



City of Steamboat Springs
Planning Department
Approved Plan Set
12/02/2025 tstauffer

Ph: 970-871-6772 · Fax: 970-879-8023 · P.O. Box 775966 · Steamboat Springs, Colorado 80477

August 14, 2025

City of Steamboat Springs Planning and Community Development
115 10th Street

RE: Village Drive Townhomes
Parcel No. 328300001 / PL20250210
Narrative for Development Plan

Dear City of Steamboat Springs Planning Department,

Please accept this letter as a DRT reply to comments received July 16, 2025, and a modified development plan for the Village Drive Townhomes project. The Village Drive Townhomes project was approved for seven townhomes in 2022 by application PL20220086. The project is located on the northeast corner of Village Drive and Walton Creek Road and both buildings are nearing completion.

The conditions of approval were listed in the City of Steamboat Springs Resolution No. 2022-29 and included two variances for the project. One variance was for third story setback for the building and the other variance was for a Maximum Floor Area Ratio (FAR) increase, from 50% to 67%. The revised plans include a new boiler building which will slightly increase the overall FAR to 68% based on the additional 38 sq. ft. for the building

Landmark Consultants, Inc. completed the approved construction drawings on December 7, 2022. Steamboat Architectural Associates is the architect on the project, and CHS Builders is the general contractor. As of today, the buildings are fully closed in and finished carpentry work is ongoing in each building. The stormwater infrastructure is partially installed, and the water and sewer utility connections are set to begin in August 2025. Finished construction is expected in November 2025.

Plan revisions occurred during the last year and a half of construction due to site conditions, incomplete designs, and existing utility infrastructure. A pre-application conference for the development permit was completed in January 2025, and we are now making the application since we have identified the plan revisions.

In this narrative below and redlined plans, the changes between the approved plan sets and the current request are noted.

1. Sheet C101 – FPSE Sheet C1, C2, and C3 - The updated plans depict the Redi-Rock wall design along the east property line for the parking. Wall in the Landmark plans noted, “Wall by others” and Geowall designed the existing Redi-Rock wall shown on the plans. Revised plans from Geowall, the as-built plan, and a cross section of the wall are submitted.
 2. Sheet C101 – FPSE Sheet C2 - The updated site plan removes the proposed stairs for the duplex building (project variance that are extended into the existing utility and snow removal easement as recorded in Book 329, Page 367, also known as Reception No. 217811, and the right-of-way easement.
 3. FPSE Sheet C1.1 – Depicts the existing easements on the site to the as-built conditions as of August 2025.
-

There is an easement vacation signed off from Yampa Valley Electric Association (YVEA) for five feet of the existing easement to be vacated and is submitted under a separate application. Sheet C200 – FPSE Sheets C5A and C5B - Beginning at PR SSMH 26.7.1.2, changes to the sanitary sewer main and manholes are presented and identified with revision clouds on the approved plan set. The plans are currently approved by the Mt. Werner Water and Sanitation District.

4. Sheet C210 – FPSE Sheets C4 – Revisions to the connection point for the new 6” water main, the water main, services and fire hydrant remain in the originally designed locations. This revisions reduces the need for a large street cut and extensive traffic control during the installation of the tee and proposed water line into the project. Mt. Werner and Water and Sanitation District is currently reviewing the plan for approval.
5. Sheet C220 – FPSE Sheets C5A and C5B - Revisions to the plan and profile for the modified sewer main are shown on sheet C3 of this submittal. The plans are currently approved by the Mt. Werner Water and Sanitation District.
6. Sheet C220 - FPSE Sheets C5A and C5B - The sanitary sewer was redesigned in October 2024 during a discussion with the Mt. Werner Water and Sanitation District. The redesign is based on the poor quality of the existing sanitary sewer mainline in Village Drive. There is an existing 8” vitrified clay pipe at ten feet of bury running north in the roadway. The existing pipe has a profile of 0.5% and is forty or more years old, and there is an acute angle at the sewer manhole in Walton Creek Road. The new sanitary sewer design takes advantage of the owner's ownership of Lots A and B, Mountain Office Park on the west side of Village Drive. The new sanitary sewer line runs westerly on the south property line of Lot B and then northerly on the west line to tie into the existing sanitary sewer line in Walton Creek Road right of way. The plan set submitted has approval from the Mt. Werner Water and Sanitation District.
7. Sheet C300 – FSPE Sheet C3 - The constructed Redi-Rock wall is added to the plan set and as-built information is provided for the boulder walls that replaced the originally designed concrete foundation walls. The boulders parallel to Village Drive are planned for removal and landscape walls matching the original design to be installed.
8. Sheet C302 – FPSE Sheet C2 and C3 - The plan also includes a slight modification of the southern portion of the detached sidewalk east of Village Drive. The alignment of the sidewalk has been adjusted to avoid one of the existing utility pedestals and provide more room between the building and align with a future walk to the west. The sidewalk will be 8-ft wide and gradually transition to match the existing 5-ft wide sidewalk in a manner that is consistent with the approved plans.
9. Sheet C301 – FPSE Sheet C3 - The detailed grading plan is updated to depict the revised sidewalk at the intersection of Village Drive and Walton Creek Road. The revised alignments of the sidewalk ramps provide a consistent intersection design with the City of Steamboat Springs' sidewalk design for Walton Creek Road. In addition, the north sidewalk is in a slightly revised location to provide a balance between the driveway and the edge of Walton Creek Road.
10. Sheet C310 – Is updated with as-built information for the installed stormwater infrastructure.

Site Plan Modifications:

1. Modified Sidewalk Alignment on Walton Creek Road

The new eight-foot-wide sidewalk parallel to Walton Creek Road is shifted to the north to match up with the sidewalk design completed by the City of Steamboat Spring to serve the future housing development on the property to south. Public Work is aware of this change from a field meeting in August 2024.

2. Shifting of centerline for access roadway and foundation shift

The owners are requesting approval of a shift to the centerline of the access roadway from Village Drive three feet to the south to allow for larger area for the installation of the required boiler building. The project is planned to have heated concrete for snow removal in the parking lot. The originally designed boiler building was undersized, and the correctly sized building will not fit against the northerly building without a shift of the access roadway. The 3-ft shift in the access centerline results in 9.9 feet of separation from the drive aisle and the five plex on the northside and 4.3 feet of separation from the drive aisle and the duplex on the southside. The drainage patterns will remain the same.

Foundation Shift

During foundation construction in the summer of 2022, a survey layout error occurred and remained undiscovered until January 2025. The error resulted from a misalignment during the reconciliation of boundary information provided by Landmark Consultants and Four Points Surveying and Engineering. This discrepancy caused a southerly shift of approximately 4.8 feet in the location of both the building foundations and the entry roadway, moving them closer to the Meadowlark Condominiums. Importantly, this shift does not result in any encroachments or additional impacts to existing easements. While the duplex now lies further within the electrical easement, that easement is currently in the process of being vacated. The as-built building locations are depicted on Sheet C1, with the associated easement details shown on Sheet C1.1. Despite the shift, the design still accommodates the installation of the sanitary sewer, storm drainage infrastructure, and underground electric utilities following the original engineering plans.

3. Sanitary Sewer Revision

The sanitary sewer plan is a revised alignment that is approved by the Mt. Werner Water and Sanitation District. The realignment was undertaken to alleviate an on-going maintenance issue with the sanitary sewer line in Village Drive. The existing sewer is over forty years old, is a shallow grade of 0.5±%, and has experienced blockages. The new alignment will include a new manhole in Village Drive and then continue west and north to connect with Walton Creek Road as shown on the plans.

4. Water Line Revision

The water line connection plan is revised and approved by Mt. Werner Water and Sanitation District from the original approved plan set. The water line was re-aligned to avoid a street cut and reduce the need for roadway closure in Village Drive from the original design. The new connection will be a new 6" water line tee on the north side of the property parallel to Walton Creek Road. The existing 8" water line is on the south side of Walton Creek Road and will have a limited impact on the traffic on Walton Creek Road. The original planned design required partial closures of Village Drive to connect to the waterline on the west side of the roadway, shallow utility conflicts and then crossing the roadway into the Village Drive Townhomes. The new design removes the extensive traffic control.

5. Boiler building and adjustment to cluster mail box location.

As noted above the original project approval included an undersized boiler building for the required square footage of heated concrete. The building was increased in size to accommodate the necessary boiler. This results in the shifting of the centerline of the roadway and a new location for the cluster mailbox.

6. Vacation of the electrical easement.

Four Points submitted an application for vacation of the electrical easement on August 14, 2025. The electrical easement vacation was noted on the construction drawings as "vacated by resolution no. ____" but it was never completed or submitted. Yampa Valley Electrical signed the vacation for five feet of the electrical only easement and has relocated the necessary infrastructure outside of the building area.

7. Deck Changes – Five Plex building.

There are minor modifications to the deck dimensions on the five-plex townhome unit. During construction, the contractor framed the decks to the approved structural drawings which were slightly different than originally shown on the approved architectural plans. To improve functionality and accessibility the northernmost deck (Unit 4) was increased from 29 square feet to approximately 96 square feet. These increases occurred primarily in width along the front façade of the building. The adjustments result in minimal visual impact to the building elevations and maintain the overall architectural character of the townhomes. The decks remain consistent with the design intent and do not substantially alter the street-facing appearance of the structure. As built, the changes represent a practical improvement with negligible effect on the final architectural presentation.

Conclusion

The above changes from the approved plans are in substantial conformance with the approved Village Drive Townhomes construction drawings, and all the infrastructure will perform as originally designed. The utility changes will improve the Mt. Werner Water and Sanitation District standards and limit impact on the community.

Thank you for your review of the development plan and variance. We look forward to the review and future public meetings for the project.

Sincerely;

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



Ph: 970-871-6772 · Fax: 970-879-8023 · P.O. Box 775966 · Steamboat Springs,
Colorado 80477

August 18, 2025

Pine Grove Condominiums HOA
Ron Miles
Ronmiles57@gmail.com

RE: Village Drive Townhomes and Pine Grove Condominiums
Fence Agreement - Draft

Dear Ron Miles.

Please accept this letter as an outline of a fence agreement with Village Drive Townhomes and Pine Grove Condominiums for fence. The Village Drive Townhomes is proposing to install a new screening fence within the Pine Grove Condominiums common area. The new screening fence will provide buffering and screening between the properties and safety for the property owners at the condominiums.

As proposed the fence is 160 linear feet, with 4"x4" posts at 6' on center with 2"x4" rails spaces at 6.5" on center. All wood will be stained to match the wood siding on the Village Townhomes Condominiums building. Please review the attached pdf of fence.

The fence will be located one or two feet into the Pine Grove Condominiums property line and installed to avoid trees and the existing irrigation system. Please review the site plan, fence section, and draft agreement and let me know if you have any questions or concerns.

We respectfully request your feedback within five (5) business days if possible. Please call or reply with any questions.

Sincerely,

Walter Magill PE,



Ph: 970-871-6772 • Fax: 970-879-8023 • P.O. Box 775966 • Steamboat Springs, Colorado 80477

November 4, 2025

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

RE: Village Drive Townhomes
Parcel No. 328300001 / PL20220086
PL20220086 Major Variance

Dear City of Steamboat Springs Planning Department,

Please accept this letter as the revised major variance request narrative for the Village Drive Townhomes project. The project, originally approved in 2022 under application PL20220086, includes seven townhomes located at the northeast corner of Village Drive and Walton Creek Road. Both buildings are now nearing completion.

The project was reviewed by the City of Steamboat Springs Planning Commission on October 9, 2025. During the hearing, the Commission supported the retaining wall variance but upheld staff's denial of the variance related to the access design standards. Because the variances were interdependent, the development plan received a unanimous 7-0 vote for denial.

In response, the design team has revised the development plan to request a single variance to the City of Steamboat Springs Community Development Code, as outlined below. In addition, the following changes are included in the updated civil plans and building permit plans.

1. Adding a stair connection to Walton Creek to private access drive.
2. The boiler building is not detached from the north (five plex) unit.
3. A sidewalk grade adjustment is proposed along the south duplex building.
4. The stair design for the south duplex is added.

1. Retaining wall - Variance #1 – Section 418 – Retaining Walls.

The project is requesting a variance for a wall over six feet in height that does not have an offset of at least three feet from the face of each wall segment.

The purpose of the retaining wall standard states the following.

1. Minimize the impact of retaining walls on adjacent properties.
-
-

The variance request is to allow for the retaining wall on the east property to be a maximum of 7.6 feet without being stepped wall segments with a three-foot horizontal offset. Currently, the constructed height exceeds the six-foot height limit of the CDC and includes a 2-foot 4-inch stepped wall segment. (75% of the requirement)

Section 719.D – General Criteria for Approval.

1. The Variance will not injure or adversely impact legal conforming uses of adjacent property, or the applicant has accurately assessed the impacts of the proposed Variance and has agreed to mitigate those impacts. The proposed multi-family development is compatible with the surrounding neighborhood, which consists predominantly of multi-family residences and condominiums. No legally conforming uses of adjacent properties will be injured or adversely affected by the retaining wall located along the east property line. The retaining wall is situated at the rear of the proposed buildings and is not visible when walking or driving north along Village Drive, except at the development entry. It is visible when walking east along the sidewalk on Walton Creek Road. The wall features a ledgerstone finish that is both visually appealing and consistent with the architectural color palette of the buildings currently under construction. As a buffering and screening measure, a 3.5' tall fence is proposed above the retaining wall on the Pine Grove Condominiums. The fence will be stained to match the Vantage at Village Drive Condominiums and include 2"x4" rails, 6.5" on center with a 2"x6" cap. The fence, once constructed, will also be a safety measure for the adjacent neighbors. Village Drive Townhomes has reached a preliminary agreement with Pine Ridge Townhomes to install a wood fence along the top of the retaining wall at the east property line. (draft agreement attached). Village Drive Townhomes will purchase and install the fence, while Pine Ridge Townhomes has agreed to assume ownership and long-term maintenance responsibility.
2. The Variance is compatible with the preferred direction and policies outlined in the Community Plan and other applicable adopted plans. The Steamboat Springs Area Community plan promotes high density development and work force housing. The Village Drive Townhomes site is prime spot for redevelopment due to the proximity of the Steamboat Ski Area and transit. The development as proposed is aligned with goals and policies of the Steamboat Springs Area Community Plan as noted in the following goals and policies.
 - a. *Policy LU-5.2: New neighborhoods will be well connected by streets, sidewalks, trails, walkways and bicycle lanes.*
 - b. *Policy CD-1.4: Encourage high quality site planning and design*
 - c. *Policy CD-2.2: Create a functional mix of uses in new neighborhoods and development areas*

The Variance application meets either the criteria for unnecessary hardship or practical difficulty, as applicable, or the criteria for an acceptable alternative. We are requesting a variance according to **Section 719.D.3.b(ii)** of the Community Development Code, which permits relief when the purpose and intent of a standard cannot be effectively achieved through strict application in a specific circumstance.

The approved construction drawings, prepared by Landmark Consultants and approved by the City of Steamboat Springs, included a general note indicating "wall by others." In August 2023, Geowall Designs provided a complete engineering plan set for a two-tier Redi-Rock retaining wall system, including construction drawings, a design report, and material quantity estimates. Four Points Surveying and Engineering (FPSE) incorporated the Geowall design into the civil construction plan set and completed wall staking in October 2024.

The final wall design is wider than the originally proposed layout in order to accommodate the required structural height and tie into existing grades at the adjacent Pine Ridge Townhomes. Although a two-tier system, as initially illustrated in the Landmark plans, was considered, there was insufficient space on-site to safely complete the necessary excavation while maintaining stable cut slopes behind the wall. The constructed Redi-Rock wall includes a 2-foot, 4-inch tier between segments, which effectively reduces the visual mass of

the structure.

The intent of the code—to minimize the visual impact of retaining structures on adjacent properties—is achieved through the wall’s strategic placement and tiered design. The limited horizontal separation between tiers helps reduce the perceived height and blends the structure into the surrounding topography. The contractor has successfully implemented a sound and context-sensitive solution within a physically constrained construction area.

We believe the variance is aligned with the overall vision of the project and allowance for the variances will have very limited impact on the community. In conclusion, we request the City of Steamboat Springs Planning Department approve the variance as outlined herein acceptable for the development plan of the Village Drive Townhomes.

The following is a summary of final designs for civil work for the Village Drive Townhomes project shown on the updated civil plans.

1. Adding a stair connection to Walton Creek to private access drive.
2. The boiler building is not detached from the north (five plex) unit.
3. A sidewalk grade adjustment is proposed along the south duplex building and the stair design for the south duplex is added.

A stair connection is finalized for access from the north end of the private drive with concrete stairs and landscape patio on grade to Walton Creek Road sidewalk. This access was shown in two places on the Landmark Consultants approved construction drawings on Sheet C.300 and C.301, but the design information was incomplete.

The boiler building is modified to not attach the south end of the five plex building. This removes the requirement to adjust the siding for the unit and allows for a slab on grade foundation.

Sidewalk Grade and revised stair plan south duplex. The project architect, Steamboat Architectural Associates, in collaboration with Four Points Surveying and Engineering, has refined the stair and sidewalk design for the north unit of the south duplex to improve residential connectivity and site functionality. The revised design raises the sidewalk profile to a maximum 5% grade to align with the new stair entry and then transitions back down at a 5% grade to match the existing sidewalk elevation. At the entry, the sidewalk will be slightly lowered to promote positive drainage away from Village Drive and widened to eight feet to enhance accessibility. As previously approved, the sidewalk will taper from eight feet to six feet along the south end of the project. The proposed grade adjustment is expected to have minimal site impact, as there is no roadside ditch parallel to the sidewalk in this area.

We look forward to the review and future public meetings for the project.

Sincerely;

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