

Exhibit N
Completion Response Letter and Completion Checklists



TOWN OF CARBONDALE

511 Colorado Avenue

Carbondale, CO

81623

www.carbondalegov.org

(970) 963-2733 Fax: (970) 963-9140

TO: Doug Pratte, The Land Studio, Inc.
Sent via email to: landstudio2@comcast.net

FROM: Kelley Amdur, Planner cc: Jared Barnes, Planning Director

DATE: February 22, 2023 **(ANB Team Response added March 24, 2023)**

SUBJECT: ANB Mixed-Use Development Re-Zoning and Major Site Plan Review:
Application Completeness

Thank you for the ANB Mixed-Use Development Re-Zoning and Major Site Plan Review application you submitted on Dec 22, 2022. We also received four full-size (24 x 36) copies of the Civil/Survey plans on 12/22/22 and the four full-size copies of the Landscape plans that you dropped off on Feb 16, 2023.

We have reviewed the application for completeness and have the following comments:

A. Conditional Use:

The Floor Plans show 2 of the residential units as located on the ground floor, and Ground Floor residential use in the Mixed-Use (MU) Zoning District requires Conditional Use approval. Please submit an amended application that includes the Conditional Use application form and fees, along with a description of how the project complies with the criteria listed in Section 2.5.1.C.3.a. of the UDC.

The Application has been updated to include "COMPLIANCE WITH CONDITIONAL USE APPROVAL CRITERIA SECTION 2.5.1.C.3.A.". See the Table of Contents for the specific location in the Application. A description of how the project complies with the stated criteria has been included in this section.

The Land Use Application Form has been updated to include Conditional Use Permit and the additional \$300 fee for the Conditional Use Permit has been provided to the Town.

B. Site Plan Review Criteria:

Please submit language indicating how the project complies with each of the four criteria listed in UDC Section 2.5.3.C.

The Application has been updated to include "COMPLIANCE WITH SITE PLAN APPROVAL CRITERIA 2.5.3.C.". See the Table of Contents for the specific location in the Application. A description of how the project complies with the stated criteria has been included in this section.

C. Full-size 24 x 36 drawings:

The application includes drawings (site plan, floor plans etc) and conceptual renderings size

11 x 17. In order to thoroughly review the project's compliance with the Unified Development Code (UDC), the Comprehensive Plan and the Future Land Use Plan, please submit two sets of the following drawings at full-size (24" x 36").

- Site Plan
- Floor Plans
- Elevations
- Please indicate the size of the lot on the Site Plan.

The updated Site Plan, Floor Plans, Elevations, and Landscape Plan have been provided to the Town at 24"x36" and the size of the lot has been included on the Civil Engineering Site Plan.

D. Community Housing:

Please indicate on the floor plans which of the residential units will be Community Housing (A.M.I and Resident Owner Occupied) units, and please indicate in the Project Information section of the Site Plan how many of each type, A.M.I and Resident Owner Occupied units, are required per Section 5.11.4 of the UDC.

The floor plans in the Floor Plans, Building Elevations, Sample Material Board, & Renderings Exhibit have been updated to reflect the A.M.I. Community Housing Units and the Project Information section of the Site Plan and Project Narrative have been updated to indicate how many of each type. Resident Owner Occupied Community Housing is not required or proposed as this Application proposes rental housing.

E. Context Plan:

Please include a Site Context Plan that shows the surrounding land uses, zoning districts and any transit stops within 300' of the project site.

An Adjoining Property Zoning Map including transit stops within 300' is included as an Exhibit to the Application.

F. Massing Study:

Given the recent construction of Carbondale Center Place across Hwy 133 from the project site, we would appreciate seeing a Massing Study showing the proposed project along with the adjacent buildings to the south, the Carbondale Center Place buildings, the City Market fueling station and the buildings located to the north of the Main St roundabout. The intent of the massing study is to provide a 3-dimensional comparison of the proposed development with the surrounding existing and approved developments.

The Floor Plans, Building Elevations, Sample Material Board, & Renderings Exhibit has been updated to include the Massing Study described above. A specific massing study viewing the site from both the north and south along Hwy 133 has been added to this Exhibit.

G. Perspective Drawings:

We would like to better understand the proposed areas of parking and open spaces at the southern end of the project and how the scale of the project relates to the adjacent land use to the south. Please provide at least one conceptual or perspective drawing looking north from south of the project boundary that shows the adjacent State Farm building as well as the proposed outdoor play area, pet area and residential ground floor patios with any proposed fencing, walls etc.

The Floor Plans, Building Elevations, Sample Material Board, & Renderings Exhibit has been updated to include the perspective drawing described above.

A specific perspective rendering has been added to this Exhibit showing the south area of the development.

H. Parking:

The application indicates that the project is taking advantage of a 15% reduction in parking as allowed by Section 5.8.4.D.1 of the UDC for projects in the MU Zoning District. Are you aware that the project qualifies for another 15% reduction in parking requirements available to multifamily residential projects within 300 feet of a transit stop, per Section 5.8.4.D.2 The Town recently approved a larger project that took advantage of both parking reductions and we would encourage you to consider the benefits of this approach.

The Application has been updated to reflect the 15% reduction in parking requirements within the MU Zoning District and an additional 15% reduction in parking available to multi-family residential projects within 300' of a transit stop.

I. None of your proposed parking spaces are covered. Other recently approved and/or constructed projects are providing residents with access to at least some covered parking. Please consider how you might be able to provide this amenity to the residents.

The Project proposes indoor covered bicycle parking as an incentive for bicycle use.

J. Bulk Storage:

The floor plans list the size of bulk storage areas for each dwelling unit, but it is difficult to see on the plans where these areas are located. Section 5.6.5.C lists the criteria for bulk storage areas. Please note that when reviewing recent projects the Town Commissioners and Trustees have supported bulk storage areas which are separate from the dwelling units and easily accessible.

The bulk storage areas have been highlighted on the Floor Plans, which are attached as an Exhibit to the Application. The Project also proposed separated indoor bicycle storage to provide additional storage for the project.

K. Snow Storage:

We do not see an indication of Snow Storage areas on the site plan, as required by UDC Section 2.5.3.F.2.a. Please add information about Snow Storage to the plans.

The Site Plan, which is attached as an Exhibit to the Application, has been highlighted to reflect the Snow Storage areas.

L. Private Outdoor Open Space:

Please provide dimensions on the floor plans that show the project's compliance with the Private Outdoor Space requirements described in UDC Section 5.6.5.B.2. Item Number 12 on Page 19 of your application is titled "Compliance with Private Common Open Space 5.3.3" but the paragraph addresses the Common Open Space requirements. Please add a paragraph that addresses the project's compliance with the Private Outdoor Open Space requirements.

Dimensions have been added to the Floor Plans, which are attached as an Exhibit to the Application, that show the project's compliance with the Private Outdoor Open Space requirements. The Compliance with Private Common Open Space Narrative in the Application has also been updated.

M. Private Common Open Space:

Per Section 5.3.3 of the UDC the Private Common Open Space requirement is 15% of the

developed site area, or in this case, 9408sf. The application indicates that the project includes 15,037sf of Private Common Open Space (or 23.99%). Please indicate on the site plan which of the open space/landscaped areas are being counted as Private Common Open Space.

The Site Plan, which is attached as an Exhibit to the Application, has been highlighted to reflect the open space/landscaped areas that are being counted as Private Common Open Space. The art programming area and the play and pet areas on the south end of the site have been shifted west further internal to the site. In addition to shifting these amenities further into the site and further from Highway 133, additional measures such as screen walls, landscape buffers, and fencing will be implemented to make this a very functional, usable, safe, and enjoyable amenity space for the residents.

The application describes: (1) a plaza at the NE corner adjacent to Hwy 133; (2) an area for a potential sculpture near the SE corner; and, (3) play and pet areas at the southern end of the project site. Planning staff are concerned about the character of these areas and their ability to serve as usable, enjoyable open space for the residents given their proximity to the highway. Please consider how the project might provide private common open space that will serve the residents and be better screened from Highway 133.

The Site and Landscape Plans, which are attached as an Exhibit to the Application, have been updated to reflect refinements to the Private Common Open Space that will serve the residents.

N. Impervious Cover:

Table 3.3-7 of the UDC shows the maximum impervious cover allowed in MU Zoning as 90% of the lot size. Please add information to the Site/Project Information table on your Site Plan indicating the size of the lot and the amount of impervious cover for the project.

Impervious Cover information has been added to the Site/Project Information table the Site Plan, which is attached as an Exhibit to the Application.

Also note that this Completion Response Letter and the Rezoning, Major Site Plan Review and Conditional Use Permit Completion Checklists have been added as Exhibit N to the Application.

We appreciate the information you have submitted thus far and are excited about the proposed project. With the construction of Carbondale Center Place directly across Hwy 133 from the project site, the ANB project provides an opportunity to “frame” this important gateway to the Town. We would appreciate an opportunity to meet with you and ANB representatives to review the project at your convenience.

Feel free to contact me with any questions-
Best-

Kelley Amdur
Planner
Town of Carbondale
970 510 1212
kamdur@carbondaleco.net



Town of Carbondale Rezoning Checklist

(970) 963-2733

Project Name: ANB Bank Carbondale Mixed Use Development Rezoning, Major Site Plan Review, & Conditional Use Permit Application

Applicant: ANB Bank c/o Will Coffield, P.E., Alder Real Estate

Applicant Address: 3033 East 1st Avenue, Denver, CO 80206

Location: The property is located on Hendrick Drive west of Highway 133 south of the City Market Fueling Station. Pl#239333400006

Date: March 13, 2023

Staff Member: Kelley Amdur, Planner

Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.

Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.

Required Attachments

- ☒ Filing Fee of \$600 **and Land Use Application (separate attachment)**
- ☒ a. The application for a rezoning shall include:
 - i. A site plan showing the footprint of all buildings, parking configuration, location of all utilities and easements, and other details demonstrating conformance with all regulations and development standards applicable to the proposed zoning district;
 - ii. A written statement justifying why the proposed zoning fits in with the surrounding neighborhood and why the proposed zoning is more appropriate for the property than the existing zoning;
 - iii. A list of all property owners within 300 feet;
 - iv. A map showing adjoining zoning districts within 300 feet; and
 - v. Proof of ownership.
- b. The applicant shall submit to the Director any other information required in the appropriate application as provided by the Director along with any information identified in the pre-application meeting and all required information stated elsewhere in this Code for an amendment to the zoning map.
- c. If a proposal requires a permit or approval from any county, state, or federal agency, the applicant shall submit to the Director a duplicate of any required application at the same time that it is submitted to the other agency or a minimum of 14 days prior to any hearing related to such county, state, or federal permit, whichever occurs first.
- ☒ Additional information requested at the pre-application meeting:
See Attached



Town of Carbondale
Major Site Plan Review
Checklist
(970) 963-2733

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**Per Section 2.3.2.B of the UDC, the Planning Director shall
determine the form and number of application materials required.**

Required Attachments

- ☑ Filing Fee of \$800 and Land Use Application (separate attachment)
- ☑ The applicant shall submit to the Director all of the information required in the application packet, along with any information identified in the pre-application meeting and all required information stated elsewhere in this Code for a major site plan review. At minimum, the application shall include the following:
 - a. A site plan on a dimensioned plat of the property clearly indicating the following information:
 - i. The site location, dimensions and topography. Topography shall be at two-foot contours for properties with less than ten percent slope and five foot contours for properties with greater than ten percent slope;
 - ii. The immediately adjoining properties and an indication of the land uses existing on adjoining properties;
 - iii. The location on the site of all existing and proposed buildings and structures;
 - iv. The location of all parking areas (vehicle and bicycle), driveways, and sidewalks;
 - v. The location of all proposed landscaping and fencing or walls. Elevations of fences and walls shall be provided if proposed;

- vi. The location of streets, alleys, trails;
- vii. The location of all solid waste containers;
- viii. The location of all snow storage areas; and
- ix. The location and size of existing and proposed utilities, existing and proposed easements and an indication of any changes in these utilities which will be necessitated by the proposed project.
- b. A table of site data calculations indicating:
 - i. Total number of dwelling units and number of each type of unit (studio, one bedroom, etc.);
 - ii. Floor area of each dwelling unit;
 - iii. Lot size and dimensions;
 - iv. Setbacks to be maintained;
 - v. Total area of all impervious surfaces, including area covered by primary buildings and accessory buildings, area covered by parking areas and garages, driveways, decks, sidewalks and other impervious surfaces;
 - vi. The amount of private outdoor open space and the amount of bulk storage space;
 - vii. Total landscaped area;
 - viii. Total number of parking spaces (vehicle and bicycle) provided;
- c. Conceptual building elevations with notes indicating type of construction, exterior finishes, location of entry doors, decks, and other external structures;
- d. Sample material boards with proposed façade treatments, roofing materials, and other relevant building treatments; and
- e. Dimensioned and labeled floor plans illustrating compliance with applicable development standards;
- f. A final grading plan which shows both present and proposed drainage. The drainage plan should be submitted by a licensed engineer if appropriate;
- g. An irrigation plan identifying how much landscaping will be irrigated, the source and delivery mechanism of such irrigation, and any outdoor water features; and
- h. If required by the Director, parking counts for the entire block (both sides of all adjacent streets and in the alleys if applicable). Parking counts shall be taken at 7:30 a.m. and 7:30 p.m. one day during the week and on a weekend day.
- ☒ Additional information requested at the pre-application meeting:

See Attached



Town of Carbondale
Conditional Use Permit
Checklist
(970) 963-2733

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planning staff prior to submittal of a land use application.**

**Per Section 2.3.2.B of the UDC, the Planning Director shall
determine the form and number of application materials required.**

Required Attachments

- ☒ Filing Fee of \$300 and Land Use Application (separate attachment)
- ☒ Proof of Ownership
- ☒ A site plan showing the footprint and proposed use of all buildings, proposed parking configuration, location of all utilities and easements, and other details necessary to demonstrate that the proposed use and site conforms with requirements of the applicable district.
- ☒ Additional information requested at the pre-application meeting:

See Attached