



**City of Steamboat Springs
Planning Department
Approved Plan Set
12/08/2025 tstauffer**

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Revised October 27, 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: Lot 1 Indian Meadows – Substantial Conformance
Major Subdivision – PL20230055
Four Points Surveying and Engineering Job No. 1448-005

Dear City of Steamboat Springs Planning Department,

Please accept this letter as the project narrative for a substantial conformance application for the Lot 1 Indian Meadows project located on Stone Lane in Steamboat Springs. The development plan for Lot 1 Indian Meadows Filing No. 3 (PL20230055) was approved on September 1, 2023, and the final plat application was approved on October 9, 2023, under application (PL20230257).

Background and Proposed Changes:

The project has undergone some minor changes since its original approval. The changes are summarized below.

- The dumpster enclosure on the south side of the parking lot on the Lot 1 Indian Meadows property (servicing the Holiday Inn) was increased in size to include additional space for recycling that was not previously provided. One parking space for the Holiday Inn was removed as a result of widening the dumpster enclosure. The Holiday Inn parking lot still meets the 90 required parking spaces and does not require a parking space variance. Additionally, the sidewalk adjacent to the dumpster enclosure was extended to provide ADA access to the back of the enclosure. See Sheets C1 and C3 of the updated Civil Construction Plans for additional information. A detail or section view of the revised dumpster enclosure may be provided to City Planning upon request.
- The roadway profile of primary access road that enters the site from the existing cul-de-sac at the end of Stone Lane was adjusted to provide additional vertical separation from the Walton Creek. The roadway was flattened vertically from STA. 2+90 to STA 6+62 and set at a consistent elevation of 6765.34 feet. The roadway will remain cross-sloped at -2% towards the site to provide drainage into the bioretention facilities for stormwater capture and water quality treatment prior to off-site discharge. See Sheet C8 of the updated Civil Construction Plans for additional information. Interior grades and elevations of the parking lot were held from the prior design as a result of this change.
- The proposed sidewalk adjacent to the northern property boundary on Lot 2 Indian Meadows was regraded to be closer in-line with the edge of asphalt and top back of curb-line of the parking lot. Additionally, the eight-foot-wide sidewalk was lengthened to connect with the existing eight-foot-wide sidewalk that has been constructed on City Land Parcel A of the Indian Meadows Subdivision. An existing manhole spans through the sidewalk connection and its rim will need to be raised approximately 30" vertically to match finished grade elevation at the sidewalk connection. See Sheet C4 of the updated Civil Construction Plans for additional information.

- In the summer months of 2024, a vertical conflict with an existing 6" gas service beneath the storm sewer outfall draining bioretention facility #4 into the Walton Creek. Pipe slopes were revised upstream of the crossing in order to provide adequate separation from the existing gas service line. Pipe slopes upstream of the gas crossing were revised to 0.40% slope as presented on the Storm-Sewer profile on Sheet C5 of the construction plans.
- The parking lot turnaround on the north property line is proposed to move onto the disturbed area north of the Holiday Inn Express as shown on page 3 and page 13 to be graveled and plowed until summer of 2026. The work for the relocation of the sidewalk and construction of the turnaround will be completed in Summer 2026.

Substantial Conformance Criteria:

Section 728.D of the Community Development Code (CDC) outlines the criteria for approval for a project to be within substantial conformance.

728.A Purpose

The purpose of the Substantial Conformance process is to allow for administrative approval of minor changes to approved development applications that may arise prior to or during construction.

728.B Applicability

1. The Substantial Conformance process may be used to review and approve minor changes to previously approved, still valid development applications. Substantial Conformance shall not be used to amend or extend approval of any expired development application.
2. The Substantial Conformance process may be used prior to or during construction of an approved development.

728.C Procedures

Review shall be prior to issuance of a Certificate of Occupancy, recording of a Final Plat, or release of an Improvements Agreement, as applicable.

728.D Criteria for Approval

A development application shall be found to be in substantial conformance with the original approval upon a finding that any changes to the approved application comply with this CDC and are within the following parameters, as applicable:

1. General The location, design, or phasing of buildings, structures, footprints, parking, access, circulation, loading, entrances, landscaping, amenities, architectural features, building materials, and similar site design and architectural features may be varied upon a finding by the Planning Director that the changes are minor in nature.
2. Buildings and Structures
 - a. The height of buildings and structures shall not vary by more than five percent. **No Change.**
 - b. Roof pitch shall not vary by more than 1/12 slope. **No change.**
 - c. Transparency of front facades shall not vary by more than five percent. **No Change.**
 - d. Gross floor area shall not vary by more than five percent. **No Change.**
 - e. The area of interior and exterior amenity space shall not vary by more than five percent. **No Change**
3. Off-Street Parking
 - a. The number of parking spaces shall not vary by more than five percent. **One parking space on the Holiday Inn side of the development was lost because of the expanded dumpster enclosure to accommodate recycling. However, there are still the required 90 spaces for the Holiday Inn Express and each property still meets the required number of parking spaces as indicated on the Cover Sheet (Sheet C1). The original plan included 160 parking spaces total, the new plans provide 159 parking spaces total for an overall reduction of less than 1% variance and thus meet the Substantial Conformance requirement.**

- b. The parking lot area shall not vary by more than five percent. **The parking lot area did not change.**

4. Landscaping

- a. The amount of landscaped area shall not vary by more than five percent. **No changes to landscape plan.**
- b. Planting locations shall only vary due to utilities, trails, sidewalks, snow shed, grading, or drainage considerations. Changes in planting locations shall not reduce the effectiveness of the landscaping for the purpose of screening or buffering. **Small landscape changes due to areas with roof coverage and location of utilities in the port-cochere.**

5. Land Subdivisions

- a. The total number of lots shall not increase. **No change.**
- b. The total number of lots shall not decrease by more than ten percent. **No change.**
- c. The gross lot area of individual lots shall not be varied by more than five percent. **No change.**
- d. The number and size of pedestrian linkages shall not decrease, and the type of linkages shall not be varied. **Pedestrian linkages for the project have not been decreased.**
- e. The amount of public land dedication or open space designation shall not increase by more than five percent. **No change.**

Four Points provides the following summary of the changes as to project related to each section of the criteria for approval below.

1. General: The primary changes in the Substantial Conformance application include the following:
 - a. Enlarged dumpster enclosure to provide on-site recycling.
 - b. Lengthening and regrading of the 8' wide concrete sidewalk to connect with the existing sidewalk on City Parcel A of the Indian Meadows Subdivision.
 - c. Changes to the vertical roadway profile of the primary site access to raise finished grade further above the Walton Creek to provide an additional buffer during peak flow conditions.
 - d. Storm-Sewer pipe slope modifications because of vertical gas line crossing at the outfall.
2. Buildings and Structures: There have been no changes to the buildings since the 2023 approved plans.
3. Off-Street Parking: One parking space was lost as a result of the enlarged dumpster enclosure though parking space requirements are fully met with the design. There are two additional parking spaces for Hotel B beyond the City requirement.
4. Landscaping: The landscaping is modified to be installed in the open space areas, outside of sidewalks, and utility easement areas.
 - a. Landscaping is minimally impacted by the changed conditions under the porte-cochere.
5. Land Subdivisions. The total number of lots does not increase or decrease as a part of this substantial conformance application.

Drainage Impacts:

The proposed changes will result in very minimal impacts on drainage. Raising the grade of the site access will not impact the amount of post-development flow into Bioretention Facility #4. The original drainage pattern from the roadway follows the original approved conditions. The changes to the pipe slopes for the storm sewer network still allow minimal fall in the storm system.

Approval Criteria:

The improvements proposed for the Lot 1 and Lot 2 Indian Meadows project meet the criteria for approval of the Substantial Conformance under section 728 of the Steamboat Springs Community Development Plan.

1. General:

The location, design, or phasing of buildings, structures, footprints, parking, access, circulation, loading, entrances, landscaping, amenities, architectural features, building materials, and similar site design and architectural features may be varied upon a finding by the Planning Director that the changes are minor in nature. **The proposed**

modifications to the site plan are minor in nature in that the changes keep the character of the previously approved construction set and meet the criteria for approval.

We kindly request your consideration of this application for substantial conformance and look forward to the City of Steamboat Springs Planning Department review to ensure compliance with all relevant regulations and requirements.

Please call Walter Magill at 970-819-1161 with any questions.

Sincerely;

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