

Town of Empire
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**Planning Commission Minutes
May 3, 2023 6:30 PM**

The regular April meeting of the planning commission was rescheduled to May 3, 2023 due to adverse weather.

1. Called to Order

Chairperson Sally Rush called the meeting to order at 6:35 PM. The meeting was held in person and through Zoom.

2. Roll Call – The Empire Planning Commission requires a simple majority of three commission members present at the meeting for a quorum.

Present: Chairperson Sally Rush, Eileen Wheelock, Town Clerk Jeannette Piel

Absent: Mayor Wendy Koch, Denise Tennant

Due to lack of a quorum, Chairperson Sally Rush moved to agenda item 5.

(PC changed agenda items to go directly to Item 5 to await an additional member to make a quorum. Wendy Koch arrived after Item 5 at 6:45PM. A quorum was achieved at that time.)

5. Mayor's and Commission Member's Reports

a. Clear Creek Watershed & Forest Health Partnership (CCWFHP, The Partnership)
- Diane Kiely meeting with Empire staff on April 24, 2023 regarding grant progress.

Sally Rush, chair, presented a report of this partnership. Empire may have 2 items on their grant for pre-fire risk management: The Ball Placer and Lyons Creek.

b. Organization of Planning Commission - Discussion to plan work sessions regarding PC. Eileen Wheelock, commissioner, created a table to reorganize the administration of the group, including replacing planning commission empty seats. The PC has looked at 12 communities around Colorado, some of which do not include the Mayor as a member and some that do. There are a number of items to be discussed in this table when it can finally get on the agenda.

Chairperson Rush said future workshops for the planning commission will revolve around education around ordinances.

3. Approval of Agenda

MAYOR WENDY KOCH MOTIONED TO APPROVE THE AGENDA FOR MAY 3, 2023, EILEEN WHEELOCK SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

Agenda was approved.

4. Approval of the Minutes – March 29, 2023 Regular Meeting

MAYOR WENDY KOCH MOTIONED TO APPROVE THE MINUTES FOR MARCH 29, 2023, EILEEN WHELOCK SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

Minutes were approved.

Approval of the Minutes - April 20, 2023 Staff Conference

MAYOR WENDY KOCH MOTIONED TO APPROVE THE MINUTES FOR APRIL 20, 2023, EILEEN WHELOCK SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

Minutes were approved.

Chairperson Rush then moved to Agenda item 6, explaining the three items in the public packet: the meeting agenda, a worksheet with the timeline of Ordinance 170 and a decorum reminder.

Clerk Piel explained this complicated process dictates more town staff and explained their roles. All comments will be recorded. Please call Clerk Piel to review any of the documents presented this evening as they are work product and have not been approved formally.

Chairperson Rush reiterated this is the beginning of a complicated process and reviewed the agenda, explaining the goal is to be able to state that all required items have been submitted. There will then be a 45-day period of review.

6. Avoriuz, LLC proposed subdivision Coupon Placer M.S. No 1298

- a. **Report on Staff Pre Application Conference per Ordinance 170, Article XI, Section 2.2.** Chairperson Rush asked the planning commission to refer to the April 20, 2023 special conference meeting minutes. She also presented a time line schedule with instructions on how to proceed to the members and public.
- b. **Developer and Developer Suissa of Avoriuz, LLC, presented the Sketch Plat and Plan for West Fork Village, LLC.** In addition to Andre and Justin Suissa, developers, also in attendance is Drew Schneider, engineer, with Alan Wolff, land planner, on Zoom. The developer organized the presentation according to section 4 of the Ordinance. Chairperson Rush requested a brief overview first: See Attachment A.
- c. **The Planning Commission reviewed and discussed the Sketch Plat and Plan per Ordinance 170, Article XI, Section 2.3.** Planning Commission Discussion of each item of Ordinance 170: See Attachment A.
- d. **The Planning Commission determined whether the subdivision meets the criteria for a minor subdivision or a major subdivision.** Chairperson Rush reviewed the sketch plan as a proposed 21 lot subdivision in the northern section with 1 tract of undeveloped property to the south; meeting the definition of a Major Subdivision with more than 5 lots according to Ordinance 170.

MAYOR WENDY KOCH MOTIONED TO ACCEPT THE PROPOSAL AS A MAJOR SUBDIVISION, EILEEN WHELOCK SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

Proposal accepted as a major subdivision.

e. Public Discussion on proposed subdivision.

- **Bob McGurk:** pass.
- **Tony Robertson: Where he can access the town's documentation on minor vs. major subdivisions?**
 - Clerk Peil explained the vote on minor/major is based on what is in the sketch plan; the planning commission determined it is bigger than 5 lots so it must be called major, meaning more detail is needed.
 - Chairperson Rush reiterated that more than 5 lots is the very definition of a major subdivision. She also said all residents have access, by appointment, to look at preliminary documents before approval.
- **Allen Fistell: Questioned the new placement of the road on lot 4, which goes behind his deck.**
 - Mayor Koch said the Town sold Lot 4 to Bob Croke as a driveway. Now the developer has purchased the land around it. The lot was amended to make it a legally buildable size. Bob Croke sold the property with no restrictions or covenants.
- **Bob McGurk: If the houses don't sell, can they be reappropriated to be short-term rentals? Are these solely, into perpetuity, single family homes?**
 - Clerk Piel explained the Town currently has a 5% cap on all short-term rentals, with a total of 5 currently licensed. There is a waiting list now, but those rentals could apply for it.

No online questions. Round 2 in-person questions:

- **Allen Fistell: How far is the road going to be from his new deck? His deed says he owns 2 full lots. There has been a conflict with his deed for 7 years.**
 - Chairperson Rush said the quick answer for this situation is we will be studying this in more depth as it gets moved to preliminary sketch plat. This corner will be analyzed and resolved.
 - Developer said the survey shows a pin from 1994. He does not know how far. But it is 10 ft from the edge of the road to the lot line, which meets the setback requirement. The overlap issue is something to discuss.

- **Allen Fistell: said he built the deck as far out as he could. His deed is different from their placer mining claim. He spent \$200,000 rebuilding his house and now there is a development and a road planned near his house.**
 - Developer said this conversation will continue. They have sent letters out and also have had questions. Allen is open to more conversation, and they thanked him.

- **Mike Spies: explained he tried to buy the lot 20 years ago because it is across from his driveway. He questioned if the lot 4 house would be street facing and suggested the lot should be required to have a Mountain Avenue address and be oriented to all setbacks to avoid a backyard fence facing his property. Mike thought that the code was different for front and back offsets.**
 - Developer said the lot stops at lot 3 and becomes a hill. They aimed it the other direction because no road runs along lot 4. Engineer said the setbacks should be done as if that is a street face, not a back yard. Developer said the minimum setbacks of 20 ft will be met.
 - Engineer said there can be front setbacks on both sides because it is a deep lot. Topography dictates not pushing the house back as it is as south as possible.

- **Allen Fistell: stated he would not like a fence.**

- **Linda Robertson: Can the town be guaranteed the 63% open space tract will remain open space? Will it be donated? What are the differences between the space of roof lines between lots 6 and 7, with 10 ft minimum required for fire risk?**
 - Developer explained that the open space will not be donated, nor is it their intent to develop it at this point. Developer said they are reviewing options, but at this point they are not touching anything below the development line.
 - Engineer said there is 10 ft house to house, so with current code they would have to have a fire-rated wall.
 - Chairperson Rush summed up the discussion by explaining the space between roof lines, with 2 ft overhangs and the footprints, are set 5 ft and 5 ft apart, and it is possible the roofs could be 6 ft apart. The staff and PC will be looking at this.

f. The Planning Commission advised the subdivider of whatever comments or recommendations it deems appropriate.

The developer will submit revised plans with concerns addressed, including two full sets of 24 x 36" plans with date, legal description, plat, book and page number and incorporation of new survey for the Ball Street corner.

g. Once the submittal is complete, the Planning Commission will review the feasibility and design of the subdivision and vote not sooner than seven (7) days nor later than forty five (45) days after submission on accepting the submittal.

- h. **If accepted, the next step for the subdivider will be to prepare a Preliminary Plat and Plan.**

7. Variance Request for West Fork Village, LLC

- a. **Request by petitioner:** Chairperson Rush explained in order to make this plan work, the developer has submitted a variance request for road design. Therefore, the Town Attorney confirmed that the variance request and sketch plan need to be reviewed sequentially. He also stated that the variance needs to be considered first. Tonight the petition will be accepted and a public hearing has been set for May 31st, 2023 at 6:30 PM.
- b. **Staff Report:** Clerk Piel reported that the fees will be recorded and future fact finding from the ordinance will come at the public hearing.
- c. **Public Hearing on Variance Request set for May 31, 2023.**

8. Public Comment: Public comment is limited to 5 minutes per person. The Planning Commission does not respond to questions during this time. For operational questions, please email the clerk.

- **Allen Fistell:** passed.
- **Corey Novak:** Feels the developers have misled the public in order to push it through. She said it is not an affordable housing project, questioned if it fits the "some growth is inevitable" from the master plan, questioned if the town infrastructure can handle the growth and feels the community does not welcome the development.
- **Tony Robertson:** shared he has met with the Developer who has agreed transparency is in everyone's best interest, stated people live here for privacy, lack of traffic, low light and questions if the development is consistent with the master plan, shared the negative impacts the neighboring properties will have, is concerned the properties will be second homes or investment properties, requests data that the development will not burden current water and sewer infrastructures, has concerns about grading and fire mitigation.
- **Allen Fistell:** does not like this development. His friends who are here are all opposed to this and he is prepared to hire an Attorney to file an injunction to stop this development. It affects his property more than anyones. If we care about small town values, then this is not what is needed.
- **Linda Robertson:** shared the proposed development may increase costs for the town, and aside from water taps, will have no net benefit to the community.
- **Bob McGurk:** shared concerns that the project has gone fast, questioned if driveways will be big enough since no parking on roads is allowed, is concerned the density of

people and parking in town with this development and Harmony Domes, and does not believe the infrastructure of the town is suited to support this development and encouraged the Board to establish a more conservative approach to what the town can handle.

Chairperson Rush thanked participants and assured everyone that the planning commission and staff will work very hard to consider all comments as they look at the sketch plan.

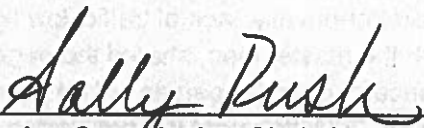
9. The Next Regular Meeting of the Empire Planning Commission is May 31, 2023, at 6:30 pm. In person with remote access.

- The Board of Adjustment also meets on May 31st. Public hearing on variance.
- 6:30 PM on May 24, 2023: Planning Commission Workshop.
- 6:30 PM on June 14, 2023: Planning Commission Supplemental meeting to vote on sketch plan and variance, if needed.

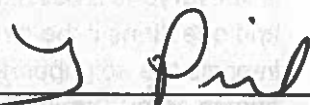
10. Adjourn Meeting

MAYOR WENDY KOCH MOTIONED TO ADJOURN, EILEEN WHELOCK SECONDED THE MOTION, CLERK PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 9:46 pm.



Planning Commission Chair Sally Rush



Attest Town Clerk Jeannette Piel

Attachment A: 5-3-23 Planning Commission Meeting Minutes

The following combines the Developer Presentation (Agenda item 6b) and Planning Commission Discussion (Agenda item 6c) around the Town of Empire's Ordinance 170, Article XI Subdivision of Land in the Town of Empire, Section 4:

4. Sketch Plat and Plan (required for both minor and major subdivisions)

Prior to preparing a preliminary plat and plan, the subdivider shall make known his/her intentions to the Town by presenting a sketch plan of the proposed project to the Planning Commission who shall schedule it for consideration at a regular or special meeting of the Planning Commission. The purpose of this requirement is to eliminate potential problems and make known any additional or unusual requirements that may affect the proposed development.

4.1

The sketch plan will be a graphic conceptual representation of the proposed development with supporting documentation prepared at a map scale large enough for effective public presentations but generally no smaller than 1"=200'. Graphics are to be used in a manner that truly represents the salient aspects of the proposal without misleading exaggeration of scale or emphasis. The sketch plan shall, where applicable, include the following:

Reference to Documents:

- Empire Ordinance 170, Empire Land Development Code will be referenced by ARTICLE, Section, and/or Sub-Section (ie. Art. XI, 4.4). Small letters in first column below match small letters listed in Article XI, Section 4.1 list of Sketch Plan items (ie. (a) Proposed name of Subdivision
- Empire PC Pre-Application Conference per Article XI, Section 2.2 (a-g) (PA Conf.)minutes 4/20/23 4 pages (ie. PA Conf pg 2)
- West Fork Village Sketch Plan Packet (submitted 3/29/23 and resubmitted for review 5/3/23). Referenced by Packet/page number (ie Pkt, pg 3)
- WFV Site plans (submitted for review 5/3/23). Referenced by C1.2 Site Plan, C2.1 Grading/Drainage Plan, C2.2 Access Drive West, C2.3 Access Drive East, Preliminary Water Plan, 1 Preliminary Sewer Plan (ie. C2.2)

Ordinance 170, Section 4.1	Developer Presentation	Planning Commission Discussion
(a) Proposed name of subdivision	West Fork Village, a proposed 21 lot subdivision.	Confirmed name. Pkt.pg 1
(b) Name and address of Subdivider	Subdivider: WFV Empire LLC, 2347 S. Loveland St., Lakewood, CO 80228	Owners of WFV Empire, LLC: Andre N. Suissa & Justin D. Suissa, jointly Pkt. pg 3

<p>Owners Land Planner Land Surveyor registered in the state of Colorado</p>	<p>Owners: Avoriaz, LLC (Andre' and Justin Suissa jointly) Land planner/builder: A.D. Wolff & Assc., Inc, 23625 Wanew Way, Golden, CO 80401 Alan D. Wolff Engineer: Insight Engineering, Inc., 27619 Moffat Rd. Evergreen CO 80439 Drew Schneider Land Surveyor: Clear Creek Surveying, P.O. Box 3184, Idaho Springs, CO 80452 Weston D. Spears, CO P.L.S. No 38056</p>	<p>Confirmed Pkt. pg 3</p>
<p>(c) North arrow, date of preparation</p>	<p>C1.2, C2.1, and 3 addt. 11 x17 site plans</p>	<p>North arrow on all site plans (6). No dates Developer will date the 24x36" plans when providing same.</p>
<p>(d) Scale-written and graphic</p>	<p>On all (6) Site Plans</p>	<p>Developer- 8.5x11 print outs are to scale. 11x17" may not be to scale. When receive 24x36", they will be to scale.</p>
<p>(e) Statement or tabulation reflecting the total acreage of the subdivision and the breakdown as to land uses, such as building lots, streets, deeded public areas.</p>	<p>Pkt. pg 4 & 6 - Currently vacant land. Boundary of Property, Parcel One 10.01 acre tract, .09 bloc 24 on mountain avenue...Pkt.pg 4</p> <p>Land use breakdown. Pkt. pg 5</p> <p>No lot area is under minimums required by R1 zoning.</p> <p>Open space makes up 63% of Parcel One (Pkt.pg4), not including dedicated roads and trails to the Town of Empire.</p> <p>Streets (C1.2) red hatched road & right of ways to be dedicated to the Town upon completion</p>	<p>Currently is a Minor Subdivision. PC recommends it is a Major Subdivision by definition of Art.XI, Section 2.3.1 and is over the five or fewer lots of a Minor Subdivision.</p> <p>It shall proceed within Major Subdivision procedure and as required by Art.XI Section 5 and 6.</p> <p>PA Conf pg 2: chart of this step. Charts discussed, clarified, and corrected as below: Reference IPkt pg.5, C1.2.</p>

of infrastructure. Public areas will be connecting trails & will be deeded to the town Easements around both roads 8 ft on each side to be included in lot owners property & maintained by property owners. Access to easements will be regulated by the Town for underground utilities & maintenance by the Town.

Private driveways will go through the easement, open space should stay intact. Pkt pg 5 Gross building area, includes attached garages. There are, 18 (3 BR, 2 bath, 2 garage & one with only 1 garage) , 3 units are 2 BR, 2 Bath, 1 Garage) given lot constraints.

Developer clarification of 3.728 acres: it includes all gray up to bottom of lot (C1.2), including easement and trails. Different shading for lots, which totals 3.123 acres of the site.

Single family lots cover 3.123 acres of C1.2. Add in ROW and easements included in C1.2 for a total of 3.728 acres.

Subdivision (C1.2) is 37% of 10.1 acres total Parcel One (pkt.pg.4)

The single family building foot prints will cover 21.1% of the 3.123 acres. This more than satisfies the open space requirement for the lots.

Lot sizes range from 4807 SF to 13,158 SF. with 3 large (12630-13,158 SF)

Driveways through the easements will be a subject of further discussion.
C1.2 Trail between East and West roads
Commissioner Wheelock pointed out the topography of the trail between the two roads would prevent emergent vehicle access, and the Engineer informed the Developer that there would be landscaping steps because it is very steep and is not designed for emergency vehicles. Chairperson Rush noted this as a major difference from the presentation.
Dev. states trail slope is 2:1 and will be 4-6 Ft wide.

CA Conf pg 2 sample lot 19 from plan: 1440
SF = 30% of lot coverage. 3,375 SF remains
open space (SALLY MADE NOTE THIS
INCLUDES PARKING) Code requires 1,500
SF open space: this exceeds code.

Developer said they still have to configure the
driveway access; the garage is part of the
building space. All houses will have a one- or
two-car garage.

Chairperson Rush said there will be driveways
going in, and R1 requires 2 parking spaces per
lot. Developer acknowledges code requires 2
parking spaces. This will be further discussion

Mountain Avenue & Lot 4 discussion:

Developer not coming off of Mountain Avenue
-over 10% grade. Instead, the access road off
of Cowles (within 7% maximum grade) had
been planned as access because of
topography.

Clerk Piel reported a new survey for the
curved part of Ball Street came in on 5/3/23
that shows there may be an encroachment as
the road curves. Will be required to address
this by shifting the road. Clerk Piel will send
this new information to the developer. This will
be included in the 24x36" plans from the
developer for the work session 5/24/23

Chairperson Rush reiterated request per
Article XI Section 4.3 for 2 sets of plans to be
reviewed, with date and legal description

<p>(f) Significant topographic features: Hillsides, lakes outcropping, etc.</p>	<p>Pkt. pg 6 and C2.1 topography details: Most homes are built considering present topography.</p>	<p>included: Ball Street (referenced in Title Insurance Item 13, Pkt. pg13) will be adjusted on these plans. All plans will be legible.</p> <p>C2.1 topographical map and full topo (Pkt. Pg 6)</p> <p>Chairperson Rush said this was not addressed at the pre-application conference.</p>
<p>(g) Schematic and narrative representations of the proposed land use including: general location and type of housing units; total number of square feet of proposed floor space by type and general location; sewage and water facilities; utilities; parks and open space; off-street parking provisions; recreation areas; drainage way; ponds; landscaping; proposed school and other public facility sites.</p>	<p>Pkt. pg7 and C1.2 & C2.1, conceptual site plan, with lots, road and footprint of houses. THICK black line between the footprint, smaller area is garages.</p> <p>DRIVE EAST and DRIVE WEST are placeholder names for planning purposes.</p> <p>Pkt. pg 7. There is a yellow hash mark area cutting between lots; designed for a walking path between the two roads and an emergency access road in case one or other road is not accessible.</p> <p>Pkt. pg 8 (C2.1) grading plan. RED arrows are showing direction of drainage; existing slope is black lines; blue lines are new grading that will be required for construction.</p>	<p>Preliminary water and sewer site plans submitted. Public sewer and water supplies provided by Town and to be buried in subdivision streets.</p> <p>Proposed placement of all other utilities to be in 8' property easements.</p> <p>Refer to comment in item (e) of trail on C1.2 regarding "not an emergency access"</p> <p>Street parking provisions need further discussion to conform with Empire regulations</p> <p>Engineer states All grading is outside that flood plain, they are avoiding this. They have been talking about this, who will administer any flood plain requirements we may have.</p>
<p>(h) The basic internal road and pedestrian access scheme and the surrounding road system (existing and future) providing access to the site. The typical geometric cross-sections of the roads are to be shown</p>	<p>Pkt. pg 7 and C1.2. Roads & right of ways 24' wide to be dedicated to town as public roads</p> <p>Water & Sewer lines in roadways</p>	<p>Typical geometric cross-sections of road not provided. Will be provided for work session 5/24/23. Road construction and materials to be discussed</p>

<p>and proposed roads are to be designated as either private or public.</p>	<p>Easements on either side of road designation will be 8' wide and part of lot owners' property All other utilities buried in easements.</p>	<p>A Variance on the width of the Roads & ROW (from the 50' required with Article X, Section 10.2.6.7) is required to make this Sketch Plan viable. A variance application is being accepted concurrently with this Sketch Plan review.</p> <p>Dedication to Town: When Site plan work is done, property work is done, lines are buried and the property is ready to develop as lots: AT THAT POINT, the red # areas will be turned over to town as a public road to be maintained by Empire..</p> <p>The easements (on lot properties) will grant the rights inclusive through an Agreement of the nature of the easements with restrictions, requirements for maintenance of roadways and utilities buried in easements. Engineer will have further information at a future date.</p> <p>Clarification for easements requested by Clerk Piel no fences, houses, structures or garages - will be built in easements.</p> <p>Road grading standards. To be further defined. Engineer stated there will be a shallow grade slope and no ditches in plans. Developer said there are no plans for sidewalks.</p>
<p>(i) Legal Description, Plat, Book and Page Number</p>	<p>Pkt. pg. 9 and will be added to Sketch Plan for future meeting</p> <p>Record number is based on the Clear Creek County Recorder's official record.</p>	<p>Not visible on Plans C1.2, C2.1, and C2.2. Engineer will print the Date, Book and Page numbers on the 24 X 36" maps.</p>

<p>(j) All recorded easements, encroachments, or right of ways which could affect the proposed development.</p>	<p>Pkt. pg 9-10 shows Current Legal Description as Parcel One as Parcel A and Lot 4 as Parcel B. IF current Sketch Plan is accepted, the descriptions would change to Parcel A Lots 1-21 and Parcel B the remaining undeveloped 6.372-acre tract of land south of subdivision.</p> <p>Developer said they have two legal descriptions that go with the property. REF. C.12.</p> <p>Developer states there are 2 easements within proposed subdivision to be considered. Ball St. & XCel. Empire Sewer Easement is outside boundary.</p>	<p>Noted items in Old Republic National Title Insurance Schedule B: (Pkt pg 13 & 14) Items:</p> <p>13. Ball Street Easement to be addressed</p> <p>20. Electrical XCel easement ?</p> <p>25. Electrical XCel easement ? (one of these which will be changed to underground utility) ? Empire Sewer Easement is south of subdivision.</p> <p>C1.2 FEMA Flood Plain is to the south all building in the Subdivision. It crosses into lots 7, 8, 17.</p>
<p>(k) All existing structures, utilities or other physical features which could affect the proposed development.</p>	<p>Pkt. pg 10 No existing structures. There is a XCel power line (yellow arrow). Developer intent is to bury power lines. Water lines run along Ball St. and Cowles (blue arrows) and several sewer personholes (brown arrows) and a sewer line that is south of the subdivision to the wastewater plant to the East.</p> <p>Pkt. pg 11 Current Improvement Location Certificate consists of 2 tracts. Parcel A (a/ka Parcel One) and Parcel B (a/k/a Lot 4, Bl 24)</p>	<p>C1.2 No buildings on property or existing water or sewer lines run through the property. No other utilities are on property.</p> <p>Pkt. pg 11 Current Improvement Location Certificate will be replaced by a revised Improvement Location Certificate upon acceptance of plan and redesignation of Parcels (to Parcel A - subdivision. Parcel B - undeveloped land)</p>
<p>(l) Boundary lines of the subdivision in a heavy solid line.</p>	<p>Pkt. pg 4 and pg 11 provide boundary lines</p>	<p>Upon further plan changes and approvals, the boundary lines of the subdivisions will be adjusted</p>
<p>(m) Indication of existing zoning.</p>	<p>Pkt. pg 12 Zoning: R-1 zoning in town.</p>	<p>Pkt. pg 12 map of Town. R-1 zone. Adjoining properties are single family lots; some acreages to the East, cemetery to the</p>

<p>South, the park is Southwest; to the West are more single family homes.</p>	<p>Discussed in item (j) above.</p>
<p>(n) Any other data essential to the evaluation as may be requested by the Town to enable an adequate conceptual evaluation of the proposed subdivision.</p>	<p>Pkt. pg 12-13 Title Insurance Schedule B.</p>

4.2 A location map shall be submitted along with the sketch plan. This map shall identify the adjacent properties and the physical relationship of the subdivision to the Town.
REF. Pkt. pg 12

4.3 The subdivider shall submit two copies of the sketch plat and plan.
Two 24x36 copies of the set of sketch plan maps will be provided for the 45 day review.

4.4 The subdivider shall be the owner of the property being subdivided, or the legal representative.
Pkt. pg 2 that identifies the developers as the owner.

4.5 The Commission shall review the sketch plan submittal to determine if it is consistent with the standards set forth in this Ordinance, the Town Master Plan, and other development regulations, and will suggest to the subdivider whatever changes, if any, are recommended in the plat and plan. All sketch plans shall be submitted to the Planning Commission and will be scheduled for review by the Commission not sooner than seven (7) days nor later than forty five (45) after submission.

- Starts today, 5-3-23.
- Commissioners and staff discussed maps in detail, including roads, easements and power poles. Current IECC codes are 2015 for building and electrical. Fire Code has been updated.
- Developer said all homes will be site-built. If grade allows, a basement may be possible. Each spot will have different space requirements, maybe some will require a crawl space.
- Discussion of drainage and the flood plain is marked. Engineer says. REF. dashed line surveyor put as projected 100-year FEMA flood plain. All grading is outside that flood plain, they are avoiding this. They have been talking about this, who will administer any flood plain requirements we may have.