



DEVELOPMENT GUIDE (Revised October 2014)

This Development Guide provides the process, procedure and criteria to be utilized by El Paso County in reviewing all development contained within the Crystal Park Homeowners Association (herein called the Park). Subject to approval by the Board of County Commissioners of El Paso County in conjunction with the PUD (Planned Unit Development) District rezoning request, the provisions of this Development Guide shall apply to all development located within the Park.

A. DEVELOPMENT PLAN GENERAL

1. Under the approved Planned Unit Development Plan, there shall be no more than three hundred sixty (360)* individual platted lots or residential units within the Park.
2. Of the 1,932 acres contained within the Park, approximately 454 acres are in the "Buildable" area and approximately 1,478 are in the "Building Restricted" area. These areas have been mapped and are more particularly described on the Crystal Park PUD (Planned Unit Development) District Zoning Development Plan. The areas in the Building Restricted Area are, in general, those areas which are subject to one or a combination of the following major geological hazards: slopes in excess of 30%, areas subject to rockfall hazards, and areas twenty-five feet (25') either side of natural drainage channels. The Buildable Areas are not hazard free, but have potential building site problems for which hazards can be economically mitigated through sound engineering design.
3. Geology and soils reports have been submitted for the area identified as "Buildable" area. In addition, water resource, wastewater treatment, wildfire hazard and drainage and erosion control reports have been submitted for the entire Park. Because of the different nature of the Buildable and Building Restricted Areas and the more detailed information that has been submitted for the Buildable areas, the County's procedures and requirements for future site and lot approvals in each area will, accordingly, be different.

*This 360 unit figure does not include the five (5) sites that were created prior to the Community's acquisition of the property, four (4) of which are located within the original Crystal Park Subdivision one (1) of which is referred to as Site 86 and the Dellacrocce property which is a part of this request.



B. USES PERMITTED "BY RIGHT" AND ACCESSORY USES AND STRUCTURES

Only the following uses will be allowed

1. Permitted Principal Uses: Dwelling, Single (One Family)
2. Accessory Buildings and Uses: Per Section 35.1 of the El Paso County Land Development Code
Clubhouse/recreational facilities
Maintenance facility

C. DEVELOPMENT CRITERIA

1. Lot Size: The minimum lot size for all lots created after the initial plat recording shall be one-half (1/2) acre (21,780 square feet).
2. Structural Height: The maximum elevation of any building on any site shall not exceed current El Paso County regulations, or as otherwise approved by the Development Services Department Director, Board of Adjustment, or CP Board of Directors, unless CP Board defers decision to DSD Director in writing.
3. Setback: There shall be a minimum one hundred (100) foot separation between dwellings on adjacent sites. There shall be a minimum fifty (50) foot separation between accessory buildings of more than 120 square feet and any building of more than 120 square feet on adjacent sites. Variances on these separations may be approved by the Development Services Department Director, Board of Adjustment, or CP Board of Directors, unless CP Board defers decision to DSD Director in writing.
4. No structures shall be closer than twenty-five (25) feet from any major drainage way.

D. SITE PLAN REQUIREMENTS/PERFORMANCE STANDARDS/MANDATORY REQUIREMENTS

1. A Site Plan, fully dimensioned at a minimum scale of 1" = 20' or larger, shall be submitted to the Planning Department including the following information:
 - a. All structures with dimensions to side, front and rear yards and distance from any other structures within three hundred feet (300).
 - b. Existing and proposed contours at a two-foot contour interval.
 - c. Existing vegetation including any vegetation to be removed.
 - d. Landscaping and revegetation plan.
 - e. Building footprint including decks and access drive.
 - f. Legal description of the proposed site.
 - g. Sewage system location (and alternative site).
 - h. Well location (and alternative site).
 - i. Distance from any well, water source or sewage system if within one hundred feet (100') of the proposed site, or as otherwise authorized by El Paso County Public Health or by Colorado Division of Water Resources.

- j. Coloration of the structure.
- 2. Performance standards and design parameters to be used in preparing and reviewing the site plan are:
 - a. Follow the natural contours of the site to minimize disruption of existing topography by:
 - 1) Locating building to minimize grading.
 - 2) Locating building to avoid primary natural drainage systems.
 - 3) Avoiding traditional building method of flattening large pad site with cut and fill.
 - b. In siting access roads and parking areas/garages:
 - 1) Follow the natural contours, and avoid long, straight approaches.
 - 2) Access roads cutting across slopes should be super elevated back into the slope and erosion checks or swales should be placed at intervals along unbroken road slopes.
 - 3) Keep the amount of impervious materials to minimum.
 - 4) Locate garages and parking closest to private road.
 - c. Utilize natural coloration on all structures that is harmonious with the surrounding area.
 - d. Although it is recognized that all structures will be visible from either the Crystal Park Homeowners Association or from off-site or both, structures shall not be the predominant feature on the site and shall utilize vegetation or backdrop to decrease visibility.
 - e. Create defensible spaces around structures and/or utilize fire retardant materials to reduce wildfire hazards.
- 3. Mandatory Requirements
 - a. Septic system design and location shall comply with current El Paso County regulations when constructed.
 - b. All applicable El Paso County Department of Health & Environment criteria shall apply including, but not limited to, well isolation distances, slopes, and alternate site location.
 - c. All wells and sewage systems shall meet the applicable separation distances for any existing water source or sewage system.
 - d. Where an existing structure and lot exists for which water and sewage information is not available, the County shall not approve any new lot closer than two hundred feet (200') from the lot for which said information does not exist.
 - e. A functioning well to provide water to the property shall be in place prior to submission of a site plan.
 - f. Continuing Performance Requirements:
 - 1) The septic system shall be inspected every three years and cleaned when recommended by the inspector. Proof of inspection and/or

cleaning must be provided to Crystal Park Board when requested.

E. APPROVALS

1. GENERAL CRITERIA

- a. Any request for administrative approval of a site plan shall include:
- 1) A complete site plan as required in Section D.1.
 - 2) Letter of approval of the site plan from an authorized member of the Park's governing board or architectural review committee.
- b. The Planning Department may consult with other review agencies consisting of, but not limited to, the following as appropriate:

El Paso County Department of Public Works (drainage and erosion control)
El Paso County Soil Conservation Service (drainage and erosion control)
Colorado State Forest Service (fire)
El Paso County Department of Health & Environment (Individual Sewage Disposal System)
City of Manitou Springs (visibility)

Comments from the above, or any other agencies, can be used as guidelines and input for the Planning Department in reviewing site plans. (It is anticipated that the above comments will be provided to the Planning Department in a timely manner, generally not to exceed ten (10) working days.)

2. AREAS DESIGNATED AS BUILDABLE AREAS

- a. The County shall administratively approve a site plan for the construction of a residence or accessory building for the area identified as the "Buildable Area" on the PUD (Planned Unit Development) District Development Plan unless:
- 1) The slopes of the lot exceed thirty percent (30%) and there is not sufficient room for a buildable site on the lot, or
 - 2) The natural drainage channels preclude a buildable site on the lot, or
 - 3) The lot is located on a ridge line or other elevated point such that the proposed structure/building site would be the predominant feature on the lot, as viewed from property outside Crystal Park. In determining whether the structure/building site would be the predominant feature on the lot, the following factors shall be considered:
 - Is the structure/building site set back from the edge of the ridge or elevated point?
 - Has vegetation been utilized to mitigate the visual impact?
 - Does the backdrop mitigate the visual impact?
 - Have other mitigation measures been utilized, such as non-reflective materials and colorization techniques, to mitigate the visual impact?
 - Are there other visible structures in the immediate vicinity and would the proposed structure be no more visible than those?

- 4) The mandatory requirements of Section D.3. above are not satisfied.
- b. A decision of approval or denial shall be made no later than twenty (20) working days following receipt of a complete submittal. Said decision shall be sent to the applicant by first class mail.
- 1) In the event that any one or more of the four (4) factors listed in E.2.a. above is evident, the County may require additional information, including appropriate mitigation
 - 2) Any denial may be appealed through a process including public hearings before the County Board of Adjustment as prescribed in the Land Development Code for a final determination.
 - 3) As part of any approval, the Planning Department may incorporate conditions, restrictions or other mitigation measures deemed necessary to assure that the performance standards of Section D. 2. are adequately satisfied.
 - 4) Upon approval by the Planning Department of the site plan, authorization for the issuance of a building permit will be given.

3. AREAS DESIGNATED AS BUILDING RESTRICTED AREAS

- a. In addition to the requirements of subsection E.1. and E.2., (except therefrom E.2.a.1), the County shall require for proposed lots in the Building Restricted Areas, as identified on the PUD (Planned Unit Development) District Development Plan, a site specific professional engineer's report satisfactorily addressing, at a minimum, geology, soils, drainage and erosion control of the proposed site.
- b. The soils and geology information noted in Section E.3.a. above shall be sent to and reviewed by the El Paso County Soil Conservation Service and Colorado Geological Survey. Any review expenses associated with the request shall be borne by the applicant.
- c. The soils and geology information noted in Section E.3.a. above shall be required if any portion of a structure is proposed within the building restricted area.
- d. Depending upon the comments received from the aforementioned agencies, the lot may either be administratively approved or denied.
 - 1) Any denial may be appealed through a process including public hearings before the County Board of Adjustment, as prescribed in the Land Development Code.
 - 2) As part of any approval, the Planning Department may incorporate conditions, restrictions or other mitigation measures deemed necessary to assure that the performance standards of Section D. 2. are adequately satisfied.
 - 3) Upon approval by the Planning Department of the site plan, authorization for the issuance of a building permit will be given.

F. PLATTING LOTS

1. Prior to receipt of a plat to create a lot, the following shall be submitted to the Planning Department:

- a. Payment of park, school or any other development fees.
2. In the event that any component/location has changed since approval of the original site plan, a revised site plan shall be resubmitted subject to the same review and approval criteria.
3. The Final Plat drawing shall be in a format prescribed by the Planning Department and generally consistent with the Final Plat criteria found within Section 48 C. of the El Paso County Land Development Code.
4. A Final Plat shall be administratively approved by the Planning Department. The Planning Department may incorporate conditions, restrictions or notations deemed necessary in accordance with the established standards and criteria.
5. In the event that minor changes are necessary to a previously platted lot, the same administrative procedure will apply as indicated in this Subsection F.