



June 17, 2025

Walter Magill  
1769 BROME DRIVE  
STEAMBOAT SPRINGS, CO 80487

**Application:** PL20250210

**Property Location:** LOT 1 VILLAGE DRIVE SUBDIVISION

**Re:** PL20250210, Development Plan - Public Hearing & Conditional Use & Major Variance, The Vantage at Village Drive

Your application was reviewed for completeness on June 17, 2025. 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:**

- Detailed Narrative
- Site Plan
- Grading & Drainage Plan
- Architectural Drawings
- Landscape Plan
- Other / Miscellaneous

**Preliminary Review Corrections:**

All proposed plans are inconsistent with the existing conditions plan, they show the previously approved concept which is not consistent with what has been built on the site. All drawings listed above should be corrected and updated to reflect current and future conditions to address the code enforcement case and the purpose of this application.

The narrative is inconsistent with the site plan and the proposed changes: 8 changes are shown on the site plan, 7 changes are listed on the site plan and 5 are listed in the narrative- revise for clarity.

An easement vacation application is needed to support the concept as built.

The landscape plan should be shown at a larger scale or an additional page added and labels reorganized to be able to see all proposed landscape and proposed changes to the building.

It's unclear how the items uploaded to the miscellaneous section apply to the project. Describe how they are to be used in the narrative.



**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.**

Contact me with questions or concerns.

Sincerely,  
City of Steamboat Springs  
Toby Stauffer, AICP  
Senior Planner