



June 28, 2024

Steve Rumsey  
5604 Banister Court  
Plano, TX 75093

**Application:** PL20240197

**Property Location:**

**Re:** PL20240197, Major Adjustment, 2408 Ski Trail Lane Side Setback Variance Request

Your application was reviewed for completeness on June 28, 2024. The following is not a thorough review. Staff finds the application is incomplete at this time and additional information is required in order to review this proposal. Review of your application will resume upon resubmittal of all required items outlined below. Please address all comments and provide all requested items in one submittal to the Planning Department. Per CDC Section 702.I, you are required to provide a complete response that adequately addresses each comment or formally request an extension within 30 days of the date of this letter or the application may be terminated.

**Missing Submittal Requirements:**

- Property Owner Sign Off & Submittal Requirements Form – *provided to applicant during presubmittal meeting with planner*

**Preliminary Review Corrections:**

- Architectural plans shall provide a scale.

**The applications shall only be considered complete when all of the above information is submitted. The applications will not be processed further until the application is considered complete.**

Feel free to contact me with any questions or concerns.

Sincerely,  
City of Steamboat Springs

A handwritten signature in black ink that reads "Darby Kenyon". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Darby Kenyon  
Planning Technician