



**PLANNING COMMISSION  
STAFF REPORT**

Date Prepared: March 14, 2023  
Meeting Date: March 22, 2023

**RE: West Mountain Filing No. 1 Preliminary Plat and Final Planned Development Plan for Grand Park  
Planning Areas 10W & 11W**

**To:** Town of Fraser Planning Commission

**From:** Will Charles, AICP, Baseline

**Project Number:** TF-22-10

**Project Location:** North of the extension of Grand Park Drive, West of Old Victory Road

**Applicant:** Cornerstone Winter Park Holdings, LLC

**Property Owner:** Cornerstone Winter Park Holdings, LLC

**Zoning:** Grand Park PDDP

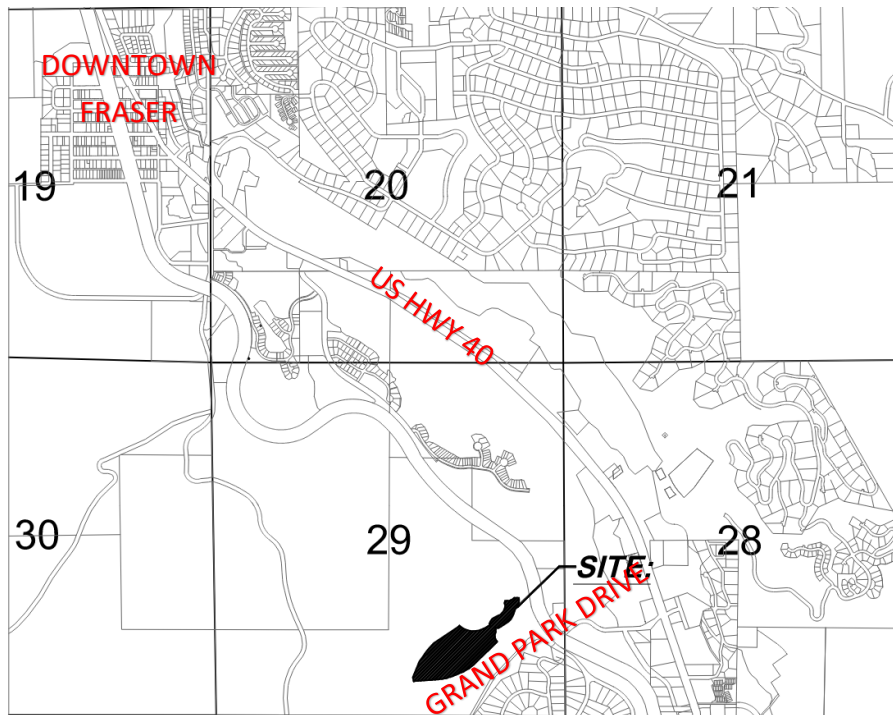
**CC:** Michael Brack, Fraser Town Manager  
Ben Thurston, AICP, Baseline



**BACKGROUND**

In 2005, the Board of Trustees approved a Planned Development District Plan (PDDP) for the Grand Park Development. The PDDP encompassed approximately 1,311 acres of land divided into 27 planning areas. On the PDDP, 10W and 11W are described as being a planning area of approximately 56.9 acres. The proposed FPDP includes plans for 37.93 acres within these two planning areas. Additionally, the preliminary plat proposes subdividing the subject property into 72 lots for single family residential units.

**LOCATION MAP**

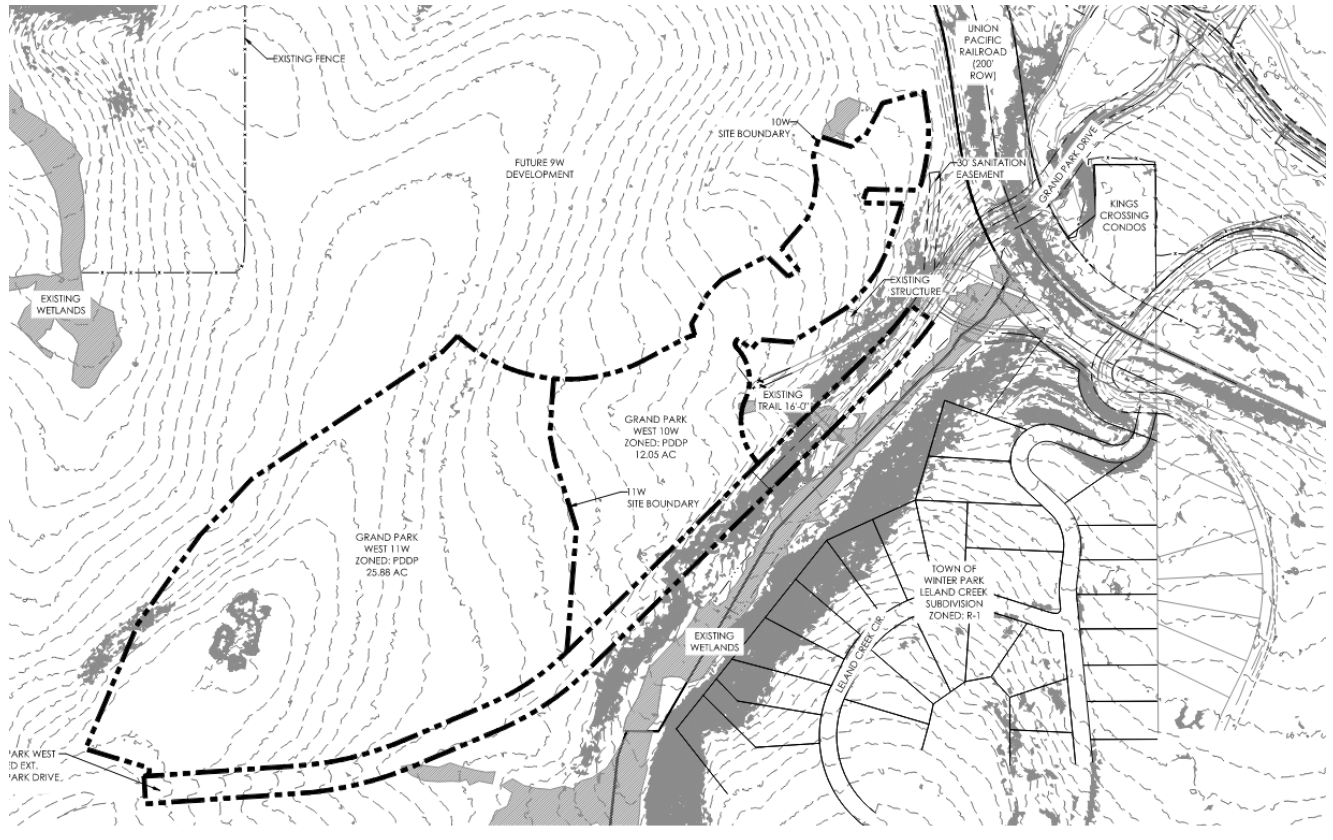


**ZONING & LAND USE**



The property is zoned Planned Development (PD) and regulated by the Grand Park PDDP. Planning area 10W allows for 174 residential units, while 11W allows 41 residential units. The FPDP proposes 43 residential units in 10W and 29 residential units in 11W. In addition to residential uses, 10W additionally allows for up to 30,000 Square feet of commercial space.

## ZONING MAP



## PARKING, LANDSCAPING & SNOW STORAGE

The project consists of only single-family residential dwelling units. Section 19-4-230 of the municipal code requires 2 off-street parking spaces for each unit. Each lot will have at least 2 off-street parking spaces. Section 19-4-185 requires 1 square foot of snow storage for every 3 square feet of impervious surface or 33%. The applicant is currently proposing snow storage equal to 45% of the impervious surface. Sheets 7 and 8 of the FPDP identify the landscaping to be provided with the project.

## GRADING & DRAINAGE PLANS

Grading and drainage plans were reviewed by Merrick, the Town's outside engineering referral agency. Attached to this staff report are the latest referral comments from Merrick dated February 2, 2023. Planning staff recommends that these comments be resolved by the applicant as a condition of this project.

## REFERRAL



The final plat and associated site plan were sent out on referral on January 19, 2023. Comments were received by February 7, 2023. Referral comments including redline comments on the preliminary plat and final planned development plan set were combined into a memo titled TF-22-10 Referral Comment Sheet, dated February 8, 2023. These comments and redlines must be addressed by the applicant prior to Final Plat approval.

**PUBLIC NOTICE**

Section 19-1-215 establishes requirements for public notice when public hearings are required with land use review. Newspaper publication and mailed letters are required for the final plat review. Proof of notice is included in the Planning Commission packet.

- Newspaper: Published in the Middle Park Times on March 9, 2023
- Mailed letter: Sent by certified/return receipt mail on March 7, 2023
- Proof of publication and mailing are included with the Planning Commission packet.

**PRELIMINARY PLAT REVIEW**

The preliminary plat was submitted in accordance with the checklist provided in the Land Development Code. Staff reviewed the preliminary plat and included redline comments with the TF-22-10 Referral Comment Sheet dated February 8, 2023. These comments and redlines must be addressed prior to preliminary plat approval.

Preliminary plat approval is regulated by the Land Development Code as outlined in the following table.

Sec 19-3-120 Major Subdivisions	Comment
<p>a) Purpose. The purpose of a major subdivision is to divide one (1) or more parcels of land into five (5) or more lots, or to divide one (1) or more parcels of land into one (1) or more lots requiring public improvements.</p> <ol style="list-style-type: none"> <li>1. Condominium, townhome and apartment developments shall be classified as a major subdivision if they involve five (5) or more dwelling units or are intended to create five (5) or more individual interests in property capable of being separately transferred.</li> <li>2. A subdivision shall be classified as a major subdivision when the creation or extension of any public improvement is required. For purposes of this Subsection, "public improvement" includes streets, water and sewer mains and service lines, drainage facilities, electrical facilities, lines and facilities whether above or below ground for telephone, television, internet, or any other type or form of data transfer, curb and gutter, sidewalks, common access areas such as shared driveways or any other type of facility deemed by the Town Staff to be reasonably necessary to support the residents, users or owners of the subject lot(s).</li> </ol> <p>b) Compliance. All major subdivisions shall comply with all applicable subdivision design and improvement standards of</p>	<p>The proposed subdivision meets the conditions to be considered a major subdivision. The proposed preliminary plat would subdivide the parcel into 72 lots. Additionally, the plat contains public improvements as part of the proposed development.</p>



these regulations and Chapter 14 of this Code, Design Criteria and Construction Standards.	
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Sec. 19-3-225 – Preliminary Plat	Comment
<p>a) General. An approved preliminary plat shall be required for all major subdivisions within the Town prior to approval of a final plat. The purpose of the preliminary plat is to provide the Town with an overall master plan for the proposed subdivision.</p> <ol style="list-style-type: none"> <li>1. The Town Staff may waive the requirement to submit a preliminary plat if the proposed subdivision is not part of an overall master plan, is not part of an overall master plan, is not a phased development, and/or if traffic studies, drainage reports, utility plans or other significant levels of engineering analysis are not required.</li> <li>2. A sketch plan may be required by Town Staff in lieu of a preliminary plat submittal.</li> </ol>	<p>The applicant has submitted the West Mountain Filing No. 1 Preliminary Plat as part of the major subdivision process. The proposed preliminary plat serves as a master plan for the proposed subdivision, and identifies 72 lots to be developed as single family residential. Additionally, town staff found that the proposed subdivision does not meet the criteria to waive preliminary plat submittal.</p>
<p>b) Submittal requirements. The applicant shall submit all required materials specified in Appendix 1.</p>	<p>Appendix 1 contains the checklist for preliminary plat submittals. The checklist, along with all items identified on it are attached to this staff report. The applicant has provided all documents required on the checklist, however corrections are required. A list of all corrections required are identified in the attached memo titled TF-22-10 Referral Comment Sheet, dated February 8, 2023</p>
Sec. 19-3-410 – Subdivision improvements agreement required	Comment
<p>The subdivision improvements agreement (SIA) is a written contract between the Town and the applicant providing for construction of the required improvements, with collateral security to guarantee completion of such improvements as provided in these regulations. No subdivision plat shall be signed by the Town or recorded in the office of the Grand County Clerk and Recorder, and no building permit shall be issued for any subdivision or development with required improvements, until a SIA between the Town and the applicant has been executed.</p>	<p>A subdivision improvements agreement is required prior to the recordation of the final plat. This has been included in the proposed conditions of approval.</p>



19-3-415. - Types of improvements.	Comment
<p>The SIA shall address the following types of improvements unless waived by the Town:</p> <p>a) Public and private drainage. Stormwater detention and water quality facilities, drainage ditches, flood prevention and flood mitigation improvements.</p>	<p>Public and private improvements are identified in the plans. These improvements will require an SIA.</p>

**FINAL PLANNED DEVELOPMENT PLAN**

Final Planned Development Plans in conjunction with Planned Development District Plans make up a Planned Development (PD).

Sec 19-2-140 Existing Planned Developments(PDs)	Comment
<p>a) Planned development district plans (PD District plans) and any final planned development plans (final PD plans) approved and recorded prior to the effective date of this Chapter, May 5, 2018, may continue to be completed under their terms. PD District plans and final PD plans may continue to be completed under the following Sections. No new PD districts shall be approved and no existing PD districts may be enlarged.</p>	<p>This project is considered an existing PD since the PDDP was approved in 2005. The FPDP does not propose enlarging the PD and conforms to this section.</p>
Sec 19-2-150 Final Planned Development Plan	Comment
<p>a) Existing approved FPDPs may be completed pursuant to their approved terms.</p>	<p>This area does not have an approved FPDP, so this section does not apply.</p>
<p>b) New FPDPs may be approved for property within an existing PD District pursuant to the following.</p> <ol style="list-style-type: none"> <li>1. Submittal requirements. The applicant shall submit all required materials specified in Appendix 1.</li> <li>2. Procedure. The FPDP application shall be reviewed by the Town in accordance with the review procedures at Section 19-2-210 and Table 1.1 of this Chapter.</li> </ol>	<p>Appendix 1 contains the checklist for FPDP submittals. The checklist, along with all items identified on it are attached to this staff report. The applicant has provided all documents required on the checklist, however corrections are required. A list of all corrections required are identified in the attached memo titled TF-22-10 Referral Comment Sheet, dated February 8, 2023</p>

**LAND DEDICATIONS/FEEES IN LIEU OF LAND DEDICATION**

Land dedications for both parks and schools for the Grand Park PDDP are regulated by the 2003 Annexation agreement. The applicant provided fees in lieu of land dedication for the entire PDDP at the time of annexation.



## **SUMMARY**

The applicant and property owner, Cornerstone Winter Park Holdings, has submitted a complete application for the review of a preliminary plat and final planned development plan for the development of 72 single-family residential dwelling units on 37.93 acres. The application is in compliance with the land development code with the exceptions outlined in this report and as listed as recommended conditions of approval.

**REQUEST:** Recommendation of approval of a preliminary plat and final planned development plan

**RECOMMENDATION:** Staff recommends APPROVAL subject to the following conditions:

1. Applicant shall address Planning comments and redlines dated February 7, 2023
2. Applicant shall address Referral Agency comments from:
  - a) East Grand Fire District - dated February 2, 2023
  - b) Whitmer Law Firm – dated January 26, 2023
  - c) Merrick Engineering – dated February 3, 2023
3. Applicant shall provide a written response to each referral comment.
4. Applicant shall revise and resubmit for review and approval all final plat and final plan documents according to agency referral comments. This development application shall be scheduled for Planning Commission once these conditions have been addressed.
5. A subdivision improvement agreement (SIA) and appropriate security shall be submitted and approved prior to building permit issuance.
6. The preliminary plat shall be effective for a period of one year from the date of Planning Commission action. At or before the end of the one-year period, the applicant must have submitted a final plat for approval as outlined in Section 19-3-225 (c) (3) of the Fraser Land Development Code.

## **Attachments:**

1. Resolution
2. Application Form
3. FPDP Cover Letter
4. FPDP
5. Preliminary Plat Cover Letter
6. Preliminary Plat
7. Referral Comment Sheet
8. Referral Comment Response Letter from Applicant
9. Environmental Exhibit
10. Traffic Report
11. Geotech Report
12. Environmental Study
13. FPDP & Preliminary Plat Checklists