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October 24, 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: Detailed Narrative for Development Permit
Downhill Plaza Lot 7 – Additional Parking Spaces
Downhill Plaza, Steamboat Springs, Colorado 80487

Dear City of Steamboat Springs Planning Department, Narrative: The site has changed since this approved plan, please include more current information

Four Points Surveying and Engineering (FPSE), has prepared this narrative as part of the Development Permit application for a parking lot expansion to the existing commercial buildings at Lot 7, Downhill Plaza, Steamboat Springs. The project includes paving 3,241 square feet of additional parking space for seventeen additional striped parking spots. The intent of the additional parking is to accommodate occupants and users of the buildings on lot 7. See the attached documents for more details on the proposed scope of work.

All existing landscaping, parking, and snow storage were originally approved and installed as part of the original development plan FDP-17-02. Paving modifications to the site require additional landscaping and snow storage per the requirements outlined in the Community Development Code (CDC). The site has sufficient space to accommodate the required snow storage and landscaping as a result of the pavement expansions. Calculations for overall snow storage, landscaping, and parking requirements are included on sheets C2 and C3 of the attached plans.

The proposed Development Plan is intended to meet the Criteria for Approval set by section 709.C of the CDC. Below is a list of each criteria item from the CDC, followed by a response by Four Points.

709.C Criteria for Approval

Development Plans shall be approved upon a finding that the following criteria are met:

- 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.**

Response: The additional parking is an extension of an existing use that is already established in this location and will enhance customer and owner/tenant experience in the area by having more parking available.

- 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.**

Response: The proposed parking lot expansion will minimize any effects on the natural environment by adding additional landscaping along portions of the site that are lacking shading and buffering, including the plantings shown on the western lot line. Water quality, air quality, wildlife habitat, existing vegetation, wetlands, and other natural landforms will not be adversely impacted in any way by these intended improvements.

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.

Response: The proposed parking expansion will improve vehicle access and meets all of the parking standards set forth within the CDC. The new parking stalls as designed maintain twenty-four (24) feet of required aisle width from adjacent buildings to the edge of the parking stalls. The site in general is relatively flat, and the spaces will be graded to drain away from the buildings to the site's historic drainage paths at a 2% grade throughout. Additionally, the new parking stalls will not adversely impact on vehicle loading and unloading, refuse management, pedestrian facilities, and nearby transportation facilities.

4. The Development plan complies with all applicable requirements of this CDC.

Response: The design complies with all landscaping, parking, and snow storage requirements indicated in the latest edition of the CDC. If anything is amiss, please bring it to our attention and we will address it to the best of our ability.

5. The Development Plan is in substantial conformance with an approved Conceptual Development Plan, if applicable.

Response: Not Applicable. No official approval has been granted. A pre-submittal meeting was previously conducted and signed off by Toby Stauffer, Senior Planner, on April 9, 2025, and under PS25-0067-DPA-2835DOWNHILL.

We look forward to your review of this application in the coming weeks. Please feel free to contact us with any questions pertaining to the Development Permit.

Sincerely,

Walter Magill, P.E. & David Clemmer, E.I.T.
Four Points Surveying and Engineering
410 South Lincoln Avenue, Suite 15
Steamboat Springs, Colorado, 80487

Attachments:

1. Development Plan Application Form
2. Proof of Ownership – Property Cards from Routt County Assessor
3. Existing Conditions Plan (C1)
4. Site Plan including Snow Storage and Landscape Calculations (C2)
5. Parking Plan and Calculations (C3)
6. Grading Plan (C4)
7. Approved Plans from PL20220031, FCT-20-12