

# MEMO

July 19, 2016

**To:** Planning and Zoning Commission

**From:** Gayle Zimmerman, Executive Assistant 

**Subject:** Variance request application submitted by Keith Prescott  
Requesting variance from the fence maximum building height requirements, and front yard setback requirements.

---

## BACKGROUND/DISCUSSION

The contractor spoke to Marlin Eckhoff, Building Inspector, about building a fence. While he was on vacation, the builder came in to pull a permit. Mike Murphy did a site inspection and discovered the builder had already partially built the fence, including the front portion, without a permit. There was discussion regarding the fence being built in an easement that raised concerns. Later, staff determined that there was not an issue regarding the easement. However, Murphy measured the fence which indicates the fence has been built approximately 3 feet back from the front property line, which encroaches 22 feet into the front yard setback. Also, the fence is constructed at a height of 5 feet 1 inch, which is 1 foot, 1 inch over the allowed height.

There is an elevation in the property between the curb and where the fence is built. Also the fence is built 16 feet from the curb. Mike Murphy, Marlin Eckhoff, and Randy Call have all discussed and looked at this project. Per Randy's evaluation, there would be enough room to lay utilities in the easement without affecting the placement of the fence.

Approval of this variance would set a precedence.

## RECOMMENDATION

Staff recommends the variance be approved since it is an open fence, versus a privacy fence, the extra foot doesn't pose a visibility issue for pedestrians or vehicles, and it keeps deer out of the yard. Variance to be approved with the condition that the owner obtains a building permit.

CRAIG PLANNING AND ZONING COMMISSION  
August 15, 2016

The Craig Planning and Zoning Commission of the City of Craig, County of Moffat, State of Colorado, met in the City Council Chambers, 300 West 4<sup>th</sup> Street, Craig, Colorado 81625, at the hour of 6:33 p.m. There being present the following Commissioners: Chris Nichols, Mike Tucci, Tom Gilchrist, Ashly Shipman, and Rich Sadvar. Randy Kloos and Sid Arola's absences were excused. City Council was represented by Joe Bird. City Staff present were Building Inspector Marlin Eckhoff, Acting Public Works Director Randy Call, and Executive Assistant Gayle Zimmerman.

Commissioner Gilchrist made a motion to approve the Minutes from May 16, 2016. No one present at the meeting could second the motion as they were not at the May 16<sup>th</sup> meeting. Approval of the minutes were tabled until the next meeting.

Appointment of a new Chairman was tabled until the next meeting.

New Commission members, Ashly Shipman and Rich Sadvar, were introduced and welcomed. Vice Chairman Nichols appointed them both as voting members.

Danna Prescott was present in requesting a variance from the fence maximum building height requirements, and front yard setback requirements, at 1255 Lecuyer Drive. Discussion was held. Commissioner Arola was not present, but emailed a statement opposing the request. Visibility and construction aesthetics were not considered an issue by the Commission. Issues with the fence being built without a permit, being over the required height limit, and setting a precedence were discussed. Commissioner Shipman made a motion to approve the request. There was not a second, therefore the motion failed. Commissioner Gilchrist made a motion not to approve the variance request because the fence was built above the height requirements. Commissioner Sadvar seconded the motion. Ayes: 3. Nays: 2. Motion passed. Commissioners Shipman and Sadvar voted in the minority.

CST Motors, aka Victory Motors requested approval of a Site Plan at 2705 West 1<sup>st</sup> Street. Discussion was held. Commissioner Tucci made a motion, seconded by Commissioner Gilchrist, to recommend to City Council to approve CST Motors, aka Victory Motors' Site Plan for a 3,751 sq. ft. addition and a 4,100 sq. ft. remodel at 2705 West 1<sup>st</sup> Street, since it meets all the requirements. Ayes: 5. Nays: 0. Motion carried.

Review of the updated Public Works Manual was discussed. Randy Call stated the manual had not been updated since 1988. This is a working manual and changes can continue to be made. Some issues that were discussed also included sidewalk width and backflow preventers. It was decided to table approval of the manual until the Commission could have a workshop with Engineer, Chris Lehrman of SGM, Inc.

Vice Chairman Nichols asked for clarification on responsibilities in the Planning Department. Until a new City Manager is hired the employees involved will work together to accommodate planning issues. Randy Call will look at projects that require an engineer and determine if it fits in his scope of work or if SGM would need to be consulted. Inspector Eckhoff will handle requests that do not require engineering. Executive Assistant Zimmerman will help with procedures and policies.

Inspector Eckhoff reported that the Kum & Go project is progressing. The Memorial Hospital has been in contact with him regarding a project that may start this winter.

There being no further business, Commissioner Tucci made a motion, seconded by Commissioner Gilchrist, to adjourn the meeting. Ayes: 5. Nays: 0. Motion carried.