

**TOWN OF MEAD, COLORADO  
ORDINANCE NO. 983**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO,  
RATIFYING APPROVAL OF WAIVERS IN CONNECTION WITH PROPERTY AT 3607  
SCHUMAN PLACE, MEAD, CO 80542 PURSUANT TO SECTION 16-3-150 OF THE MEAD  
MUNICIPAL CODE**

**WHEREAS**, the Town of Mead is authorized to regulate the use and development of land within its jurisdiction, pursuant to Title 31, Article 23, C.R.S., Title 29, Article 20, C.R.S. and the Town’s Land Use Code, codified in Chapter 16 of the *Mead Municipal Code* (the “MMC”); and

**WHEREAS**, BRIAN MATHEWS (the “Applicant”) has submitted to the Town a land use application for waivers pursuant to MMC Section 16-3-150 and relating to the property known as 3607 SCHUMAN PLACE, MEAD CO 80542 and more particularly described as follows:

**LOT 55, COYOTE RUN FILING NO. 1 SUBDIVISION, TOWN OF MEAD,  
WELD COUNTY, STATE OF COLORADO**

(the “Property”); and

**WHEREAS**, the Applicant desires to construct a second garage on the Property and seeks waivers from Sections 16-2-70(b)(2)(h) and 16-2-180(c)(9)(a)(2) of the MMC to allow for the following:

- (1) A second driveway curb-cut on the Property, not to exceed twelve (12) feet in width; and
- (2) Construction of a garage set back less than twenty-three (23) feet from the Property line (together, the “Waivers”); and

**WHEREAS**, Town staff has determined that Applicant satisfied applicable waiver criteria set forth in MMC Section 16-3-150, as memorialized in the Staff Memorandum dated December 6, 2021, and attached to the Approval Letter (as defined herein), which findings are hereby incorporated into this Ordinance; and

**WHEREAS**, pursuant to MMC Section 16-3-150(d), the Town Manager has approved the Waivers with conditions pursuant to the staff recommendation set forth in the Staff Memorandum, as memorialized in the Town Manager’s Approval Letter dated December 7, 2021, attached hereto and incorporated herein as **Exhibit A** (“Approval Letter”); and

**WHEREAS**, Section 16-3-150(e) of the MMC requires that the Board of Trustees ratify all staff-approved waivers by ordinance; and

**WHEREAS**, the Town Board of Trustees desires to ratify the Town Manager approval of the Waivers, as memorialized in the Approval Letter.

**NOW THEREFORE, BE IT ORDAINED** by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

**Section 1. Recitals incorporated.** The foregoing recitals are incorporated herein as findings of the Board of Trustees.

**Section 2. Ratification of Staff-Approved Waivers.** The Waivers are hereby ratified, subject to the following conditions:

a. Applicant shall resolve/correct any minor technical issues as directed by Town staff and pay all fees and costs incurred by the Town and its consultants, including without limitation legal fees and costs, for review and processing of the waiver applications within forty-five (45) days of receiving an invoice or notice from the Town. If fees and costs are not paid within forty-five (45) days of receiving an invoice or the technical issues are not resolved or corrected within forty-five (45) days of notice to the satisfaction of Town Staff, the Town may withhold issuance of building permits or further approvals until invoices are paid and corrections are made;

b. No parking of vehicles or storage of equipment, materials, or debris, whether contained or not, is permitted in the second driveway to be constructed on the Property, except for temporary loading and unloading not to exceed forty-eight (48) hours in any twelve (12) month period, as long as such use does not block or impinge on the sidewalk or other right-of-way. For purposes of this paragraph, the term “vehicle” includes all motorized vehicles, including cars, trucks, tractors, and recreational vehicles, as well as non-motorized trailers that may be attached to a motorized vehicle;

c. The garage addition and driveway authorized pursuant to approval of the Waivers shall be constructed in accordance with the dimensions, style, and materials shown on **Exhibit 5** to the Staff Memorandum attached to the Approval Letter;

d. After the effective date of this Ordinance, the Town Clerk shall record the Ordinance in the Weld County real property records at Applicant’s expense; and

e. The approval of the Waivers shall automatically expire one (1) year from the effective date of this Ordinance, unless building permits (or other permits, as applicable) for the improvements contemplated by the Waivers have been obtained by the Applicant. The Town Manager shall be authorized to grant an extension of time for good cause shown, but only if any application for such extension is made by the Applicant prior to the expiration of the approval of the Waivers.

**Section 3. Effective Date.** This ordinance shall be published and become effective as provided by law.

**Section 4. Severability.** If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Ordinance. The Board of Trustees hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

**Section 5. Repealer.** All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

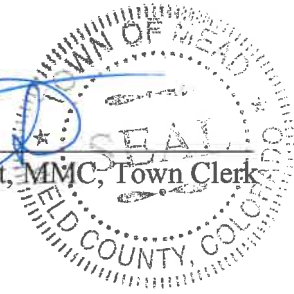
**Section 6. Certification.** The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the ordinance available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 13TH DAY OF DECEMBER, 2021.**

**ATTEST:**

By:

Mary E. Strutt, MMC, Town Clerk



**TOWN OF MEAD**

By:

Colleen G. Whitlow, Mayor

Ordinance Exhibit(s):

**Exhibit A** – Town Manager approval letter (dated December 7, 2021) (“Approval Letter”)

Attachment(s) to Approval Letter:

Staff Memorandum dated December 6, 2021 incorporating the following exhibits:

- Exhibit 1* – Applicant Explanation Letter
- Exhibit 2* – Neighbor Signatures
- Exhibit 3* – HOA Approval
- Exhibit 4* – Utility Provider Approvals
- Exhibit 5* – Elevations and Plans



December 8, 2021

Town of Mead Board of Trustees  
Mead Town Hall  
441 Third Street  
Mead, CO 80542

RE: Approval of Waivers Pursuant to Mead Municipal Code Sec. 16-3-150(d) (3607 Schuman Place)

Dear Mayor and Trustees,

Property owner Brian Mathews (“Applicant”) has requested two (2) waivers from the Mead Municipal Code (“MMC”) relating to a proposed garage addition at 3607 Schuman Place, Mead, Colorado 80542 (“Property”) to allow for: (1) a second driveway curb-cut for a turfstone paver driveway not to exceed twelve (12) feet in width adjacent to the garage addition, and (2) construction of a garage addition to the west of the existing structure, which addition shall not exceed twenty-five and three fourths (25.75) feet in length (extending west from the existing structure) and twenty-eight (28) feet in width (north-south) (together, the “Waivers”).

Pursuant to MMC Section 16-3-150(d) and staff findings memorialized in the Staff Memorandum attached hereto, I hereby approve the requested Waivers for the Property for the limited purpose of constructing a garage addition and second driveway as specifically described herein and as further shown on Exhibit 5 to the Staff Memorandum. This approval is subject to the following conditions and hereby referred to the Town of Mead Board of Trustees for ratification. Any deviation from the Waivers as approved herein shall require further Town approval in accordance with the MMC and any other applicable law.

Conditions of Approval:

1. Applicant shall resolve/correct any minor technical issues as directed by Town staff and pay all fees and costs incurred by the Town and its consultants, including without limitation legal fees and costs, for review and processing of the waiver applications within forty-five (45) days of receiving an invoice or notice from the Town. If fees and costs are not paid within forty-five (45) days of receiving an invoice or the Waivers are not corrected within forty-five (45) days of notice, the Town may withhold issuance of building permits or further approvals until invoices are paid and corrections are made.
2. No parking of vehicles or storage of equipment, materials, or debris, whether contained or not, is permitted in the second driveway authorized herein except for temporary loading and unloading not to exceed forty-eight (48) hours in any twelve (12) month period, as long as such use does not block or impinge on the sidewalk or other right-of-way. For purposes of this paragraph, the term “vehicle” includes all motorized vehicles, including



cars, trucks, tractors, and recreational vehicles, as well as non-motorized trailers that may be attached to a motorized vehicle.

3. The garage addition and driveway authorized herein shall be constructed in accordance with the dimensions, style, and materials shown on Exhibit 5 to the Staff Memorandum.
4. After the effective date of the ratification of the Waivers by ordinance of the Board of Trustees ("Ordinance"), the Town Clerk shall record the Ordinance in the Weld County real property records at Applicant's expense.

  
Helen Migchelbrink, Town Manager

ATTACHMENT:

Staff Memorandum

## 3607 Schuman Pl. Waiver Explanation Letter

The waiver, if granted, will not alter the essential character of the neighborhood or district in which the property is located, or diminish the value, use, or enjoyment of adjacent property.

*As shown in my submission package my proposed garage addition Elevation keeps in both design character and principles of my existing home and the Coyote Run subdivision.*

*I have included a signed copy of my design plans from each of my direct neighbors and most importantly the neighbors on the opposite side of Deacon drive where the garage will face. I can get more neighbor signatures if needed. I kept my scope to the 2 surrounding houses and 3 houses located on Deacon Dr. across from my proposal.*

*Finally, I have included a copy of the HOA approval of my plan. I believe these 3 items clearly show I have not altered the essential character of the neighborhood, diminished the value, use or enjoyment of adjacent property.*

The waiver, if granted, is a minimum change that will afford relief and is the least modification possible of the zoning or subdivision ordinance provisions which are in question.

*As outlined in my design proposal I have confirmed only two variance issues remain. I have been working with the Town of Mead planning department and utility companies to make modifications to gain consensus. We have looked at various garage entry orientations to avoid a corner lot side street entry however each attempt only added more problems and issues. The garage has been shorted from my original proposal from 30' to 25' 9". There is now only a single garage door vs the double in my original plan. All parties involved agree this is the only location and orientation a garage addition (or any addition) would be possible.*

*I have worked directly with the utility providers (United Power, Excel Energy, Little Thompson Water and TDS) and have received written confirmation (a copy is provided in my packet submission) of their approval of my project and easement encroachment.*

The waiver, if granted, will provide architectural or other enhancements to the use and enjoyment of the property by the property owner.

*The garage will marginally improve my overall assessed home value, finish square footage is king when it comes to home assessments. However adding a 4th garage and workshop area will appeal to many buyers including myself. Having a place to store a boat, camper or seasonal car vs offsite storage is appealing. This waiver if granted will most certainly bring me (the property owner) much enjoyment!*

Exceptional conditions, circumstances peculiar to the property

*As shown in the design my lot is a corner. However it is unique as I am on a 25 ft wide one-way street to the declared front of my house however the side of my house where I am seeking approval for an additional garage is the more common 35 ft wide two-way neighborhood street. In the original master*


plan for my neighborhood my address was on Deacon Dr. vs the one-way Schuman Pl. road it ended up on. When Richmond took over development in 2013-2014 they changed the design and put a two story house vs the wider ranch. This is confirmed again with my water tap being on the rear west corner of my lot vs every other house in the neighborhood having their water tap in the front of their house.

Exceptional conditions, practical difficulties

Having the garage on the wider road allows much more space to enter and exit. It also allows me to park on the street without taking up 1/3 of the road as I currently do when parking on the one-way street.

Exceptional conditions, deprived of property rights commonly enjoyed by similar properties

As shown on the Plot Plan from Richmond American Homes dated 3-24-2014 the setbacks have changed substantially in the last 7+ years. The side setback was 7 ft. So if I understand this correctly, had the garage been part of the original design setbacks would not have been an issue as I am designing them. Obviously things change with time and I understand that however I raised this to show how property rights have changed.

SCALE: 1"=20'		INCLUDE ALL Easements OF RECORD 4) RECORDED PLAT AND OVERLOT GRADING PLAN PREPARED BY ROCKY MOUNTAIN CONSULTANTS. 5) LOT CORNER ELEVATION CHECK: 12-21-13	
SUBDIVISION: COYOTE RUN SUBDIVISION		REVISIONS:	
COUNTY: WELD	CITY: MEAD		
ADDRESS: 3607 SCHUMAN PLACE			
MODEL OPTIONS: D30D-C/3-CAR/FULL BSMT/9' WALLS/EXT LV/GSD/EXT MASONRY/FP FR			
DRAWN BY: JS	DATE: 05-24-14	CHECK BY:	
	MINIMUM SETBACKS:		SETBACK REQUIREMENTS MODIFIED FROM THE TOWN OF MEAD DEVELOPMENT STANDARDS
	FRONT: 20'	CORNER: 20'	
GARAGE: 23'	SIDE: 7'		
REAR: 25'			



## STAFF MEMORANDUM

TO: Helen Migchelbrink, Town Manager  
FROM: Jason Bradford, AICP, Community Development Director  
DATE: December 6, 2021  
SUBJECT: 3607 Shuman Place – Second Garage Waivers

### SUMMARY

---

Property owner, Brian Mathews (“Owner”), requests two (2) waivers from the Mead Municipal Code (“MMC”) relating to a proposed garage addition at 3607 Schuman Place, Mead, Colorado 80542 (“Property”) to allow for: (1) a second driveway curb-cut, and (2) construction of a garage set back less than twenty-three (23) feet from the property line (together, the “Waivers”). Staff finds that Owner has satisfied MMC criteria and recommends that the Town Manager approve the Waivers pursuant to MMC Sec. 16-3-150(d).

### DETAIL OF REQUEST

---

**Applicant:** Brian Mathews  
**Property Owner:** Brian Mathews  
**Property Location:** 3607 Schuman Place. Generally located at the northeast corner of Deacon Drive and Schuman Place in the Coyote Run Subdivision.  
**Zoning Classification:** RSF-4 (Residential Single-Family – 4)  
**Comp. Plan Designation:** Single Family Residential (SFR)  
**Surrounding Land Uses:**  
North: RSF-E (Residential Single-Family – Estate (Vale View Subdivision))  
South: RSF-4 (Residential Single-Family – 4) (Vacant Land)  
East: Unincorporated Agricultural Land and U.S. Interstate 25  
West: RSF-4 (Residential Single-Family – 4) (The Highlands Subdivision)

---

### Overview:

The Owner and applicant, Brian Mathews, requests the Waivers to allow for the construction of a second garage with driveway on the Property. The Property is located on a corner lot on the northeast corner of Deacon Drive and Schuman Place in the Coyote Run subdivision. The Owner would like to construct a second garage and driveway on the secondary side (that side adjacent to Deacon Drive). The primary garage and driveway are located on Schuman Place.





The MMC limits residential properties to one (1) driveway curb-cut per lot (Section 16-2-70(b)(2)(h)) and requires that garages be set back at least 23 feet from the property line (Section 16-2-180(c)(9)(a)(2)). In order to construct the second garage on this Property, the Owner is requesting that these two (2) provisions of the MMC be waived to the extent necessary to construct the driveway and garage addition as shown on **Exhibit 5** to this Staff Memorandum.

Town staff is currently working on an amendment to the MMC to allow second driveways in some circumstances that would likely moot the Owner's request for Waivers. However, staff recommends consideration of the Waivers given the delays that the MMC amendment process involves. Staff will continue to work on such amendments, initiated under the prior Mead Planning Director, given frequent requests by Mead homeowners for second curb-cuts on corner lots.



The Owner has provided staff with all requested application materials, including an explanation letter with rationale for the request (**Exhibit 1**), signatures of approval from adjacent neighbors (**Exhibit 2**), proof of Home-Owners Association (HOA) approval of the request (**Exhibit 3**), approvals from all utility providers (**Exhibit 4**), and architectural elevations and plans showing the proposed garage addition and driveway (**Exhibit 5**).

**Review Criteria and Analysis:**

MMC Section 16-3-150 provides that Town staff, acting through the Town Manager, may authorize waivers from the Land Use Code in cases where:

- 1) *special conditions and circumstances exist which are peculiar to the land; or*
- 2) *where practical difficulties exist creating an unnecessary hardship on the landowner; or*
- 3) *where literal interpretation of the provisions of these regulations would deprive the applicant of rights commonly enjoyed by other properties with similar conditions.*

In this case, the Property is a corner lot with access on the smaller, 25-foot one-way street, Schuman Place. A second driveway and garage facing the 35-foot right-of-way, Deacon Drive, will provide Owner more space for turn-in and turn-out, given the unique circumstance that the Property is located on a corner lot. Further, future Code amendments may give similarly-situated property owners the right to secondary curb-cuts and limited encroachment into setbacks in some circumstances.

MMC Section 16-3-150(f) further states that waivers may be granted if they meet the following criteria:

- 1) *The waiver will not alter the essential character of the neighborhood or district in which the property is located, or diminish the value, use, or enjoyment of adjacent properties.*

The application demonstrates that the Waivers, subject to certain conditions recommended below, will not alter the essential character of the neighborhood in which the Property is located or diminish the value, use, or enjoyment of adjacent properties. The Owner has worked diligently with the Town staff and the previous Planning Director to provide approvals from the HOA, and neighbors, demonstrating that the proposed waivers would not alter the essential character of the neighborhood or district in which the property is located, or diminish the value, use, or enjoyment of adjacent properties. The second garage will match the architecture of the existing home and will likely increase the assessed value of the home. The location of the garage will have minimal impact on any neighboring properties.

- 2) *The waiver is a minimum change that will afford relief and is the least modification possible of the zoning or subdivision ordinance provisions which are in question.*

The Waivers, if approved with the suggested conditions, demonstrate the minimum changes that will afford relief to the Applicant and are the least modifications possible of the zoning or



subdivision ordinance provisions in question. The Owner worked with the previous Planning Director to significantly modify the original plans to ensure the second garage and driveway would be located as far as possible from the intersection, thus minimizing tight vehicle maneuvering and potential vehicular conflicts at the corner. The original plans were also altered to minimize the size of the garage to a single-door garage, from the original plan for a two-door garage.

The Owner also worked in good faith with the Town's staff and the previous Planning Director to minimize the number of waivers that would be needed to accommodate the request. The garage size was modified to ensure the garage would not encroach into the secondary frontage side easements. The location of the garage was also pushed further north to ensure that the driveway would be as far from the corner intersection as possible.

- 3) *The waiver will provide architectural or other enhancements to the use and enjoyment of the property by the property owner.*

The Waivers will provide architectural or other enhancements to the use and enjoyment of the Property by the Owner. Exhibit 5 shows renderings and elevations of the proposed garage addition, which will match the architecture of the existing home. The conditions of approval recommended below ensure that the garage and driveway will be limited to what is depicted on the plans and elevation shown on Exhibit 5. Further, as noted in the Owner's explanation letter (Exhibit 1), the additional garage will also enhance his enjoyment of the Property.

**Recommendations:**

Staff finds that Owner's request complies with the review criteria and recommends that the Town Manager approve the Waivers subject to the following conditions:

1. Applicant shall resolve/correct any minor technical issues as directed by Town staff and pay all fees and costs incurred by the Town and its consultants, including without limitation legal fees and costs, for review and processing of the waiver applications within forty-five (45) days of receiving an invoice or notice from the Town. If fees and costs are not paid within forty-five (45) days of receiving an invoice or the Waivers are not corrected within forty-five (45) days of notice, the Town may withhold issuance of building permits or further approvals until invoices are paid and corrections are made.
2. No parking of vehicles or storage of equipment, materials, or debris, whether contained or not, shall be permitted in the second driveway authorized by approval of the Waivers except for temporary loading and unloading not to exceed forty-eight (48) hours in any twelve (12) month period, as long as such use does not block or impinge on the sidewalk or other right-of-way. For purposes of this paragraph, the term "vehicle" includes all motorized vehicles, including cars, trucks, tractors, and recreational vehicles, as well as non-motorized trailers that may be attached to a motorized vehicle.



3. The garage addition and second driveway shall be constructed in accordance with the dimensions, style, and materials shown on Exhibit 5 to the Staff Memorandum.
4. After the effective date of the ratification of the Waivers by ordinance of the Board of Trustees (“Ordinance”), the Town Clerk shall record the Ordinance in the Weld County real property records at Applicant’s expense.

**Financial/Budgetary Considerations:**

The proposed second garage will have very little impact on the Town’s finances and budget. The Owner will require a permit to construct the second garage, which will generate a permit fee and minimal impact fees.

**Alternatives/Options:**

Pursuant to Section 16-3-150 of the MMC, the Town Manager may approve the Waivers, approve the Waivers with conditions, or deny the Waivers with specific findings.

**ATTACHMENTS:**

Exhibit 1: Explanation letter

Exhibit 2: Neighbor signature

Exhibit 3: HOA approval

Exhibit 4: Approval letters from Xcel Energy, United Power, Little Thompson Water District, TDS Telecom

Exhibit 5: Second garage plans

Neighbor consent

We have reviewed Brian's plan for a garage addition at 3607 Schuman Pl and provide our consent.

3620 Hughes Dr.

Paul & Joyce Holland



3602 Deacon Dr.

Steve & Linsey Fox



3612 Deacon Dr.

Mike and Marina Gallardo



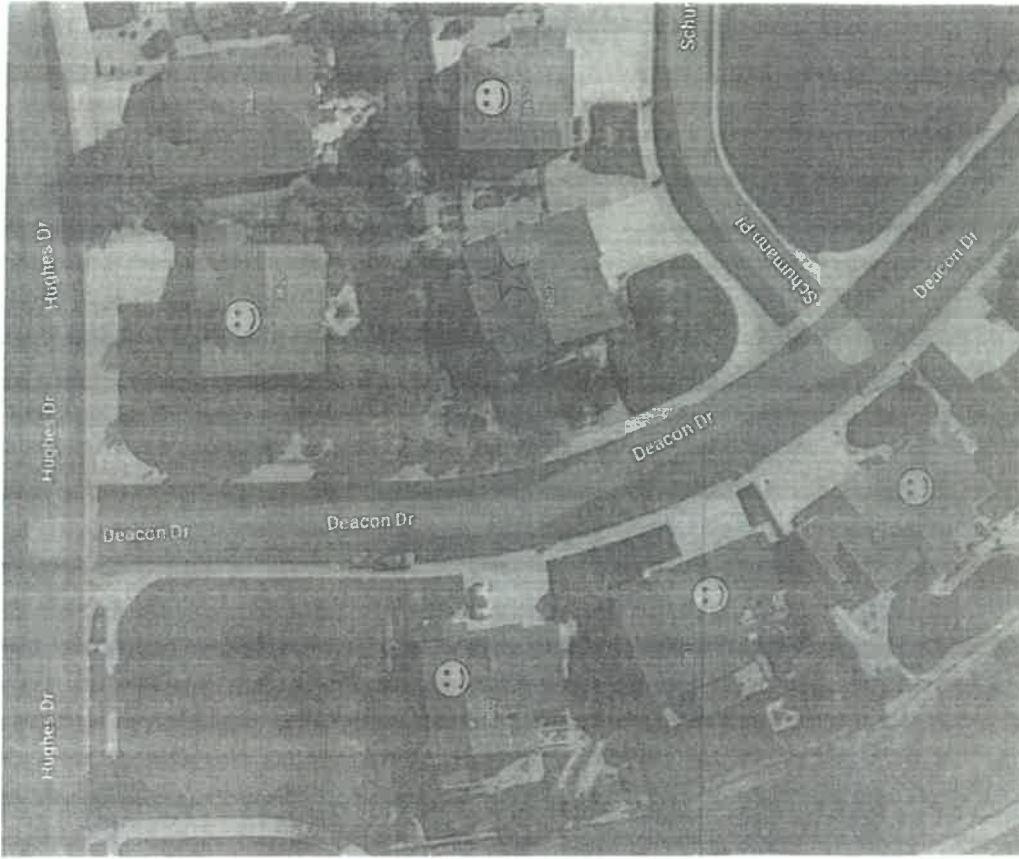
3622 Deacon Dr.

Greg and Dorthey Sorter



3617 Schuman Pl.

Caroline Logan



## Coyote Run at Mead Design Review Request

c/o MSI, LLC  
11002 Benton St.  
Westminster, CO 80020-3286  
(970) 635-0498 – Fax (970)635-0517

### FOR OFFICE USE ONLY

Date Received MSI	8/12/20
Crucial Date	9/11/20
Date Sent to Committee	8/12/20
Date Rcvd From Committee	
CM	Russ Hofer
Request #	074344
Request#	

Name: Brian Mathews  
Address: 3607 Schuman Pl.  
City/State/Zip: Mead, CO 80542

Home Phone: 303-591-3247  
Work Phone: \_\_\_\_\_  
Email: brian.mathews@live.com

#### My request involves the following type of improvement:

- |                                      |  |   |   |
|--------------------------------------|--|---|---|
| <input type="checkbox"/> Painting    | <input type="checkbox"/> Deck/Patio Slab | <input type="checkbox"/> Roofing                  | <input type="checkbox"/> Drive/Walk Addition  |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Patio Cover     | <input checked="" type="checkbox"/> Room Addition | <input type="checkbox"/> Basketball Backboard |
| <input type="checkbox"/> Fencing     | <input type="checkbox"/> Other: _____    |   |   |

#### Describe improvements (Attach site plan or map of specific improvements - do not draw them below.):

*Your Association Covenants may be downloaded from the website [www.crm.msioa.co](http://www.crm.msioa.co) or by contacting your Community Manager at MSI, LLC for assistance.*

Addition of a 2 car garage on the west side of our house facing Deacon Dr.

Planned completion date: 1-JAN-2021

I understand that I must receive approval of the Association in order to proceed. I understand that Association approval does not constitute approval of the local building department and that I may be required to obtain the applicable City/County permit(s). I understand that my improvements must be completed per specifications or approval is withdrawn. I understand that I must maintain proper slope and drainage patterns regardless of overall changes made. I agree to complete improvements promptly after receiving approval.

Date: 8/12/2020 Homeowner's Signature: Brian Mathews

#### Committee Action:

- Approved as submitted
- Approved subject to the following requirements:
- Disapproved for the following reasons:

Completion required by: \_\_\_\_\_  
Committee Member Signature: Board Approval via email 8/16/2020



## LETTER OF ENCROACHMENT

October 4, 2021

Brian Mathews  
3607 Schuman Pl  
Mead, CO 80542

**Re: Utility Easement Encroachment/ Easement Vacation**

**S10– T3N – R68W**

Dear Property Owner,

You have notified Xcel Energy your desire to build a garage on your property at 3607 Schuman Pl, more particularly described as **Lot 55, Coyote Run Filing No. 1 Subdivision**, located in Section 10, Township 3 North, Range 68 West, County of Weld, State of Colorado.

Please be advised that Public Service Company of Colorado (PSCo) has reviewed the plans for your garage and the location of the existing gas line. Per the information you have provided the gas line is 3' into the existing 15' platted utility easement. PSCo requires all gas lines maintain a 5' clearance from any permanent structure, therefore, **PSCo has NO OBJECTION to a 7' encroachment into the 15' platted utility easement on the west side of your property.**

Additionally, it is understood that this will be a permanent encroachment, therefore, PSCo would have no objection to easterly 7' of the 15' platted utility easement adjacent to Deacon Dr being vacated.

When any digging is commenced on the property, PSCo reminds you of your lawful duty to contact the Utility Notification Center of Colorado (UNCC) three days before starting the work. They can be reached at 811. UNCC will mark the locations of the various underground utilities on the ground.

Should you have any questions, please contact me at the phone number or email address listed below.

**Please retain this letter in your permanent property records & provide to any future owner.**

Cordially,

A handwritten signature in blue ink that reads 'Robyn Martinez'.

Robyn Martinez, Contract Right-Of-Way Agent  
Right-Of-Way & Permits  
303-716-2043  
[robyn.m.martinez@xcelenergy.com](mailto:robyn.m.martinez@xcelenergy.com)

**brian.mathews@live.com**

---

**From:** Jacob Hebert <JHebert@ltwd.org>  
**Sent:** Tuesday, September 28, 2021 09:57  
**To:** brian.mathews@live.com  
**Subject:** RE: release of easements, vacation and encroachment Little Thomson Water District

Brian,

Your tap (tap #7626) and meter pit are located on the northwest corner of your property. The service line downstream of the meter pit is your responsibility to own and maintain.

I have no comments or concerns as it relates to the proposed garage and waterline infrastructure that the District owns and operates. However, you should ensure that the service line downstream of the meter pit is not in conflict with the proposed garage.

Let me know of any questions.

Thanks.

*Jake Hebert, PE  
Civil Engineer II*



**Little Thomson Water District**  
835 E. State Highway 56, Berthoud, CO 80513  
Direct: 970-344-6374  
jhebert@ltwd.org | www.ltwd.org

**From:** Ken Lambrecht <klambrecht@LTWD.org>  
**Sent:** Thursday, September 23, 2021 10:34 AM  
**To:** Jacob Hebert <JHebert@ltwd.org>  
**Subject:** FW: release of easements, vacation and encroachment Little Thomson Water District

**From:** Brian Mathews <[brian.mathews@live.com](mailto:brian.mathews@live.com)>  
**Sent:** Thursday, September 23, 2021 10:31 AM  
**To:** Ken Lambrecht <[klambrecht@LTWD.org](mailto:klambrecht@LTWD.org)>  
**Subject:** release of easements, vacation and encroachment Little Thomson Water District

Hello Ken,

I'm not sure you are the correct person but hopefully if you are not you can point me in the correct direction. I live in Mead, CO at 3607 Schuman Pl.. Attached is the plot plan of my house. The developer drew in a 15ft utility easement in the community plan along the street however I can find no record of who owns this easement. During my utility survey it showed our cable, phone and power follow the rear property line. The gas line runs 7' along our sidewalk. The water line is under the street and the water shutoff for my house is located in the northeast corner (not anywhere near where I want to build). The water line into my house also comes in the northeast corner of my house. I do not believe my proposal effects the current or future water service.

I have requested a variance with the Town of Mead to build an attached garage on the side of my house and the Town has asked I get confirmation from all 4 utility providers there is no objection to my plan. Can you please review and provide your feedback?

I have also attached a copy of my proposed addition showing all the current utility lines as surveyed last year.

Thank you,

Brian



**brian.mathews@live.com**

---

**From:** Lopez, Randall <Randall.Lopez@tdstelecom.com>  
**Sent:** Thursday, September 23, 2021 12:20  
**To:** brian.mathews@live.com  
**Subject:** FW: release of easements, vacation and encroachment TDS Telecommunications  
**Attachments:** Garage Addition 26ft.pdf; 3607 Schuman Plot Plan.pdf

Brian,

We have no objection to your proposed plan.

Thank you,

**From:** Pahl, Jared <Jared.Pahl@tdstelecom.com>  
**Sent:** Thursday, September 16, 2021 6:16 AM  
**To:** Lopez, Randall <Randall.Lopez@tdstelecom.com>  
**Subject:** FW: release of easements, vacation and encroachment TDS Telecommunications

Randall,

Can you please work with FS to verify if we have any plant affected by this proposed development, I'd start using [plant viewer](#) to verify yourself and kick it over to FS if there are any discrepancies.

Once verified, please respond accordingly to Brian Mathews via email.

Let me know if you have any questions.

**Jared Pahl**  
Manager – Route Acquisition  
TDS Telecommunications  
541-876-6723

**From:** Brian Mathews <[brian.mathews@live.com](mailto:brian.mathews@live.com)>  
**Sent:** Wednesday, September 15, 2021 5:36 PM  
**To:** Pahl, Jared <[Jared.Pahl@tdstelecom.com](mailto:Jared.Pahl@tdstelecom.com)>  
**Subject:** release of easements, vacation and encroachment TDS Telecommunications

Hello Jared,

I live in Mead, CO at 3607 Schuman Pl.. Attached is the plot plan of my house. The developer drew in a 15ft utility easement in the community plan along the street however I can find no record of who owns this easement. During my utility survey it showed our cable, phone and power follow the rear property line. I have requested a variance with the Town of Mead to build an attached garage on the side of my house and the Town has asked I get confirmation from all 4 utility providers there is no objection to my plan. Can you please review and provide your feedback?

I have also attached a copy of my proposed addition.

Thank you,

Brian



Mark Alessi  
Senior Right-of-Way Agent  
United Power, Inc.  
500 Cooperative Way  
Brighton, CO 80603

October 1, 2021

Town of Mead  
441 Third St.  
Mead, CO 80542

RE: Letter of No Objection to new proposed garage encumbering 15' utility easement on Lot 55  
Coyote Run Subdivision, Township 3 North, Range 68 West, Section 10.

To Whom It May Concern:

Recently United Power Inc., was contacted by Mr. Brian Matthews, who is the owner of lot 55 (3607 Schuman Place) within the Coyote Run Subdivision. As explained to me through emails, phone calls, and shared plans, Mr. Matthews would like to build a one car garage on the side of his lot. Currently, as identified on the recorded plat for Coyote Run Subdivision, there is a fifteen' (15') utility easement to west side of the lot line. United Power has our line within a six-foot (6') utility easement on the rear of the lot. Gas is within the fifteen foot (15') utility easement on the west. As plan Mr. Matthews sent, the garage will encumbers the fifteen foot (15') easement and the gas company would like 5' of separation. If we need further electric, we could still put a conduit within this easement. We believe we have sufficient room in our existing rear lot easement and if we needed any on the side where the garage is planned, we could have enough room to install a future line within conduit. With that being said, as plans exist currently, United Power has no objection to the plans.

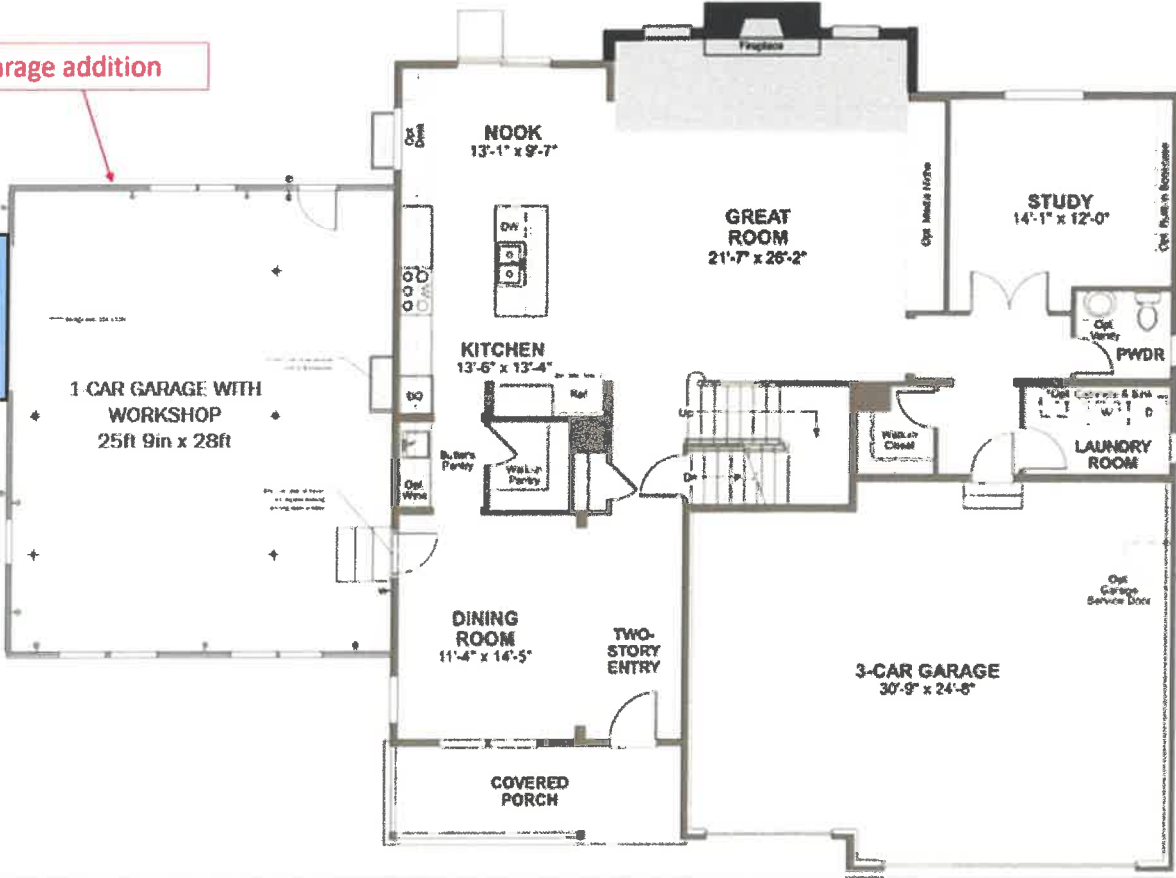
We look forward to safely and efficiently providing reliable electric power and outstanding service to our members and we're happy to be involved in commenting on this project.

*Mark Alessi*  
Thank you,

Mark Alessi  
United Power, Inc  
Senior Right-of-Way Agent  
Office 720-685-5640 | Cell 303-681-9831

Garage addition

12-ft. wide.  
New Turfstone grass  
driveway.



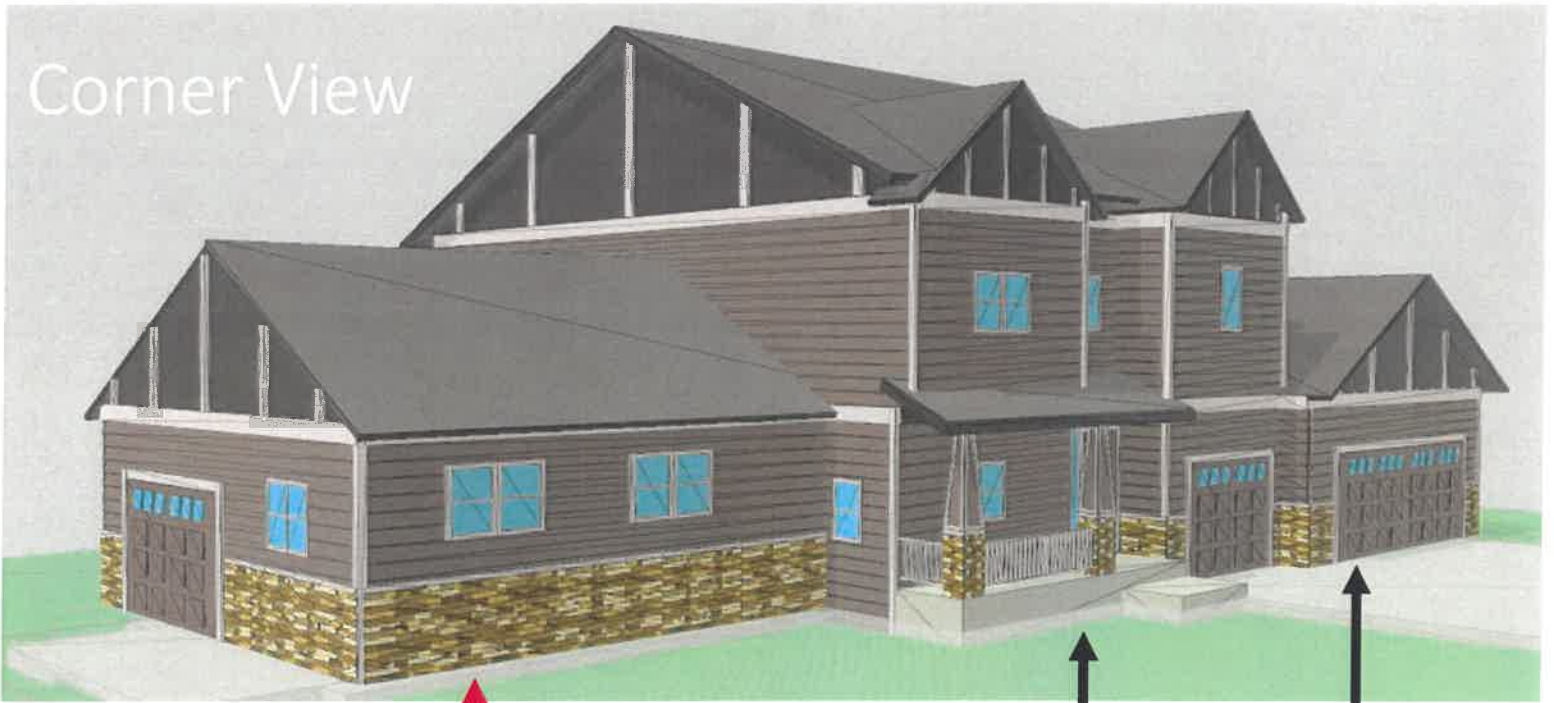
3607 Schuman Pl.  
Mead, CO 80542



25ft 9in x28 ft Garage Addition

Elevation  
Front View

Corner View



25ft 9 in. x28 ft Garage Addition

Existing House

**East Side Street View**

**Square Footage West  
Side of house = 1,100 ft<sup>2</sup>**

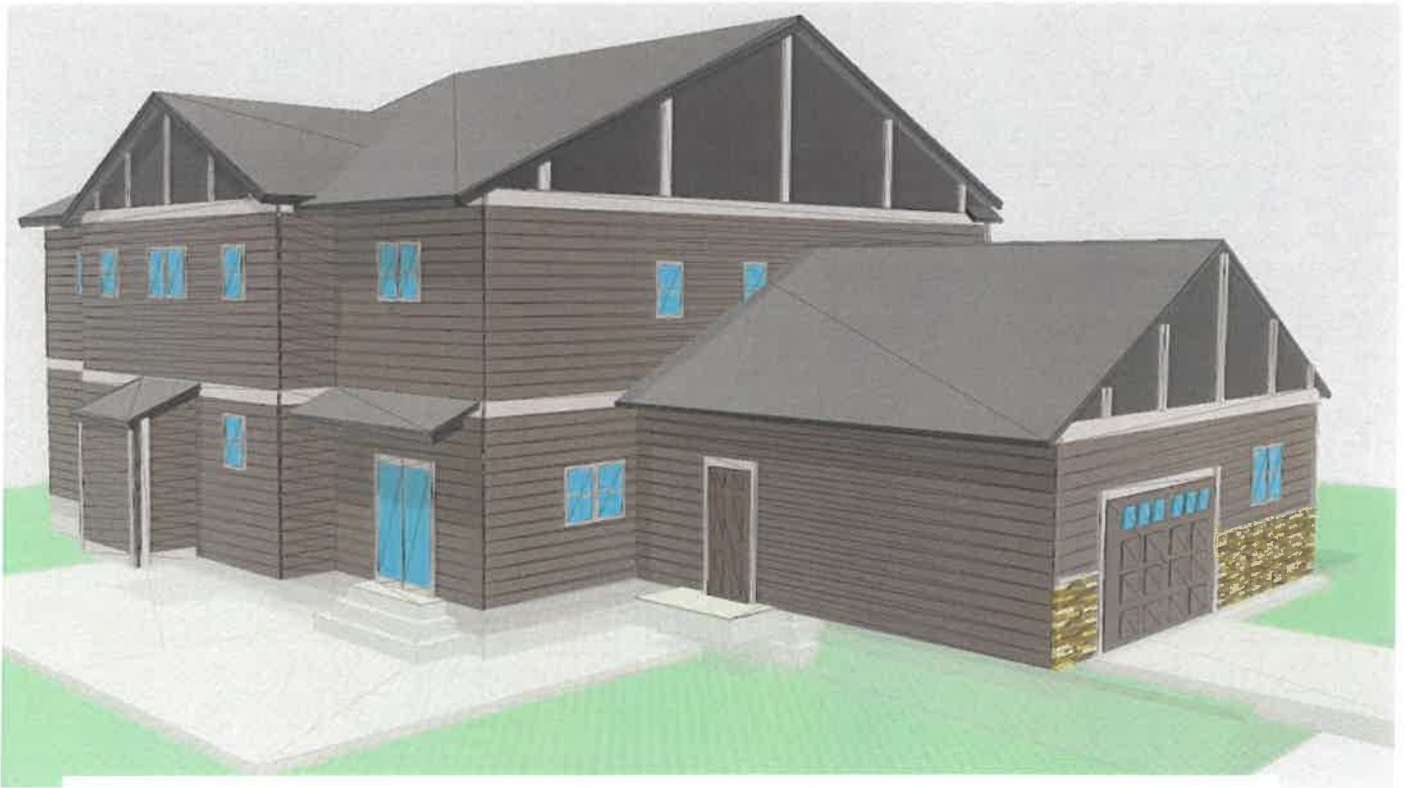
**Square Footage Garage  
Door = 100 ft<sup>2</sup>**

**Less than 10% visible  
area is a garage.**

Sec. 16-2-180. -  
Residential architecture  
(single-family and multi-  
family dwellings).(c)(9)



**Garage Addition (Single 10 ft Wide Door)**



Rear Corner View