

**TOWN OF YAMPA  
PLANNING COMMISSION AGENDA  
APRIL 23, 2025 – 6:30 pm**

To the Planning Commission of Yampa and to all Other Persons to whom it may concern:

Notice is hereby given that a Regular Yampa Planning Commission Meeting will be held on **Wednesday, April 23, 2025 beginning at 6:30 pm** in the Upstairs Board Room at Crossan's/Town Hall, 101 Main St., Yampa, CO. Agenda is subject to change up to 24 hours prior to the scheduled meeting.

Join Zoom Meeting  
<https://us06web.zoom.us/j/81229877591>  
Meeting ID: 812 2987 7591  
One tap mobile  
+17207072699,,81229877591# US (Denver)  
+17193594580,,81229877591# US

1. **Call to Order & Roll Call**
2. **Minutes – January 29, 2025**  
Consideration for approval of January 29, 2025 Regular Meeting Minutes
3. **Tamara Floyd – 172 Rich Avenue, Yampa**  
Review and recommendation on a 2-lot resubdivision of Lot 3, Block 8, Van Camp Addition located at 172 Rich Avenue
4. **Work Session on Zoning & Subdivision (Land Development) Code – Phase II**  
Work Session on Land Development Code Phase II
5. **Administrator's Report/Pending Matters:**
  1. Report on Pending/Potential Projects
    - a. Zoning Map
    - b. Other
    - c. Planning Commission By-Laws
6. **Adjournment**

**TOWN OF YAMPA  
PLANNING COMMISSION MINUTES  
January 29, 2025 – 6:30 pm**

**MEMBERS PRESENT:** Chairperson Cindy Ashley, Vice Chairperson Aaron Symons, Brian Ashley, Christine Manzanares and Aaron Werner.

**MEMBERS ABSENT:** Walker Montgomery

**EMPLOYEES PRESENT:** Treasurer/Planner Mary Alice Page-Allen

**AUDIENCE PRESENT:** Janet Ray; Gerald Smith; Ken Montgomery, Yampa Town Board; James Statezny, US Fores Service; Ben Strait, Strait Mechanical; Dan Neilsen (via Zoom), Lacy Trout and Joe Edwards, Yampa Fire Protection District; Walter Magill, Four Points Surveying and Engineering (via Zoom); Dick Robuck; Jeff Brooks; Tim Brooks.

The meeting came to order at 6:30 p.m.

Mary Alice advised that Diane Mahoney resigned as of January 23, 2025 and that Christine Manzanares is a voting member this evening.

**Nomination & Election of Officers**

Vice Chairperson Symons made a motion to nominate Cindy Ashley as the Chairperson in 2025. Commissioner Brian Ashley seconded the motion. The motion passed unanimously.

Commissioner Brian Ashley made a motion to nominate Aaron Symons as Vice Chairperson in 2025. Commissioner Manzanares seconded the motion. The motion passed unanimously.

**Sunshine Resolution P2025-01**

During the meeting, the Sunshine Resolution was presented for consideration, approval, and authorization. The resolution in question is P2025-01, which designates the Commission in accordance with CRS 24-6-402. It was noted that this resolution is posted downstairs at the entryway, specifically in the west-facing window. Additionally, it was advised that the resolution is also posted on the town website and at the post office as a courtesy. However, it was emphasized that the only required posting location is the place identified in the Sunshine Resolution.

Commissioner Ashley was curious about what would be involved in changing the legally required location to a digital format. In discussion, one potential issue raised was that if the internet were down, the agenda would not be accessible.

**Motion**

Commissioner Symons made a motion to sign Resolution P2025-01, A Resolution Designating a Place for Posting of Notices of Meetings of the Town of Yampa Planning Commission in Accordance with CRS§24-6-402. Commissioner Ashley seconded the motion. The motion passed unanimously.

**Yampa Fire Protection District – Annexation, Zoning & Sketch Subdivision – Appx 27245 Watson Creek Road, Yampa**

Mary Alice outlined the process noting that last November, the property owner, Julie Redman Drake, in coordination with the Yampa Fire Protection District, filed a petition for the annexation of a 4-acre parcel located directly west of town along Third Street and Watson Creek Road, at the southeast corner of a 40-acre tract of property. She stated that on December 4<sup>th</sup> the Yampa Town Board found the petition to be complete and scheduled a related public hearing on January 22<sup>nd</sup> for consideration under Colorado State statutory requirements, and the Town board approved the annexation request finding that the request met the statutory requirements. She stated that the annexation request also triggered the Town's related land use processes and, because it was filed and deemed complete in November, it is being considered under the old codes (Title 16 and 17). Mary Alice stated that the Planning Commission needs to review the proposed annexation and zoning designation applications and forward their recommendation to the Town Board, and consider the sketch subdivision plan and act on that application. She noted that the code criteria requires a zoning designation during the annexation process, and the request is

to designate the 4-acre parcel as Residential R1-A, which is the same as the adjoining property to the east. She added that fire district facilities are a conditional use under this zoning designation, like many similar public amenities, and will undergo subsequent review for a conditional use permit and major site plan.

Mary Alice added that, concurrent with the annexation, a subdivision for public purposes is being carried out through the county process as only a portion of the 40-acre tract is being annexed, and this will subdivide the property appropriately to form a single lot subdivision that can be considered under the Town's jurisdiction.

Dan Nielsen, President, Yampa Fire Protection District, provided an overview on the fire district's planning and design process to develop a new facility. He stated that the current facility does not meet the district's needs due to growth and new requirements from OSHA and the FDA. He stated that the fire district identified potential sites, considering water, sewer, and power availability, and negotiations with Julie Drake led to the agreement for acquisition of the 4-acre parcel for a true emergency services facility, including the fire district, ambulance, and potentially the Forest Service wildland fire crew. He noted that the preliminary planning stage involves assessing the necessary infrastructure improvements, funding considerations, and minimizing the impact on local taxes. He commented that the new facility aims to be aesthetically pleasing and cost-effective, addressing the limitations of the outdated Town-owned building currently occupied by the fire district. He stated that in addition to the previously discussed aspects, the Yampa Fire Protection District also considered other properties for the new fire station, noting that the district actually owns some additional property in Phippsburg, however, moving the station to Phippsburg would result in increased homeowners insurance costs for Yampa residents as it would change their ISO rating with insurance companies. Mr. Nielsen stated that the district board prefers to keep the facility in Yampa, adding that brief discussions were held with two other landowners, but responses were lukewarm and Ms. Drake was the only one enthusiastic about the project and willing to assist the district.

Commissioner Ashley expressed support for keeping the fire station in Town but raised concerns about using Watson Creek Road and Third Street for egress. He noted that while the Forest Service and the school district also use this route, they do not drive fire trucks on it.

Commissioner Symons inquired about the possibility of exiting on CR17. Mr. Nielsen stated that this option was ruled out due to complications such as the year-round presence of the Bird Ditch, which creates a wetland, and that accessing CR17 would require obtaining or purchasing an easement from another landowner. Mr. Nielsen noted that other property owners, such as Yampa Valley Ranch, were not enthusiastic or receptive to the proposal.

Jeff Brooks raised a concern about how the fire district plans to manage the field's irrigation, which floods numerous times a year, noting that this issue needs to be addressed as part of the overall planning for the new fire station.

Dick Robuck expressed his concern about having a fire station built behind his house, as it would obstruct his view. He mentioned that when he purchased the property, he was under the impression that the land behind his house could not be developed. He proposed relocating the fire station to an area near Snowden Park, where it would not impact the views of homeowners and would help avoid water-related issues, and the park could be utilized for egress.

Audience members raised several concerns regarding the proposed fire station:

1. **Water Tank Overflow:** There was worry about the water tank on the hill, specifically during an emergency overflow. The audience noted that overflow from the tank could flood the area being considered for the fire station.
2. **Main Access:** Questions were raised about the main access route to the proposed fire station site.
3. **Hazardous Waste:** Ditch owners expressed concerns about hazardous waste potentially contaminating the ditches. They emphasized that they do not want any hazardous materials entering the ditch systems.
4. **Water Diversion:** Audience members wanted to know where the water from the fire station would be diverted to, ensuring it does not negatively impact existing water drainage systems.
5. **Planning Commission and Town Board:** It was clarified that the Planning Commission and the Town Board are separate entities, with no overlapping members.

Gerald Smith asked what would happen if all the pieces of the plan do not come together and whether that would nullify the annexation. Mary Alice explained that the annexation would indeed be nullified in such a case as each step of the process relies on a subsequent consideration before documents can be recorded.

Walter McGill, Four Points Surveying and Engineering, who is providing surveying and engineering services for the fire district, provided additional information in response to the expressed questions and concerns. He mentioned that some of the inputs from the ditch were very helpful in understanding where the water is coming from. He explained that preliminary siting had been done, and depending on the final location and depth of the structure, the fire district would likely use a slab-on-grade foundation to minimize impact from site water issues in coordination with the installation of under drains to direct water away from the building. Mr. Magill stated that he believes that engineering solutions can address the water concerns and that a slab-on-grade foundation would work well for the fire station. He further elaborated on the emergency overflow and main access for the site, noting that the entire 40-acre parcel slopes mostly to the northwest, and the plan is to maintain natural water flows. He reviewed possible access routes include bringing a driveway from 4th Avenue and accessing from the south via County Road 17, with the need to cross the ditch with culverts for the roadway. He suggested that building the property on the dryer more upslope areas of the property would also serve to minimize groundwater issues. He mentioned that test holes would be dug to identify the best spots and solutions for construction with the aim to avoid continuous groundwater issues.

Mary Alice added that from a land use perspective, the entity overseeing the ditch would need to grant permission for any work within the ditch right-of-way in accordance with the rights therein, and the fire district would need to obtain the necessary permits for any improvements or culverts, ensuring they do not impair water rights. She added that these issues would need to be addressed to the satisfaction of the Town Board.

Mary Alice reviewed the staff report noting that it includes a review of Title 17 as it relates to the annexation and zoning designation which will be finalized by the Town Board by ordinance, adding that the future land use map identifies this area as a future growth area. She stated that the Planning Commission is being asked to consider the Residential R-1A zoning district for the site and make a recommendation to the Town Board. She outlined the subsequent steps that will be necessary to get to the stage where a building permit for the facilities can be approved that include finalization of the single-lot subdivision, a major site plan and conditional use permit. She added that what is being considered tonight are the initial steps that are crucial for the fire district to finalize the acquisition with general entitlements in hand for a future fire protection facility with the understanding that there is adequate water, sewer, and public road access to serve the site.

Chairperson Ashley confirmed that the questions about water and drainage issues for the proposed annexation location are secondary, and that the primary focus is on the actual annexation of the parcel and how things will proceed.

Mary Alice further explained that some questions asked this evening relate to protection of views. She noted that which the 40-acre tract is a designated growth area identified in the Comprehensive Plan, this parcel was the subject of considerable discussion regarding view and agricultural use protection and it was determined that clustering development in corners of the property would do so. She noted that the staff report outlines these considerations and, although there will be impacts on some adjacent neighborhood views, architectural and locational measures can minimize these effects. She added that the community has designated this as a growth area since 1995, and sensitivity to views and agricultural uses are essential elements per the Comprehensive Plan.

Mary Alice also provided an update on her past conversations with Julie Drake regarding the rest of the 40-acre parcel, noting that Ms. Drake is aware of the parcel's future growth area designation and participated in the 2023 Comprehensive Plan process. In response to a question asking for additional clarification, Mary Alice stated that the Comprehensive Plan discusses clustering houses on smaller lots with a density of one to two units per acre, rather than ten per acre as could be allowed in the R-1A zone district that overlays much of the Town, and avoiding impacting views and the irrigation channel capacity that serves the current agricultural uses on the site.

Forest Service District Ranger Jaime Stazeney, noting that the Forest Service property shares a corner with this property, stated that the report provides extensive information which is beneficial to the discussion. He mentioned the need for a more permanent solution to the Third Street right-of-way covered under a Forest Service Special Use Permit, and there are on-going discussions with Town staff on this.

Mary Alice advised that the same surveyor working on the fire district is also handling the parcel mentioned by Mr. Stazeney, and pointed out a 60-foot retention area intended for dedication across the south line of the Drake parcel.

Commissioner Ashley inquired about the size of the parcel being considered. Dan Nielsen replied that a study is being conducted to determine the fire district's current and future needs, with results expected by summer. Mary Alice added that the Town and the fire district have been working on funding for the district's project.

Commissioner Werner asked if the study would reflect actual needs rather than just wants. Laci Trout, Fire District representative, affirmed that the space issue necessitates the project and emphasized practicality, growth, and needs, noting that the intention is to have an ideal one-story volunteer fire station noting that the goal is not to establish a paid fire department.

Referring to the staff report, Mary Alice noted that it includes information related to agenda items A, B, and C, requesting the Planning Commission's recommendation on the annexation of the 4-acre parcel and its zoning designation. She also directed attention to issues surrounding the configuration of 4th Avenue, noting that the report provides two standards: either leave an easement for the westerly extension of Fourth Avenue which doesn't conform to the recommendation of the Comprehensive Plan to cluster development into the corners of the property or to do a turnaround or cul-de-sac within the annexation parcel. She added that the Planning Commission can recommend one or both of these options and look to the applicant and their professional design team to provide some options in this area.

### **Motion**

Commissioner Ashley moved to approve a recommendation that the proposed annexation of a 4.0-acre parcel of property located at approximately 27245 Watson Creek Road, Yampa be approved with the findings of fact that the proposal meets the standards of the Zoning Ordinance of the Town of Yampa, Colorado, is in conformance with the applicable goals and policies of the Yampa Comprehensive Plan, and preserves the health, safety and welfare of the citizens of the Town of Yampa subject to the following condition:

1. The Annexation Plat and any appurtenant documents shall be recorded concurrently with the Final Plat of the Yampa Fire District Subdivision.

Commissioner Symons seconded the motion. The motion passed unanimously.

### **Motion**

Commissioner Ashley moved to approve a recommendation to approve the proposed zone district designation on a 4.0-acre parcel of property located at approximately 27245 Watson Creek Road, Yampa to Residential One "A" District – General Residential (R-1A) with the findings of fact that the proposal meets the standards of the Zoning Ordinance of the Town of Yampa, Colorado, is in conformance with the applicable goals and policies of the Yampa Comprehensive Plan, and preserves the health, safety and welfare of the citizens of the Town of Yampa subject to the following conditions:

1. The approval of the rezoning shall be authorized and approved by an ordinance of the Yampa Board of Trustees, and such ordinance shall be recorded in the records of the Routt County Clerk and Recorder concurrently with the Final Plat of the Yampa Fire District Subdivision.
2. The effective date of approval of the zone district designation is the date of the recording of the Ordinance approving the rezone. Such approval shall expire in 24 months unless a building permit for construction of permanent improvements upon the property affected is applied for and received within said 24 months of the effective date of such approval, or, in the event such building permit is obtained within that period, if the work authorized by such permit is not commenced within 120 days of issuance of the permit, if the work is ceased for a period of 120 days or more at any time after work is commenced, or if the Board of Trustees does not renew the approval in accordance with the applicable provisions of Section 20 (E), Zoning Ordinance of the Town of Yampa.
3. A conditional use permit, major site plan and other approvals of the Yampa Land Development Code shall be obtained prior to the authorization of any building permit(s) related to the proposed development of the property for the Yampa Fire Protection District's use.

Commissioner Symons seconded the motion. The motion passed unanimously.

## **Motion**

Vice Chairperson Symons made a motion to approve the one-lot sketch subdivision plan on the 4-acre parcel of property located at approximately 27245 Watson Creek Road in Yampa subject to the findings of fact that The proposal meets the standards of the Zoning Ordinance of the Town of Yampa, Colorado, is in conformance with the applicable goals and policies of the Yampa Comprehensive Plan, and preserves the health, safety and welfare of the citizens of the Town of Yampa subject to the following conditions:

1. The subdivision plat shall include
  1. A westerly extension of 4<sup>th</sup> Avenue across the north line of the parcel that preserves the grid road network pattern of the Snowden Subdivision and the parcel reconfigured to have such cross the most northern portion of the parcel, or
  2. In conformance with the direction of the 2023 Yampa Comprehensive Plan guidance (pp. 32-33) that future residential development should occur in the northwest and southwest portions of the 40-acre tract to preserve the agricultural areas and views to the Flat Tops the internal circulation driveway shall tie into the platted 4<sup>th</sup> Avenue alignment of the Snowden Subdivision and a cul-de-sac or T-turnaround meeting the Town's road standards shall be developed adjacent to the westerly end of 4<sup>th</sup> Avenue.
2. Any exterior lighting on the parcel shall be downcast and opaquely shielded to minimize lighting impacts on adjacent uses and properties.
3. Any costs to extend or upgrade roads and utility services to serve the proposed development shall be the responsibility of the property owner and any such public improvements shall comply with the Town and State requirements and standards for the extension of such facilities.

Commissioner Werner seconded the motion. The motion passed with a vote 4 in favor, 1 opposed.

## **Strait Family Properties LLC – 440 State Highway 131, Yampa**

Mary Alice provided a review of the request for approval of the temporary use permit noting that the permit application has been pending for several months due to the fact that temporary use permits were not allowed under the old code, and this consideration was waiting for the adoption of the new code, under which they are entitled to request the permit. She stated that the construction trailer and storage unit are already on the site but have not been granted Town water service pending the approval of this permit. She referred to the site plan that shows a proposed mixed-use building on a parcel that is permissible under the commercial zone district. She noted that despite the irregular sequence of development, the new code allows for temporary use permits for construction trailers for one year, and the staff report cites applicable portions of the land development code. She stated that the proposed conditions for the temporary use permit include a land use application submission within the next six months and a one-year term from the submission of the mixed-use development application, adding that if such is not submitted within this timeframe, the construction trailer and storage unit must be disconnected from utilities and removed within 90 days.

Richard Strait provided an update, stating that they plan to start the mixed use project in late spring or early summer and they have already done some grading and placed a construction trailer on-site. He stated that an architect and civil engineer have been hired, and soil reports are complete, with their expectation that they will submit documents for a building permit within a couple of months. He outlined that the mixed-use development will consist of a 4,000 sq ft first floor for storage and office space, and a 1,000 sq ft second-floor apartment for personal use. Mary Alice added that the mixed-use development proposal will need Planning Commission approval and must go through the land use process before any building permits can be signed off, and the temporary use permit is tied to the land use application and the building program.

Commissioner Ashley expressed concern about the construction trailer being placed without permits. Mr. Strait explained that due to winter conditions, it was necessary to grade the land and place the trailer before snowfall adding that power was connected recently, and the site is being prepared for construction.

Mary Alice reiterated that the lack of an updated land use code had prevented permit issuance, and this is the first meeting since the new code's adoption. Commissioner Ashley emphasized the importance of following the rules.





**Town of Yampa**

**Planning Commission Agenda Item**

**MEETING DATE:** April 23, 2025

**AGENDA ITEMS:** Tamara Floyd - Review and consideration of a recommendation on a 2-lot resubdivision of Lot 3, Block 8, Van Camp Addition located at 172 Rich Avenue

**PRESENTED BY:** Mary Alice Page-Allen, Town Planner

**ATTACHED:** Existing Conditions Plan  
Subdivision Plat

**BACKGROUND REVIEW:**

The Applicant, Tamara Floyd, has filed a request to subdivide an existing 0.46-acre lot in Block 8, Van Camp Addition, into two (2) lots. There is an existing 1,356 sq. ft. residence and 368 sq. ft. shed located on the eastern portion of the existing lot. It is proposed to retain a 0.27-acre (11,761 sq. ft.) lot with this residence and create a new 0.19-acre (8,276 sq. ft.) building lot to the west.

There are existing water, sewer and electrical services to the site. New taps will be needed to serve the new west lot, but such are available either in 2<sup>nd</sup> Street (water and electricity) or the adjacent alley to the west (sewer). The lot sizes and proposed configurations meet the dimensional standards of the Residential R-1A zone district including all setbacks for the existing structures located on the site. Existing fences encroach into the public road right-of-way on the north side of the property, and any replacement or new fencing will need to be done within the property boundaries in conformance with the Town's land use standards.

Agency referrals were made to Public Works, the Yampa Fire Protection District, Yampa Valley Electric Association and Routt County Addressing. The only comments received to date are that the new lot will be addressed from 2<sup>nd</sup> Street. Additionally, notices to surrounding property owners, posting of the property and publication of a legal notice of the meetings associated with the application were completed, and no comments have been received to date.

**COMPLIANCE WITH THE YAMPA COMPREHENSIVE PLAN**

While the Comprehensive Plan (Plan) contains numerous policies regarding land use, the following has been selected to highlight those directly applicable to this application. Interested parties are encouraged to review the Plan to determine if there are other policies that may be applicable to the review of this application.

**Chapter 4 – Land Use & Sustainable Growth**

Complies		Section	Standards
Yes	No		
		LU Goal 1	<b>Promote sustainable growth that preserves Yampa’s historic, small-town character, makes efficient use of land, and supports development of a vibrant downtown center along Moffat Avenue and Main Street</b>
√		LU Policy 1.3	Encourage and facilitate infill development of vacant and underutilized parcels in Town, which are located within close proximity to existing infrastructure and Town services. <i>Staff comment: The 0.46-acre parcel is a large lot and under this 2-lot resubdivision proposal will create lots that will remain substantially sized within an existing residential neighborhood of the same general character. All utilities are adjacent to the property.</i>
		LU Goal 4	<b>Increase housing opportunities to add 50 – 90 additional residential housing units to the Town of Yampa community over the next 10 years, targeting construction of an average of 4-9 new homes per year</b>
√		LU Policy 1.3	Infill residential development on vacant and underutilized lots in Town, and annex identified Future Growth Areas outside Town boundaries for additional residential housing. <i>Staff comment: The parcel being subdivided is large and underutilized as well as being an infill opportunity for an additional residential unit.</i>

**COMPLIANCE WITH THE LAND DEVELOPMENT CODE OF THE TOWN OF YAMPA, COLORADO**

While the Land Development Code of the Town of Yampa, Colorado (LDC) contains numerous regulations regarding land use, the following has been selected to highlight the regulations directly applicable to this application. Interested parties are encouraged to review the LDC to determine if there are other regulations that may be applicable to the review of this application.

**Section 6-4-8 – Resubdivision**

Complies		Section	Standards
Yes	No		
		<b>A.</b>	<b>General Provisions</b>
			A resubdivision is required for any request meeting the definition of Resubdivision in Chapter 16, Definitions, to amend or revise a recorded plat that would not be defined as another type of subdivision within this Chapter 4, Subdivision Application Types.
		<b>B.</b>	<b>Review Procedures</b>
			Review procedures required for a temporary use permit are set forth in Table T-2.1, <i>Application Types and Processes</i> .
		<b>C.</b>	<b>Post Approval</b>
		a.	General post approval steps are outlined in Section 6-2-2(l), <i>Post Approval Procedures</i> .

- b. Any condition(s) of approval shall be met and verified by the Town Planner within a reasonable period of time.
- c. Upon approval of the resubdivision and compliance with any conditions of approval, the applicant shall submit to the Town a final copy of the resubdivision plat to be signed by the Planning Commission Chairperson and the Mayor. The Town shall record the fully executed subdivision plat, corresponding resolution, and any agreements between the developer and the Town with the Routt County Clerk and Recorder's Office.
- d. The final versions of all plans, studies, construction documents, and other documents reviewed in connection with the resubdivision shall be finalized, as needed, and filed with the Town of Yampa Town Clerk.

**D. Approval Criteria**

- √        \_\_\_\_\_

a. The proposed subdivision complies with all applicable requirements for the zone district(s) in which the property is located; *Staff comment: The two lots meet the applicable requirements of the Residential R-1A zone district including the existing uses and dimensional standards.*
- √        \_\_\_\_\_

b. The proposed subdivision substantially conforms to all other applicable requirements of this Code and Town ordinances, resolutions, and policies, including technical standards and specifications; *Staff comment: An analysis of the applicable subdivision standards is included herein. Other than the existing fence encroaching into the 2<sup>nd</sup> Street public road right-of-way, no nonconformance with any Town standards have been identified.. A condition is included below that stipulates that a plat note is included that any replacement or new fencing within the property shall be located within the property boundaries in accordance with the applicable Town code requirements.*
- √        \_\_\_\_\_

c. Adequate capacity of water and wastewater utilities are available to serve the entire subdivision and development; and *Staff comment: Water and sewer is available directly adjacent to the site, and the Town has adequate capacity to serve the additional lot proposed under this application.*
- √        \_\_\_\_\_

d. The proposed subdivision is consistent with the applicable portions of the Comprehensive Plan. *Staff comment: See the analysis herein.*

**Section 6-16-2 – Definitions**

Complies		Section	Standards
Yes	No		
		<b>F.</b>	<b>P-R</b>
<u>  √  </u>	_____	45.	Resubdivision: Division of lot(s), parcel(s), or tract(s) that are already part of an existing subdivision within a platted subdivision <i>Staff comment: This property is an existing platted lot within the Van Camp Addition.</i>

**STAFF RECOMMENDATION FOR APPROVAL:**

**RESUBDIVISION**

Findings of Fact:

1. The proposal meets the standards of the Land Development Code and preserves the health, safety and welfare of the citizens of the Town of Yampa.

Subject to the following conditions:

1. The Final Plat of the resubdivision shall be recorded with the Routt County Clerk and Recorder's Office within one (1) year of the Town Board's approval unless an extension of such time has been approved in accordance with the Land Development Code.
2. A plat note shall be included on the Final Plat that any replacement or new fencing within the property shall be located within the property boundaries and constructed in accordance with the applicable Town code requirements.

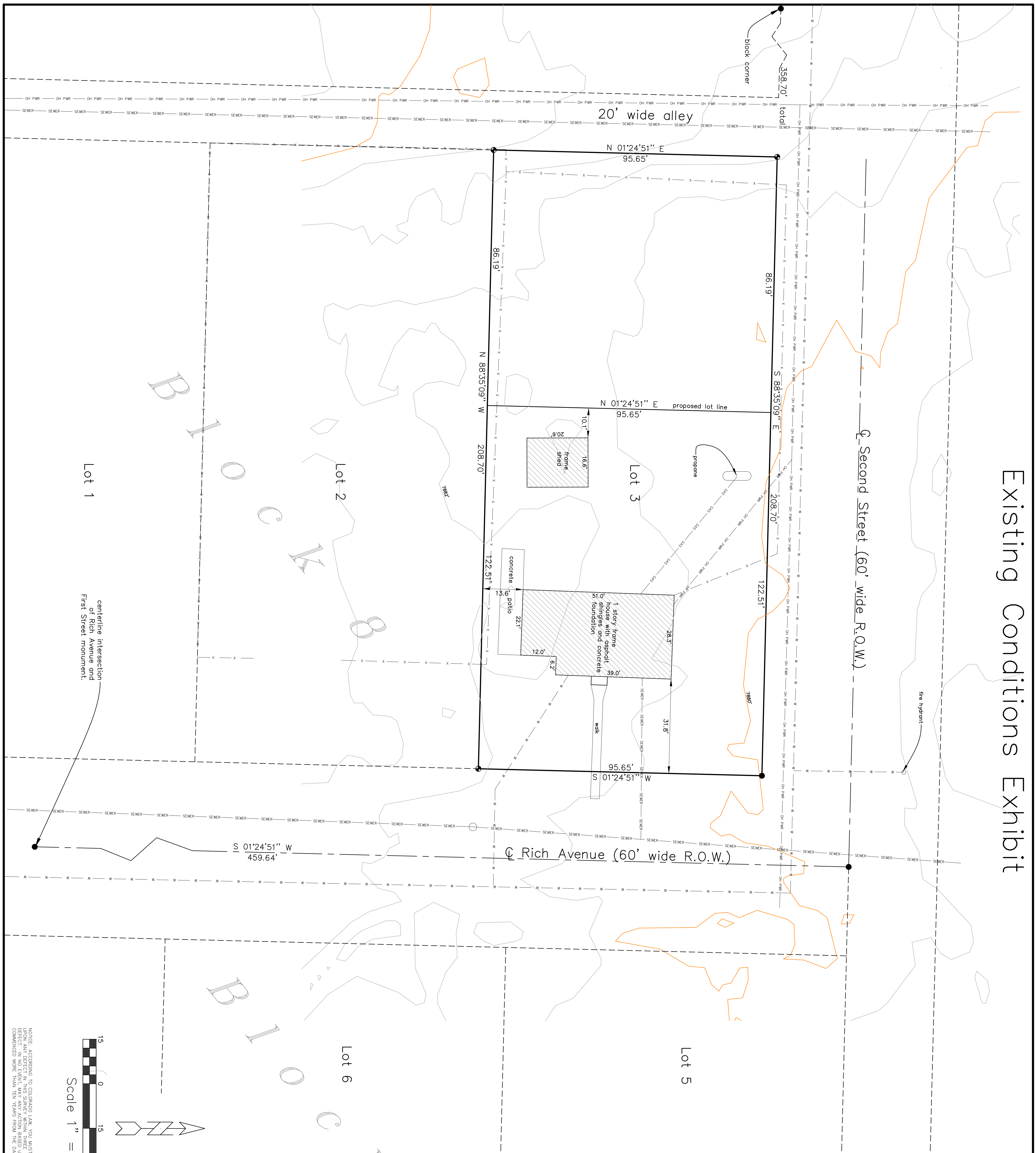
# Existing Conditions Exhibit

## LEGAL DESCRIPTION

Lot 3, Block 8,  
Van Camp's Addition  
to the Town of Yampa,  
Routt County, Colorado,  
172 Rich Avenue

## LEGEND

- Indicates a capped #9 rebar marked LS 13221 found flush to the ground and accepted, unless otherwise noted.
- △ Indicates an uncapped #5 rebar monument found flush to the ground and accepted, unless otherwise noted.
- Indicates a capped #5 rebar marked LS 17651 set flush to the ground, unless otherwise noted.
- Indicates an angle point, no monument found or set.
- Indicates measured bearings and ground distances in feet.
- S 89°58'00" E  
428.56' Indicates an underground sewer line.
- — — — — Indicates an underground water line.
- — — — — Indicates an underground natural gas line.
- — — — — Indicates an underground telephone line.
- — — — — Indicates an underground electric line.
- — — — — Indicates an overhead electric line.
- ▨ Indicates a building.
- ▨ Indicates a concrete sidewalk.



## NOTES

- 1' contour interval data was developed from an actual field survey and LIDAR data.
- All contour data is based on GP-STMBT considered to be 6892.32' msl NAVD 85, GSD0 12A, US Survey Feet.
- Measured bearings and distances are identical to the bearings and distances as shown on the D&D Inc. Block and Town Boundary Plat.

## LAND SURVEYOR'S CERTIFICATE

I, Thomas H. Effinger, Jr., being a Registered Land Surveyor in the State of Colorado, do hereby certify that this Existing Conditions Exhibit, as prepared for Tomara Floyd were prepared by me and under my supervision and that both are correct to the best of my knowledge.

Dated this \_\_\_\_ day of \_\_\_\_\_ AD, 2025.

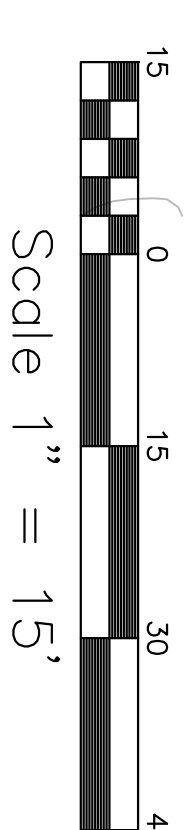
Thomas H. Effinger, Jr.  
Colorado Professional Land Surveyor  
No. 17651

## E&F Associates

P.O. Box 771985, Steamboat Springs, CO 80477, Surveyors

## Existing Conditions Exhibit

Client: Tomara Floyd  
Drawing name: LBBVC-EXCond  
Drawn by: TE  
Date: 2-12-25 Revised:



NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY PROJECT OF THIS SURVEY WITHIN THE STATE OF COLORADO WITHIN SIXTY (60) DAYS OF THE DATE OF THE CERTIFICATION SHOWN HEREON. COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

# FINGER ROCK SUBDIVISION

LOCATED IN

Lot 3, Block 8, Van Camp Addition to the town of Yampa,  
in Section 10, T.2 N., R.85 W. of the 6th P.M.,  
Town of Yampa, Routt County, Colorado.

## CERTIFICATE OF DEDICATION AND OWNERSHIP

## SURVEYORS CERTIFICATE

Know all men by these presents that Tamara Anne Floyd owner of the land described as follows: Lot 3, Block 8, Van Camp Addition to the town of Yampa in Section 15, Township 2 North of Range 95 West of the 6th P.M., Routt County, Colorado containing 0.46 acres more or less in the Town of Yampa, Routt County, Colorado, under the name and style of FINGER ROCK SUBDIVISION, has laid out platted and subdivided same as shown on this plat, and by these presents does hereby irrevocably dedicate to the perpetual use of the Town of Yampa, State of Colorado, the utility and snow storage easements as shown hereon for the installation and maintenance of public utilities and other snow storage materials, in the easement area, which could impair their use as provided in this dedication.

I, Thomas H. Effinger, Jr., being a registered Land Surveyor in the State of Colorado, do hereby state that this plat and survey of FINGER ROCK SUBDIVISION was made by me and under my supervision and that both are correct to the best of my knowledge. Steel pins were set or found as noted at all boundary corners per C.R.S. 38-51-101.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2025

\_\_\_\_\_  
Thomas H. Effinger, Jr.  
Colorado Professional Land Surveyor  
Reg. No. 17851

### TOWN OF YAMPA, MAYOR'S APPROVAL

The within plat of FINGER ROCK SUBDIVISION, is approved for filing this day of \_\_\_\_\_, 2025. The dedication of the public ways being satisfactorily completed to the city specifications, or as approved by the sub-divider shall the Mayor of Yampa, Colorado accept said dedication of public ways by resolution and duly record such acceptance.

By: \_\_\_\_\_  
Robert A. Symons  
Mayor of the Town of Yampa

Attest: \_\_\_\_\_  
City Clerk

### ATTORNEY'S CERTIFICATE

The undersigned attorney licensed to practice law in the State of Colorado certifies that as of \_\_\_\_\_, the persons dedicating the real property described herein are the owners of the land and are of legal age and sound mind and are competent and of legal age and sound mind and are not under any legal disability, except for those listed herein and for the lien for any unpaid taxes which may be due but not yet delinquent.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

(Signature) \_\_\_\_\_  
Colorado Lawyer # \_\_\_\_\_

### CLERK AND RECORDERS CERTIFICATE

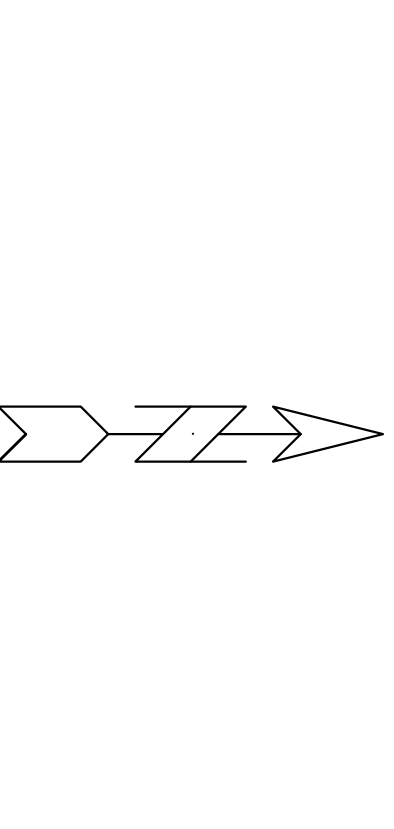
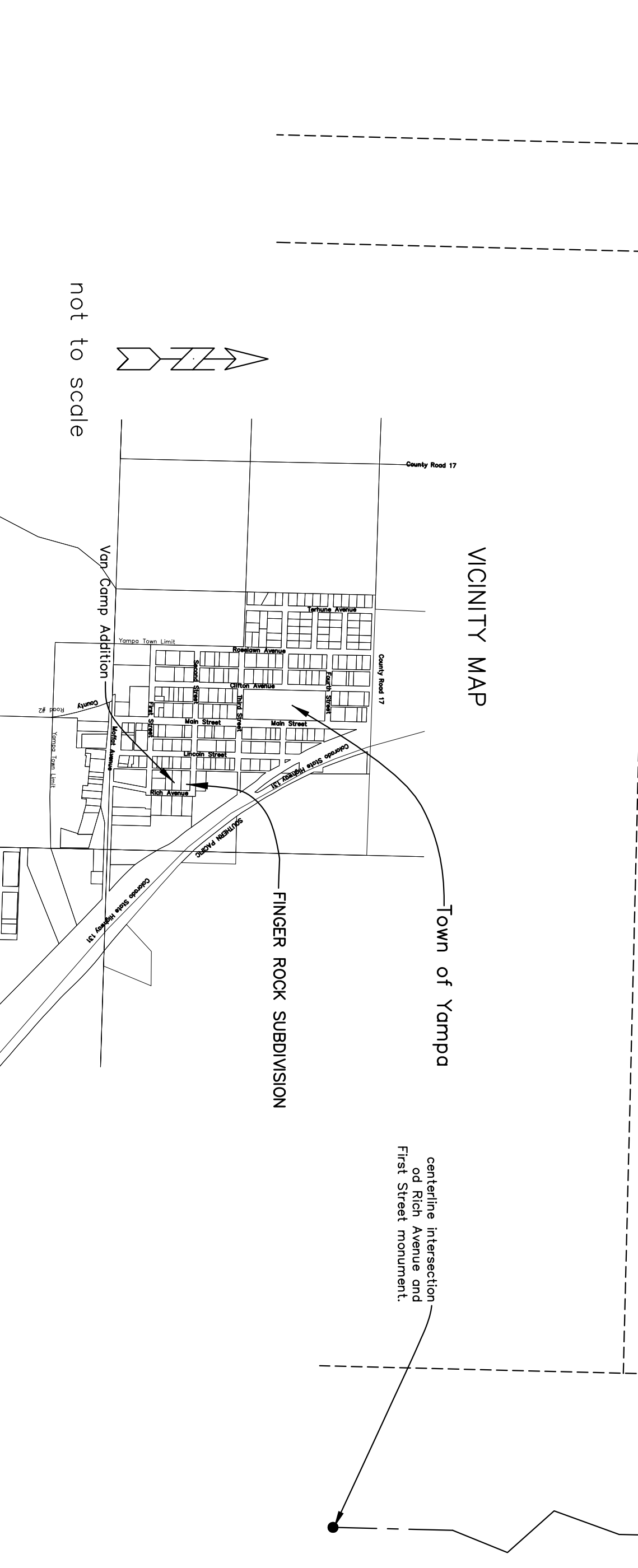
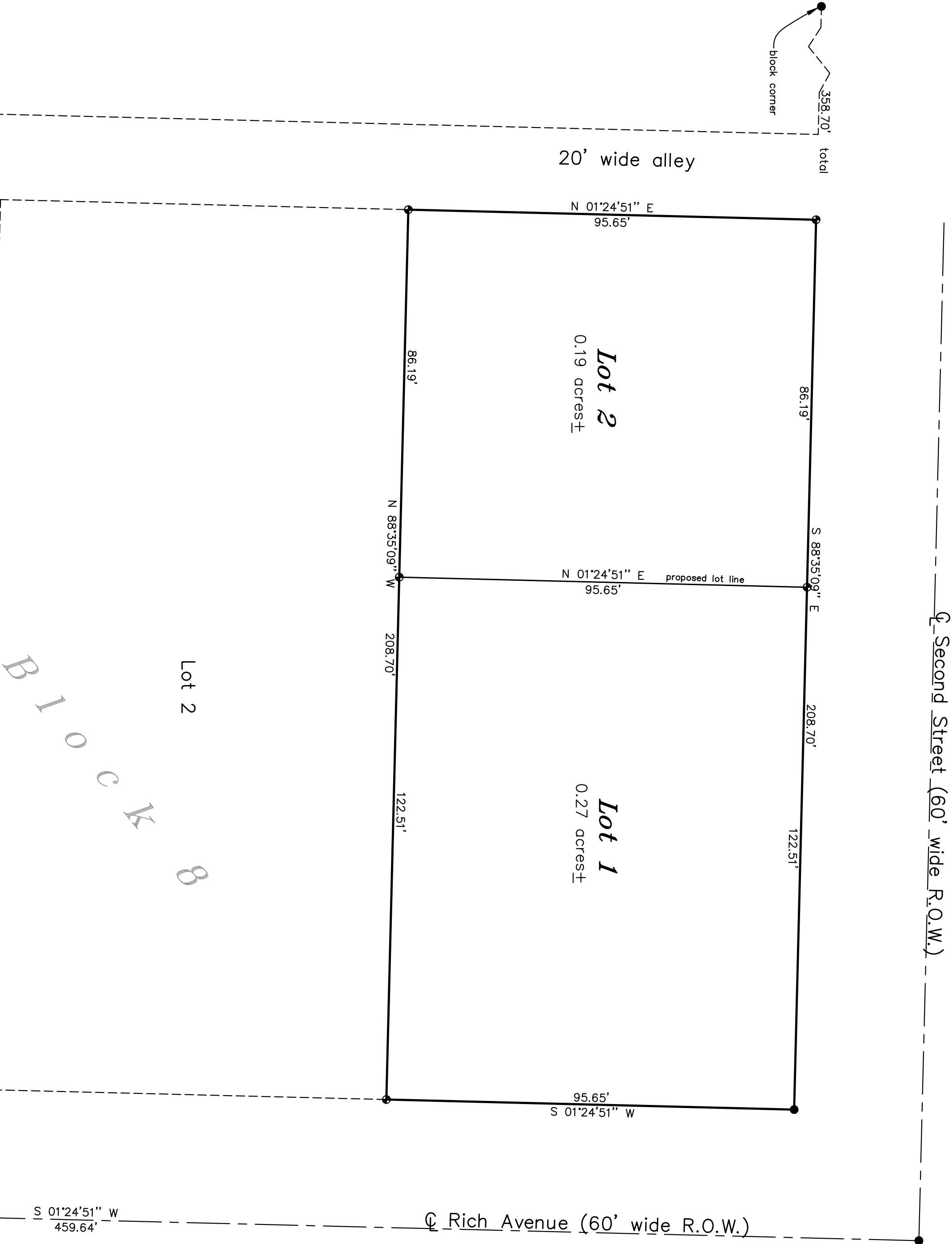
This plat was accepted for filing in the office of the Clerk and Recorder of Routt County, Colorado this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2025, at File Number \_\_\_\_\_ and Reception Number \_\_\_\_\_.

\_\_\_\_\_  
Larry Thomas  
Routt County Clerk and Recorder

### CONSENT OF TRUST DEED BENEFICIARIES

Each of the undersigned, being the beneficiary under that certain trust deed encumbering the premises subdivided herein, said deed of trust being recorded at Reception No. \_\_\_\_\_, Routt County Records, expressly consent to and join in the plating and subdivision herein shown, consent to and join in the dedication of the easements shown hereon and hereby subordinate the interests of the undersigned existing by virtue of the aforesaid trust deed to the plating and subdivision shown hereon and to the aforesaid dedication.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
State of \_\_\_\_\_ ) ss  
County of \_\_\_\_\_ )  
The foregoing Consent of Trust Deed Beneficiary was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2025, by \_\_\_\_\_  
My commission expires: \_\_\_\_\_  
Witness my hand and official seal.  
\_\_\_\_\_  
Notary Public



Scale 1" = 20'

All bearings based on the monumented centerline of Rich Street between Second Street and First Street considered to be S 01°24'51"W.

### LEGEND

- Indicates a capped #5 rebar marked LS 13221 found flush to the ground and occupied, unless otherwise noted.
  - △ Indicates an uncapped #5 rebar monument found flush to the ground and occupied, unless otherwise noted.
  - Indicates a capped #5 rebar marked LS 17851 set flush to the ground, unless otherwise noted.
  - Indicates an angle point, no monument found or set.
- S 89°38'00" E 428.56'

NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT OR WITHIN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREIN.

<b>E&amp;F Associates</b>	
Finger Rock Subdivision	
P.O. Box 771965	Steamboat Springs, CO 90477
Client: Tamara Floyd	Surveyors
Drawing name: FingerRock	
Drawn by: TE	Date: 1-10-25
	Revised:

# Town of Yampa Land Development Code

April 17, 2025



We're almost there!! Hang on just a little longer and I promise we'll get to the end! As we gear up for our next work session on April 23rd, we wanted to provide some additional background and context to what we'll be focusing our conversation on. We'll be focusing on the architectural design standards to ensure we've struck the proper balance for each type of project. This memo has references to the applicable sections of the LDC and we would encourage everyone be familiar with the proposed regulations prior to coming to next week's meeting.

## Overview of Changes/Amendments:

### 1. Various Tables Throughout LDC.

You'll notice some of the tables look a little different. This is because we had to amend the tables to comply with new(ish) ADA compliant guidelines to be published on a website. This requires that no cells be "merged" and that all cells have content within them. The tables most effected by this were the Application Review Table (Sec. 6-2-3) and the Dimensional Standards Table (Sec. 6-5-5).

### 2. Multiple amendments were made throughout Ch. 16 Definitions.

- "Affordable Housing" was amended to reference "Yampa Housing". Yampa Housing was added and defined.
- The graphic used to illustrate building height was amended to properly reflect the change in definition of Building Height.
- "Net Floor Area" was defined.
- "On-Site Wastewater Treatment System" was added and defined.
- "Conditional Use" and "Conditional Use Permit" were added and defined.

Additionally, various minor clerical and technical edits were made throughout this chapter to reflect what we've been hearing. You may recall one of my early statements that a LDC is only as good as the definitions section. Please review and let us know if there are clarifications or other amendments needed.

### 3. Amended References to "Yampa Housing" in the PUD section.

Since the guidance was to amend Chapter 10 to be "Yampa Housing", references within various sections of the LDC had to be amended, too.

### 4. A variety of amendments were made to Chapter 10 Yampa Housing.

First and most obviously, the name of the Chapter was changed. Throughout the Chapter, where there were references to "Affordable Housing", this was replaced with "Yampa Housing". However, in some instances this was awkward and unclear, so we also started using the term "Community Housing" when we were referring to specific units. Lastly, there were gaps and missing content under Sec. 6-10-4 Incentives and we filled in those gaps with standards and recommended language. This is one area we'd like to have feedback so we can make sure the types of and amount of incentives proposed are appropriate for the Town. As proposed, the list of incentives includes: Expedited Review Process, Waivers and Reductions from Design Standards and Dimensional Standards, Third Floor Allowance, Lot Coverage Increase, Parking Reduction, Landscaping Reduction, and reductions in water/sewer tap fees and/or land use application fees.

### 5. Architectural Design Standards, Historic Design Standards, and Downtown Overlay Standards.

The majority of the remaining significant edits were related to the intersect and relationship between these three areas of the LDC. Because of the importance of these areas, we will try to lay out the general approach and structure here, but will plan on spending an appropriate amount of time next Wednesday talking through this so everyone is comfortable with what these sections are, and are not, requiring.

## Attachments:

1. LDC Redline Draft dated April 16, 2025
2. LDC Clean Draft dated April 16, 2025

Additional materials may be forwarded before the meeting, but you would not be expected to have read it.

## Overall Structure

Through the course of the project, we have attempted to strike a balance in regulations (sticks) and incentives (carrots). It's been clear that the Town wants to incentive Yampa Housing units and respectfully honoring the communities history through architectural design guidelines. However, the Town also wishes to hold those developments and redevelopments located within the Downtown Overlay district to a higher design standard than in other parts of the town. After conducting a number of community engagement events, work session activities, and focus group conversations, we feel we have a pretty good grasp of the right balance between these competing interests. A balance that will allow for creativity and flexibility, will honor and respect the historical context of the Yampa Valley, will set the bar for design within the downtown area, and will offer opportunities for property owners to implement historic design practices to gain recognition and funding support for those efforts.

What follows is an attempt to outline the framework related to design standards at a high level. We will take a deeper dive into the reasons why this framework was chosen and how we incorporated the wonderful feedback we received from the focus groups and our work sessions at next week's presentation.

### Architectural Design Standards (Sec. 6-8-1)

- (A) Residential Design:** Applicable to all residential developments everywhere in Town and are requirements.
- (B) Multi-Family, Non-Residential, and Mixed-Use:** These, too, are applicable everywhere in Town proposing these uses.
- (C) Historic Design Standards:** These are applicable only to historically designated buildings and are required in addition to other standards from (A) or (B). Lastly, compliance with the Historic Design Standards are also required in the Downtown Overlay District (6-8-1(C)).
- (D) Architectural Design Guidelines:** This section allows the Board to adopt Architectural Design Guidelines that will allow the opportunity to expand on the intent and purpose of these standards, provide context to the requirements, and provide examples of how compliance can be achieved. (More to come on this section later)

### Downtown Overlay - Architectural Design Standards (Sec. 6-5-4(B) d (1))

- (a) Updated Purpose Statement:** This provision was added to clarify the intent of the provisions and specifically acknowledge that the purpose of the Overlay district is to create a cohesive and consistent design pattern that respects and acknowledges the historic design characteristics of South Routt County all while fostering creativity and flexibility in the interpretation and application of the standards.
- (c) Residential Structures** This section simply states that any new, renovated, or remodel residential structure located within the District must develop in accordance with the architectural design standards set forth in Sec. 6-8-1(C), the Historic Design Standards. An important thing to note is that there are additional standards that are proposed in this section which would also have to be complied with - Enhanced Street Edge and Color Palette. There could be more or less, depending on the Town's appetite.
- (d) Multi-Family, Non-Residential, and Mixed-Use Structures:** This section is very similar to the Residential Structures section in that it references the Historic Design Standards section as being required for development, redevelopment, remodels, or renovations to existing buildings within the Downtown Overlay. Similarly, additional standards may be applied in a similar manner as the Residential Structures section.
- (f) Compliance:** Subsection (f) states that compliance with these architectural standards would be determined by the Town Planner through either the Major or Minor Site Plan process. This is an overarching provision that simply clarifies who is responsible for determining compliance and what process it utilizes. Therefore, architectural review is not a separate review process, it will be included within a site plan review process, keeping the processes streamlined, simplified, and applicable.

While right now both the Residential Structures and Multi-Family, Non-Residential, and Mixed-Use Structures refer to the Historic Design Standards, specific provisions applicable to the Downtown Overlay can be inserted without causing other links or references within the code to break or become dysfunctional.



## Architectural Design Guidelines

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As mentioned earlier, we are proposing to include Architectural Design Guidelines to be an integral part of this package to achieve the desired outcomes. We anticipate to be able to share a draft of these guidelines with you on the 23rd, but for now, a brief narrative overview will have to do.

The purpose of the guidelines will be to further explain and provide context to the broad and general standards in the framework just outlined. Furthermore, this will give an opportunity to include pictures and images that are representative of features, designs, and other articulations that would be considered compliant with the design standards whether it be in the broader Architectural Design Standards section, the Historic Design Standards sections, or the Downtown Overlay sections. We anticipate the outline of the guidelines to very closely follow that of the code sections we just walked through and referenced so a user can easily jump between one document and the other - they will be cross-referenced as well. Furthermore, each standard stated in the LDC will be stated in the guidelines followed by a brief narrative and additional context to guide the homeowner, builder, developer, or business owner in successfully meeting the standards for their project. Next, each standard will include 3-6 pictures or images that help illustrate a sample of design features generally consistent with the standards.

While these Guidelines will be adopted by the Board, it will be done outside the LDC to ensure simpler means of updating and amending the document into the future.

## Yampa Housing Guidelines

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As you'll see in Chapter 10, Yampa Housing, there are a number of references to "Yampa Housing Guidelines". These are purposeful and, similar to the design guidelines, these are additional guidelines that will provide a lot more detail in the data, policies, and other procedures necessary to implement, administer, and enforce the Yampa Housing Regulations adopted in the LDC. Being outside of the LDC, this allows more flexibility in adjusting AMIs each year, procedures for administering a lottery process, or what legal provisions need to be within deed restrictions enforced by the future housing coordinator, to provide a few examples.

Since there is a regional effort to hire a person who will be responsible for a majority of these procedures, we anticipate the Yampa Housing Guidelines to be amended and adjusted pretty soon, so we're not putting a ton of effort into developing specific provisions for Yampa, but rather, to ensure that the major gaps are filled, and a framework is created and available to help the individual be successful once they are able to take over this project.

We hope to have a rough draft of this document with some identified gaps to show you on the 23rd as well.

## Handouts and Guides

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We are creeping ever so closer to the final LDC document. The team here at CPS is excited to have the draft to the point it is right now and we feel that it has adequately accomplished what we set out to do. Of course, we certainly missed something along the way and we made assumptions that are wrong, but all in all, the product is something our team is proud to have participated in. We hope you're proud of the product as well! It will be exciting to take it for a test drive and see where all the rattles and loose screws are, but that is to be expected with a complete overhaul of the LDC.

As we move towards the final tasks of the project, we're beginning to set our sites on the handouts and guides we'll develop. In discussing these with staff, our current list includes:

1. Accessory Dwelling Units
2. Short Term Rentals
3. How to Use the Code
4. Development in the Downtown
5. Single Family Guide w/ accessory buildings
6. Fences
7. Navigating the Historic Designation Process

What other handouts or guides do you think would be beneficial to provide the general public? Once we have a complete list, we'll work with Mary Alice to prioritize the list and we'll do as many as our available budget allows.