

**TOWN OF ERIE
BOARD OF TRUSTEES
August 8, 2017**

SUBJECT: Sketch Plan Review of the Proposed Perry Street Townhomes within the OTR – Old Town Residential and the NMU – Neighborhood Mixed Use zone districts.

CODE: Municipal Code, Title 10

PURPOSE: Review and comment on a Sketch Plan application for 26 townhome units on 2.77 acres.

DEPARTMENT: Community Development Department

PRESENTER: Deborah Bachelder AICP, Senior Planner

STAFF RECOMMENDATION: See Attachments for Staff Review Memo Comments

PLANNING COMMISSION: Planning Commission reviewed and commented on the Sketch Plan at their August 2nd meeting.

SUMMARY AND BACKGROUND OF SUBJECT MATTER

Owner: Dennis and Lisa Simplot
5454 County Road 7
Erie, CO 80516

Location: The proposed development is located on the south side of the South Briggs Street and Perry Street intersection.



Existing Conditions within Sketch Plan Area:

Project Size: 2.77 Acres

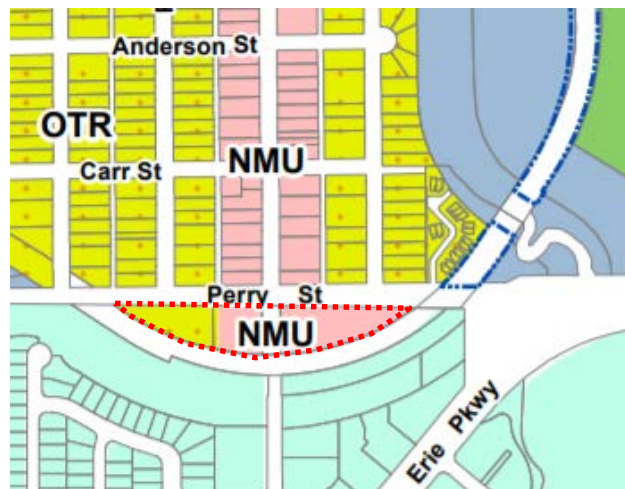
Existing Uses:

West of South Briggs Street: A single family home, detached garage and shed.

East of South Briggs Street: Six manufactured homes, garage, and six sheds.



Zoning: OTR – Old Town Residential & NMU – Neighborhood Mixed Use



Adjacent Land-Use/Zoning:

	ZONING	LAND USE
NORTH	NMU – Neighborhood Mixed Use OTR – Old Town Residential	Old Town – Single Family Residential
SOUTH	PD – Planned Development	RTD Railroad ROW Town of Erie Drainage Way & Pedestrian Path Erie Commons - Commercial Erie Commons - Single Family Residential
EAST	PD – Planned Development	RTD Railroad ROW Town of Erie Drainage Way & Pedestrian Path
WEST	PD – Planned Development	RTD Railroad ROW Town of Erie Drainage Way & Pedestrian Path

Sketch Plan Development Data:

The site has existing dwelling units and accessory structures that will be removed for development of the site. Development is proposed to occur in two phases; east and west side of South Briggs Street.

The Sketch Plan application includes 26 townhomes on 2.77 acres with a gross density of 9.4 dwelling units per acre; the maximum density allowed in the Municipal Code is 16 dwelling units per acre. The applicant proposes a historic architectural style of craftsman to act as a transition from the brick commercial buildings south of the site in Erie Commons to the historic residential character to the north in Old Town. The townhome garages are oriented to alleys with front doors oriented to South Briggs Street or garden courts.

To accommodate the use of alleys and common garden courts, the applicant will need to submit the following land use applications in order for the development to move forward. These zoning applications will require neighborhood meetings and public hearings before the Planning Commission and Board of Trustees.

1. Rezoning of the west end of the property from OTR – Old Town Residential to NMU – Neighborhood Mixed Use so that the entire property is in one zone district.
2. Apply for a PUD – Planned Unit Development overlay zone to modify lot sizes and setbacks.

Concurrently with the zoning applications, the applicant will need to submit a Preliminary Plat and a Site Plan land use application. The Preliminary Plat application will require a neighborhood meeting and public hearings before the Planning Commission and Board of Trustees. The Site Plan application will require a neighborhood meeting and public hearing before the Planning Commission.

Compliance with Town of Erie Municipal Code Title 10:

Town staff has generally reviewed the proposed Sketch Plan for compliance with the Municipal Code requirements and has provided the applicant with detailed comments in staff review memos. Staff's detailed comments are attached to this memo with our most recent review memo to the applicant.

SKETCH PLAN PROCESS

Below is the process outlined in Title 10 (UDC) of the Municipal Code for Sketch Plan review.

2. Step 2A (Development Application Submittal – Sketch Plan)

Two types of application submittals are required – first, a Sketch Plan, followed by a Preliminary Plat. The Sketch Plan requirements are listed in this Subsection. The Preliminary Plat requirements are listed below as “Step 2B.” Applications for Subdivision shall only be accepted for property annexed into the municipality. A Subdivision application cannot be reviewed concurrently with an annexation application.

a. Purpose

A Sketch Plan represents a generalized land use plan and layout for the area proposed to be included within a subdivision. Sketch Plan is required to allow early, informal evaluation of a proposed subdivision before detailed planning and engineering work has been undertaken and before substantial expenses have been incurred by the applicant.

b. Sketch Plan Submittal Requirements

A Sketch Plan shall be prepared and submitted to the Community Development Director pursuant to the User’s Guide. An Alta Survey shall be prepared and submitted to illustrate the existing conditions on the property and, at a minimum, the Sketch Plan shall contain the following:

- i. Uses proposed;
- ii. Intensity or density of uses proposed;
- iii. Location of public and private open space;
- iv. Drainage Facilities;
- v. Road, street, and pedestrian networks proposed; and
- vi. Existing or proposed utilities and public services for the development.

c. Staff Review

The Community Development Department shall review the Sketch Plan, focusing on standards and criteria of this UDC that are applicable to the proposed development. The Community Development Department shall summarize the results of the review in writing and provide a copy to the applicant. The summary shall include any special information regarding the proposed project, plus an evaluation of the proposal with respect to the current policies of the Town, identifying areas of potential compatibility or conflict with these policies. All comments made by the Community Development Department shall not be binding on the Town’s consideration of any subsequent application, and are intended only to provide an informal evaluation of the proposed project.

d. Meeting to Discuss Sketch Plan

At the request of the Community Development Director or applicant, the parties shall meet to discuss the results of the review. The applicant shall be informed of the necessary provisions of this UDC relating to subdivision application, including submittal requirements, required public

improvements, design standards, and Development Agreements. The Community Development Director shall inform the applicant whether or not a Planning Commission Review shall be required.

e. ***Planning Commission Review***

In addition to the staff review the Community Development Director may require that the Sketch Plan be reviewed by the Planning Commission or the applicant may request this review. The staff review summary shall be submitted to the Planning Commission for consideration. All comments made by the Planning Commission shall not be binding on the Town's consideration of any subsequent application, and are intended only to provide an informal evaluation of the proposed project.

f. ***Effect of Review***

The Sketch Plan is not part of a formal application for approval of a subdivision and any comments made by the Town in reaction to a Sketch Plan shall not be binding on the Town's consideration of any subsequent Preliminary or Final Plat application, nor result in a vested property right under this UDC or State Statute. Since the Sketch Plan is conceptual only, there are no lapse provisions applicable.