<table>
<thead>
<tr>
<th>ESTIMATED TIME</th>
<th>ELECTRONIC AGENDA ITEM</th>
<th>PUBLIC HEARING/ACTION</th>
<th>ELECTRONIC LOCATION AND PRESENTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td></td>
<td>Tab A</td>
<td></td>
</tr>
<tr>
<td>6:30</td>
<td>Call to Order</td>
<td>Action Item</td>
<td>Tab B Chair Classen</td>
</tr>
<tr>
<td>Roll Call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pledge of Allegiance</td>
<td></td>
<td></td>
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<tr>
<td>6:35</td>
<td>Public Comments - Each speaker will limit comments to no more than three (3) minutes, with a total time of 30 minutes allotted to public comments, pursuant to Section 2.28.020 of the Silt Municipal Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:40</td>
<td>Consent agenda –</td>
<td>Action Item</td>
<td>Tab C Planner Chain</td>
</tr>
<tr>
<td>1. Minutes of the March 1, 2020 Planning &amp; Zoning Commission meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agenda Changes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:45</td>
<td>Stoney Ridge Phase 2 Amended Plat Resolution No. 9, Series of 2022</td>
<td>Public Hearing (Recommendation to the Board)</td>
<td>Tab D Planner Chain</td>
</tr>
<tr>
<td>30 min</td>
<td>A Resolution of the Board of Trustees of the Town of Silt, Colorado, approving the Amended Final Plat of Stoney Ridge PUD recorded as Reception No. 628670 for Lots 68A, 68B, 69A, 83A, 83B, 84A, 84B, 85A and 85B, all in Phase 2 of the Stoney Ridge PUD Final Plat in the Town of Silt, Colorado.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:15</td>
<td>Ordinance No. 7, Series of 2022 – An ordinance of the Town of Silt, Colorado, making changes to Section 17.42.055 (Site Plan Review), Section 17.78.040 (Special Use Permit), creating and describing an Open Space ‘OS’ Zone District as part of Sections 17.12.010 and 17.12.020 and Section 16.16.020 (Public Hearing Notices) in the Silt Municipal Code, Town of Silt, Colorado.</td>
<td>Public Hearing (Recommendation to the Board)</td>
<td>Tab D Planner Chain</td>
</tr>
<tr>
<td>15 min</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7:30</td>
<td>Request for meeting in Mid-April - 19</td>
<td>Discussion</td>
<td>Tab E Planner Chain</td>
</tr>
<tr>
<td>7:30</td>
<td>Planners Report</td>
<td>Info Item</td>
<td>Oral Update Planner Chain</td>
</tr>
<tr>
<td>5 min</td>
<td></td>
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</tr>
<tr>
<td>7:35</td>
<td>Commissioner Comments</td>
<td></td>
<td></td>
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<tr>
<td>10 min</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:45</td>
<td>Adjournment</td>
<td></td>
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</tr>
</tbody>
</table>

The next regularly scheduled meeting of the Silt Planning & Zoning Commission is tentatively set for Tuesday, May 3, 2022 at 6:30 p.m. Items on the agenda are approximate and intended as a guide for the Planning and Zoning Commission. "Estimated Time" is subject to change, as is the order of the agenda. For deadlines and information required to schedule an item on the agenda, please contact the Town of Silt at 876-2353. Please be aware that this agenda is given to the public and to the Commission in electronic form. If you require a hard-copy, please request one before or after the scheduled meeting. Normal Town copying charges may apply. Thank you.
The Silt Planning and Zoning Commission held their regularly scheduled meeting on Tuesday, March 1, 2022. Chair Classen called the meeting to order at 6:30 p.m.

Roll call
Present
Chair Chris Classen
Vice-Chair Lindsey Williams
Commissioner Eddie Aragon
Commissioner Marcia Eastlund
Commissioner Kim Leitzinger
Commissioner Joelle Dorsey

Absent
Commissioner Robert Doty

Also present were Town Administrator Jeff Layman, Planner Mark Chain, and Community Development Administrative Assistant Dusti Tornes.

Pledge of Allegiance

Public Comments – Chair Classen asked if there were any public comments and Community Development Administrative Assistant Tornes admitted four people from the waiting room, into the meeting. As soon as they were admitted, it was discovered that their pictures and language in the chat box were inappropriate. The meeting had to be stopped, so Administrative Assistant Tornes could remove all four participants from of the meeting. Administrative Assistant Tornes was able to successfully remove the individuals, however, the comment that one of the individuals made under another name, was unable to be removed until the end of the meeting. The meeting then resumed as normal.

Consent Agenda

1. Minutes of the February 1, 2022 Planning & Zoning Commission meeting.

Commissioner Aragon made a motion to approve the consent agenda as presented. Commissioner Dorsey seconded the motion, and the motion carried unanimously.

Conflicts of Interest – There were no conflicts of interest.

Agenda Changes – There were no agenda changes.

Discussion And Review – Draft Changes to Zoning Code Text

Chair Classen had a question before Planner Chain started speaking. He wanted to know if this goes to the board after the meeting. Planner Chain said that this is not a notice public hearing,
and he thinks that it will be public noticed at the first meeting in April, then to the Board after that.

Planner Chain gave an overview of the code changes that are going to take place. First, were proposed changes to the Site Plan Review Process. He proposes to add a requirement for a public hearing in front of the Planning Commission. Other suggested changes are to allow a 1-year approval requirement to get a Building Permit, with the ability to apply for two six-month extensions. An associated change is to add a fifteen-day notice to section 16.16.020, the public hearing chart.

The next changes would be to the Special Use Permit process. These include a requirement of a public hearing in front of the Planning Commission, as well as a fifteen-day public hearing notice requirement in the hearing notification chart in 16.16.020.

Planner Chain also talked about the Open Space District. He would add an Open Space Zone District (OS) to section 17.12.010, specifically a new section L; which establishes the Open Space Zone District. He also suggests defining/describing the purpose of the Open Space District in a new Section L of 17.12.020 of the code.

Planner Chain asked if there were any questions from the Board. Chair Classen asked if we could leave it “OS”, if or are we thinking of changing it. Commissioner Eastlund agrees with the change. Planner Chain then said the Town needs to have it available so when we can use it, it is ready to use. We could rezone the existing parks in Town to Open Space at a later date, if we decided to do so.

Commissioner Aragon asked about item G, the two six-month extensions. Planner Chain then explained more about the extensions and the building permit process. Commissioner Eastlund asked if they have to ask for the extension after the permit is expired, or if they have to ask for it before. Planner Chain explained that they need to ask for it before the permit is expired. He said he would clarify that requirement and the Commission will see that when it comes to them for Public Hearing

Chair Classen requested that the Community Development Administrator, Town Administrator or Planner, as opposed to Building Inspector, would be the approval needed in 17.42.055, section G. Chair Classen thinks that then everyone knows what is going on. Commissioner Eastlund agrees with Chair Classen as well. Commissioner Dorsey Agrees with the last two comments. Vise Chair Williams thanked Planner Chain for the work that he has done.

**Request to have a second meeting on March 15th, 2022**

Planner Chain would like to have a second meeting in March, two weeks from tonight. He stated that we should have a number of applications come through the process this year and we don’t want to get behind. Originally, Planner Chain thought that the Site Plan Review for the Self-Storage at River Run/Camp Colorado/KOA would be ready for this March 1 agenda; however, the application needed additional information from outside review agencies that did not have time to weigh in on the project. We might have some months that we need to have two meetings to keep up with the applications that are coming in. Chair Classen, Commissioner Eastlund, Commissioner Leitzinger all think that is a good idea to have another meeting to prevent back logs or long meetings in the future. Commissioner Dorsey will do her best to come to the meeting.
Planning Update

Planner Chain gave an update on all of the items in the agenda. He went into details and explained each one individually.

Planner Chain stated that there is an application for the self-storage at River Run, but again, the application was not ready to review at this meeting.

The Paradise Event Center has started the Special Use Permit Application process. The old Silt Café building has been purchased and the new owners are working to resolve the issues and logistics of the application. Town Staff is unaware of their progress to complete the needed items, therefore there is no update on tentative scheduling for P&Z.

Camario II was thought to be under contract last week, but now is under contract with someone else. This property has been in play for the last fifteen months. Planner Chain thinks that one of the two parties will purchase the property. One buyer would need to change the lotting arrangement to build work force housing; the other one would continue with Camario Phase II the way it was originally figured.

Heron’s Nest site designers and engineers have been working on putting together an annexation requests, along with a future development plan for this property. The Town Manager and Planner Chain will have a meeting with project representatives on March 2. Planner Chain also wanted to inform the Planning Commission that some of the fill material/river debris in the Colorado River are being moved to a number of sites throughout Western Colorado, in order to limit flooding and potential clogging of the river; affecting I-70, flood flows and channel location etc. One of the sites receiving this fill dirt, is Heron’s Nest.

Stoney Ridge Phase 2 has been transferred to a local builder, who has constructed a number of homes in Stoney Ridge. An application to amend certain lots in Phase 2, is in the process of being submitted to the Town. Planner Chain believes that some easements are being expanded on, including 9 lots, therefore their building envelopes will change. These building envelope changes will be finalized on the amended subdivision plat, and not by a separate easement agreement. Planner Chain also understands that the new owner may want to install infrastructure for Phase 2, in sub phases, so they have the opportunity to go vertical this year.

Planner Chain then noted that for Rislende, the Planning Commission and Board saw a concept for this about six months ago (on the old Divide Creek property). Staff has had a couple meetings with site designers as the plan has move forward. He expects a PUD and minor subdivision application to be submitted in the very near future. (The original schedule was to submit in mid-February).

Site plan reviews are expected for the Silt Trade Center soon. At least one site plan review application is being submitted and Planner Chain knows of another application that is being assembled as we speak.

As you can see from tonight’s agenda, we are already beginning to make some changes to the Municipal Code. Staff has some changes that they wish to make to the code, and some of these
will have to come through the Planning Commission. Planner Chain will give updates on these
code changes as they arise.

The Town staff has recently updated building value estimates, which in turn, affect cost of
Building Permit Fees, Plan Check Fees and Use Tax. These have not been updated in a
number of years, and it was time to do this. Valuation previously for the Town has been
approximately $97 per square foot for a typical wood frame, single-family house style
construction. The newly proposed valuation will be set at hundred $112. The Board did not want
to adopt it at their Board meeting last night, so this will not change at this time.

Planner Chain then asked the Commissioners if they wanted to discuss any items in the update.

Chair Classen had a question about the square footage of the River Run Storage. He was
thinking that it was previously stated that the storage square footage was 12,720, not 45,000.
Planner Chain said that he was thinking about the storage that was proposed at River Trace,
not River Run. Chair Classen remembered the other storage when Planner Chain correctly
identified the project name.

Commissioner Eastlund needs more information on the building permits, in regards to Paradise
Event Center Sign that is up already. Planner Chain said that there has been no approval for the
sign, from the Town. Planner Chain said they had a permit to fix the bathrooms only. Chair
Classen wants to know when the Special Use Permit is expected to come in front of the P&Z.
Planner Chain explained that we don’t have anything in our code for event centers, therefore,
this required a Special Use Permit. He then explained that the Commissioners were talking
about a Land Use Application that has not been deemed complete, and advised that the
conversation wait until the Town receives a complete application.

Chair Classen then asked about the dirt that they are bringing in, for Heron’s Nest. He asked if
that was to bring up the flood plain to aid in gravity feed to the Towns Wastewater Plant.
Planner Chain was not sure about the gravity feeding. Not all of the site is in the flood plain, as
the shelf is about 12 -13 feet higher than the river. It is in the County’s jurisdiction, and they are
wanting to make sure that wherever the dirt is stored, that it will be usable, safe and have a plan
to remove excess fill if necessary. Planner Chain clarified that the fill dirt is separate from their
Land Use Application.

Chair Classen had a question on the Zoning Code amendments also. He wanted to know if it is
the longtime staff who wants to make the changes, or the Building Department. Planner Chain
said that yes, some of the changes came from the Community Development Department, and
others from the Town Clerk as well.

Vice Chair Williams asked about the food truck policy, and if there was going to be a permit fee
for them to come to Town. Planner Chain said that he thought she was referring to recent
inquiry in which the location of where a food truck is going got be, caused Town Staff to discuss
new potential policies. The truck in question has proposed to park on the same property as the
new Brewery that is coming in. If we have too many at one location, the parking becomes an
issue, and we need to make sure that everything is safe and looks good for the Town.

Chair Classen wants to know how many years that it has been since the building permit fees
had been updated. Planner Chain thinks it has been at least five years if not longer. He said a
review if done often enough can adjust fees both up and down depending on the cost of
everything, pace of construction, the economy etc.
Commissioner Comments

Commissioner Dorsey wants to know what everyone thinks about converting one of the Town’s Tennis Courts, into a Pickle Ball Court. She is looking for general information and feedback. Chair Classen thought that she should talk to Town Administrator Layman. There is a court in New Castle, and she thought that the Town might draw some people to come here to play. Chair Classen wanted to know how the Board felt about the 2-acre parcel. Planner Chain said that it went well, and was passed with a four to two vote. Commissioner Eastlund thinks that it could be a dog park if the entire 2 acres stayed open space.

Chair Classen thinks that we should have a way to record or televise the P&Z Meetings, so the public has the ability to watch the meetings, or reference back to them; whether that be on a T.V., a file, or on the website. Vice Chair Williams would appreciate having the ability to look back and review them as well.

Chair Classen thinks that it was very helpful to get an update from Public Works Director, Fonner, and Community Development Coordinator Centeno. He asked if both could come in, every so often, to keep everyone up to date.

Chair Classen told the P&Z that he applied for the Board and ran uncontested, so his last meeting will be April.

Adjournment

Commissioner Eastlund made a motion to adjourn. Commissioner Aragon seconded the motion, and adjourned the meeting 7:30 p.m.

Respectfully submitted, Approved by the Planning Commission

____________________________ ____________________________
Dusti Tornes Chris Classen
Community Development Chair
Administrative Assistant
MEMORANDUM

TO: Chairman Chris Classen and Members of the Town of Silt Planning Commission

FROM: Mark Chain, Planner

DATE: March 30, 2022

RE: Amended Plat – Stoney Ridge Phase II.

This is a relatively straightforward project in land use application. As many of you probably know, phase II of Stoney Ridge does not have infrastructure and it is the last phase to be built for this project. It has recently been purchased by a local homebuilder (Uriel Mellin) and the goal is to install some infrastructure this building season and start to go vertical. The first thing they need to do is amend a number of lots in this area because some stormwater infrastructure needs to be installed and some easements need to be adjusted on previously platted lots. So, some building envelopes will be a little bit smaller than originally proposed. At Monday evening’s meeting I will display this engineering information so you can see precisely what is happening from a civil engineering standpoint (it is hard to see on the technical plans especially if you’re looking at them electronically).

The new owner and his engineer are putting together final cost estimates and once this amended plat is approved they will be coming to the Town to rework the Development Agreement and arrange for security for the installation of infrastructure. This will probably happen pretty quickly and I expect them to be ready to start with the infrastructure late spring early summer.

I’ll be happy to answer questions at the meeting.
Town of Silt Planning Commission Meeting

Monday   April 4, 2022   6:30 P M

Amended Final Plat  Application – Stoney Ridge Ph II

Planners report

3/30/2022

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Amended Final Plat for 9 lots in Stoney Ridge Phase II</th>
</tr>
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<tbody>
<tr>
<td>Applicant/Owner</td>
<td>Caleta Construction LLC</td>
</tr>
<tr>
<td></td>
<td>144 Cliffrose  Drive</td>
</tr>
<tr>
<td></td>
<td>Glenwood Springs, CO 81601</td>
</tr>
<tr>
<td>Owner Representative/ Land Planner</td>
<td>Mike Gamba &amp; Julian Hardaker</td>
</tr>
<tr>
<td>Civil Engineer</td>
<td>Gamba and Associates</td>
</tr>
<tr>
<td></td>
<td>PO Box 1458</td>
</tr>
<tr>
<td></td>
<td>Glenwood Springs, CO 81601 970.945.2550</td>
</tr>
<tr>
<td>Architect</td>
<td>NA</td>
</tr>
<tr>
<td>Water Engineer</td>
<td>NA</td>
</tr>
<tr>
<td>Property Location</td>
<td>A portion of Stoney Ridge Phase II</td>
</tr>
<tr>
<td>Existing Zoning</td>
<td>PUD</td>
</tr>
<tr>
<td>Surrounding Land Uses</td>
<td>Vacant or Residential</td>
</tr>
<tr>
<td>Surrounding Zoning</td>
<td>All sides: Residential PUD</td>
</tr>
<tr>
<td>Proposed Use</td>
<td>Residential Subdivision – Single-family and Duplex Lots</td>
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<tr>
<td>Area of Parcel Subject to application</td>
<td>1.221 Ac.</td>
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<tr>
<td>Existing Use</td>
<td>Vacant (Identified lots in the application)</td>
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<tr>
<td>Account &amp; Reception Numbers</td>
<td>R040527, R040528, R040541, R040543, R040540</td>
</tr>
<tr>
<td>Legal Description</td>
<td>Lots 68A, 68B, 69A, 83A, 83B, 84A, 84B, 85A and 85B in the Stoney Ridge Final Plat, recorded as Rec # 628670</td>
</tr>
</tbody>
</table>

1. **Description of Request**

Before you tonight is an application for an amended plat for 9 of the lots in Phase II of the Stoney Ridge Subdivision. This is the first step in getting approval for the project so infrastructure can be extended to this phase and that construction can start going vertical. After the Amended Plat is approved the owner will be submitting an application to the town to amend the Development Agreement. This will include an engineer’s cost estimate, a review of the civil engineering plans and most likely a proposal to split the existing phase II into 3 sub phases. The development agreement will be approved by the Board of Trustees at a future public hearing. Security in the form of a Letter of Credit or a performance bond will be required.
The reason for the plat being amended is that stormwater requirements and design for this area evolved over the time that the subdivision has been under construction. Some underground stormwater maintenance, inlets and other design features are now being required. This new infrastructure required additional or modified easements in some areas and in some places the original, proposed location of the shallow utilities is also needed to be adjusted.

Please note that this application is for an Amended the Subdivision Plat. While the Master Land Use Application Form has a checkbox for Amended Plat there is no specific code section which addresses Amended Plat procedures or requirements. I found this to be much the case in other communities in Western Colorado. I believe this is because each property is an individual situations and it is probably difficult to find common submittal requirements to take care of all situations.

This Submittal has been reviewed by the Towns Engineer as well as the Town Attorney and they will continue to be involved for the entire review and approval process.

2. Recent Project History

Stoney Ridge is a residential subdivision with 3 phases that was originally annexed, approved and platted in 2003. All of the phases were platted at the time of the original approval and the master subdivision plat includes 8 pages. This is one of the larger residential subdivisions in the town. The total number of lots for the subdivision was 150, with 41 of them being located in Phase II. Much of phase I and III are constructed; 90 are built and at last count 3 new residential units were under construction. Phase II is the Final phase to have infrastructure installed and units constructed.

Phase I was built first and a development agreement for Phase II and III was approved by the Town in 2019. The original developer did not wish to continue on with development of the phase and it has been built by one of the chief builders in the subdivision, Uriel Mellin, under the name Caleta construction. In order for a new developer to move forward, in addition to the Amended Plat a new development agreement and security will be required.

Location map shown below.
3. **Silt Comprehensive Plan**

This area is designated as Neighborhood Residential, the main residential land use designation in the Town Comprehensive Plan. Because the subdivision has been undergoing development for 20 years, we do not need to go into further analysis of Comp Plan.

4. **Issues**

**General.** As noted previously in the staff report, the reason for amending the plat has to do with updating the engineering for stormwater infrastructure. This design is basically complete and the entire engineering package is ready to proceed and will be submitted to the Town for a final review when the applicants take the next step to have the development agreement and security approved. There are really no issues as one usually sees with a current, typical land use application. We are not looking at traffic generated, topography of the site, relationship to adjacent parcels, compliance with Comprehensive Plan etc. The applicant is following design standards in place at that particular time.

**Plat Details.** This part of the report analyzes two types of plat details. The first is content, layout, notes etc. And the second is more technical and relates to reviews by engineers and surveyors.
Plat layout

- Certificate of Dedication and Ownership. The signature block still notes that that the owner is Ridge Runner Ventures LLC. This needs to be updated to Caleta Construction LLC.
- Title insurance/attorneys certificate. Lines need to be added to the certificate in case there are liens, encumbrances etc.
- The County Surveyors certificate should be removed.
- Survey note #2 on the second page outlines the purpose of the plat amendment. This should be relocated to the title page and the survey notes on page 2 be renumbered.

Technical Information

There were a number of technical notes from the Town Engineer on some of the content of the plat. These revolve around location of certain items on page 2 font size, overlapping text, extending easement to property line boundaries, viewports, crosshatching for better visibility, providing additional curve/line information etc. The list of these items has been forwarded to the applicant and should all be considered conditions of approval.

Next Steps. Assuming you wish to approve The Amended Final Plat of Stoney Ridge #2, the next step will be for the town to review their application to amend the Existing Development Agreement, provide approved proper security for the public improvements and have their engineering plans reviewed and by the Town.

5. Relevant Silt Municipal Code Sections

As noted above, there are no specific Silt Municipal Code sections that specifically apply to amended Plats. We are trying to review any applications and make any amendments or approvals in compliance with the Silt Municipal Code, all design regulations and follow Subdivision Code and related standards.

VI. Recommendation:

It is the opinion of staff that it benefits the town to approve the Amended Plat of Stoney Ridge #2 and it is good policy to finish this long-term project and get infrastructure installed and proceed to vertical construction.

Staff recommends approval of the Amended Plat application and the associated resolution with the following conditions:
1. that the following modifications be made to the Draft Amended Plat:
   a. The signature block be updated to note that the new owner is Caleta Construction LLC.
   b. That changes be made to the Title/Engineer certificate as noted by staff.
   c. That the County Surveyors certificate should be removed.
   d. Survey note number 2 on the second page be relocated to the title page and the survey notes on page 2 be renumbered.
   e. That the technical modifications noted by the Towns Engineer be made on the final plat documents.

2. That any recommendations made by the Town Attorney to the board upon further review be considered conditions of approval.

3. That no installation of infrastructure or building permits for Phase II be issued until the amended plat is recorded along with a new/amended Development Agreement and associated security.

Recommended Motion: I move to recommend that the Board of Trustees approve the Resolution approving the Amendment Plat for certain lots and Stoney Ridge Phase II with the above-noted conditions.

WHEREAS, Caleta Construction LLC is the owner ("Owner") of property known as Stoney Ridge Planned Unit Development Phase II ("Subject Property"); and

WHEREAS, on or about 20th day of April, 2003, the Silt Board of Trustees ("Board") approved Resolution 27, Series of 2003, a resolution approving a final plan and final plat for the Stoney Ridge Planned Unit Development, which the Town subsequently recorded in the office of the Garfield County Clerk and Recorder on June 4, 2003 as Reception Number 628670; and

WHEREAS, on or about the 28th day of April 2003, the Board entered into a Subdivision Improvements and Development Agreement (the "Original SIDA") for the Stoney Ridge Planned Unit Development (the "Subdivision") with the Owner establishing the terms and conditions for development of infrastructure to serve the Subdivision, which the Town subsequently recorded in the office of the Garfield County Clerk and Recorder on June 4, 2003 as Reception No. 628671; and

WHEREAS, on or about the 14th day of March, 2018, the Board entered into a Subdivision Improvements and Development Agreement for the Subdivision's Phases II and III ("Phases II & III SIDA"), which the Town subsequently recorded in the Office of the Garfield County Clerk and Recorder on March 15, 2018 as Reception Number 904325; and

Whereas, Phase II has not been developed and it does not have infrastructure extended to the Phase; and

Whereas, Stormwater Drainage Infrastructure has been redesigned for the project and certain utility easements and building envelopes need to be adjusted in order to accommodate such infrastructure; and

Whereas, it is necessary to amend certain lots in Phase II related to necessary utility easements to accommodate this infrastructure and adjust certain building envelope; and

Whereas, the owner has submitted an Amended Subdivision plat to accomplish these purposes.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILT THAT:
1. that the following modifications be made to the Draft Amended Plat:
   a. The signature block be updated to note that the new owner is Caleta Construction LLC.
   b. That changes be made to the Title/Engineer certificate as noted by staff.
   c. That the County Surveyors certificate should be removed.
   d. Survey note number 2 on the second page be relocated to the title page and the survey notes on page 2 be renumbered.
   e. That the technical modifications noted by the Towns Engineer be made on the final plat documents.

2. That any recommendations made by the Town Attorney to the board upon further review be considered conditions of approval.

3. That no installation of infrastructure or building permits for Phase II be issued until the amended plat is recorded along with a new/amended Development Agreement and associated security.

Introduced, read and .............................................
March 7, 2022

Mark Chain, Town Planner
Town of Silt
231 N. 7th Street
P.O. Box 70
Silt, Colorado 81652


Dear Mark:

On behalf of Uriel Mellin and Caleta Construction LLC, Gamba & Associates, Inc. (Gamba) hereby submits this application for an Amended Final Plat of Stoney Ridge Subdivision, Phase 2, Lots 68A, 68B, 69A, 83A, 83B, 84A, 84B, 85A, and 85B.

The Stoney Ridge PUD Final Plat was recorded in the Office of the Garfield County Clerk and Recorder on June 4, 2003 under Reception Number 628370. As you are aware, this application to amend the above-stated lots within Phase 2 of the Stoney Ridge PUD is necessitated by the currently approved stormwater and utility designs for Phase 2 of Stoney Ridge Subdivision, which were approved by Deric Walters, the Town Engineer. The proposed amendments to the subdivision do not increase the density of the subdivision or modify any lot lines within the subdivision as currently platted. The proposed amendments to the subdivision create some additional drainage and utility easements within the lots listed above, and modify the platted building envelopes to conform to and avoid the newly created easements.

We hereby formally request that the Town of Silt review the proposed application for an amended final plat, and we respectfully request approval of this application.

Please contact us if you have any questions or need additional information.

Sincerely,

Gamba & Associates, Inc.

Michael Gamba, P.E. & P.L.S. 28036
Land Use Application Form

- Amended Plat
- Boundary Adjustment
- Subdivision Exemption
- Final Plan
- Sketch Plan
- Floodplain Development
- Text Amendment
- Site Plan Review
- Vacation of Right-of-Way
- Easement Agreement
- Zoning or Rezoning
- Subdivision Improvement Agreement
- Preliminary Plan
- Special Use Permit
- Annexation & Development Agreement
- Zoning Variance
- Other:

---


**Project Name:** R040527, R040528, R040541, R040543, R040527, R040544

**Address:** TBD

**Parcel ID Number:** R040527, R040528, R040541, R040543, R040527, R040544

**Legal Description (attach additional sheets if necessary):** LOTS 68A, 68B, 69A, 83A, 83B, 84A, 84B, 85A, AND 85B of the Stoney Ridge PUD according to the plat recorded June 4, 2003 as Reception No. 628670

**Access to Property:** First Mesa Drive and Bedrock Circle

**Acreage or Square Footage:** 1.221 acres

**Existing Land Use Designation:** Residential Planned Unit Development

**Proposed Land Use Designation:** Residential Planned Unit Development

**Existing Zoning:** Residential PUD

**Proposed Zoning:** Residential PUD

**Proposed Use / Intensity of Use:** 7.37 Residential Unit per Acre

**Submittal Requirements:**
- Initially, a completed application with original signatures and four copies shall be submitted to the department for review. The application shall include four sets of 24” x 36” plans, plats and other appropriate drawings. Application must also be submitted in electronic format (MS Word).
- In addition to this application, all information on the supplemental checklist must be submitted.
- Incomplete applications will not be accepted and will delay processing.
- When the documents are deemed adequate, additional copies as required by the department shall be submitted ten (10) days before the public hearing.
- All documents submitted for public hearing shall be hole-punched, collated and paper-clipped (no staples). All plans, plats or drawings shall be folded to 8 ½” x 11” and inserted into the collated application. Each individual application shall be banded together and ready for public distribution.

---

**STAFF USE ONLY**

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<thead>
<tr>
<th>Pre-app conference:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(date)</td>
<td>(date)</td>
</tr>
</tbody>
</table>
Project Team Information (fill in all that apply) (add additional sheets of needed):

Property Owner(s): Name: Uriel Mellin Phone: (970) 404-0302
Company: Caleta Construction LLC Fax: NA
Address: 144 Cliffrase Drive, Glenwood Springs, CO 81601

Authorized Rep.: Name: Julian Hardaker Phone: (970) 456-1860
Company: The Best Way Home Real Estate Fax: NA
Address: 401 23rd Street, #102, Glenwood Springs, CO 81601

Engineer/Designer: Name: Michael Gamba Phone: (970) 945-2550
Company: Gamba & Associates, Inc. Fax: NA
Address: P.O. Box 1458, Glenwood Springs, CO 81601

Billable Party: Owner X Representative _____ Engineer _____

The Billable Party, by signing below, hereby agrees to reimburse the Town the actual costs to the Town plus 15% administrative fees for all engineering, surveying and legal services rendered in connection with the review of the Application. The Billable Party shall also reimburse the Town for the cost of making any corrections or additions to the master copy of the official Town map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. The Billable Party agrees that interest shall be imposed at a rate of 1.5% per month on all balances not paid within thirty (30) days of the date of the statement. In addition to any and all remedies available to the Town and in the event the Town is forced to pursue collection of any amounts due and unpaid, the Town shall be entitled to collect attorney’s fees and costs incurred in said collection efforts in addition to the amount due and unpaid.

Uriel Mellin $ Calea Construction LLC
Name (printed)
144 Cliffrase Drive, Glenwood Springs, CO 81601
Address (970) 404-0302 NA
Phone Fax

Signature

Type of Identification

Disclosure of Property Ownership

X If owner is an individual, indicate name exactly as it appears on the deed.

If owner is a corporation, partnership, limited partnership or other business entity, name principals on a separate page. Please include articles of organization, partnership agreement, etc., as applicable.

If owner is a land trust, name beneficiaries on a separate page.

If applicant is a lessee, indicate the owner(s) on a separate page.

If applicant is a contract purchaser, attach a copy of the contract and indicate the owner(s) on a separate page.

Please provide the name(s), mailing address(es), street address(es) and phone number(s) for all owners.
Property Owner Affidavit

I/We, ________________________________, being first duly sworn, depose and state under penalties of perjury that I am (we are) the owner(s) of the property described herein and which is the subject of the application and proposed hearings; that all answers provided to the questions in this application, and all sketches, data and all other supplementary matter attached hereto and made part of this application are honest and true to the best of my (our) knowledge and belief. I (we) understand that this application must be complete and accurate prior to a hearing being scheduled. I (we) authorize Town staff to visit the site as necessary for proper review of this application.

(If there are special conditions such as guard dogs, locked gates, restricted hours, etc., please give the name and phone number of the person(s) who can provide access to the site)

______________________________
Name (printed)

______________________________
Address

______________________________
Phone

______________________________
Fax

______________________________
Signature

State of Washington Drivers License
Type of Identification
County of ____________________
State of ____________________

Sworn to and subscribed before me this __________ day of __________, 2022.

______________________________
(name printed)

Witness my hand and official seal.

______________________________
Notary Public

My Commission expires: __________
Authorized Representative

I/we further permit Julian Hardaker of The Best Way Home Real Estate to act as my/our representative in any manner regarding this application, to answer any questions and to represent me/us at any meeting(s) and public hearing(s) which may be held on this application.

NOTE: All correspondence will be sent to the authorized representative. It will be the representative’s responsibility to keep the owner(s) adequately informed as to the status of the application.

Uriel Mellin
Name (printed)

Caleta Construction LLC

144 Cliffrose Drive, Glenwood Springs, CO 81601
Address

(970) 404-0302
Phone

NA
Fax

Signature

State of Washington Drivers License
Type of Identification

County of (Carbon)

State of (Colorado)

Sworn to and subscribed before me this 7th day of March, 2022.

By Uriel Mellin
(name printed)

Witness my hand and official seal.

JANETTE R. GUTHRIE
Notary Public
State of Colorado
Notary ID # 19874078780
My Commission Expires 04-14-2025

My Commission expires: 4/14/2025
Public Notice

You are hereby notified that the Town of Silt Planning & Zoning Commission/Board of Trustees will conduct a Public Hearing to consider the following application. The Public Hearing will be held on ____________, 200__ at 7:00 p.m. in Council Chambers at Silt Town Hall, 231 N. 7th Street.

Applicant:

Application Request:

Legal Description: (brief legal description is sufficient)

Common Description: (street address or general location)

For more information, contact the Town of Silt Community Development Department; PO Box 70, 231 N. 7th Street or call 970/876-2353. Please provide the name of the applicant and other notice information when asking department staff about this notice.
I HEREBY AFFIRM THAT Public Notice requirements of the Silt Municipal Code have been met for the Public Hearing before the Silt Planning & Zoning Commission/Board of Trustees to be held on ____________, 200__. 

In addition, I hereby affirm that on ______ day of ________________, 200__, I mailed first class, certified return receipt, a true copy of the attached Public Notice by placing the same postage prepaid in the United States Mail at ____________________, Colorado, addressed to those property owners on the attached list.

Attached are:

1. Certificate(s) of Mailing (green cards and return receipts)

2. Proof of publication from a newspaper of general circulation within the Town showing that prior to the meeting, the Public Notice was advertised as required per Silt Municipal Code.

3. List of names and mailing addresses of all surrounding property owners within 200 feet of subject property.

Uriel Mellin on behalf of Caleta Construction LLC

__________________________________________  ____________________________________________  __________
Name of Applicant (printed)  Signature of Applicant  Date

County of _______________________________ )

) ss.
State of _______________________________

Sworn to and subscribed before me this ___________ day of ____________________________, ____________.

(fill in day)  (fill in month)  (fill in year)

By ________________________________

Name (printed)

Witness my hand and official seal.

______________________________

Notary Public

My Commission Expires: ________________________________
LAND USE APPLICATION FEES

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<thead>
<tr>
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<td>Easement Agreement and Amendments</td>
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<td>Intergovernmental Agreement and Amendments</td>
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*Deposits must be included with application submittal. The deposit is used as security for department staff and consultant time to review the project application. Applicant shall also pay for fees and charges incurred by the town, such as legal fees, planning fees, engineering fees, and filing or recording fees, plus an administrative fee of 15% of the total consultant charges.

ATTACHMENTS/EXHIBITS MUST BE COMPLETE FOR SUBMITTAL.
Incomplete applications will not be reviewed until deemed complete.

Checklist below for Office use only.

1] A legal description of the property.
2] Evidence of legal ownership. May be a deed, title commitment, title insurance policy, or attorney’s opinion of ownership.
3] Letter of consent. Required if the Applicant is not the property owner.
4] List of property owners within 200 feet. Call Garfield County Assessor’s Office at 970/945-9134 for information.
6] A copy of the completed application in electronic format (Microsoft Word).
7] A diskette, compatible with the Town of Silt GIS system, must be submitted before final recording of land use action. Mylars will not be signed prior to submittal of GIS disk. (For GIS information, call the Community Development Department, (970)876-2353.) Please do not print Final Plat Mylars until you receive approval by Town staff.
LAND USE ACTIVITY IMPACT STATEMENT

Name of Applicant: Caleta Construction LLC Date: 2/28/2022

Location of Property: Stoney Ridge PUD - Phase 2

Land Use Request: Amended Final Plat

Please answer the following questions to the best of your ability. Attach additional pages as needed.

1. Is your request compatible with the Silt Municipal Code? Yes\No

2. Is your request compatible with the Silt Comprehensive Plan? Yes\No
   If not, how is your request useful to the Town of Silt?

3. Explain how your request is compatible with the immediate area surrounding the site.
   This request does not change the proposed land use, or increase the density of the property subject to the request.

4. How is your request desirable for the Town of Silt?
   This amended final plat application is being submitted in accordance with the directions of Deric Walter, the Town of Silt consulting engineer in order to accommodate the development infrastructure as designed and approved for Phase 2 of the Stoney Ridge PUD. residential development.

5. Detail any real or possible environmental, town service, or other impacts your request may have.
   There is no increase in impacts to the Town of Silt as compared to the impacts which are already associated with these same previously Final Platted residential lots within the Stoney Ridge PUD development.
6. Are there or have there ever been any landfills on any part of the property included in your request?  Yes [ ] No [ ]

7. Please mark all the concerns or impacts listed below which apply to your request and give a brief statement about how you have addressed them.

   a. _____ traffic
   b. _____ town services (water, sewer, etc.)
   c. _____ signage
   d. _____ open space
   e. _____ schools
   f. _____ emergency services (police, fire, medical)
   g. _____ other utilities (electrical, etc.)
   h. _____ other (pollution, etc.)

Please list any other items or information which you feel would be of help in assessing your application.
AMENDED FINAL PLAT OF STONEY RIDGE P.U.D.

in Section 3, Township & South, Range 92 West, 6th P.M., of the 6th Principal Meridian, Town of Silt, County of Garfield, State of Colorado

March 1, 2022

GAMBA & ASSOCIATES, INC.
CONSULTING ENGINEERS & LAND SURVEYORS
970/945-8565 WWW.GAMBAENGINEERING.COM
E-MAIL: GAMBA@FASTWEB.NET, GLENWOODSPRINGS.CO,81601

OWNER
Uriel Mellin
Caletto Construction LLC
144 Cliffrose Drive
Glenwood Springs, CO 81601

CERTIFICATE OF DEDICATION AND OWNERSHIP

RECEIVED THIS DAY
By:

EXECUTED this day of


BY: ____________________________
_________________________

_________________________

STATE OF COLORADO
COUNTY OF GARFIELD

The foregoing Certificate was acknowledged before me on


WITNESS MY HAND AND SEAL:

My commission expires

_________________________

TITLE INSURANCE COMPANIES OR ATTORNEY’S CERTIFICATE

I, the undersigned, do hereby certify that


_________________________

SIGNATURES AND DATES

BOARD OF TRUSTEES CERTIFICATE

This plat approved by the Board of Trustees of the Town of Silt, Colorado the of


_________________________

WITNESS the hand and seal of the Town of Silt, Colorado

_________________________

Town Clerk

_________________________

Michael J. Gamba, P.E., P.L.S., No. 20008

CLERK AND RECORDERS CERTIFICATE

This plat was filed for record in the Office of the Clerk and Recorder of Garfield County, Colorado, on the day of


Name:

_________________________

Date:

_________________________

REMARKS:

The above plat is a true record of the survey and dedication as shown thereon.

_________________________

COUNTY SURVEYOR’S CERTIFICATE

Appointed for survey and notary public and art the accuracy of surveys, calculations or data.

_________________________

Garfield County Surveyor

_________________________

NOTICE:

According to Colorado law Section 8-24-109, this plat shall remain on file for fifteen years after the date when this plat is recorded.

_________________________

SURVEYOR’S CERTIFICATE

I, Michael J. Gamba, do hereby certify that the foregoing plat is true copy of the plat of Stoney Ridge P.U.D. Lots 68A, 68B, 69A, 83A, 83B, 84A, 84B, and 85A in the Town of Silt, County of Garfield, State of Colorado, as shown on the plat hereunto attached, in accordance with the laws of Colorado, the applicable acts of Congress, and such other enactments as are applicable thereto.
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<th>OwnerCityStZip</th>
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<td>BIANCO, JOAQUIN &amp; TERESA</td>
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<td>R040527</td>
<td>CALETA CONSTRUCTION LLC</td>
<td>144 CLIFF ROSE WAY</td>
<td>GLENWOOD SPRINGS CO  81601</td>
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<td>R040588</td>
<td>CARO, MARTIN C &amp; MARIA G</td>
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<td>COX, MATTHEW &amp; REED, LINDSAY</td>
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<td>GONZALEZ, JUAN</td>
<td>27653 HIGHWAY 6 #2209</td>
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<td>R040504</td>
<td>HADDON, SHELLY M</td>
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<td>LAURETTE, ALAN J</td>
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<td>R040601</td>
<td>LYON, KELLY &amp; MICHAEL FAMILY LLC</td>
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<td>R040563</td>
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<td>560 FIRST MESA DRIVE</td>
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<td>R040500</td>
<td>MAGLIONE, LINDSAY E &amp; HALL, CHRISTOPHER</td>
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<td>369 E VISTA DRIVE</td>
<td>SILT CO  81652</td>
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<td>R040508</td>
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<td>R040589</td>
<td>VOLLMER CONSTRUCTION AND DEVELOPMENT LLC</td>
<td>31 SOUTH PAINTED HORSE CIRCLE</td>
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Stoney Ridge PUD

LIST OF PROPERTY OWNERS WITHIN 200-FEET
Sorted by OWNER

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<td>WESTERN SLOPE HOME DEVELOPMENT LLP</td>
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MEMORANDUM

TO: Chairman Chris Classen and Members of the Town of Silt Planning Commission

FROM: Mark Chain, Planner

DATE: March 30, 2022

RE: Suggested Code Changes to Title 17 zoning

I have put together a draft ordinance which incorporates the code changes that we talked about at the last meeting. It is attached. A little rough in a few places but that will be adjusted as it moves forward to the hearing for the Board of Trustees.

I am including my original memo and packing materials from the March meeting, so you have them for reference. These code changes essentially create public hearings in front of the planning commission for both Special Use permits and Site Plan Reviews. And for site plan reviews it provides for a 1-year approval time, with the possibility of achieving two 6-month extensions. I made changes to the draft text which explain the procedures for applying for and obtaining the approval extensions.

And of course, we also are creating an Open Space District and providing a definition for it. I think this is the best thing related to these code changes; all jurisdictions should have an established Open Space District. The public utility designation just did not make much sense to me.

I’ll be happy to go over these changes briefly at the meeting.
AN ORDINANCE OF THE TOWN OF SILT, COLORADO ("TOWN") AMENDING PORTIONS OF SECTION 17.42.055 (SITE PLAN REVIEW) AND SECTION 17.78.040 (SPECIAL USE PERMIT); CREATING AN OPEN SPACE ZONE DISTRICT AND AMENDING CERTAIN PUBLIC HEARING NOTICE REQUIREMENTS AS PART OF SECTION 16.16.020 (PUBLIC HEARING NOTICES) OF THE SILT MUNICIPAL CODE ("CODE"), TOWN OF SILT, GARFIELD COUNTY, STATE OF COLORADO

WHEREAS, pursuant to C.R.S. Section 31-15-103 and Section 1 of the Town’s Home Rule Charter, the Board of Trustees ("Board") of the Town has the authority to make and publish ordinances necessary and proper to provide for the safety, preserve the health, promote the prosperity, improve the morals, order comfort and convenience of such municipality and the inhabitants thereof; and

WHEREAS, Title 17 of the Silt Municipal Code sets forth the Town’s regulations relating to land use, development, and zoning; and

WHEREAS, pursuant to Section 17.88.010 of the Silt Municipal Code, amendments to Title 17 of the Municipal Code must be submitted to the Planning and Zoning Commission for review and recommendations; and

WHEREAS, an amendment to Section 17.42.055 (Site Plan Review) of the Code is being proposed to add a requirement for a public hearing in front of the Planning Commission and defining the time limit for approvals of a Site Plan Review; and

WHEREAS, an amendment to Section 17.78.040 (Special Use Permits) is proposed to require a public hearing in front of the Planning Commission; and

WHEREAS, an amendment is to section 17.12.010 adding an Open Space Zone District to the list of the Towns Established Zone Districts; and

WHEREAS, an amendment to Section 17.12.020 is proposed which would define/describe the purpose of an Open Space Zone District; and

WHEREAS, a modification is being made to the chart in Section 16.16.020 (Schedule of Public Notifications) showing the changes where Public Hearings are now required in front of the Planning Commission; and
WHEREAS, the Town gave proper and timely published and/or posted notice of the dates and times of the public hearings at which the Planning and Zoning Commission and the Board considered this ordinance; and

WHEREAS, the Board finds and determines that the adoption of this ordinance is necessary and proper to provide for the safety, health, prosperity and order of the Town.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, ORDAINS AS FOLLOWS:

Section 1

Paragraph C of section 17.42.055 (Application process for Site Plan Review) shall be amended to read as follows:

C. The planning and zoning commission shall review the application for code compliance at a public hearing held at a regularly scheduled meeting and shall approve, approve with conditions or deny the application.

A new paragraph “G” shall be added to Section 17.42.055 and shall read as follows:

G. Approval. An approval for any Commercial or Multi-Family Site Plan review is good for 1 calendar year from date of approval. An applicant must obtain a building permit within that one-year time frame. Two 6-month extensions may be granted. An extension may be obtained upon delivery of a formal letter of request to the Director of Community Development or a staff member designated by the Town Manager. The letter of request must be submitted prior to the lapse and approval. If a building permit is not issued within two years, the approval shall be considered lapsed and null and void. An applicant will have to reapply for a Site to Plan Review application.

Section 2

Paragraph A of section 17.78.040 (Special Use Permits: Application – Public Hearing – Enforceability) shall be amended to read as follows:

A. An applicant desiring a special use permit shall submit a written application on forms supplied by the town and a fee. The board of trustees shall set the fee for special use permit per this chapter annually by resolution, or as often as necessary, in the board’s sole discretion. The town administration shall review the application and refer the same, with recommendations, to the planning and zoning commission. The planning and zoning commission shall consider the application and hold a public hearing at a regular meeting. The planning and zoning commission shall cause the application to be referred to the board, with the town administration’s recommendations and the recommendations of the planning and zoning commission.

Section 3
An Open Space Zone District will be added to the Town’s list of established zone districts as part of section 17.12.010. This section shall be changed as follows to read in its entirety:

17.12.010 Zone districts established.

For the purpose of this title, the town is divided into twelve zone districts, designated as follows:

A. Agricultural-rural (AG) district;
B. R-1 low-density residential district;
C. R-2 general residential district;
D. R-3 high density district;
E. Planned unit development (PUD) district;
F. Public utility zone district;
G. B-1 general business district;
H. B-2 highway business district;
I. B-3 business-3 district;
J. Downtown mixed-use overlay (DMD) district; and
K. B-I business-industrial district.

L. OS - Open Space Zone District

Section 4

A new Paragraph “L” shall be added to Section 17.12.020 (Description of Districts) to provide a definition/description of the intent of the newly created Open Space District. It shall read as follows:

L. OS- Open Space Zone District. The Open Space Zone District is established to provide adequate lands open to the public for active or passive recreational use as well as to protect those lands that are being used for purposes other than open space. This Open Space District is intended for public and quasi-public open space, parks and other related facilities.

Section 5

The Chart in Section 16.16.020 (Schedule of Public Notification) is being updated to show the following:

1. A 15 day public hearing notice prior to the public hearing in front of the Planning commission for a Special Use Hearing.
2. A new row in the chart will be added to show a 15 day public hearing notice requirement prior to a public hearing in front of the Planning Commission for a Site Plan Review.

Note: updated chart to be provided or attached as Exhibit A to the ordinance

Section 6

All ordinances heretofore passed and adopted by the Board of Trustees of the Town of Silt, Colorado are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

Section 7

If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

INTRODUCED, READ AND APPROVED ON FIRST READING, a public hearing, this ___ day of __________, 2022, at 7:00 p.m. in the Municipal Building of the Town of Silt Colorado.

PASSED, APPROVED ON SECOND READING, following a continued public hearing, ADOPTED AND ORDERED PUBLISHED, this ___ day of ______________, 2022.

TOWN OF SILT

______________________________
Mayor Keith B. Richel

ATTEST:

______________________________
Town Clerk Sheila M. McIntyre, CMC
MEMORANDUM

TO: Chairman Chris Classen and Members of the Town of Silt Planning Commission

FROM: Mark Chain, Planner  

DATE: February 22, 2022

RE: Suggested Code Changes to Title 17 zoning

As we discussed at the February Planning Commission Meeting, I made the following text changes to the code and will enumerate those in this memo. I made these three bundles of changes in strikethrough fashion after downloading the appropriate section of the Silt Municipal Code. The underlining and slashing of text in strikethrough came partially undone when I converted this to a PDF. I have tried to underline the additions and highlight them in yellow. They may not have come through. If not, I will go through them with you manually on the projector screen at the meeting to make sure you can see all the modifications.

The changes are:

Site Plan Review Process. – 17.42.055 and 16.16.020

- Added a public hearing in section “C” in front of the planning commission.
- Added a 1-year approval requirement to get building permit and allowed two six months extensions. That is a new section “G”.
- Added the 15-day public hearing notice requirement to section 16.16.020 of the hearing notification chart

Special Use Permit Process – 17.78.040 and 16.16.020

- required a public hearing in front of the planning commission in section “A”
- added the 15-day public hearing notice requirement in the hearing notification chart in 16.16.020

Open Space Zone District

- Added an Open Space (OS) Zone District to section 17.12.010. This is section “L” and establishes the open space zone district.
- Defined/described the purpose of the Open Space zone district in a new section “L” of 17.12.020 of the code.
changes to Section 17.42.055 and 16.16.020 of the SMC regarding:

- adding public hearing in front of Planning Commission
- specifying approval is for 1 year with the possibility of two six-month extensions
- adds a 15 day public hearing requirement in the public hearing notification chart
17.42.055 Application process.

A. An applicant for commercial or multifamily site plan review shall provide such written information on the land use application form and on forms provided by the town, plus any other supplemental information needed to convey information to the commission, including the following:

1. A description of the proposed land use(s);
2. A statement of the planning objective(s);
3. A description of adjoining land use(s) and zoning;
4. Existing zoning of the subject property;
5. A statement regarding the proposal's conformance with the comprehensive plan and zoning; and
6. A site plan map(s) depicting all proposed land use, including utilities, landscaping, structures, parking, and other development of any kind.

B. Following the town's review of an applicant's commercial and/or multifamily site plan application, the town staff shall determine whether application for site plan review is complete, and if it is, he shall refer the application to the planning and zoning commission within 30 days of such determination of completeness.

C. The planning and zoning commission shall review application for code compliance at a public hearing held at a regularly scheduled meeting and shall approve, approve with conditions or deny the application.

D. If the planning and zoning commission approves such application, applicant may submit to the town a building permit application.

E. If the planning and zoning commission approves such application with conditions, applicant may either submit to the town a revised site plan with a building permit application, or conversely, if applicant does not agree to such conditions, applicant may appeal such conditions to the board at a regularly scheduled meeting, as determined by the town administrator or his designee.

F. If the planning and zoning commission denies the application, applicant may appeal such decision to the board at a regularly scheduled meeting, as determined by the town administrator or his designee.

G. Approval. An approval for any Commercial or Multi-Family Site Plan review is good for 1 calendar year from date of approval. An applicant must obtain a building permit within that one-year time frame. Two 6-month extensions may be granted if approved by the Town Building Inspector or Planner in the Community Development Department. If a building permit is not issued within two years, the approval shall be considered lapsed and null and void. An applicant will have to reapply for a Site to Plan Review application.

Also to be included in section 16.16.020 – Schedule of Public Notification

A new row in the chart noting public hearings will indicate that a 15 notice of a public hearing before the planning commission is required.
Changes to section 17.78.040 A and 16.16.020 of the Silt Municipal Code

- requires a public hearing in front of the planning commission for a special use permit
- adds a 15 public hearing notification time frame for the hearing in front of the Planning Commission
17.78.040 Application—Public hearing—Enforceability.

A. An applicant desiring a special use permit shall submit a written application on forms supplied by the town and a fee. The board of trustees shall set the fee for special use permit per this chapter annually by resolution, or as often as necessary, in the board’s sole discretion. The town administration shall review the application and refer the same, with recommendations, to the planning and zoning commission. The planning and zoning commission shall consider the application and hold a public hearing at a regular meeting. The planning and zoning commission shall cause the application to be referred to the board, with the town administration’s recommendations and the recommendations of the planning and zoning commission.

B. A public hearing shall be held by the board after notifying the adjoining property owners of the subject property and after posting notice of such hearing at least fifteen days prior to such hearing in a public place in the community.

C. Following the hearing, the board shall issue its decision on the application. The board may approve, approve with conditions or deny the application. On any approval of a special use permit, the board may impose terms, conditions, limitations, restrictions and requirements as the board deems necessary, advisable or convenient. With any such grant, the board shall include specific provisions to assure the town’s enforceability of the special use permit provisions and the applicant’s continuing compliance with all of its terms, conditions, limitations, restrictions and requirements.

D. The applicant for special use permit or any other action under this chapter shall be responsible for all fees and charges incurred by the town in connection with such application, including, but not limited to, legal fees, planning fees, engineering fees, and filing or recording fees. In addition, the applicant shall submit a fifteen percent administrative fee based on the total of all consultant charges for the review of the special use permit application.

Additional change to Section 16.16.020 – Schedule of Public Notification

A notice of a public hearing with a 15 day notice in front of the planning commission shall be added to the existing notification chart for Special Use Permits.
Strike Through Exhibit

Establishing and Defining and the Open Space Zone District

- Expands section 17.12.010 by adding paragraph L establishing an open space zone district
- Expands section 17.12.020 by adding paragraph “L” by defining/describing the term Open Space Zone District
17.12.010 Zone districts established.

For the purpose of this title, the town is divided into eleven zone districts, designated as follows:

A. Agricultural-rural (AG) district;
B. R-1 low-density residential district;
C. R-2 general residential district;
D. R-3 high density district;
E. Planned unit development (PUD) district;
F. Public utility zone district;
G. B-1 general business district;
H. B-2 highway business district;
I. B-3 business-3 district;
J. Downtown mixed-use overlay (DMD) district; and
K. B-1 business-industrial district.

L. OS - Open Space Zone District

17.12.020 Description of districts.

A. Agricultural-Rural (AG) District. The main purpose of the agricultural-rural (AG) district is to provide for all the newly incorporated areas within the town of the size specified in this code and not otherwise designated for some other use, to be included in the AG zone district, as well as to promote the continued and new operation of agricultural operations important to the heritage of the community.

B. R-1 Low-Density Residential District. The R-1 low-density residential district is established as a district in which the principal use of land is for single-family dwellings in low density developments of between one and four dwelling units per acre. It is the intention of these regulations to discourage any use which would be detrimental to the single family residential nature of the areas included within the district.

C. R-2 General Residential District. The R-2 general residential district is established as a district in which the principal use of land is for residential purposes. A greater coverage of lot area and a medium density of between four and eight dwelling units per acre are encouraged in this district. It is the intention of these regulations to discourage any use which would be detrimental to the residential nature of the areas included within the district.

D. R-3 Residential/Manufactured/Modular/Factory-Built Housing High Density District. The R-3 residential/manufactured/modular.factory built housing district is established as a district to provide for single-family and multi-family residential development, and permanent manufactured, modular and/or factory built residences. It is the intention of these regulations to encourage any use that would promote the higher density of between eight and sixteen units per acre, and to discourage any use which would be detrimental to the residential nature of the areas included within the district.

E. Planned Unit Development (PUD) District. The planned unit development (PUD) district is established as a district to accommodate innovative design under unified control or unified plan of development for a number of dwelling units; residential, commercial, educational, recreational, or industrial uses; or any
combination thereof. It is the intention of these regulations to encourage development of this type when found to be in conformity with the town’s comprehensive plan.

F. Public Utility District. The public utility district is established as a district in which the principal use of land is for the construction, manufacture, storage and use of municipal facilities and public utilities. It is the intention of these regulations to establish areas within the town for facilities that serve the town with public services, including, without limitation, water and wastewater, irrigation water, maintenance shops, and administrative offices. This district shall encourage the logical expansion of such public services as the town requires due to growth.

G. B-1 General Business District. The B-1 general business district is established as a district in which the principal use of land is for retail sales and services to the consumer. It is the intention of these regulations to encourage the development and orderly expansion of the district with such uses and in such a manner as to provide ample parking and a minimum of traffic congestion.

H. B-2 Highway Business District. The B-2 highway business district is established as a district in which the principal use of land is for retail sales and services to the motoring public and other uses not requiring a centralized location, but which do require major highway frontage, comparatively large lot area, and carefully planned outdoor sales and/or open storage reviewed and approved by the town. It is the intention of these regulations to encourage the orderly development and expansion of the district with such uses and in such a manner as to provide ample parking space and a minimum of traffic congestion.

I. B-3 Business-3 District. The B-3 business-3 district is established as a district in which the principal use of land is for the fabrication, assembly and manufacture of goods and materials in conjunction with related retail and wholesale activities and services to the general public. It is the intention of these regulations to encourage the development and orderly expansion of the district with such uses and in such a manner as to avoid dangerous or unsightly land uses.

J. Downtown Mixed-Use Overlay (DMD) District:
   1. The downtown mixed-use overlay (DMD) district is established to allow for a transition over time from primarily residential uses in a particular area of town to compatible pedestrian oriented commercial, office, and personal service businesses. This district would be established as an "overlay zone district."
   2. An "overlay zone district" is one that allows all underlying zone district uses to continue while also allowing the new uses specified below, by special use only. Approval of a special use under this chapter shall have the effect of overlaying the existing zoning and thereby adding to and modifying the existing zoning regulations. If a conflict exists between the provisions of the existing zoning description and the special use approved, the regulation of the underlying zone shall apply unless specifically addressed in the provisions of the approved special use permit.
   3. The area defined as the downtown mixed-use overlay zone district is intended to increase the area of the historic downtown and includes most of the civic buildings in the community. By allowing nonresidential uses by special review, the intent is to create a live/work setting to promote small offices, cottage industries, low intensity service businesses and small-scale retail uses in close proximity to living areas. It is not the intent of this district to allow uses that require large parking areas, high-volumes of vehicular traffic or activities that are detrimental to the character of a mix of business and residential activities in the same neighborhood. Architectural character, parking areas, lighting, landscaping, non-motorized access and general business activity should reflect the original residential character of this district.

K. Business-Industrial (B-I) District. The business-industrial (B-I) commercial district is established as a district in which more intensive commercial uses may be instituted and/or kept, including but not limited to fabrication, manufacturing, assembly, processing of natural resources, storage yards and other uses.
L. **OS- Open Space Zone District.** The Open Space Zone District is established to provide adequate lands open to the public for active or passive recreational use as well as to protect those lands being used for purposes other than open space. This Open Space District is intended for public and quasi-public open space, parks and other related facilities.
MEMORANDUM

TO: Chairman Chris Classen and Members of the Town of Silt Planning Commission

FROM: Mark Chain, Planner

DATE: March 30, 2022

RE: Request for 2nd meeting in April

Last month I requested that we have a second meeting and you agreed. Unfortunately, a lot of these projects that are coming in or on the verge of coming in were not quite ready for discussion. I would like to make the same request again and that is to have a second meeting in the month of April.

Presently, we have a new PUD and sketch plan application for the old Divide Creek Center. That is the Rislende project which features an event center, some lodging and some other commercial and residential. The applicants gave a presentation to you last July on the project and it was well received. I am in the process of going to the application now. There’s a lot of information there and it would be hard to get through that in one meeting so I think this will help in the long run to make you familiar with many of the details. There also may be another project ready for discussion.

I’ll update you on the status of a number of projects under the Planner’s Report section of Monday evenings meeting.