



OVERALL DEVELOPMENT PLAN APPLICATION - MINOR

448 East First Street, Suite 112
Salida, CO 81201

Phone: 719-530-2626 Fax: 719-539-5271

Email: planning@cityofsalida.com

An application is meant to highlight the requirements and procedures of the Land Use Code. With any development application, it is the responsibility of the applicant to read, understand, and follow all of the provisions of the Land Use Code.

1. PROCEDURE (Section 16-13-80)

A. Development Process (City Code Section 16-13-100)

1. Pre-Application Conference
2. Applicant contact required referrals
3. Submit Application
4. Staff Review. Forward Report to Applicant and Commission
5. Public Notice
6. Hearing Conducted by Commission and Action Taken
7. Review by the City Council shall be concurrent with Final Development Plan Review

B. Application Contents (City Code Section (16-13-100))

1. Overall Development Plan. The plan document shall have an outer dimension of 24" x 36", and shall also be duplicated in 11" x 17" reproducible size; along with an electronic file containing the following information. This information may be conveyed on multiple maps for clarity.
 - a. Parcel size stated as gross acres and square footage.
 - b. Existing topographical character of the land with elevation contours at ten (10') intervals or less, showing all water bodies and courses, wetlands, floodplains, unique natural features, and existing vegetation, critical wildlife habitat as identified by existing habitat conservation plans and/or the Colorado Division of Wildlife.
 - c. Approximate acreage and gross density of each area proposed for residential and non-residential uses; number and type of residential units; and estimated floor area and types of non-residential uses.
 - d. Total land area and approximate location and amount of open space.
 - d. Approximate alignment of proposed and existing streets and pedestrian, trail, and bicycle routes, including major points of access.
 - e. Approximate location and number of acres of any public use such as parks, trails, school sites, and other public or semi-public uses.
 - f. Height, yard, lot, setback, lot coverage, landscape area and other dimensional standards.
 - g. Location of existing and proposed primary utility lines.
 - h. An "existing conditions" map of the area surrounding the site to a distance of at least one-quarter (1/4) mile showing the following:
 - (1) Zoning districts.
 - (2) Traffic circulation systems.
 - (3) Major public facilities.

(4) Location of existing municipal boundaries, service and school district boundaries.

2. Written Narrative. The applicant shall provide **five (5)** copies of the following written information:
- a. Letter of Intent explaining the uses, type of development proposed and reasons for the requested PD zone classification.
 - a. A legal description of the total site including any recorded easements proposed for development and a statement of present and proposed ownership. This statement shall include the address of the Applicant, all the property owners, developers, parties of interest, and any lien holders.
 - b. Evidence of the present ownership or agents thereof of all lands included within the Planned Development in the form of a current commitment for Title Insurance or Title Insurance Policy.
 - c. A statement of planning objectives.
 - d. A statement of proposed ownership of public and private open space areas.
 - e. A proposed development phasing schedule.
 - f. Any general physiographic and environmental studies of the proposed site.
 - g. A statement of the proposed method for controlling architectural design through-out the development.
 - h. A generalized drainage plan for the entire project indicating proposed on-site facilities and treatment and abatement of drainage to adjoining properties.
 - i. Water and sewer demand for projected uses.
 - j. Letters from the City, appropriate utility districts and boards stating their ability to serve the development with water, sewer, electricity, natural gas, telephone and fire protection service.
 - k. A generalized trip generation study for the entire development and its sub-parts. Also, a statement of the general intent of the Applicant as regards the designation of public versus private roads.
 - l. A statement explaining how the development shall be served and what measures have been taken to reduce the fiscal impacts of the development on the City.
3. Title Insurance. A commitment for title insurance showing the ownership to all property in the proposed PD.
4. Application Fees. \$900 cash or check made out to City of Salida. (\$300 application fee + \$600 deposit for outside professional services)
5. Special Fee and Cost Reimbursement Agreement completed.
6. Public Notice.
- a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
 - b) Postage Paid Envelopes. Each name on the list shall be required on **two** postage-paid envelopes for up to one (1) ounce of postage. Public Notice is required at two separate hearings. Return address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.

After staff review, twenty (20) updated copies are required of all application materials unless requirement waived by staff.

2. Review Criteria (Section 16-13-80, 16-13-90 & 16-13-100(f))

Review Criteria used by Planning Commission and the City Council. Overall development plans shall be reviewed to ensure that the general public health, safety and welfare are safeguarded and for substantial conformance to the following applicable review criteria:

1. The Overall Development Plan is consistent with the City's Comprehensive Plan and other adopted plans.
2. The Overall Development Plan achieves the stated purpose of the Planned Development District, by allowing for the mixture of uses and greater diversity of building types, promoting environmental protection, limiting sprawl, improving design quality and a higher-quality living environment, encouraging innovative design and a variety of housing types, preserving historic buildings and sites, promoting bicycles and walking as an alternative to the automobile, and managing the increase in demand for public amenities as is feasible for the site and proposed use.
3. The Overall Development Plan meets the conditions for use of the PD provisions (Sec. 16-13-70(b)).
 - a. Standards for health, safety, and fire protection. No PD shall be approved that does not meet or exceed the minimum standards for health, safety, and fire protection as required by the Salida Municipal Code. The technical comments and professional recommendations of other agencies, organizations and consultants shall be deemed an adequate finding concerning compliance with the applicable health, safety, fire protection, and environmental protection codes.
 - b. Planned uses and densities. The plans for the proposed PD shall indicate the particular portions of the project that the developer intends to develop under various use categories. Densities, averages, and permitted uses shall be detailed for all development areas within the PD zone district. A summary chart indicating development standards applicable to the entire PD and/or separate areas within the PD is required.
 - c. Internal compatibility of land use elements. It is recognized that certain individual land uses, regardless of their adherence to all the development standards provided for in this Chapter, might not exist compatibly with one another. Therefore, a proposed PD shall be considered from the point of view of the relationship and compatibility of the individual elements of the plan, and no PD shall be approved which contains incompatible elements.
 - d. The parcel being considered for a PD must be a legal building lot.
 - e. The request for PD approval is a voluntary act by the applicant and does not require or imply any acceptance or approval by the City. The proposed uses and densities may be deemed inappropriate after review by the City, and alternative action may be required of the applicant.
 - f. Consent of landowners required. No planned development may be approved by the Planning Commission or City Council without written consent or a letter of authorization of the landowner or landowners whose properties are included within the PD. All owners of land within the proposed PD shall sign each application form requesting consideration or approval of any PD.
 - g. No PD shall be approved without an Overall Development Plan setting forth the provisions for development of the PD.
 - h. Upon approval the Planned Development is as an amendment to the Official Zoning Map.
4. The Overall Development Plan satisfies the evaluation criteria of Section 16-13-90, or provides reasonable justification for alternative standards.
 - a. Minimum Dimensional Standards. The PD is a negotiated zone district. While there may be no fixed lot size or lot widths, the Planning Commission and City Council require minimum dimensional

standards including setbacks and space between buildings as necessary to provide adequate access and fire protection, to ensure proper ventilation, light and air between buildings, and to ensure that the PD is compatible with other developments in the area.

- b. Trails. Reasonable effort must be made to connect to nearby recreation trails, parks and public open space such that green corridors define and connect urbanized areas. Any trails identified for the area in the Salida Comprehensive Plan or Parks Master Plan must be included in the PD.
- c. Ownership & Maintenance. No PD shall be approved unless the City Council is satisfied that the landowner has provided for or established an adequate organization for the ownership and maintenance of common open space and private roads, drives, parking or other common assets to ensure maintenance of such areas.
- d. Water & Sewer. The developer shall provide municipal water and sewer facilities within the PD as required by the City of Salida.
- e. Residential density. Density shall be limited as required by the Planning Commission and City Council upon consideration of the overall development plan, individual characteristics of the subject land and surrounding uses. In a multi-lot PD, the averaging of lot areas shall be permitted to provide flexibility in design and to relate lot size to topography, but each lot shall contain an acceptable building site. The clustering of development with usable common open areas shall be permitted to encourage provision for and access to common open areas, encourage pedestrian access, and to save street and utility construction and maintenance costs. Such clustering is also intended to accommodate contemporary building types which are not spaced individually on their own lots but share common side walls, combined service facilities or similar architectural innovations, whether or not providing for separate ownership of land and buildings. In high-density development, housing will be designed to provide adequate privacy between dwelling units.
- f. Relationship to the Subdivision Regulations. The provisions of these regulations concerning Planned Developments are not intended to eliminate or replace the requirements applicable to the subdivision of land or air space, as defined in State statutes and the Ordinances and regulations of the City.
- g. Improvement Standards. The PD may deviate from the Improvement Standards described in Article IX of the Salida Land Use Code, including specifications for the width and surfacing of streets, public ways, public utility rights of way, curbs, and other standards, only if the reasons for such deviations are well documented and are necessary for realizing the purposes described in the objectives of development. Deviations may be incorporated only with the approval of the Planning Commission and City Council as a part of its review of the Overall Development Plan for a PD and shall conform to acceptable engineering, architectural and planning principles and practices. If a deviation from the Improvement standards is not specifically addressed and approved under the Overall Development Plan, the improvement shall comply with all improvement standards of the Salida Land Use Code.
- h. The maximum height of buildings may be increased above the maximum permitted for like buildings in other zone districts. In no case shall a building exceed the maximum height requirement if the deviation shall result in:
 - (1) Adverse visual impacts on adjacent sites or other areas in the vicinity including extreme contrast, interruption of vistas, or scale that is disproportionate to surrounding development or natural features;
 - (2) Potential problems for adjacent sites caused by shadows, loss of air circulation, or loss of view;
 - (3) Inability to provide adequate fire protection using equipment currently in use by the fire department.
- i. Gross Building Floor Area. The gross building floor area of uses other than residential may be limited as required by the City Council upon consideration of the Overall Development Plan, individual characteristics of the subject land and surrounding uses.

- j. Permitted uses. A PD may include any permitted principal or accessory uses by right and conditional review uses allowed in any other zone, except that any use that has been declared a nuisance by statute, ordinance or any court of competent jurisdiction shall not be permitted. Uses within the PD will be permitted upon consideration of the Overall Development Plan, individual characteristics of the subject land and surrounding uses. The PD shall be designed, insofar as practicable when considering the overall size of the PD, to provide commercial, recreational and educational amenities to its residents to alleviate the necessity of increased traffic and traffic congestion.
- k. Transportation design. The PD shall provide interconnected transportation networks designed to disperse and reduce the length of automobile trips, connect to adjacent roadways and enhance the greater transportation pattern of the City and surrounding area. The street design and circulation system must be adequate to support the anticipated traffic. The proposed land uses may not generate traffic volumes which exceed the capacity of existing transportation systems, or it shall be shown that adequate measures have been developed to effectively mitigate such impacts. The internal street circulation system shall be designed for the type of traffic generated, safety, and separation from living areas, convenience and access. Private internal streets may be permitted provided that adequate access for police and fire protection is maintained, access for maintaining public infrastructure within the right of way is explicit and provisions for using and maintaining such streets are imposed upon the private users and approved by the Planning Commission and City Council. Bicycle lanes, paths and sidewalks shall be provided for all residential uses, retail establishments and public buildings and amenities. Non-motorized transportation ways shall be adequate in terms of safety, separation, convenience, and access to points of destination and attractiveness.
- l. Development standards: The PD may deviate from the Development Standards described in the Salida Land Use Code, only if the reasons for such deviations are well documented and are necessary for realizing the purposes described in the objectives of development. Any variation from the development standards of the Salida Land Use Code must be specifically addressed and approved in the Overall Development Plan. If an area of development (parking, landscaping, illumination, fences, signs, etc.) is not specifically addressed and approved under the Overall Development Plan, the area of development shall meet or exceed the standards of the Salida Land Use Code applying to that area of development.
- m. The PD provides for design that is energy efficient and reduces the amount of energy consumption and demand of typical development.
- n. Where residential uses are proposed, the PD shall provide for a variety in housing types and densities, other facilities, and common open space.
- o. The fiscal impacts of the PD have been satisfactorily addressed and the City or special district will be able to provide adequate levels of service for police and fire protection, street maintenance, snow removal and other public services, or it shall be shown that adequate measures have been developed to effectively mitigate such impacts.
- p. Higher levels of amenities than would be achieved by using established zone districts, including open spaces, parks, recreational areas, trails and school sites will be provided to serve the projected population.
- q. There are special physical conditions or objectives of development that the proposal will satisfy to warrant a departure from the standard regulation requirements.
- r. The adjacent and nearby developments will not be detrimentally affected by the proposed PD and approval period.

Evaluation Standards for Minor Planned Developments. In addition to the above evaluation standards in Section 16-13-90(a) that apply to all PD applications, the following standards or requirements shall govern the application of a minor planned development and shall be utilized by the Planning Commission and the City Council in evaluating any minor PD plan:

- a. Staging of Development: There shall be no staging of development in a minor PD.
 - b. Types of Uses: A minimum of 25% of the floor area of the project is recommended for non-residential, commercial uses.
 - c. Public Places. Public gathering places should be provided to reinforce community identity and support civic engagement.
 - d. Economic Opportunity. The PD provides a unique economic opportunity or provides a service, industry, or housing type that will benefit the City and would not be possible under the existing zone districts or dimensional standards of the City.
 - e. Open Space. A Minor PD is not required to provide a dedication of open space on the site, however, it is required that any PD contribute to meeting the goals for open space through a negotiated fee-in-lieu of open space or other contribution.
5. The Overall Development Plan shall include mechanisms to coordinate the provision and improvement of open space, recreational facilities and common amenities with the construction of dwelling units and other land uses.