

CITY PLANNING DEPARTMENT



Staff Progress Briefing

To: City Plan Commission
From: Jonas U. Bruggemann, MSCRP | Assistant Director/Principal Planner
Date: June 26, 2025
RE: 0 Southview Terrace, Lilyana Way– Assessors Plat 18-3, Lot 2006
“Cullion Homes” – Minor Subdivision with Street Extension: Preliminary Plan

The City Planning Department is providing a progress brief instead of a standard memo as there are several deficiencies with the project that to our understanding the applicant is willing to address in the following weeks.

The Plan proposes to subdivide a 26,571 sq ft parcel south of Lilyana way into two house lots extending a street shown on the approved plan for Briarwood Estates (Lilyana Way). The developers of Briarwood Estates allocated land to this paper street to give access to this developable land.

The City Planning Department received the Preliminary Plan application for Cullion Homes in May. The submission provided was not to the standards required by the checklists as the site plan required multiple changes and there were submitted associated items that were missing. Importantly, the plan demonstrated that a full cul-de-sac could be built on the parcel creating two conforming house lots. The developer and the Planning Department staff discussed alternative road designs that would reduce the impervious road surface created for these two new lots.

There was time pressure for the applicant to get permission to connect to the utilities in Lilyana Way before paving was completed, but the initially proposed cul-de-sac turn around design was not finalized. Planning staff issued a Certificate of Completeness for this project in good faith with the understanding that the applicant would provide a finalized site plan containing items discussed with the legal representative and engineer on this project. The issuance of the Certificate of Completeness was issued rushed due to a belief at the time that approval by the City Plan Commission would be required for the applicant to be able to connect their utility stub to the utilities of the connecting roadway, Lilyana Way, which is actively being constructed. If the road was paved prior to the stub, a 5-year moratorium on new construction on the roadway would have started and the applicant would have to wait until the end of that period to connect their utilities, thereby significantly delaying construction of this project.

After the Certificate of Completeness was issued, the Department of Public Works was able to issue a conditional sewer approval to permit the utility stub connection. This approval allows the applicant to make the required utility connections in the area that is to be paved.

The latest iteration of the site plans received by the Planning Department lacks information and therefore is not currently in an approvable condition. The applicant has been informed of the following insufficiencies of the provided site plans:

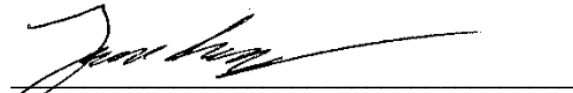
- The plan must be labeled as "Preliminary Plan".
- The frontage of the proposed lots needs to be listed.
- The roadway leading to the lot is a public roadway. The City prefers that the continuance of the roadway stays as a public roadway and is continued through the Cullion property. An access easement would then be needed for the edges of hammerhead extending into the lots. We would be amendable to

recommend waivers to allow berms instead of curbs past the existing paper street. The 20ft paved roadway as depicted is acceptable, though Planning staff need to run this arrangement past the Fire Department again, as they have not seen this iteration of the site plans.

- Drainage solutions for the runoff from the public roadway need to be addressed. Associated grading also needs to be added to the drainage plan.

Therefore, the Planning Department recommends that the Preliminary Plan for Cullion Homes is continued to the August City Plan Commission meeting to allow enough time for the applicant to provide finalized documents and for staff to review them.

Respectfully Submitted,



Jonas U. Bruggemann, MSCRP
Assistant Director / Administrative Officer