

CITY OF ALAMOSA PLANNING COMMISSION

February 26, 2025
6:00 PM
Council Chambers, 300 Hunt Avenue

Mission Statement: We are committed to providing balanced, effective and efficient public services for our residents, visitors and businesses by cultivating a vibrant, resilient and livable city.

Any person needing reasonable accommodation to attend or participate in a public meeting, please contact the Alamosa City Clerk's office by telephone (719) 589-2593, by email cityclerk@ci.alamosa.co.us, in person at 300 Hunt Avenue, or by mail at POB 419, Alamosa, CO 81101.

AGENDA

I. Call to Order

II. Roll Call

III. Agenda Approval

IV. Approval of Minutes

- A. Approval of Minutes from 1/22/2025

V. Public Comments

VI. Regular Business

Request for a 3' side-street setback reduction at 101 Edison Avenue

VII. Other Business

- A. Code enforcement updates
- B. Staff Updates

VIII. Adjournment

ALAMOSA PLANNING COMMISSION COMMISSION COMMUNICATION

Subject/Title:

Approval of Minutes from 1/22/2025

ATTACHMENTS:

Description	Type
☐ Minutes from 1/22/2025	Minutes

CITY OF ALAMOSA
Planning Commission Minutes
January 22, 2025
6:00 PM

Any person needing reasonable accommodation to attend or participate in a public meeting, please contact the Alamosa City Clerk's office by telephone (719) 589-2593, by email cityclerk@ci.alamosa.co.us, in person at 300 Hunt Avenue, or by mail at POB 419, Alamosa, CO 81101.

Minutes of the Meeting

The regular meeting of the Planning Commission was called to order on January 22, 2025 at 6:00pm. By Chairman Mark Manzanares. Present were the following members: Mark Manzanares, John Adams, Sandra Ortega, Reyna Martinez and Ralph Symbleme. Staff Present: Deacon Aspinwall, and Beata Ramza.

Agenda Approval: M/S/C

Motion to approve agenda as presented - Ortega/Adams - All Approve

Approval of the Minutes: M/S/C

Motion to approve 12/11/2024 minutes as presented- Symbleme/Martinez - All Approve

Public Comments: None

Regular Business:

- I. Election of Chairperson & Vice Chair Person as required by City Charter Article XIV, Section 1.
 - A. Motion to continue the current positions of Mark Manzanares as Chair and Reyna Martinez as Vice Chair. Ortega/Martinez - All Approve**
- II. 2025 Three Mile Annexation Plan Adoption - Recommendation for Approval
 - A. Under state statute every municipality is required to show where they may grow (annex) and the requirements for growth such as zoning, utilities, streets, etc. The farthest out a municipality can grow is three miles that's why it's called a three mile plan.
 - B. No new annexations or changes to policy. In a year there will probably be a small annexation and some new stormwater design guidance that we will look to incorporate. That discussion will be in a year. The only change is the date, even the resolution number is the same.
 - C. Motion to recommend approval of the 3 mile annexation plan as it stands - Symbleme/Adams - All Approve**

Other Business

- I. Staff Updates
 - A. No updates from the end of year but the new year has been busy. Clayton homes which is in gateway business park just got their certificate of occupancy. The homes they sell will need to go to mobile home parks because they don't pass the same building code inspections. Building permits for the downtown hotel should be issued fairly soon. By the next meeting there should be new agenda software, Deacon will send videos after staff training. We have also been accepted into a new state program to help us create incentives for fixing homes so we don't have to condemn them. We have a potential residential development. Folks with encroachments on the levee have gotten letters and we are talking to them about things they need to remove off

the levee. The Hunt Ave project is almost 90%. The alley activation design is also moving forward.

- B. Tierra Azul development on the east side of South Craft should be breaking ground in March and building infrastructure. They plan to start building the self help single family homes this late summer. The full build out of the first two phases will take about 4 years.
 - 1. Ralph - Are there any pump station issues in that area. Deacon - The two bottlenecks in the system have been fixed through grant money.
 - 2. Ralph - CDOT? Deacon - They got a CDOT access permit for the whole development now since they would need one somewhere in the third phase.
- C. Ralph - Update on Monterey?
 - 1. Deacon - We are working with Martin.
- D. Ralph - Is the school district sorted out?
 - 1. Deacon - Yes they are, they should be moved in.

II. Code Enforcement Updates

- A. The new Captain is Brandon Bertsch.

Adjournment

The meeting was adjourned at 6:31pm. Ortega/Symbleme

Respectfully Submitted,
Beata Ramza
Recording Secretary

ALAMOSA PLANNING COMMISSION COMMISSION COMMUNICATION

Subject/Title:

Request for a 3' side-street setback reduction at 101 Edison Avenue

Background:

The subject property is located at 101 Edison Avenue, Lot 16, Block 4 of the Bellview Subdivision, Assessor's Parcel Number 541310203015. The lot is located in the Established Neighborhood (EN) zone, with a current use of *Single family-detached dwelling*. See the attached location map. The applicant intends to demolish the existing structure and replace it with a duplex. The completed and sufficient Land Use Application was delivered to the Development Services Department on 1/21/2025. Mailing and posting requirements have been met pursuant to **Table 21-8-511**.

The applicant is requesting a variance for relief from the side-street setback for *Side-by-Side (Alley Access)* duplex types in **Table 21-4-203(b)** of Alamosa's Unified Development Code (UDC). This table requires that duplexes have a side-street setback minimum of 8'. The applicants are requesting a reduction of 3' for a resulting setback of 5'. See the owner's full request narrative, attached. A site plan has been drawn and is attached. See the site plan, attached. Note, the applicant also owns the adjacent property (103 Edison Avenue), and intends to remove that structure and replace it with a duplex as well. That is shown on the site plan, but is not a part of this request; that duplex meets all required setbacks.

Analysis and Impact:

Per **Sec. 21-8-702(b)**, variances may be granted by the Zoning Board of Adjustments when:

- (1) The strict application of this UDC would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the owner of such property;
- (2) The relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this UDC;
- (3) There are unique physical circumstances or conditions such as exceptional irregularity, narrowness, or shallowness of a specific piece of property at the time of the enactment of this UDC, or by reason of exceptional topographic or other physical conditions, or other extraordinary and exceptional situation or condition peculiar to the affected property;
- (4) That the unusual circumstances or conditions do not exist throughout the neighborhood or zone in which the subject property is located;
- (5) That because of such physical circumstances or conditions, the subject property cannot reasonably be developed in conformity with the provisions of this UDC;
- (6) That such unnecessary hardship has not been created by the applicant;
- (7) That the variance, if granted, will not alter the essential character of the neighborhood or zone in which the property is located, nor substantially or permanently impair the appropriate use or development of adjoining property;
- (8) That the variance, if granted, is a minimum variance that will afford relief and is the least modification possible of the provisions which are in question.

In evaluating this request to the standards referenced above, staff finds that the meets the standards for which Planning Commission may grant a variance. In reference to the applicant's request, as they pertain to the standards of **Sec. 21-8-702(b)**, staff finds that:

- (1) The UDC creates a hardship upon the owner of the property.
- (2) The relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this UDC, because the redevelopment of the lots reduces access points along First Street, and does not obstruct the sight triangle.
- (3) The structure is set back farther than the minimum so as to avoid obstructing the sight triangle. The only challenge here is due to the side-street setback.
- (4) This situation is unique, since there are few corner-lot duplexes in the EN zone.
- (5) The side-street setback is the only barrier to the highest and best use of this property.
- (6) The hardship has not been created by the applicant.
- (7) The variance, if granted, would not alter the character of the area or impair the development of adjacent properties. The redevelopment will enhance one of Alamosa's gateways through an attractive redevelopment. The adjacent property is owned by the applicant.
- (8) The variance being requested is the minimum feasible to facilitate the best use of the property. The request is supplemented by the applicant's evidence as provided.

Adaptive reuse and "up-zoning" are crucial strategies for increasing the quality and quantity of housing stock without increasing impacts on utilities and infrastructure. In 2022, Alamosa modified its duplex standards to facilitate more infill development such as the one presented here. The request does not impact sight lines or neighborhood character.

Recommended Action:

Staff recommends that Planning Commission, acting as the Zoning Board of Adjustments, **approve** the variance request because the request meets the provisions set forth in **Sec. 21-8-702(b)**. The request will facilitate the highest and best use of the parcel along one of Alamosa's main corridors, adding new and attractive units and increasing the quality of housing stock without additional infrastructure.

Sample findings and motion. Motions are provided for suggestion and as a template only, and are not required to be followed: I find that the request for relief from the side street setback requirement from 8' to 5' at 101 Edison Ave meets the requirements for which a variance may be granted. Granting the variance is necessary for the highest and best use of the property, and the variance is consistent with other code requirements and the City of Alamosa's Housing Action Plan. For these reasons, I move to approve the request as presented.

Alternatives:

The following is a non-exclusive list of actions that Planning Commission may take.

(Recommended action) Planning Commission, acting as the Zoning Board of Adjustments, may choose to **approve** the variance request for relief from **Sec. 21-5-203**.

Planning Commission may **approve** the request, and may further attach **with** said approval any reasonable **conditions**.

Planning Commission may **deny** the request. If Planning Commission decides to deny the variance, it must provide findings of fact outlining how the request does not meet the standards of **Sec. 21-8-702(b)**.

Relevant Code:

Sec. 21-4-203. - Duplex Lot and Building Standards

(a) **Generally.** The duplex housing type consists of two single-family dwelling units located in a single building (either side-by-side or over-and-under). An illustrative duplex building is shown in Figure 21-4-203A1, *Illustrative Side-by-Side Duplex Building*, and Figure 21-4-203A2, *Illustrative Over-Under Duplex Building*.

(b) **Lot and Building Standards.** Table 21-4-203B, *Duplex Lot and Building Standards*, below, establishes lot and building standards for duplex buildings.

Table 21-4-203B Duplex Lot and Building Standards								
Duplex Type	Minimum						Maximum	
	Lot Area ¹	Lot Width ¹	Front Setback	Side Setback	Street Side Setback	Rear Setback	Stories	BCR ²
Side-by-Side (Street Access)								
Principal Building	6,000 sf.	60 ft.	25 ft.	5 ft.	8 ft.	20 ft.	2	40%
Accessory Building			Behind principal building	5 ft.	8 ft.	5 ft.	1 ⁵	
Side-by-Side (Alley Access)								
Principal Building	6,000 sf.	60 ft.	15 ft.	5 ft.	8 ft.	25 ft.	2	40%
Garage (attached or detached)			Behind principal building	5 ft.	8 ft.	3 ft. ³	1 ^{4,5}	
Accessory Building			Behind principal building	5 ft.	8 ft.	3 ft.	1 ⁵	
Over-Under (Alley Access)								
Principal Building	5,000 sf.	50 ft.	15 ft.	5 ft.	8 ft.	25 ft.	2	45%
Garage (attached or detached)			Behind principal building	5 ft.	8 ft.	3 ft. ³	1 ⁴	
Accessory Building			Behind principal building	5 ft.	8 ft.	3 ft.	1 ⁵	
TABLE NOTES:								
¹ Measured per building. No dwelling unit shall be allocated less than 40 percent of the lot area or lot width.								
² BCR = Building Coverage Ratio								
³ No garage with an overhead door that faces an alley shall be set back to create a driveway that is more than 3 ft. but less than 20 feet long.								
⁴ Attached garages within the setbacks for the principal building are treated as part of the principal building.								
⁵ Detached accessory buildings may be increased up to a maximum height of 2 stories if an ADU is one of the stories.								

Sec. 21-8-702. - Variances

(b) **Other Variances.** The Board of Adjustment may grant or deny variances from the provisions of this UDC when:

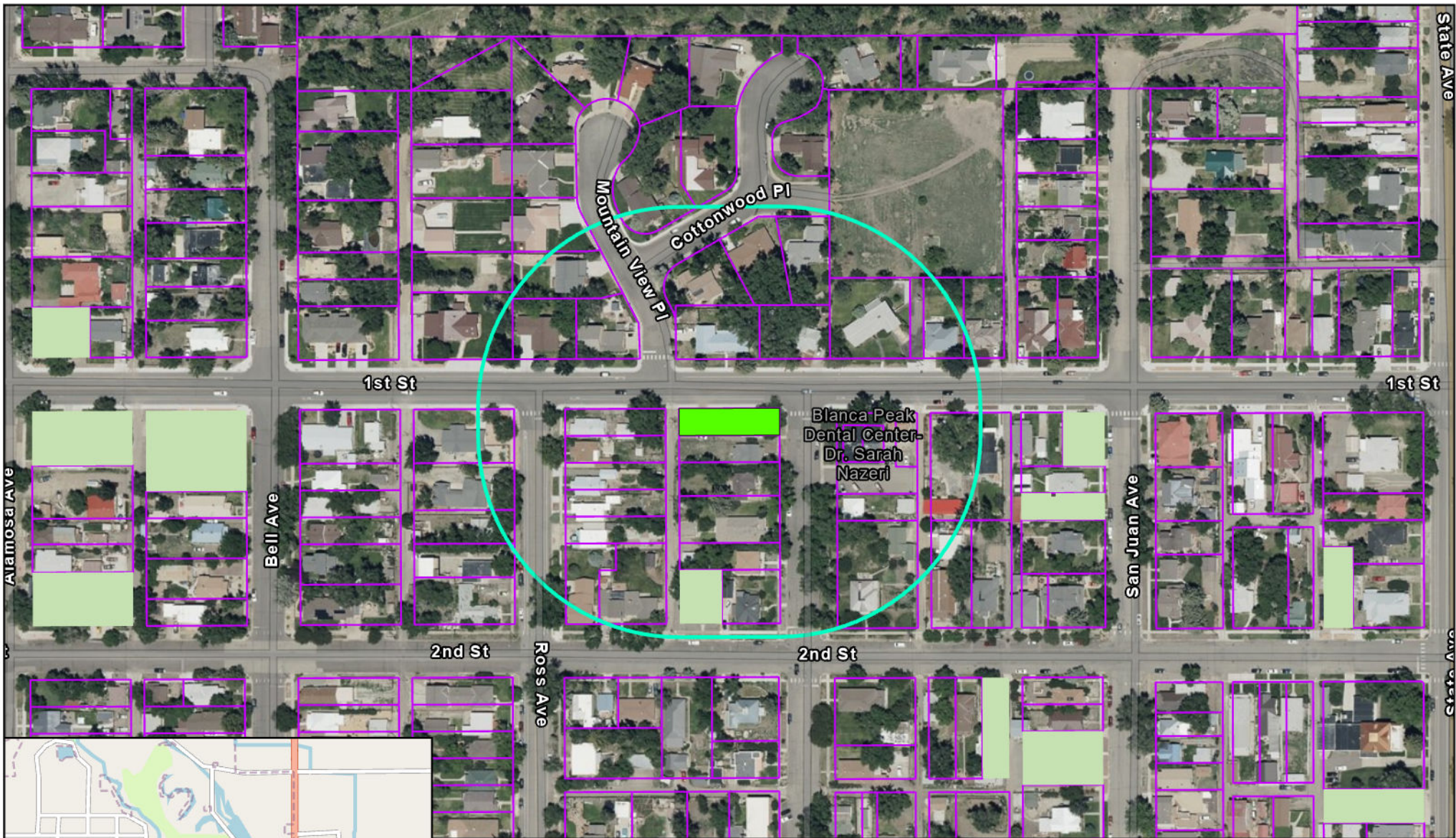
- (1) The strict application of this UDC would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the owner of such property;
- (2) The relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this UDC;
- (3) There are unique physical circumstances or conditions such as exceptional irregularity, narrowness, or shallowness of a specific piece of property at the time of the enactment of this UDC, or by reason of exceptional topographic or other physical conditions, or other extraordinary and exceptional situation or condition peculiar to the affected property;
- (4) That the unusual circumstances or conditions do not exist throughout the neighborhood or zone in which the subject property is located;
- (5) That because of such physical circumstances or conditions, the subject property cannot reasonably be developed in conformity with the provisions of this UDC;
- (6) That such unnecessary hardship has not been created by the applicant;
- (7) That the variance, if granted, will not alter the essential character of the neighborhood or zone in which the property is located, nor substantially or permanently impair the appropriate use or development of adjoining property;
- (8) That the variance, if granted, is a minimum variance that will afford relief and is the least modification possible of the provisions which are in question.

(c) **Referral to Planning Commission.** The Zoning Board of Adjustment may request a recommendation from the Planning Commission to assist it in determining if the above requirements have been satisfied. Further, the Zoning Board of Adjustment may require that a special variance application form be completed by the appellant to ensure that the appellant fully understands the criteria on which the board must base its findings.

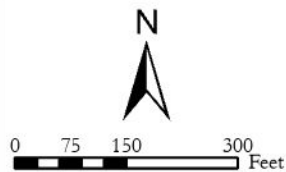
(d) **Prohibitions.** The Zoning Board of Adjustment may not grant variances from the provisions of this UDC covering the use or density of land or buildings, or the provisions governing planned unit developments. In granting any variance, the Zoning Board of Adjustment may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this UDC.

ATTACHMENTS:

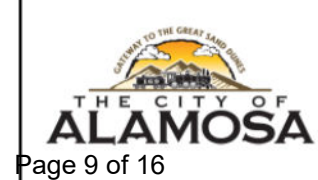
Description	Type
□ Location Map	Backup Material
□ Owner Request Narrative	Backup Material
□ Site Plan	Backup Material
□ Sight Triangle	Backup Material
□ Building Elevations	Backup Material



101 Edison Ave Variance Request



Parcel: 541310203015
 Zone: EN
 Area: 6,000 s.f.
 Current Use: Single-family detached



Legend

- Subject Property
- 300' Notification Buffer
- Duplexes
- Parcels

Project Narrative: 101 Edison Redevelopment

Vest Rentals LLC wants to demolish the two run-down, single-family dwellings located at 101 & 103 Edison and replace each with duplexes. These duplexes would be pre-fabricated by Bonneville Homes out of Nebraska. We chose to use prefabricated buildings rather than building on-site, due to the efficiency and quality of these pre-fabricated homes, and the limited displacement of our tenants. We are hoping to have these buildings set by the summer/ fall of this year (2025.)

Both of these lots are quite narrow making building on them a challenge. They are 40' wide by 150' long. Being pre-fabricated units, there is a standard width of 29'8". With the 8' street side setback along 1st Street, and the 5' setback between this lot and the neighboring 103 Edison lot, this leaves only a 27' buildable width on the 101 Edison lot. Thus creating a 2'8" setback conflict with the proposed building.

Initially, we planned on shifting the building towards the 103 Edison lot; our thought was that since we own both lots, we could offer ourselves permission to encroach on that setback. However, fire protection protocol requires that there be a minimum of 10' between the buildings (achieved by the 5' setback on both lots.) As such, shifting the 101 Edison duplex to the south is not feasible. Therefore, **we request a 2'8" variance on the 8' street side setback along the north side of the 101 Edison lot, which neighbors 1st Street.**

Offering us this variance affords the city benefits:

- It will aid in the revitalization of a neighborhood along one of the city's busiest streets.
- It will increase the number of housing units within the city without the need for additional infrastructure.

Additionally, this project will not significantly affect traffic on 1st Street because access to these units will be off of Edison and through the alley as demonstrated on the attached plot maps. Each unit will have one parking spot in front of the duplexes, which face Edison. They will also have two parking spots in the rear of the buildings, accessed through the alley. Thus traffic from these units will be diverted to side streets and there will only be a limited need for parking on 1st Street.

Existing houses:



What each duplex would look like:



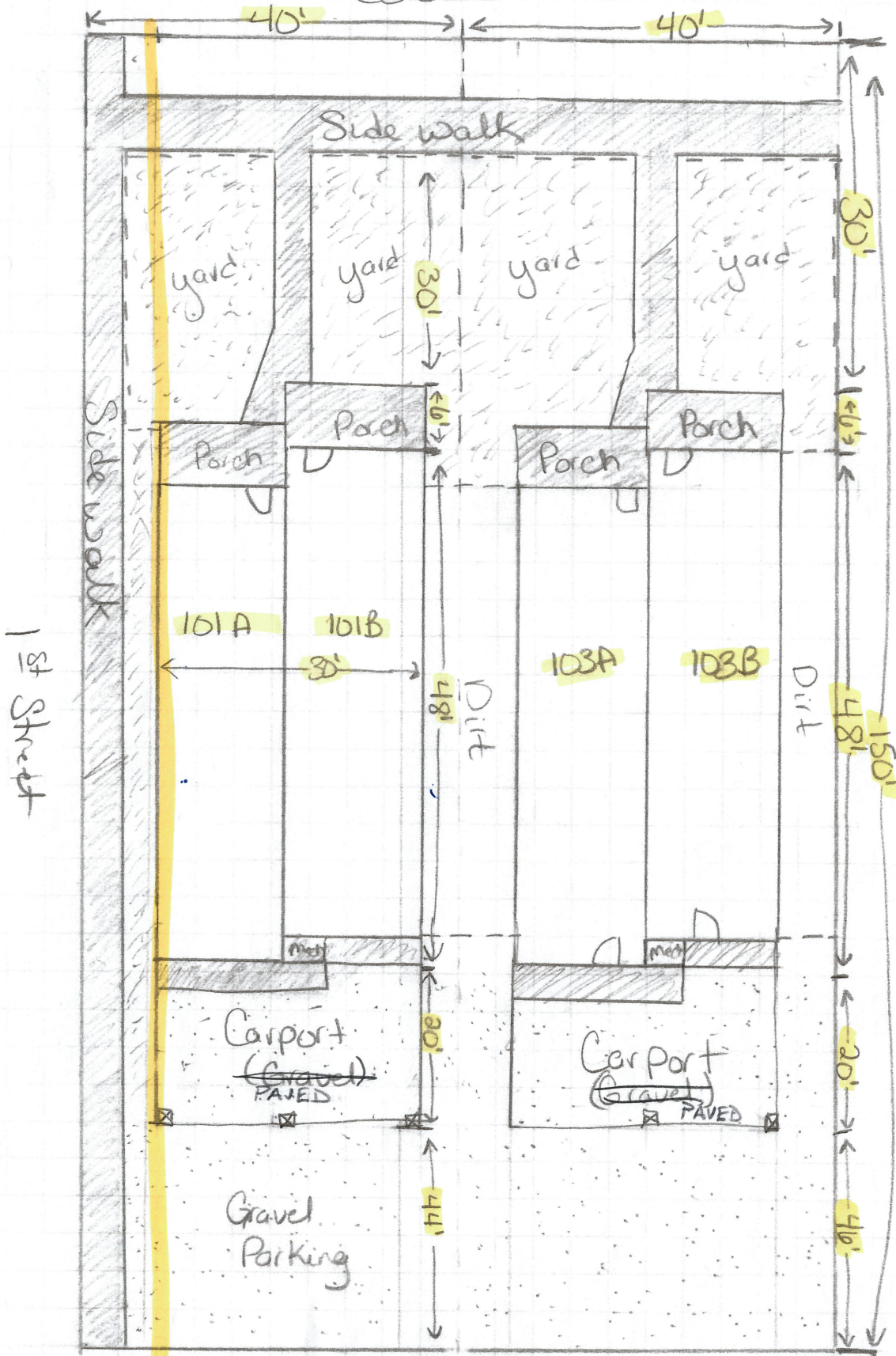
- Note: the right side will be pushed back 6' and the left side will be pulled forward to enhance the visibility on the corner of 1st & Edison.
- We have intentionally tried to retain the craftsman style of the neighborhood so as to not detract from the historic aesthetic of the neighborhood. We will select color schemes that reflect that aesthetic.

8' ~~Easement~~
Setback

10' ~~Easement~~
Setback

5' ~~Easement~~
Setback

Edison



* 10' will encroach
3' on ~~Easement~~
Side Street
Setback

MATCH
STA 76

①

39.90
BW

20'±
CURB CUT

39.70

BM: TOP C
ELEV.=75

39.40

39.10

2%
40.10
CROWN

4%
77+00

2%
39.60

40.10
CROWN

1%

2

39.52

39.85

①

39.60

39.45

38.98

R15.0'

35.15

39.10

1%

1%

39.82
CROWN

R15.0'

38.81

39.20

39.83
BW

39.20

39.20

39.80
BW

12'±
CURB CUT

RESIDENTIAL
BUILDING

STA 76+65 P.C.
INSTALL ACCESS
RAMP TYPE 1B
MODIFIED

50'±
MATCH EXISTING

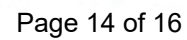
EDISON
AVE.

39.77

39.46

STA 77+15 P.C.
INSTALL ACCESS
RAMP TYPE 1B

HIGH POINT



ALAMOSA PLANNING COMMISSION COMMISSION COMMUNICATION

Subject/Title:

Code enforcement updates

ALAMOSA PLANNING COMMISSION COMMISSION COMMUNICATION

Subject/Title:

Staff Updates

Background:

1. New agenda software
 1. Adding Agenda Spot for Commissioners
2. 4-way stop sign
3. March meeting