engineering