

**TOWN OF ERIE  
BOARD OF TRUSTEES MEETING  
April 23, 2019**

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**SUBJECT:** **Agenda # 19-199**  
Review of Erie Village Filing No. 5 Sketch Plan

**PURPOSE:** Proposal to develop the property as residential/commercial with 32 single-family units, 38 multi-family (townhome) units, and approximately 30,000 square feet (2 buildings) of commercial development within the Erie Village PD.

A Sketch Plan represents a generalized land use plan and layout for the area proposed to be included within a subdivision. A Sketch Plan application is required to allow for an early, informal evaluation of a proposed subdivision before detailed planning and engineering work has occurred. 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.

Board of Trustees review of a proposed Sketch Plan.

**CODE REVIEW:** Municipal Code Title 10

**DEPARTMENT:** Planning and Development Department

**PRESENTER:** Chris LaRue, Senior Planner

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**STAFF RECOMMENDATION:** See Attachments for Staff Review Memo Comments

**PC RECOMMENDATION:** See attached Planning Commission Minutes

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**SUMMARY AND BACKGROUND OF SUBJECT MATTER**

Applicant: CDC Development (Porchfront Homes)  
102 2<sup>nd</sup> Avenue  
Niwot, CO, 80544

Owners: Porchfront Homes @ Erie Village LLC (Tim Coonce)  
102 2<sup>nd</sup> Avenue  
Niwot, CO 80503

Location:  
Erie Village Subdivision Filing No. 5 is located west of East County Line Road and is surrounded by C.W. Bixler Boulevard on all other sides.



**Existing Conditions with the Sketch Plan Area:**

Zoning: Erie Village PD – Planned Development

Project Size: 14.823 Acres

Existing Use: One Commercial Building & Vacant Land

**Adjacent Land-Use/Zoning:**

	ZONING	LAND USE
<b>NORTH</b>	PD – Planned Development	Erie Village Filing 1 –Vacant & Single-Family
<b>SOUTH</b>	PD – Planned Development	Erie Village Filing 5 – Electrical Power Line Erie Village Filing 1 Replat C - Duplexes
<b>EAST</b>	B – Business	Single-Family home
<b>WEST</b>	PD – Planned Development	Erie Village Filing 1 – Single Family Residential

**SITE SPECIFIC DEVELOPMENT INFORMATION:**

Site is zoned Planned Development (PD) and is within the Erie Village Planned Development, Fifth Amendment which was intended to allow mixed use office, commercial, and residential uses associated with a continuum of care retirement community. The PD, along with a covenant recorded against the property, restricts the occupancy of residential uses within Filing 5 to two people, one of which must be at least sixty-two years old. Types of allowed residential uses within the PD include single-family homes, duplexes, and multi-family buildings. Types of allowed uses associated the retirement facility include independent living along with assisted living and adult day care. Types of allowed commercial uses within the PD include dental or medical offices, bars/taverns and restaurants, business or professional offices, and general retail and personal service stores.



- Commercial Development: 2.095 acres
  - 30,000 square feet in 2 buildings
- 7 Tracts: 4.655 acres
- Public right-of-way: 1.639 acres

Streets:

Access into the site is proposed from several locations along C.W. Bixler Boulevard. The applicant's proposed Sketch Plan includes construction of public roads and private drives and alleys within the Filing 5 area. Staff would require the roads within Filing 5 to incorporate detached sidewalks and tree lawns to meet Town design standards.

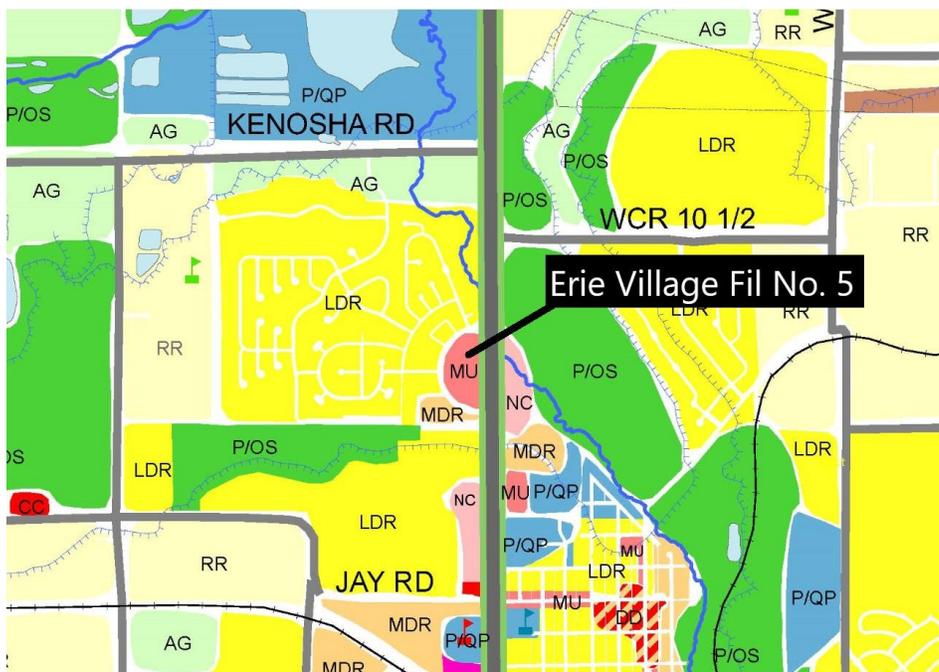
County Line Road to the east of Filing 5 is considered to be a community gateway by the UDC. As a gateway, additional design standards shall apply. These standards include a 30 foot landscape buffer, an eight foot sidewalk, screening of parking, and limits on fencing and signage.

Parks and Open Space:

Based on calculations with the previous Erie Village developments the pocket park and open space requirements have been met. Filing 5 is located within a ¼ mile of two existing pocket parks. Future plan submittals should illustrate how parks and trails connections are being made to the existing trail infrastructure. Appropriate neighborhood and community park fees in-lieu shall be required. The Parks Division has provided the applicant with comments.

Compliance with Town of Erie Comprehensive Plan:

The application is in general compliance with the land use designations on the Comprehensive Plan, Land Use Plan Map. This property allows for MU – Mixed Use land uses. The Sketch Plan presents development consisting of commercial, single-family homes, and townhomes.



Compliance with Municipal Code Title 10 (UDC)

Town staff has reviewed the proposed Sketch Plan for compliance with the UDC and has provided the applicant with comments. Future applications will need to address for the provided comments.

Natural Areas Inventory and Endangered Species:

The Town of Erie Natural Areas Inventory does not identify a natural area within the proposed project area.

Open Space and Trails Advisory Board:

The Open Space and Trails Advisory Board have provided the applicant with comments.

Next Steps:

For the proposed project to be fully implemented as conceptually proposed in this Sketch Plan the following applications would need to reviewed and approved:

- PD Amendment
- Preliminary Plat
- Site Plan
- Final Plat

**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.

Review and comment on a Sketch Plan application of the proposed Erie Village Filing 5 single-family, multi-family (townhome), and commercial development within the Erie Village PD.