



MEMO TO: Mayor Vandernail and the Board of Trustees
FROM: Catherine E. Trotter, AICP, Town Planner
DATE: January 31, 2019
SUBJECT: **Planner Briefing on Elk Creek Condominiums at Grand Park**

MATTER BEFORE THE PLANNING COMMISSION:

Final Plat and Final Plan Elk Creek Condominiums at Grand Park, Planning Area 4W.

ACTION REQUESTED:

The applicant, Grand Park Development LLC., is requesting Final Plat and Final Plan approval of Elk Creek Condominiums at Grand Park.

BACKGROUND:

This subdivision application is being processed as a Major Subdivision in accordance with the Fraser Municipal Code. The purpose of a major subdivision plat is to divide one (1) or more lots or parcels of land into a total of five (5) or more lots or five (5) or more dwelling units.

Map below indicates the general vicinity of this proposed development:



The applicant is proposing to create 7 condominium buildings with 12 units in each building, for a total of 84 units on 5.9 acres, which is an average density of 14.2 units per acre. The Final Plan is being processed per our Planned Development District (PDD) Ordinance. This Planning Area is 4W and the PDD allows for an average density on 9.3 units per acre, 100 attached residential units and 105,800 square feet (SF) of commercial. The Land Use and Development Notes on sheet 3 of 11 of the PDD state the following: "4W is approximately 11.2 acres situated along Old Victory Road, south of the Fraser Valley Center, adjacent to the 5-acre inholding parcel and adjoining Elk Creek meadow. Planned for commercial site planning considerations include its relationship to Old Victory Road." The development standards suggest a mixed-use land use, with a 45' height maximum, 10' front yard setback, 6' side yard setback, 10' rear yard setback and 10% open space requirement.

Staff has provided the following materials in the packet:

- Planner Briefing (THIS MEMO)
- PC Resolution 2018-08-03
- Bowman review memo
- Draft Town Board Resolution for approval

The applicant has provided the following materials in the packet:

- Final Plats
- Final Plan
- Terracina Design response letter
- TKE response letter

RECOMMENDATION:

Staff recommends approval of this Final Plat and Final Plan with the following conditions:

1. MPEI is still working with the applicant on necessary easements. MPEI to review Final Plat prior to recordation.
2. Provide additional organizational documents for the condominium association. Said documents shall be recorded in conjunction with the Final Plat documents.
3. Clarify land use on Final Plan (apartments vs. condos) and number of units per building.
4. Add receptions numbers for all existing recorded easements.
5. Provide off-site drainage easement west of Lot 7, Building G in conjunction with Final Plat, Lot 6 and Lot 7, Phase 1 recordation. Also, easement is spelled wrong on sheet 3 of 10 on the Final Plan.
6. Provide off-site drainage easement west of Lot 4, Building D in conjunction with Final Plat, Lot 4 and Lot 5, Phase 3 recordation.

7. Address all engineering comments from Tim Gagnon in the Bowman Consulting Memo dated August 16, 2018.
8. Plat note #9 should be replaced with the following: "The purpose of this plat is to depict the lot boundaries. Prior to the transfer of property, an as-built plat must be recorded in the office of the County Clerk and Recorder."
9. Plat note #10 lists the setbacks. Delete exceptions in the parenthesis.
10. Delete plat note #18. The organizational documents for the condominium association will be recorded in conjunction with the Final Plat documents. Revise plat note #15 accordingly.
11. Clarify ownership of open space. The Terracina Design response letter says open space will be owned by the GP HOA, but in a condo development, common areas, including open space, are owned by the unit owners, not the HOA.
12. Provide all final plat documents necessary for each final plat recordation, including, but not limited to complete Subdivision Improvement Agreement (SIA) with Engineers Cost Estimate for each phase, and provide 911 address mylar and digital files of plat.
13. Final documents to be reviewed and approved by Town Engineer and Town Attorney.
14. Pay all applicable fees.

See draft resolution in packet. Please contact me with questions/concerns.
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