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August 14, 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
DRT Reply and 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.
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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.

July 16 – DRT Replies: Planning Review (Reviewed By: Toby Stauffer, AICP)

1. A revocable license may be required for changes to the private encroachments into the easement along Village Drive. **A revocable permit will be submitted the week of August 11, 2025, for the approved water quality improvements in the utility and snow storage easement recorded at Book 329, Page 367.**
2. Landscaping included on the approved DP plans needs to be included on the current plans:
 - a. Walton Creek Road: 1 shrub planting= 3 shrubs
2. Along the retaining wall: 6 trees to screen lighting/ impacts from this development, to the adjacent development to the east. **We overloaded the north edge of the property along Walton with trees that were previously located on the east side behind the wall. The required shrubs have been distributed throughout the planting beds provided around the development. We have a new fence (design shown on DP.10)**
3. Provide an open space plan for the current proposal similar to the approved DP and compare the approved open space plan to the proposed plan, see page L 1.2 Approved DP. **Open Space plan provided, see sheet L1.2.**
4. DP 10: Please note: landscaping on this plan is different from the landscaping plan. Landscaping as shown on the landscaping plan will be required if approved. **Landscaping updated to match the Landscape drawings.**
5. DP.30: Show materials, colors boiler building. **Materials are called out on Sheet DP.30. Colors to match building materials and colors.**
6. DP.30: Where is the access to this building? If outside, please show doors/ windows, etc. **Doors/access is shown on DP.20 and DP.30**
7. Confirm that the development will have refuse service levels (recycling and trash frequency of collections) such that recycling is 50% of trash capacity and that the garages are adequate for trash and recycling containers. **There are no planned changes to the approved trash plan. Each unit will have a required roll-off kept in the individual units as originally approved.**
8. 437.K: The new boiler room requires screening to meet the standards of this section. **The attached boiler room structure compliments the principal structure and uses the same materials as the principal structure.**
9. Staff does not support the variance to 437. D for many of the same reasons cited in the DPVC-21-01 staff report, which included this same variance request. **The applicant wishes to proceed forward to planning commission without staff support for the removal of the stairs to the duplex based on the reasons presented for the variance above.**
10. Retaining Wall narrative: Is this description written for this project? please revise for clarity. **A revised wall narrative and variance is submitted that includes the requested additional information from July 16, 2025.**
11. Provide revised information for the retaining walls as discussed in meeting on 7/16/25. **The existing condition plan provides information on the current wall elevation.**

Engineering Review (Reviewed By: Makenzie Carroll)

1. (C1): Sign and seal by PE or PLS. **All revised plans are stamped.**
 2. (C2): Provide guard rails as wall backs backyards of eastern lot. **The Village Drive Townhomes will be installing fence for the safety of the Pine Ridge Townhomes. The top block is 30" wide, and a fence will be installed on the Pine Ridge Townhomes property as shown on FPSE sheet C2 and C3 plan and cross section.**
 3. (C2): Engineering is aware that there have been changes to the water quality facility. Please include with this development plan in order to ensure it will function the same. **The water quality facility will be constructed per the approved plans and certified.**
 4. (C2): Instead of reducing roadway width by 1 ft, widen the asphalt to the west by 1 ft. **The roadway width is updated as shown on the plans and provides the required width within 97% of the design width. It is not possible to widen the asphalt to the west due to columns from the second floor decks.**
 5. (C2): Confirm that the cuts are not going to affect the adjacent property. **The stabilized and installed redi-rock provides stability to the cut slopes with Pine Ridge Townhomes.**
 6. (C2): Fix north arrow direction. **The north arrow is revised.**
 7. (C2): If sidewalk remains flush to the asphalt at the intersection as shown, a curved detectable warning shall be used to cover the full area. **A detectable warning will be added per City of Steamboat Springs Engineering standards.**
 8. An updated set of Civil Construction Plans showing the changes will need to be submitted. **A separate building addendum is being submitted that will include an updated set of Civil Construction Plans.**
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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