



The Town of Erie  
645 Holbrook St.  
P.O. Box 750  
Erie, CO 80516  
(303) 926-2776  
clarue@erieco.gov

## Planning & Development Planning

# Memo

**To:** Samantha Crowder (Norris)

**From:** Chris LaRue, Senior Planner

**Date:** October 4, 2018

**Re:** SK-001000-2018: Colliers 4G Sketch Plan

**cc:** Eva Mather, Todd Bjerkaas, Deborah Bachelder, Russell Pennington, Rob Crabb, Darren Champion

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### Comments:

Town staff has reviewed the Colliers 4G Sketch Plan for conformance with Municipal Code, Title 10 at the September 13, 2018 Development Review Team meeting. A list of the Town staff that have commented and referral agencies that have responded are listed below. Referral comments received by the Town after the date of this memo shall be forwarded on to the applicant. Please note, engineering comments will arrive by separate e-mail the week of October 8, 2018.

The next step for the Colliers 4G Sketch Plan application is revision and resubmittal for another referral and Development Review Team review. Please make the appropriate revisions to the application materials and provide written response to address each written comment from the Town staff and referral agencies.

### Paper Copies:

- 3 Copies: Written response to staff and referral comments. For distribution to: Planning, Engineering and Parks.
- 3 Copies: Updated written materials, 3 hole-punched for notebooks. For distribution to: Planning, Engineering and Public.
- 3 Copies: Updated 11x17 plans tri-folded and 3 hole punched for notebooks. For distribution to: Planning, Engineering and Public.
- 2 Copies: Updated 24x36 plan sets, rolled. For distribution to: Planning & Engineering
- Please bind and label materials for each entity listed above for ease of distribution to each referral.

### Digital Copies:

- A PDF format of all of the submittal materials on 3 flash drives. The Town will provide the mailing envelope, address label and postage for delivery of the flash drives. The flash drives will be distributed to the following referral agencies:
  1. Town of Erie – internally distributed to: Planning, Engineering, and Parks

### **Planning Comments for the Colliers 4G Sketch Plan:**

#### **General Comments**

1. Request is to develop the property with 206 single-family lots. The following land use applications will be required:
  - a. PUD Amendment
  - b. Preliminary Plat
  - c. Site Plan
  - d. Final Plat
2. Please overlay the existing PUD on this sketch plan so the village boundaries are clear.
3. The ALTA survey is not updated. A current ALTA will be required for the Preliminary Plat submittal.
  - a. There are oil and gas facilities that would need to be addressed with the Preliminary Plat.
    - i. The 50 foot pipeline easement in the bottom third of the property is stated to be removed.
    - ii. There are easements on the northern and eastern property lines that will need to be addressed.
    - iii. There are planned improvements (landscaping/trails) within or near the oil and gas areas that will need to be reviewed by the oil and gas owners.
    - iv. Wellhead and any facilities need to be tied into the grid for an accurate location depiction on all relevant plans.
4. The site is designated Low Density Residential (LDR) per the Town of Erie Comprehensive Plan. Chapter 4 of the Comprehensive Plan lists characteristics of the LDR designation as the following:
  - a. Low Density Residential areas will primarily be suburban-style developments.
  - b. The designation allows for a range of single-family detached and attached homes, townhomes, patio homes, and in appropriate cases include complementary neighborhood-scale supporting land uses, such as retail, commercial, and office uses in a neighborhood setting.
  - c. Small-scale apartment and condominium buildings may also be permissible as part of a planned unit development provided open space requirements are adequate to stay within desired densities.
  - d. Over the proposal would meet the intent of the Comprehensive Plan.
5. Site is currently zoned Planned Unit Development. Specifically, the Sketch Plan appears to be within Villages 13, 14, 15. Per comment # 2, an overlay of the existing PUD on the Sketch Plan will clarify which areas of the PUD are specifically impacted.
  - a. Village 13 was intended to be single-family Patio Home.
  - b. Village 14 was intended to be for town-home and duplex uses.

- c. Village 15 was intended to be for Condos/apartments.
- 6. The proposal in the sketch plan designates the property as single-family residential with front loaded garages.
- 7. Staff has the following concerns regarding the sketch plan:
  - a. Please provide an analysis of the overall annexation agreement regarding the number of housing units and number of platted lots. Specially, the proposed sketch plan proposes approximately 206 single-family lots. This should factored into the analysis.
  - b. Housing Diversity per Section 10.6.7.D
    - i. Please provide an overall analysis of the Colliers Hill development regarding housing diversity. Per comment # 5, this proposal appears to eliminate at least two housing types. How will this sketch plan help to meet the requirement?
    - ii. Staff is very concerned with potential elimination of product types other than single-family homes.
  - c. Overall, options should be looked at other than just front loaded garages.
  - d. The east side of the development has too many homes that back to County Road 5.
    - i. The visibility of this expanse should be broken up to provide some interest.
  - e. The alignment of Flora Drive currently shall line up with the entrance to the school located on the east side of County Road 5. Currently the road is off set.
- 8. A landscaping plan will be required with future developments.
- 9. A preliminary drainage study was included with the documentation. Please see the engineering comments. A drainage analysis will be required with the preliminary plat.
- 10. A traffic study will be required with the future submittals.
- 11. Overall utilities studies and analysis will need to be addressed in future plat applications.
- 12. Compliance/ability to meet building setback requirements are not discussed within the sketch plan application. This will need to be addressed with a lot fit analysis with future platting and site plan submittals.
  - a. There are discrepancies between the site plan documents. One plan states the lots will be 52 feet wide and the other plan states they will be 50 wide. Please review and update all documents as necessary.
  - b. For the sketch plan, please provide a typical lot layout depicting compliance with setbacks. The lots are narrow and product types need to fit on the lot.
- 13. Ability to comply with the UDC and PUD design standards will need to be addressed with future plat and site plan submittals.
- 14. The maximum length of blocks between intersecting streets shall be 1,500 feet. The average block face across each development site shall be a maximum of 600 feet.
- 15. Minimum trail corridors shall be at be at least 30 feet in width.
- 16. In terms of re-design staff suggests looking at the following:
  - a. Extending Blue Mountain Way over to the proposed local road east of the park.
  - b. Extend the proposed cul-de-sac south into the park area.
    - i. This would square off the park.
    - ii. The abandoned well could be located in the right-of-way.

- iii. The lots north of the private amenity could be located along the cul-de-sac extension. This would open up the park and meet requirements. Please see the comments below in the parks and open space section.
17. Please provide some typical product types that are anticipated to be built within this development.

#### Oil and Gas

18. Please review the UDC Section 10.6.14 regarding Development and Design Standards to Accommodate Oil and Gas Wells and Production Facilities.
- a. Any updated surface use agreements for the property will be required with future plat submittals.
  - b. In subdivisions where an abandoned wellhead cannot be placed in a street or lot meeting the standards; the abandoned wellhead shall be placed in a tract. The abandoned wellhead and required setback surrounding the abandoned wellhead may not be located in a park.
    - i. There is conflict on the sketch plan with this requirement.
    - ii. The plat shall identify a building setback of 25 feet from the abandoned wellhead monument.
19. Gas and oil well pipelines shall be within easement that are a minimum of 30 feet wide.

#### Parks and Open Space

20. A conceptual open space and conceptual developed park plan was submitted with the application. More details about the how the park and open space requirements will be met will be required. Please review Section 10.6.3 of the UDC and the PUD.
- a. Provide an analysis of the sketch plan and the overall development regarding meeting the open space and park requirements.
21. Appropriate Neighborhood Park and community parks or potential fees in-lieu shall be required per Section 10.6.3 of the UDC. The Town preference is to meeting the requirements rather than pay cash-in-lieu.
- a. Neighborhood Parks fees are charged \$236,564 per acre of required dedication.
  - b. Community Parks fees are charged \$3,889 per building permit.
  - c. Open Space fees are charged \$48,500 per acre.
22. Neighborhood Parks: There is a proposed neighborhood park associated with this sketch plan. Overall, further discussions and planning of this area will be required. Please review Section 10.6.3.B.4.ii of the UDC.
- a. Neighborhood parks shall provide places for recreation and gathering places within approximately 1/2 mile from most residences being served. Neighborhood parks may include multi-use lawn areas, picnic areas, playground equipment, small court games, community gardens and playing fields and facilities as appropriate.
  - b. Of a size determined by Subsection 10.6.3.B.3, but not less than a minimum size of 7 acres.
  - c. Centrally located within or adjacent to the neighborhood(s) served.
  - d. Bordered on at least 2 sides by public streets (excluding arterial streets) to provide easy public access, visual surveillance and parking.

- i. This requirement is not met, as the proposed park only borders one street (Flora Drive). The cul-de-sac does not provide sufficient frontage to be considered bordering the park.
  - ii. The lots north of the private amenity and bordering the park should be relocated.
  - iii. There are concerns with the Neighborhood Park, the private amenity, and the parking area. Staff is concerned there will be competing interests for these two uses.
    - 1. A parking analysis will be required.
    - 2. Also, we do support the parking being so close to Flora Drive.
  - e. Accessible from surrounding neighborhoods by sidewalks and/or trails;
  - f. At the time of Preliminary Plat the developer shall provide the Town with a master design plan for the park, which include all of the park's amenities.
- 23. A Pocket park within a ¼ mile of the residents to be served would be required. Pocket parks shall comply with all Town Standards and Specifications.
  - a. The sketch plan appears to meet this requirement.
- 24. Future plan submittals should illustrate how parks and trails connections are being made to the existing infrastructure.
- 25. The private amenity should be relocated to lessen its prominence along Flora Drive.

#### Transportation:

- 26. Road 5 is an arterial and is considered a community gateway per section 10.6.2.D.2.e of the UDC. As part of a community gateway the following additional standards shall apply to protect this distinct entryway into the community:
  - a. A minimum 30-foot landscaped buffer shall be maintained on either side of the street. This buffer should utilize a variety of live plant material and berming to provide year-round visual interest. A minimum 8 foot wide sidewalk shall be incorporated as an integral component of the landscape buffer and landscape area within the right-of-way.
  - b. Parking shall be screened to the greatest extent reasonably practicable from the street using a combination of berming, walls, or fencing and landscaping with a minimum height of 3 feet and maximum height of 4 feet. Parking, internal drives or streets may not extend into the landscape buffer.
  - c. Permanent signage along arterials shall be limited to wall signs and monument signs constructed from similar materials as the primary buildings on the site. Ground signs shall be prohibited.
  - d. Garages may not be used as a barrier between the street and a development site.
- 27. Please review the Town's Standards and Specifications regarding road right-of-ways. The new design for this filing should incorporate detached sidewalks and tree lawns consistent with current Town standards and specifications.
  - a. Please provide a cross section of the typical road.



Memo

To: Chris LaRue  
From: David Pasic, P.E., Civil Engineer  
Date: June 17, 2019  
Subject: **Colliers Hill Filing 4G Sketch Plan**  
CC: Joe Smith, Chad Schroeder, Wendi Palmer, Tyler Burhenn

**Previous General Comments:**

26. Road 5 is an arterial and is considered a community gateway per section 10.6.2.D.2.e of the UDC. As part of a community gateway the following additional standards shall apply to protect this distinct entryway into the community:

- a. Parking shall be screened to the greatest extent reasonably practicable from the street using a combination of berming, walls, or fencing and landscaping with a minimum height of 3 feet and maximum height of 4 feet. Parking, internal drives or streets may not extend into the landscape buffer.

**Response: Designated parking is not proposed with this sketch plan application. Where parking is proposed with the private amenity and neighborhood park, parking shall be screened per code requirements. More details on these plans will be provided with a future submittal.**

Follow-on Response: The staff acknowledges that this will be addressed with Preliminary Plat. No further response required.

- b. Permanent signage along arterials shall be limited to wall signs and monument signs constructed from similar materials as the primary buildings on the site. Ground signs shall be prohibited.

**Response: Noted. More detailed plans for proposed monumentation shall be provided at time of Preliminary Plat.**

Follow-on Response: The staff acknowledges that this will be addressed with Preliminary Plat. No further response required.

**New General Comments:**

1. A road stub(s) shall be provided along Flora View Drive for future access to Village 15 of the Bridgewater P.U.D.
2. Existing oil and gas structures located along the existing WCR Frontage shall be relocated to be outside of the WCR 5 Minor Arterial Build Out Right-of-Way.
3. Weld County Road (WCR) 5
  - a. Per the Annexation Agreement (Section XII.C.2), "the Owner agrees to construct two center lanes of the Minor Arterial roadway and bike lanes with a centered landscaped median, sidewalk on one side and roadside ditches as the ½ section. The landscaping within the median shall be limited to trees on drip irrigation and dry land seeding. The Town shall be responsible for obtaining any rights-of-way which are not a part of the Property. The construction shall be completed with any residential phase

- that abuts WCR 5.” WCR 5 shall be constructed from Erie Parkway to WCR10.
- b. Per the Annexation Agreement (Section XII.C.2), “the Owner agrees to reimburse \$263,800, excluding any costs for right-of-way acquisition, to SVVSD for its pro-rata share of the improvements constructed by SVVSD, which are not reconstructed by Owner with the WCR 5 improvements, at such time as the Town issues a construction permit for Owner's improvements to WCR 5 as determined by the Director of Public Works.”
4. A Traffic Study was not provided and is not required until preliminary plat so detailed comments on the proposed streets design cannot be proved. However, we do have the following general roadway comments:
- a. Curve radii were not provided for the roadways, but as a reminder, the minimum curve radius for local roads is 175 feet and for collector roads is 475 feet.
5. A preliminary utility plan was not provided and is not required until preliminary plat so detailed comments on a proposed utilities design cannot be provided. However, we do have the following general water and sanitary sewer comments:
- a. According to the Town’s water master plan, Filing 4G is in zone 3. Per the Town Master Plan, a proposed water main shall be installed in WCR 5 and connect to the existing pipeline in WCR 10 to create a loop.
  - b. Per the Annexation Agreement (Section XI.G.4), “the Owner agrees to reimburse \$47,134 to the St. Vrain Valley School District for its pro-rata share of the water line improvements constructed by the St. Vrain Valley School District, concurrent with the recordation of the first final plat along WCR 5.”
  - c. Per the Annexation Agreement (Section XI.H.d), “the Owner shall construct, as on-site development requires, the entire re-use water line.” The re-use line shall be extended east through Floral View Drive, South on WCR 5 on the west side of WCR 5, and across WCR 5 to connect to the existing re-use water line stub in place for the Re-Use Tank between Erie High School and Soaring Heights School.

**Phase I Drainage Report Comments:**

- 1. See attached Merrick Drainage Review Comments from June 11, 2019.
- 2. Discuss any deviations from the Phase III Drainage Report Colliers Hill Filings 4 & 5.
- 3. Show proposed drainage facilities and proposed drainage flow paths on drainage plan per Section 162.01.04 of the Standards and Specifications.



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**Internal Memo**

To: Chris LaRue, Planning & Development - Senior Planner

From: Darren Champion, Parks and Open Space Project Coordinator

Date: October 3, 2018

**Subject: Colliers Hill Filing 4G – Sketch Plan**

Cc: Farrell Buller, Assistant to the Town Administrator – Community Services

Rob Crabb, Parks and Open Space Division Manager

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Parks & Open Space Division staff has reviewed the subject plans and offers these comments:

- Staff request additional discussions with the applicant with regard to the overall park design, parking provided for the joint facilities, and proximity to the road along the south edge of the park.





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**Internal Memo**

To: Chris LaRue, Planning & Development - Senior Planner

From: Darren Champion, Parks and Open Space Project Coordinator

Date: July 3, 2019

**Subject: Colliers Hill Filing 4G – Sketch Plan**

Cc: Farrell Buller, Deputy Town Administrator

Mike McGill, Parks and Open Space Division Manager

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Parks & Open Space Division staff have reviewed the subject plans and offer the following comments:

- Staff request additional discussions with the applicant with regard to the overall park design, neighborhood park policy, parking provided for the joint facilities, and proximity to the road along the south edge of the park.
- Remove lots that are located on the east side of the future neighborhood park.

June 11, 2019

Town of Erie, Engineering Division  
P.O. Box 750  
645 Holbrook Street  
Erie, Colorado 80516

**RE: Colliers Hill Filing 4G Drainage Submittal**

Dear Engineering Division:

We have reviewed the Colliers Hill Filing 4G submittal received on June 5, 2019. The submittal included the Phase I Drainage Report for Colliers Hill Filing 4G revised March 11, 2019, by Hurst and Associates and the Colliers Hill Filing 4G Sketch Plan dated March 11, 2019, by Norris Design. We have the following comments to offer:

**Phase I Drainage Report**

***Report***

1. Please note that the Urban Storm Drainage Criteria Manual (USDCM) and the Town of Erie Standards and Specifications have been revised since this drainage report was created. However, since the designs are consistent with the overall master plan for Colliers Hill, we are not requiring the report to be revised.
2. Section I specifies that Filing 4G has 198 single family residential lots but the Sketch Plan specifies 201 lots. With future submittals, clarify which value is correct and update the report or the Sketch Plan as necessary.
3. All drainage reports must be standalone documents and should include excerpts from previous studies (i.e., Phase III Drainage Report for Collier Hills Filings 4 & 5) that provides an overall understanding of the project site and how runoff is planned to be managed. Relevant information and sizing calculations (including percent imperviousness) for drainage facilities that will accept runoff from the project site (i.e., channels, storm sewers, and detention/water quality ponds) needs to be included in the drainage report.

In Section II, it states that runoff from Filing 4G will drain to the regional drainage channel and the Colliers Hill Regional Detention Pond. In Section III, it states that the Filing 4G 2-year storm runoff will be intercepted and outfall into existing Filing 4C storm pipes. With future submittals, provide calculations or excerpts from the previous study to verify that the runoff planned to be accepted by the regional channel, regional pond, and Filing 4C storm sewer from Filing 4G is not exceeded.

**Sketch Plans**

No comments.



2480 W. 26<sup>th</sup> Street, Unit B225  
Denver, Colorado 80211



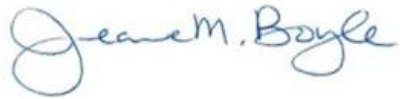
Tel: +1 303-964-3333



hello@merrick.com  
www.merrick.com

Please let us know if you have any questions.

Sincerely,  
**Merrick & Company**

A handwritten signature in blue ink that reads "Jeanne M. Boyle". The signature is written in a cursive style with a large initial "J".

Jeanne M. Boyle, PE, CFM

A handwritten signature in blue ink that reads "Clare Steninger". The signature is written in a cursive style with a large initial "C".

Clare Steninger, PE





## Town of Erie Open Space and Trails Advisory Board

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From: Town of Erie Open Space and Trails Advisory Board (OSTAB)

To: Chris LaRue, Senior Planner, Community Development

Date: May 28, 2019

**Subject: Colliers Hill Filing 4G, Sketch Plan**

Date of Drawing: March 11, 2019

Location: SW of intersection of WCR5 and WCR10.

OSTAB has reviewed the referral materials, compared them to Town planning documents, and prepared the following comments, questions, and recommendations for the Town's consideration in evaluating this application.

We primarily use the following Town documents as we evaluate the proposed open space and trails in all development application reviews:

1. Natural Area Inventory (NAI) - In 2008, the Town engaged Walsh Environmental Scientists and Engineers of Boulder, Colorado, to identify and evaluate the natural areas within the Town's planning area. Over 125 areas were evaluated. Based upon a variety of characteristics, a numerical "summary rating" was calculated, and the habitat quality of each site was categorized as high, medium, or low;
2. Unified Development Code (UDC), Chapter 6 – Development and Design Standards:
  - a. Section 10.6.2 – Natural and Scenic Resource Protection;
  - b. Section 10.6.3 – Parks, Open Space, and Trails.
3. Parks, Recreation, Open Space, and Trails (PROST) Master Plan.

**Open Space:**

Discussion: There are no NAI sites within the application area. There is no dedicated open space proposed. It is our understanding that the open space requirement for this large subdivision was met in earlier filings.

Recommendations: None

**Spine Trail:**

Discussion:

Chapter 6 of the PROST Master Plan is devoted to trails. It includes a map (Figure 15) of current and proposed future Spine Trails, and recommendations of improving access to regional trails and neighboring communities. There is not a proposed Spine Trail within this application area.

Recommendations: None.

## **Neighborhood Trails and Sidewalks:**

### **Discussion:**

We believe that a robust network of neighborhood trails is necessary for the safety of children and for the well-being of all residents. These trails should provide safe, quiet access to schools, parks, the spine trail, and to neighbors who are not nearby. This subdivision is likely to be very attractive to families with children, since both the Erie High School and the new Soaring Heights PK-8 school are nearby, across WCR5. This filing contains both a pocket park and a neighborhood park. It appears that the design of the neighborhood park will probably be a separate submission. However, the location, width and access from within the application area will be determined by the sidewalks and connectors in this application.

One concern is access to the two schools. It is clear that the UDC requires an 8 foot sidewalk in a minimum 30 foot wide landscaped buffer on WCR 5. However, it is not clear how residents can access this sidewalk, since there are no roads intersecting WCR 5 between WCR 10 and Flora View Drive. Tract C is defined as "trail connection/landscaped buffer, and includes multiple areas:

1. Lands adjacent to WCR 10, WCR 5, and Flora View Drive;
2. A corridor from the northern most street to WCR 10 (sheet 2, not labeled);
3. A corridor east of the pocket park and Tract B (see sheet 2, labeled "pedestrian connector");
4. an area east of the col-de-sac (see sheet 3, not labeled);
5. corridor roughly midway between the cul-de-sac and Flora View Drive that is adjacent to both WCR 5 and a local road (see sheet 3, not labeled).

We believe that all four of these corridors should have sidewalks connecting to WCR 5 or WCR 10. The sidewalk in the both Tract B and the corridor opposite that tract should be 8 feet wide, since it is a link to both the school and the pocket park.

Another access to the two schools is Flora View Drive. For identical reasons, the sidewalk on one side of that road should 8 feet wide.

We are especially concerned about access to the neighborhood park from all lots in this filing. This access is especially important, since sheet 2 of the PUD Overlay Map, Amendment 5, indicates that this park will provide access to the Town open space and trail from the SW corner of this park. It appears that the only access is via sidewalks adjacent to streets, which typically are only 5 feet wide. In our experience, young children on bicycles can not safely use this configuration, particularly if there are other users heading toward them. We therefore believe that there should be materially safer access to the neighborhood park, either 8 foot sidewalks, or preferably an 8 foot neighborhood trail NOT adjacent to local roads.

### **Recommendations:**

1. Provide 3 walkways to WCR 5, as described in detail above. The walkway in Tract B and the portion of Tract C opposite Tract B should be 8 feet wide;
2. The sidewalk on 1 side of Flora View Drive should be 8 feet wide;
3. Provide materially safer access to the neighborhood park, either 8 foot sidewalks, or preferably an 8 foot neighborhood trail NOT adjacent to local roads.

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Please pass this referral letter to the Applicant, and appropriate town departments, boards, and commissions. Thank you for your attention to these matters. OSTAB is available to discuss any of the above in more detail as needed.

Sincerely,

**Open Space and Trails Advisory Board**

Bob Braudes

Phil Brink

Christine Felz

Ken Martin (Chair)

Tim Payne

Joe Swanson

Dave Tazik