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May 27, 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 – DRT Reply

Dear City of Steamboat Springs Planning Department,

Please accept this letter and attached documents as the DRT reply for the Village Drive Apartments development plans for the Mountain Office Park Subdivision within the City of Steamboat Springs. On behalf of the Owner, Sunscope, LLC, RPGA Architects and Four Points Surveying and Engineering (FPSE) we are pleased to provide this reply for the planned Village Drive Apartments, PL20240114.

Building Department Review (Reviewed By: Todd Carr)

1. Please see our comments to help with future design submittals, upon us receiving back comments we will then be able to provide more detailed responses per proposed building to help your design team out, currently it appears we may have one building under the IRC and another under the IBC, so this will be reflected on how we review this project moving forward. **All Buildings will be under 2021 IBC. Since the Townhome units are attached and not Detached.**

Your code study sheets on Sheet A0.00 references the Texas Accessibility Code, this will not be allowed to be used in Colorado or Routt County, please remove this from the drawings. In Routt County we follow Chapter 11 of the 2021 IBC for new construction and also for Existing Buildings in combination with the 2021 IEBC that will reference the 2021 IBC accordingly dependent upon the scope of work, additionally the 2021 IBC utilizes the Fair Housing to some degree for new construction for certain design standards in combination with the DOJ 2010 ADA manual. Please note it is possible maybe the Texas Accessibility Standards may be more stringent then our local codes we follow or equal to them, which is fine, but on paper we need to reference our local adopted codes and your welcome to exceed these if desired. The 2021 IBC chapter 11 will reference ADA units as Type A or Type B units, and has certain requirements for each type of unit that you will want to review, then on the next round of submittals please let us know how many of each type of unit you will be providing, also see next comment about Occupancy Type as you call this R-3 but if this is designed under the 2021 IBC this building will be an R-2 Occupancy as R-3 is defined as only 2 dwelling units, 3-dwelling units in a single building or more are to be classified as R-2 Occupancy. **The Texas Accessibility Code has been**

removed and the Fair Housing Act has been added. There will be 5% fully accessible units and 2% more vision and hearing impaired units (2 accessible units, 1 vision and hearing impaired unit) All units on the ground level in building I will be adaptable units. Also, the Buildings were revised to meet the 2010 DOJ ADA Manual AND THE WCAG 2.1 AA Guidelines for Accessibility. All buildings have been revised to be under the 2021 IBC. The Occupancy Classification will be R2.

2. Occupancy Use Type: You call this R-3 but if this is designed under the 2021 IBC this building will be an R-2 Occupancy as R-3 is defined as only 2 dwelling units, 3-dwelling units in a single building or more are to be classified as R-2 Occupancy. Please make this change on the plans. All Buildings will be under the 2021 IBC. The Occupancy Classification will be R2 since the Townhomes are Attached and not detached.
3. You have listed the 2021 International Residential Code and the 2021 International Building Code, Please further explain which code is to be use per building to help us with this preliminary review so we can provide back good comments and understand if one of the buildings will be built as townhomes under the IRC, while the other as R-2 Condos or Apartments under the IBC, thank you in advance. All Buildings will be under the 2021 IBC. The Occupancy Classification will be R2 since the Townhomes are Attached and not detached.

Engineering Review (Reviewed By: Emrick Soltis, P.E., CFM)

1. C2: Stamp? The existing conditions plan is stamped as requested.
2. C3: To be constructed with this development. Yes this is a single phased project.
3. C3: IPA proposed to be one way? How will vehicles be limited to clockwise travel. Based on the design, 2-way would be preferred. Two way travel is proposed. The one-way arrows shown were in error and have been removed.
4. C3: Access easement required to be dedicated for sidewalk located outside of public right-of-way. Easement added for portions of the Village Drive sidewalk that are on the preliminary plat.
5. C3: Sidewalk measures 6ft. 8ft required. An engineering variance is submitted. Drainage outfalls and large existing utility boxes are contributing to the request. FPSE Job number 2056-001
6. C5: The valley pan is of significant length. Consider adding an inlet and pipe. An inlet and pipe have been added underneath the west side of the pan, flowing south toward the pond.
7. C5: Sidewalk cross slope required to meet ADA of max. 2%. Understood.
8. C5: Minimum horizontal curve 61'. An engineering variance request is submitted for the roadway.
9. C4: Drainage easements required for water quality treatment facilities. Easements added for access to water quality/detention pond.
10. C4: Outfall will need to be managed by a level spreader or similar to reintroduce water via sheet flow, maintaining historic drainage patterns. Level spreader added.
11. Drainage Study: Approved Scope missing. Approved and uploaded.
12. Traffic Study: Approved scope missing? Approved and uploaded.

Planning Review (Reviewed By: Toby Stauffer, AICP)

1. 214.B: the existing building does not appear to be setback from the front property line 15'. Revise the concept or request a variance. The parking lot setback is not met for main building parking space #15. Proposed overhang will no longer be a part of the project. The existing building has been updated without the overhang and is 3" over the 15' side setback. A legal non-conforming application is being submitted.

2. 214.B: Show existing grade, overall height, plate height and average plate height on all elevations, all buildings, show average plate height measurements and calculations. Existing grades are shown on the elevations. Plate heights are shown on the elevations Average Plate heights are shown on the elevations.
3. A0.00, A-1.01, A2.04:: see mark ups The FAR Calculations were revised to include only 50% of 2 work force units for the Main Building for a total of 12 work force units. This number is less than 18% of the Main Building area. The revised FAR area is 32,101 s.f. (57%) Also both the A3 unit and the A4 units Do Not have egress windows so these units are counted as one bedroom units. Therefore, we have a total of 63 required parking spaces minus 8 spaces for work force units and minus 7 spaces for proximity to transit for a total of 48 parking spaces required. We have provided 48 spaces as shown on the revised site plan. We have revised the Drive Aisle at the west side of the site to be 22'-0" wide. On sheet A2.04, the roof plan and third floor have been revised to show the roofs.
4. Gross lot Area is inconsistent between existing conditions and architectural plans, please revise. The architectural site plan appears to be inconsistent with several other plans in the DP and PP and the narrative. Please ensure all documents are accurate or only provide one site plan to serve all projects. The Lot area has been revised and all calculations have been revised to 55,948.85 s.f. or 1.284 acres.
5. 402.D.1 General Landscaping: Proposed trees along the south property line appear to be within 10 ft of the proposed sewer main. Moving the main could preserve existing trees in the area, or provide more space for proposed trees to buffer the impacts of this development from the adjacent property. FPSE has adjusted the location of the new proposed sewer main.
6. 402.D.2 Frontage Landscaping: Some frontage plantings along Walton Creek Road are shown within the ROW. All plantings should be located on private property. The landscape plan is revised so all the frontage plantings are located in the 15' front setback area.
7. Provide some frontage landscaping in front of Building I, Building I parking, and Building I garages on Village Drive. The landscaping is revised with some additional trees and shrubs to provide frontage landscaping at end islands.
8. 402.D.6 Parking Lot Landscaping: Consider providing shrubs, trees, or taller plantings to screen parking spaces for Building I. The landscaping is revised with trees and shrubs to screen the parking from Village Drive.
9. 403 Buffering: Consider maintaining existing vegetation on the south property line to mitigate impacts from the development on the adjacent property. Consider providing additional landscaping along west property line to buffer this development from adjacent property. Consider providing additional landscaping along south property line to buffer this development from adjacent property. Four Points revised the sanitary sewer location that maintains buffering with the south property and preserves existing trees. There will be a new soft surface trail on the south property line.
10. 404 Revegetation/Tree Preservation: The variance to tree preservation standards will be included and processed with the subdivision application and the development plan application. The narrative for 719.D.3 indicates other standards are improved by approving this variance, indicate which CDC standards are improved. Clarify the narrative to indicate if any existing trees will remain or if all existing trees and vegetation will be removed. If any trees/vegetation will remain, indicate the existing trees to remain on the site plan and the landscape plan. Include additional information about alternatives that were evaluated to maintain existing trees and what was considered to mitigate impacts and address 719.D.1. The future land use classification also calls for landscape buffers to help new development transition to existing development. Four Points revised the variance request and as noted above the majority of the trees on the south property line are to be preserved and will create a buffer between the two developments.
11. Address how this project is consistent with the future land use classification. The variance needs

additional justification for 719.1 and 719.3 to demonstrate how this variance meets the criteria. Maintaining some trees or planting additional trees could mitigate impacts and help this project better meet standards and criteria and be more consistent with the purpose of the standard. **Four Points to update the variance, sewer relocation adds buffering and preserves existing trees.**

12. 405 Lighting: The lighting plan provided is incomplete. Include a photometric plan and exterior fixture information for site lighting and building lighting; indicate how lighting will meet standards of the section. **The Lighting on the site plan has been revised to include a lighting schedule and a photometric site plan is included.**
13. 406, Parking: see markups on A0.00- calculations need to be revised, 1 parking space short of required amount. – **An additional parking space is added to the plan.**
14. 406.C.7: Bike parking is required and should be provided and shown on the site plans for the project. **Bike racks added to near entry walks of building.**
15. 408 Refuse Management: Show building, materials, screening, or elevations for trash enclosure. Size/shape of enclosure is inconsistent between site plan and architectural site plan- **Dumpster details are added to the site plan.**
16. 409 Snow Storage: see document mark ups on C3 Site Plan, some areas do not meet standards and may not be feasible. There is a discrepancy between snow storage numbers on the site plan and architectural site plan, please revise. **Snow storage areas have been adjusted throughout. Skid steer vehicle path have been shown for access to area greater than 20 feet from the pavement. The only area where what is still true is near the detention pond on the southwest. See site plan on page C3.**
17. 412 Critical Improvements: Critical improvements are required with the preliminary plat/subdivision for this property. **Understood**
18. 413 Phasing: This development is not proposing phasing. All grading, utilities, buildings, improvements, drainage improvements, sidewalks, trails, site features and amenities, and landscaping are required to be complete prior to the first CO and prior to any condo/townhome final plat or sale of any subdivided property smaller than the entire lot. **Understood**
19. 414 Multi Mode Facilities: Multi mode facilities on the perimeter of this property are provided and also required with the subdivision/ preliminary plat. **Understood.**
20. The original dedication of greenbelt/open space easement calls for "perpetual easements to the city over the land for use as greenbelt, open space and non vehicular path" and the acceptance by the city describes a bike path. To achieve the intent of the original easement and meet standards of this section, a non vehicular public access easement should be dedicated for the sidewalk and soft surface trail proposed with development of this site. The non vehicular public access easement should be dedicated on the preliminary plat. – **FPSE is submitting an open space plan as part of the revised preliminary plat application.**
21. 420 Accessory Structures: ensure that refuse structure and any other accessory structure meet standards of this section. **Dumpster details are added to the site plan.**
22. 421: connect the open spaces for contiguity. The open space areas shown on the architectural site plan are inconsistent with the preliminary plat and the site plan for the

DP, please revise. **FPSE is submitting an open space plan as part of the revised preliminary plat application.**

23. Workforce Floor Area: Each of the three buildings in the development is a "Principal Building." To exclude floor area in a principal building, you can exclude a maximum of 18% or 50% of the floor area of workforce units. For all three buildings, calculated independently, the percentage of floor area for the workforce units is less than 18%, so the standard applied for each building is 50% of the floor area of the workforce units. That changes the floor area that can be excluded for workforce units, decreases the amount of floor area that can be excluded, and increases your FAR variance request. see mark ups. **The work force units have been revised to include only 50% of 2 units for the Main Building. The calculations have been revised. The Total FAR is 32101 s.f. (57%) The Variance is for 7%.**
24. FAR Variance: In 719.1 It's unclear in the narrative what impacts to adjacent properties were considered when requesting this variance and how those impacts were mitigated by the project or design. The narrative indicates that the "other" purpose that will be met by this variance is the purpose of the MF zone district- this purpose is the purpose of the FAR standard- so it's unclear what "other" purpose will be improved by this variance. The variance needs additional information for 719.1 and 719.3 to demonstrate how this project meets these criteria. Variance narrative: it's unclear how the 12% calculation is relevant to the request, what it's referring to, or how it was calculated. The request is for 56% or a 6% increase over the required 50% FAR. Provide additional information about the 12% or remove. **The Total FAR is 32,101 s.f. 57%. The Variance is for 7% over the allowed FAR of 50%.**
25. 437.D Access: Buildings I and II do not meet intent or purpose of this standard. Demonstrate compliance with the standard or request a variance. **The building entries have been revised and new entries have been added at the middle of buildings I and II.**
26. 437.F Roof forms: The Main Building does not meet the roof form standards, it's unclear if Buildings I and II meet the standards. Provide additional information about the roof forms of Buildings I and II. All three buildings will need to comply or a variance will need to be requested. Indicate if the roofs will retain snow or if not how the roof snow standards will be addressed. **Four Points is submitting a legal non-conforming application with the DRT reply. The roof forms have been revised on buildings I and II to a minimum of 5:12 pitch. Since the Main Building is an existing building the roof form was not revised on this building per legal nonconforming structure.**
27. 437.G Surface Parking: Surface parking adjacent to Building 1 needs to be screened. **Landscaping is added to this area.**
28. 437.G.5 Garage Standards: Garages for Building I and II do not meet standards b or d. **Pedestrian entrances have been added to the middle of these buildings that include garage. Landscaping has been added to screen these areas.**
29. 437.H.4 Glazing: provide glazing calculations for each façade of each building. Demonstrate compliance with these standards or request a variance. **Glazing calculations have been added to the exterior elevations. Glazing calculations were not added to the main building as it will be legal nonconforming.**
30. 437.J Building Colors: the predominant colors on buildings should be browns, greens, or reds. The predominant colors on Buildings I and II do not meet these standards, it's unclear if the colors meet the standard on the Main Building, it looks like they may not. Please revise. The renderings of Building I and the Main Building are inconsistent with

the color of materials shown. Please clarify and provide accurate renderings or accurate material colors. **New elevation colors have been added as well as new color board samples.**

31. 437.K Mechanical Equipment: The development plan does not show or include any mechanical equipment outside the buildings, on the roof, or on the site. No exterior mechanical equipment will be approved with this DP and any exterior mechanical equipment will need to meet standards of this section and may require another DP in the future. **Understood**

32. 437.K Accessory/Service Structures: The only accessory structure included in these plans is the trash enclosure, which needs to be shown in architectural plans and needs to meet the standards of this section as well as the refuse management section. No other accessory or service structures will be approved with this DP and any other accessory structures will need to meet standards of this section and may require another DP in the future. **Understood**

33. The first submittal of this project is missing some information, and the quality is such that the expedited review process may be in jeopardy if the second submittal doesn't correct the issues. If the project requires a third submittal or the deadlines in the project schedule are missed, we will move out of the expedited review process and into a standard review process.

Utilities-Mount Werner Review (Reviewed By: Beau Cahill)

1. Most corrections and comments are captured in the utility plan mark up; additional corrections, comments and context listed below. **The plans are revised per the markup.**
2. Request for Water and Sewer Services form to be signed and returned to MWW by project owners. **The application is being submitted with the DRT reply.**
3. Called out on the utility plan; the proposed sewer main wrapping around the S and W side of the development will be 10". This sewer main will be considered critical infrastructure and will be required to be complete and have received preliminary acceptance prior to service extensions or any issuance of certificate of occupancy. **Sewer Updated to 10" diameter.**
4. No new trees planted or improvements to be constructed in proposed sewer easement that may impede its use. **Understood. The landscape plan is updated to reflect no trees in the new easement.**
5. Plant Investment Fees will be due in full for plumbing fixtures within the building prior to approval of a building permit **Understood.**
6. Provide clarification if fire suppression will be included in the proposed development. **Fire suppression will be included per the IBC.**

Please see draft conditions of approval for this application below. All conditions of approval are also visible in Portal.

1. Stacked off-street parking spaces for residential uses shall be assigned to specific dwelling units in a development agreement or other legal recorded document prior to building permit issuance for this development.
2. The applicant shall enter into an agreement, acceptable to the City, restricting the occupancy of the Workforce Units to qualified residents as defined by the Community Development Code. The agreement shall be recorded at the Routt County Clerk and Recorder prior to Certificate of Occupancy/Completion.
3. The proposed 22' roadway is acceptable with a full fire sprinkler and fire alarm system. Any changes require an additional review and approval.
4. Civil construction plans prepared/signed/sealed by a licensed Colorado Professional Engineer are required to be submitted to the RCRBD with a Building Permit/Grading Permit application for review and approval prior to the start of any construction.
5. Access drive, driveway, and parking areas are considered a critical improvement and must be constructed and approved or accepted prior to issuance of a Certificate of Occupancy/Completion or approval of a Condo/Townhome Final Plat, whichever occurs first.
6. Drainage improvements are considered a critical improvement and must be constructed and approved or accepted prior to issuance of a Certificate of Occupancy/Completion or approval of a Condo/Townhome Final Plat, whichever occurs first.
7. Prior to Engineering Final Approval Inspection, a Completion Letter signed and sealed by a Colorado Professional Engineer (Project Engineer) shall be uploaded to the applicable building permit condition.
8. Permanent storm water quality treatment facilities are considered a critical improvement and must be constructed and approved or accepted prior to issuance of a Certificate of Occupancy/Completion or approval of a Condo/Townhome Final Plat, whichever occurs first.
9. Prior to any construction permit issuance, the final signed and sealed drainage study shall be submitted.
10. Sidewalk improvements are considered a critical improvement and must be constructed and approved or accepted prior to issuance of a Certificate of Occupancy/Completion or approval of a Condo/Townhome Final Plat, whichever occurs first.
11. Record Drawings/CAD Files including drainage, PWQTF(s), and sidewalks shall be submitted prior to Final Engineering Site Inspection.

Based on the criteria for approval being met we look forward to the planning department review and processing this easement vacation. Please call or reply with any questions.

Thank you,

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