



MEMORANDUM

TO: PRE18-0290; Case File, pre-application
DATE: November 15, 2018
FROM: Kris Ranslem, Planning Technician
SUBJECT: Pre-Application Meeting prior to submitting
Resubdivision Application

Attendees:

Leslie Hansen, Applicant
Melissa Watt, Applicant
Michael Watt, Applicant
Carson Watt, Applicant
Kim Ogle, Planning
Mike McRoberts, Public Works
Kris Ranslem, Planning

On Thursday, November 15, 2018 an informal discussion took place at the Greeley Administrative Offices Conference Room regarding a proposed resubdivision. (The legal description is Lot 5 Antelope Hills, 1st Filing; Part of Section 13, T6N, R67W of the 6th P.M.; Situs Address is 33766 Cliff Road)

Background Information:

The applicant is proposing to subdivide the property into 2 equal parcels. The applicant's elderly mother currently resides with the applicant in the existing dwelling and a second dwelling will be built for the applicant's daughter and her family so the daughter can assist with elderly care while the applicant is at work. USR16-0046 for second dwelling has been permitted for the site and has not been completed addressing conditions of approval or submitting a map for recordation. The goal is to end up with a dwelling on each parcel.

Building Department

Staff was unavailable; however please contact Jose Gonzalez at 970-400-3540 for further direction.

Building permits may be required, per Section 29-3-10 of the Weld County Code. Currently the following has been adopted by Weld County: 2012 International Residential Code, 2012 International Building Code, 2012 International Mechanical Code, 2012 International Plumbing Code, 2012 International Plumbing Code, 2012 International Fuel Gas Code, 2006 International Energy Conservation Code, and 2017 National Electrical Code.

A building permit application must be completed and two complete sets of engineered and architectural plans bearing the wet stamp of a Colorado registered engineer or architect must be submitted for review for each structure.

Building permit requirements can be found on the web-site link below:

https://www.weldgov.com/departments/building/building_permit/construction_handouts_more_information/

Health Department

Staff was unavailable; however please contact Lauren Light at 970-400-2211 for further direction.

Sewage disposal information: Include in application how sewage disposal will be accommodated. If using a septic system provide a copy of the septic permit. Either utilize the County website

www.co.weld.co.us/maps/propertyportal/ or call (970-304-6415) or stop by EH front counter and request a copy.

Potable water information: Include in application how potable water will be provided. Provide a will serve letter or water bill from the water district or provide a copy of well permit.

Public Works

Cliff Road is a paved road and is designated on the Weld County Functional Classification Map (Code Ordinance 2017-01) as a(n) local road, which requires 60 feet of right-of-way. The applicant shall delineate on the site map or plat the future and existing right-of-way and the physical location of the road. If the right-of-way cannot be verified it shall be dedicated. Pursuant to the definition of setback in the Weld County Code, Chapter 23, Article III, Section 23-3-50, the required setback is measured from the future right-of-way line. Be aware that physical roadways may not be centered in the right-of-way. This road is maintained by Weld County.

Per Chapter 12, Article 4, Section 12-4-30.B, a Weld County Right-of-Way Use Permit is required for any project that will be occupying, constructing or excavating facilities within, and/or encroaching upon, any County rights-of-way or easement. Right-of-Way Use Permit instructions and application can be found at <https://www.weldgov.com/departments/publicworks/permits/>.

Weld County will not replace overlapping easements located within existing right-of-way or pay to relocate existing utilities within the County right-of-way.

Access for the new lot was discussed during the Pre-Application meeting. Public Works determined that a new access would be acceptable providing it meets the minimum local road spacing criteria and local road geometric design listed in Tables 12A.2 and 12A.4.1 below.

Table 12A.2 Minimum Access Spacing Criteria (Feet)

Access Element	Arterial	Collector	Local
Distance between intersections			
Signalized	2,640	N/A	N/A
Unsignalized	1,320	1,320	330
Distance between accesses and intersections	660	660	330
Distance between access points	660	330	150
Distance between access points in subdivisions	660	330	75

Per Chapter 12, Article 5, Section 12-5-30, an Access Permit is required for access to Weld County maintained roadways. We strongly encourage you to discuss your access with Public Works prior to laying out your site plan to ensure the approved accesses are compatible with your layout. Per Chapter 12, Article V, Section 12-5-30. F, when feasible, there shall be no net increase in the number of accesses to a public road. Minimum access spacing widths are shown in Weld County Code Appendix Table 12A-2. Please refer to Chapter 12 of the Weld County Code for more information regarding access.

12A.4.1 Geometric Design

Type of Land Use	Access Width	Access Radii
Single-Family Residential	20-24 ft. wide	25 ft. minimum
Commercial/Industrial	24-36 ft wide	60 ft. minimum

Tracking control may be required during construction.

Per Chapter 20, Article I, Section 20-1-90, any person commencing development may apply for credit against impact fees otherwise due, up to but not exceeding the full obligation for impact fees proposed to be paid pursuant to the provisions of this Chapter, for any contributions, construction or dedication of land accepted or received by the county for capital improvements of the same type as are eligible for expenditure of the impact fees. In order to receive the impact fee credit, a Front-End Contribution Agreement must be in place prior to approval of any land use case.

No drainage report or detention will be required with this project providing the scope of the project is essentially the same as that described at the Pre-Application meeting (a single building with a footprint of approximately 1,400 square feet).

The applicant shall provide a Drainage Narrative that includes the following information:

1. Where the water originates if it flows onto the property from an offsite source
2. Where it flows to as it leaves the property
3. The direction of flow across the property
4. If there have been previous drainage problems with the property

A Weld County Grading Permit will be required if disturbing more than 1 acre. Grading Permit applications are accepted after the planning process is complete (map recorded). An Early Release Request Form may be entertained only after the applicant and Planning Department have reviewed the referral and surrounding property owner comments. The Early Release Request may or may not be granted depending on referral comments and surrounding property owner concerns. Contact an Engineering representative from the Planning Department for more information. Application Fees: 1-5 Acres/ \$50, 5.1 - 20 Acres/\$100, 20.1 Acres or Greater/\$200 + \$1 per acre over 20.

A Construction Stormwater Permit is also required with the State for disturbing more than 1 acre. Contact: Colorado Department of Public Health and Environment, Water Quality Control Division, Permit Support Staff at 303-692-3517.

A Site Plan will be required identifying the following (if applicable):

- Show and label location of existing road, existing road right-of-way, future road right-of-way, and easements
- Show and label location of the existing and proposed accesses
- Show and label the access turning radii (Residential – 25')
- Show and label the approved tracking control
- Show and label the drainage flow arrows showing how the stormwater flows across the property
- Show and label the parking and traffic circulation flow arrows showing how the traffic moves around the property

Public Works Contact List

Access Permits Tiffnee Wertenberger twertenberger@weldgov.com 970-400-3718

Improvements Agreements Tisa Juanicorena tjuanicorena@weldgov.com 970-400-3778

Right-of-Way Permits Amy Mutchie amutchie@weldgov.com 970-400-3764

Development Review

Hayley Balzano hbalzano@weldgov.com 970-400-3738

Evan Pinkham epinkham@weldgov.com 970-400-3727

Mike McRoberts mmcroberts@weldgov.com 970-400-3798

Planning Department

Additional fees may be included with the Building Permit such as Road Impact, County Facilities and Drainage fees. Please refer to the handout provided.

Weld County has a Coordinated Planning Agreement (CPA) with the Town of Windsor and Severance. The Planning Director will contact the Town Managers to give notice of this pre-application meeting. Staff advised the applicants to contact Windsor and Severance regarding possible land use permitting including possible annexation.

The Coordinated Planning Agreement Forms to be provided to the municipality prior to submitting the land use permit are included herein. Questions on this action may be directed to Kim Ogle, Planner, 970.400.3549 or by email at kogle@weldgov.com

Staff urged the applicant to contact staff for any questions:

Planner on Call available Monday through Friday 7:30 a.m. to 4:30 p.m. or contact Kim Ogle at 970-400-3549 or kogle@weldgov.com

As a condition of the Resubdivision process, the applicant will need to submit a letter that they wish to vacate the USR for the second dwelling.

Staff explained the Resubdivision process to create an additional buildable parcel from a 3.835 acre tract in an agricultural zoned subdivision. The minimum lot size is 1.0 acres in area. The applicant shall submit 1 packet for a 7-day completeness review. After the 7-day completeness review the applicant will be informed of what items are still required to make the application complete. Staff requested that the applicant submit the remaining material in electronic form. Upon submittal of a completed application it will be sent out for referral for 28 days. The applicant will then meet with their Planner to discuss the referrals and address as many of the referrals as possible. At that meeting a Utility Board meeting and Board of County Commissioners hearing will be scheduled.

The above notes are provided as a courtesy to the applicant. While we strive to help identify as many potential issues upfront during the pre-application meeting we cannot anticipate every issue that may come up during the formal application process. The information contained herein has been placed on file with the Department of Planning Services. The pre-application is valid for a period of one (1) year from the date of pre-application. If a formal application is not received following the time period specified herein the Planning Department reserves the right to require a new pre-application meeting. Please note that all land use, building and impact fees are subject to change throughout this time period.

End memorandum.