



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

April 10, 2024

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 A and Lot B, Mountain Office Park Subdivision
2955 Village Drive, Steamboat Springs
Village Drive Apartments Development Plan

Dear City of Steamboat Springs Planning Department,

This letter is the narrative for the development plan of Lot A and Lot B, Mountain Office Park Subdivision. The Mountain Office Park is a two lot subdivision of 1.28 acres and is zoned Multi-Family 3 (MF-3). The property is located on the northwest corner of Walton Creek Road and Village Drive. There is an existing two story commercial office building constructed on Lot B touching the common property line of Lot A and Lot B. The proposed project is both a remodel and preservation of the existing building and a combined free market and workforce housing project.

Existing Conditions:

As noted above, the existing two story commercial office building is constructed touching the common property line between Lot A and Lot B. Based on the current density of the single office building on the site, the floor area ratio is 24% and there are no sidewalks on any portion of the property. Since the original construction of the office building in 1982, the landscaping and planted trees have flourished. Currently, the established trees on the site are in various health conditions that will need to be removed for construction of the new apartment project, new sidewalks, utility installation and to protect the existing building. The applicant is submitting a variance to the tree preservation requirements the CDC under a separate letter.

Proposed Development:

The owners of Mountain Office Park Subdivision are proposing to preserve and remodel the existing building into eight larger sized two bedroom units. There will be additional 30 apartment units constructed in an attached L-shaped building on the north line and west line of property. Included in the thirty new apartments will be twelve dedicated work force units of varying in sizes from 516 sq. ft. to 960 sq. ft. All the new apartments will be two and three stories with enclosed parking garages. The project will be served by an internal private access roadway with parking along the roadway. The owners are proposing 30% of units to be Routt County Work Force restricted, for a total of 12 work force restricted units. Village Drive Apartments will provide a soft surface trail on the west and south property line and new six sidewalk along Village Drive and Walton Creek Road. The new Walton Creek Road sidewalk was previously designed in a City of Steamboat Spring project but there will still be a gap in the sidewalk from the south property boundary to the Shadow Run bus stop of 460± lf. The project will have 3,000 square foot open space area in the northwest corner of the property and a drainage pond and open space area in the southwest corner. The property will include cluster mail boxes, delivery area, dumpster and recycling facilities.

Development Plan Approval:

The development plan as submitted meets the Community Development Code (CDC) criteria for approval under Section 709.C, as noted below;

1. *The Development Plan is consistent with the character of the immediate vicinity or enhances or complements the mixture of uses, structures, and activities present in the immediate vicinity.*

The proposed uses for the Mountain Village Apartments on Lots A and B within the Mountain Office Park Subdivision align with the surrounding properties in the vicinity. Recently, the City of Steamboat Springs approved the Village Drive Townhomes project situated on the east side of Village Drive, featuring eight townhome units. Additionally, the Boat Townhomes, a nine-unit condominium project with a covered garage building, is positioned to the south. It's worth mentioning that the Boat Townhomes' garage building encompasses the north fifteen-foot-wide utility easement of the lot. The Mountain Office Park Subdivision's strategic location places it within half a mile of the Steamboat Ski Area, with convenient access to the Steamboat Springs transit center just six hundred feet to the west and two hundred feet to the south along Village Drive for the condominium loop. The proposed high-density development aligns with the community's land use maps, ensuring consistency and high density development in the area.
 2. *The Development Plan will minimize any adverse impacts on the natural environment, including water quality, air quality, wildlife habitat, vegetation, wetlands, and natural landforms.*
 - a. The Development Plan on Lots A and B will not negatively impact the existing water quality as storm water treatment is incorporated within the design plan. Much of the current natural vegetation will be removed by the development but disturbed areas will be re-vegetated and landscaping will be planted according to the CDC. The applicant is requesting a variance from the tree preservation requirements within Article 404 of the CDC.
 3. *The Development Plan provides adequate vehicular access, considering grade, width, and capacity of adjacent streets and intersections; parking; loading, unloading, refuse management, and other service areas; pedestrian facilities; and public or private transportation facilities.*
 - a. The development plans for Village Drive Apartments ensure ample vehicular access for both private and commercial vehicles, addressing grade and width requirements. A looped roadway encircling the existing rehabilitated building is proposed for internal private access, utilizing existing access points on Village Drive. At intersections, the roadway will maintain a width of twenty-four feet from Village Drive, extending westward for approximately 120 to 150 feet before narrowing to twenty-two feet in front of Building II. The reduced width of the roadway is only in front of Building II for 130 feet. A separate engineering variance application is being submitted for approval of the reduced width by Public Works and Steamboat Springs Fire Department. This engineering variance is essential to maintain the parking along the front of Building II while prioritizing public safety. For residential parking, the project encompasses forty-eight parking spaces, distributed among twenty-three garages spaces and twenty-five surface spots, alongside a bear-resistant enclosed trash enclosure at the southwest corner. Additionally, the project incorporates eight-foot-wide concrete sidewalks along Village Drive and Walton Creek, meeting both complete street requirements and CDC standards. Importantly, the project's proximity to Steamboat Springs Transit routes within six hundred feet ensures accessibility from various directions.
 4. *The Development Plan complies with all applicable requirements of this CDC.*
 - a. The development plan conforms to most of applicable requirements except for the following.
 - i. Tree Preservation
 - ii. Floor Area Ratio
 - iii. Engineering Variance for an internal private access width.Project variances are requested in a separate narrative document being submitted as part of the development plan application.
-
-

5. *The Development Plan is in substantial conformance with an approved Conceptual Development Plan, if applicable.*
 - a. There is no approved conceptual development plan approved for the Mountain Office Park Subdivision.

Four Points Surveying and Engineering, RPGA Design Group, Inc., and Sunscope LLC have collaborated to develop a multi-family apartment and workforce housing project in substantial compliance with the regulations outlined in the City of Steamboat Springs Community Development Code. Our objective is to navigate through the entitlement process and secure approval from the City Planning Commission, facilitating construction commencement in autumn 2024.

We eagerly anticipate the review of our project plans, engaging with the City of Steamboat Springs, participating in public hearings, and bringing this project to the marketplace.

Thank you,

Matthew McLeod, PE
Walter Magill, PE, PLS
Four Points Surveying & Engineering