

January 11, 2024

Molly Baker
30200 STATE HIGHWAY 131
Oak Creek, CO 80467

From: Michael Fitz

RE: PL20230099, Special Use Permit, Baker's Acres SUP

We reviewed the application for completeness on January 11, 2024. The following is not a thorough review, but a list of the deficiencies we noted by which we deemed the application incomplete.

Preliminary Review Comments:

- Site Plan – the site plan is not drawn to scale and does not identify any of the use areas or site features described by the narrative. A complete site plan, including all of the elements required in the checklist and identifying all of the areas described in the narrative, is required to evaluate this proposal. For example, if parking is proposed, it should be visually measurable on the site plan. If a site survey is available, that would be a good starting document to draw a site plan from.
- Narrative – the narrative notes multiple concurrent uses. Will all of these activities occur at the same time? What is the maximum number of uses and vehicles that may be onsite at the same time?
- Temporary site elements – the narrative identifies uses, such as concerts and weddings, that may involve temporary bathrooms, stages, tents, or other similar items. Please supply an example (photos or renderings) of what temporary site elements or facilities will be used to facilitate these uses. The location of these facilities should be noted on the site plan.

The applications shall only be considered complete when all of the above information is submitted. The review of the application will not begin until the application is considered complete.

Sincerely,



Michael Fitz, Planner II
Routt County Planning Department