

Conceptual Review Agenda

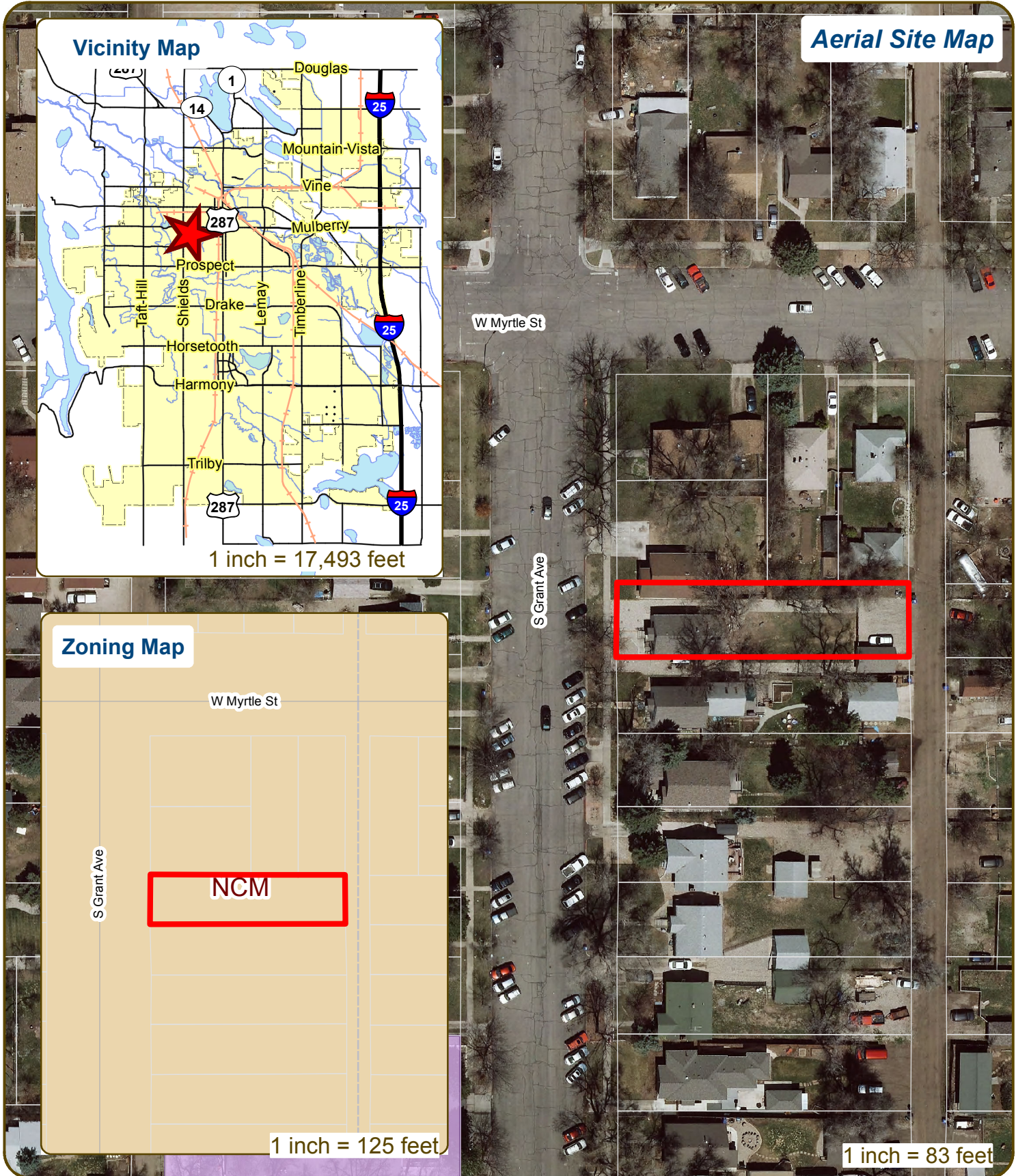
Schedule for 01/25/16 to 01/25/16

281 Conference Room A

Monday, January 25, 2016

Time	Project Name	Applicant Info	Project Description	Planner
9:30	610 S Grant Ave - Fourplex CDR160003	John Freeman (970) 667-3939 freemanarchts@aol.com	This is a request to construct an additional dwelling unit at 610 S Grant Ave (parcel #9714211005). The existing three-unit building will be remodeled with a new 19x38, two-story addition to accommodate an additional unit. As part of this project an existing garage will be removed to allow for the creation of a parking area with 7 new parking spaces. The parcel is located in the Neighborhood Conservation - Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.	Clay Frickey
10:15	2590 Midpoint Dr - Office CDR160004	Cathy Mathis (970) 532-5891 cathy@tbgroup.us	This is a request to build an 8,800 sq. ft. building at 2590 Midpoint Dr. (parcel #8720206018). The site development will include 34 parking spaces. The building does not have an end user at this point so the use is unknown. The parcel is located in the Industrial (I) zone district. This level of review for this proposal will depend on the use.	Meaghan Overton
11:00	645 S Whitcomb St - Replat CDR160005	Ishmael Johnson (970) 310-8759 ishjohnsontattoo@gmail.com	This is a request to subdivide the property at 645 S Whitcomb St (parcel #9714212019). The applicant wishes to split the existing lot in two and sell off the newly created lot. Each lot would be 6,175 sq. ft. The site is located in the Neighborhood Conservation - Buffer (NCB) zone district. This proposal will be subject to Minor Subdivision Review.	Clay Frickey

610 S Grant Ave Fourplex



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CONCEPTUAL REVIEW: APPLICATION

General Information

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date. Application materials must be e-mailed to currentplanning@fcgov.com. If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

BOLDED ITEMS ARE REQUIRED *The more info provided, the more detailed your comments from staff will be.*

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) _____

JOHN FREEMAN - ARCHITECT

Business Name (if applicable) FREEMAN ARCHITECTS

Your Mailing Address 2024 BLUE MESA CT. LOVELAND, CO 80538

Phone Number 970-667-3939 Email Address FREEMANARCHTS@AOL.COM

Site Address or Description (parcel # if no address) 610 SOUTH GRANT ST.

FORT COLLINS, CO 80521

Description of Proposal (attach additional sheets if necessary) PLEASE SEE ATTACHED

SHEET FOR DESCRIPTION

Proposed Use RESIDENTIAL Existing Use RESIDENTIAL

Total Building Square Footage 1,980 S.F. Number of Stories 1 1/2 Lot Dimensions 48' x 191'

Age of any Existing Structures 71 YEARS - BUILT 1945

Info available on Larimer County's Website: http://www.co.larimer.co.us/assessor/query/search.cfm

If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

Is your property in a Flood Plain? [] Yes [X] No If yes, then at what risk is it? _____

Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area 3,679 S.F.

(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

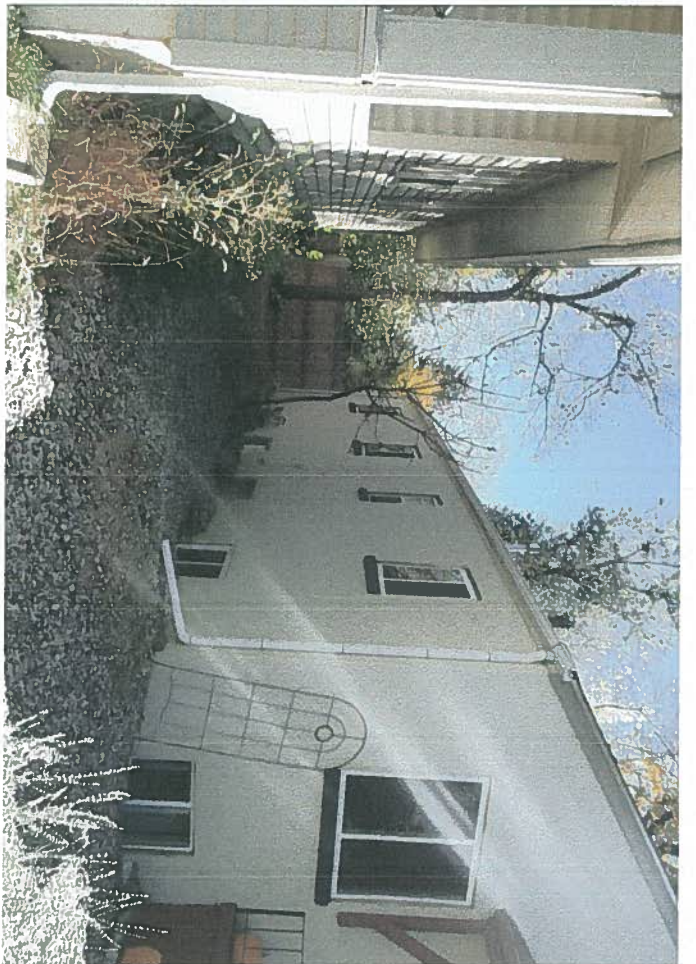
Suggested items for the Sketch Plan:

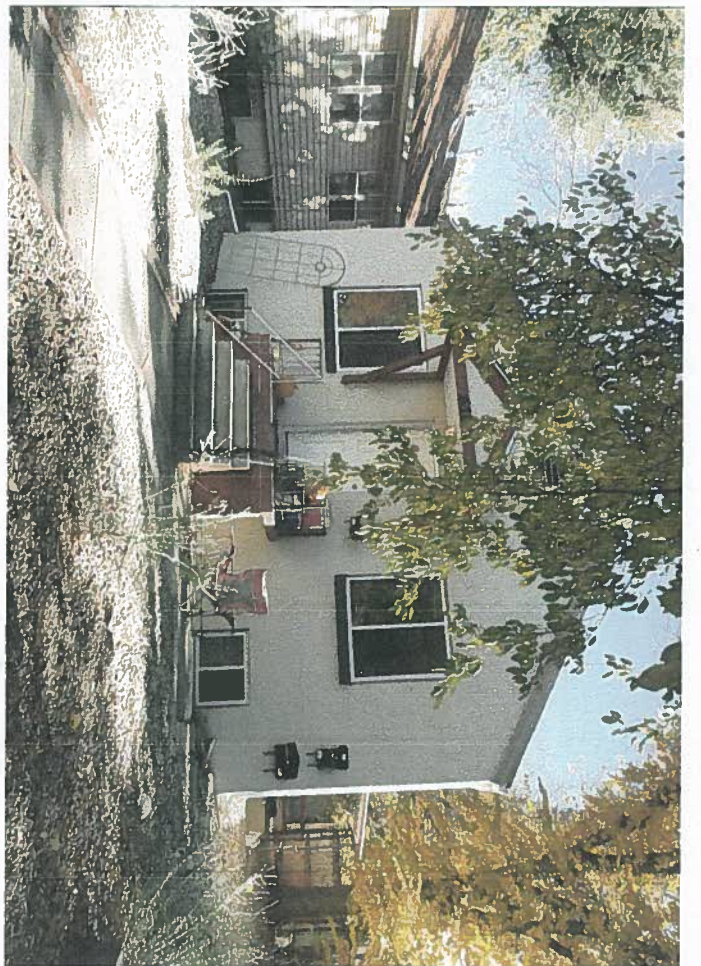
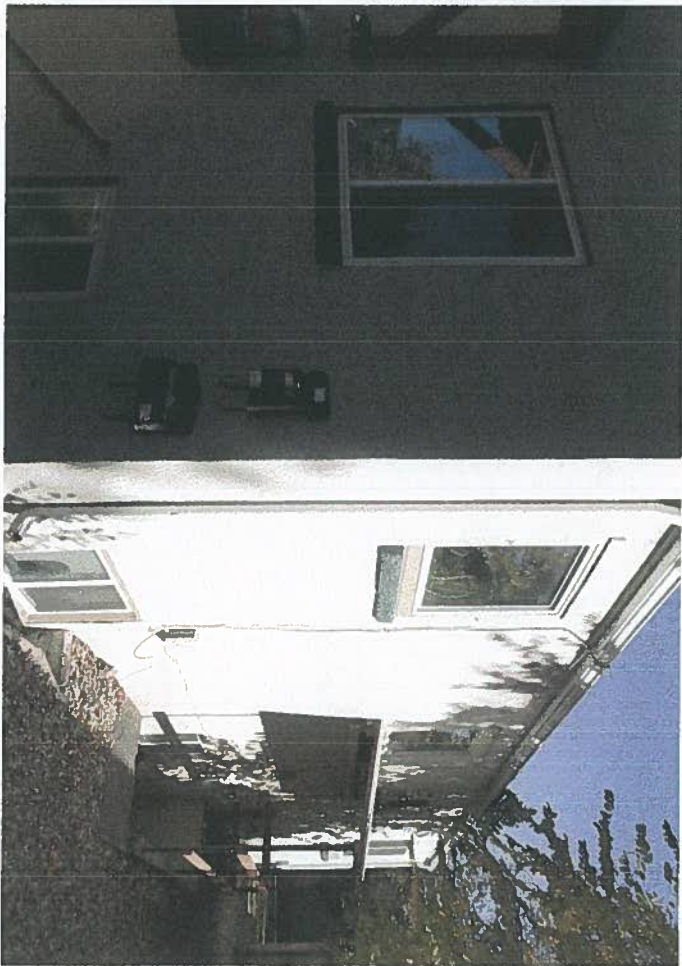
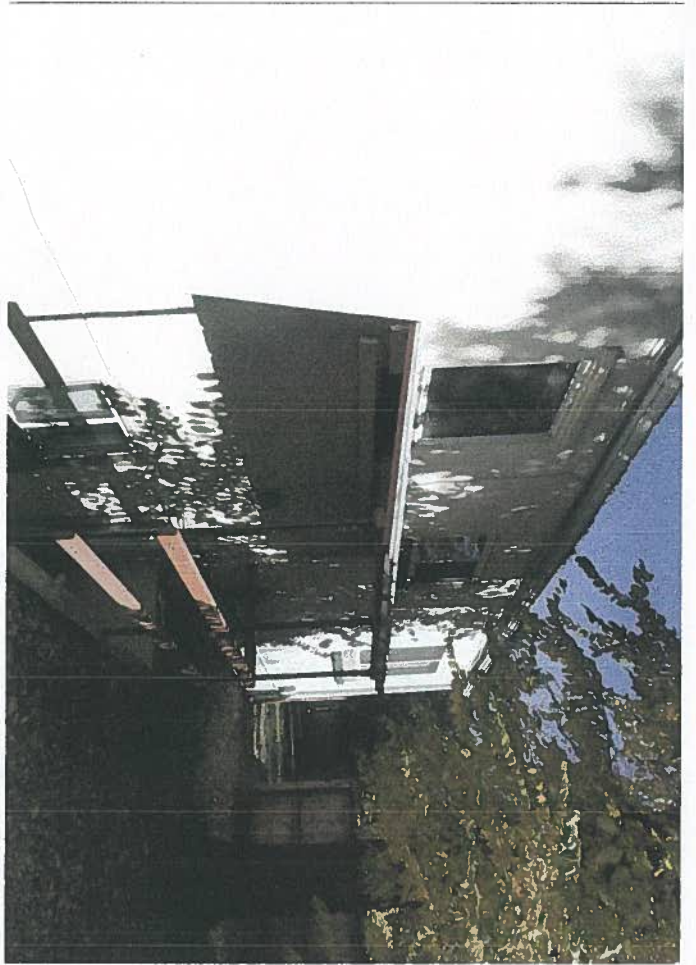
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?

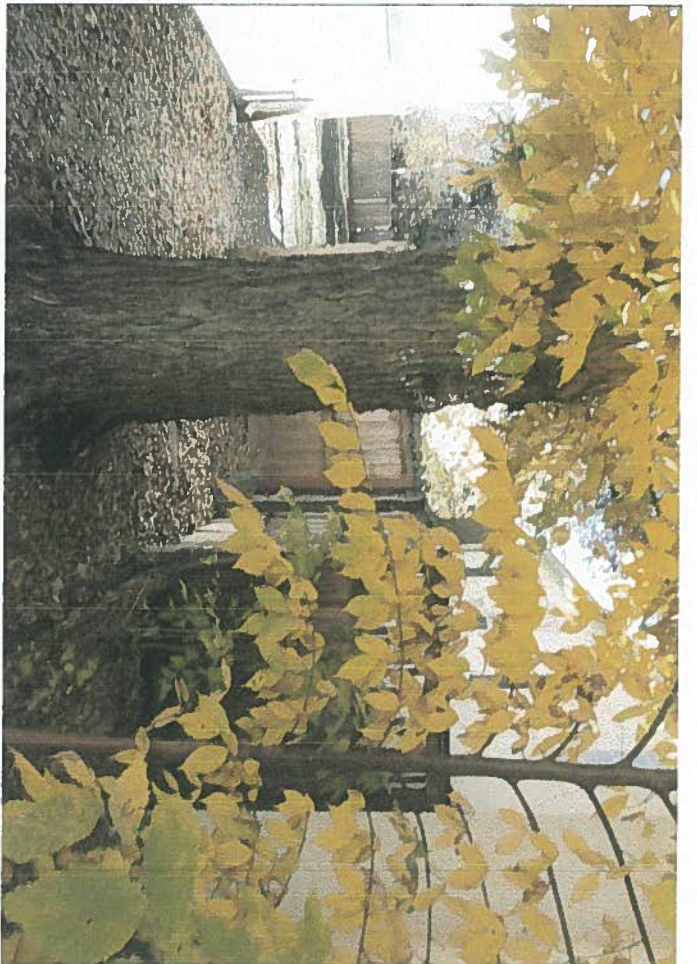
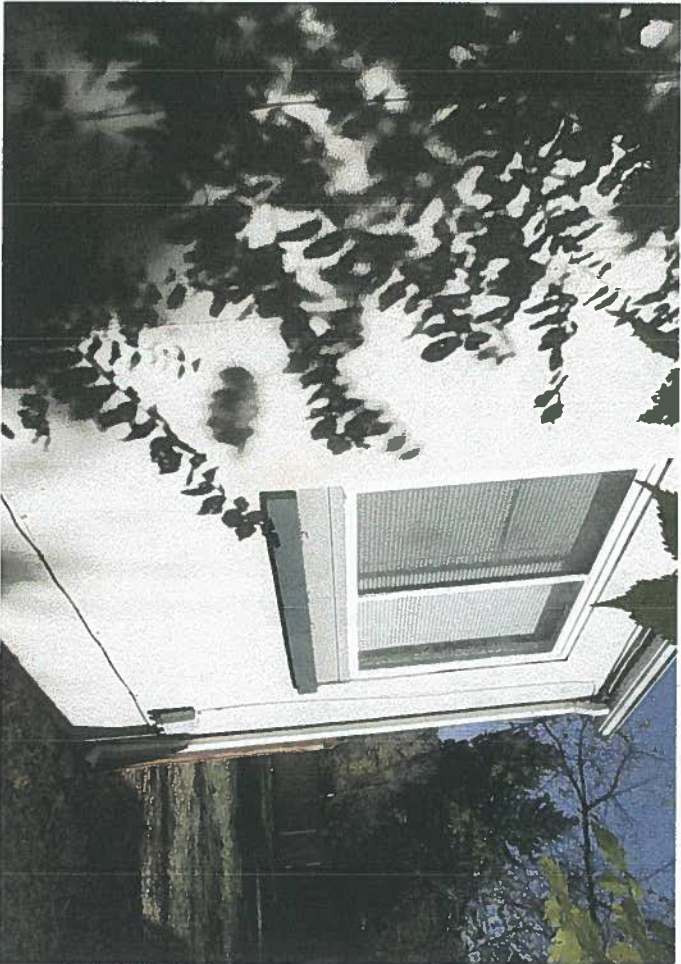
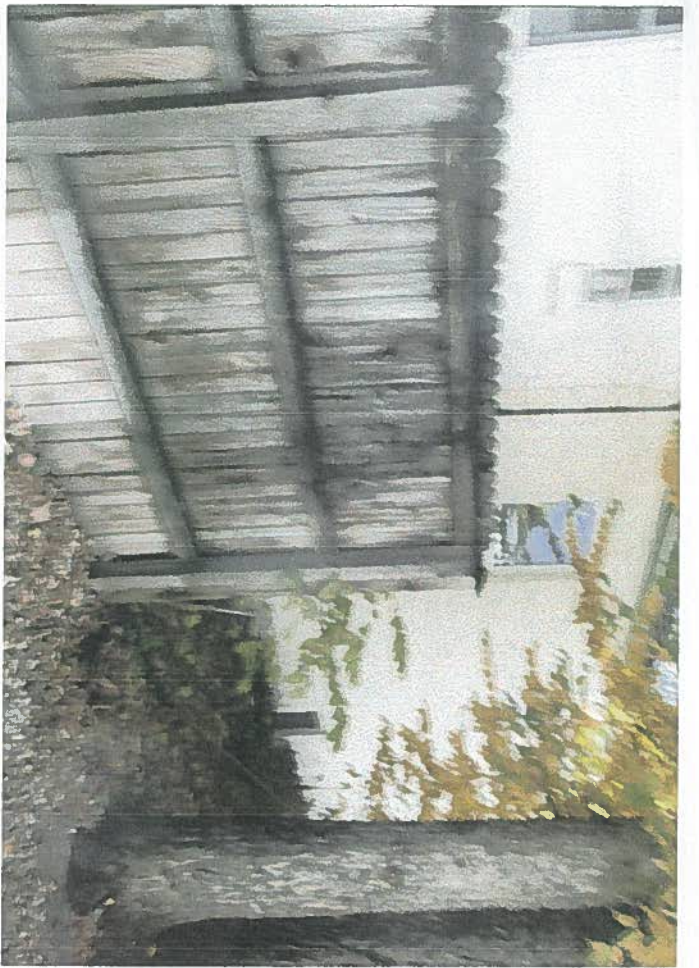
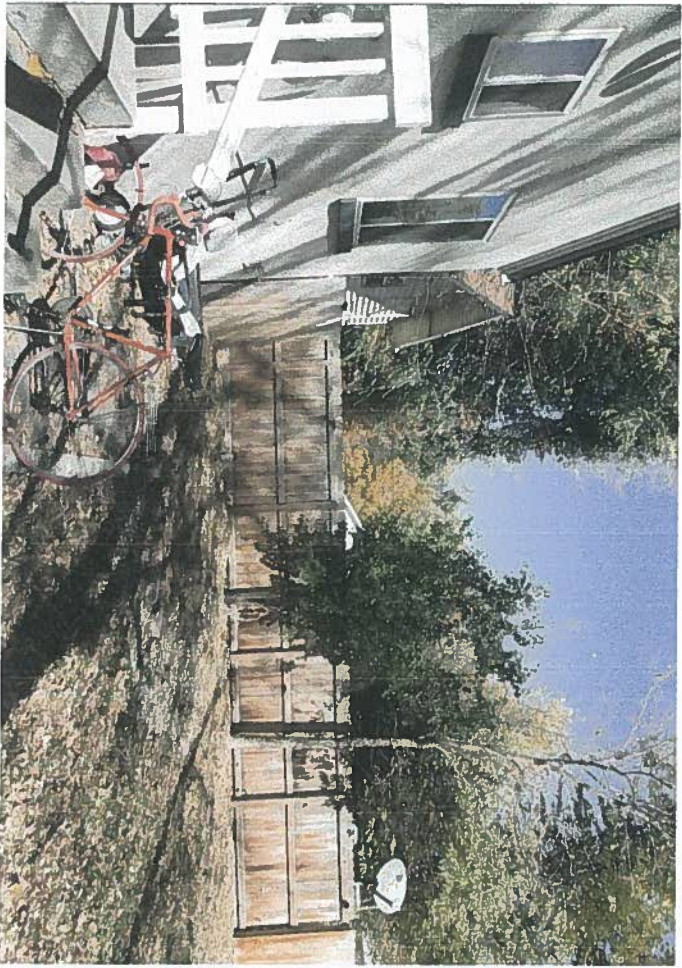
Description of Proposal

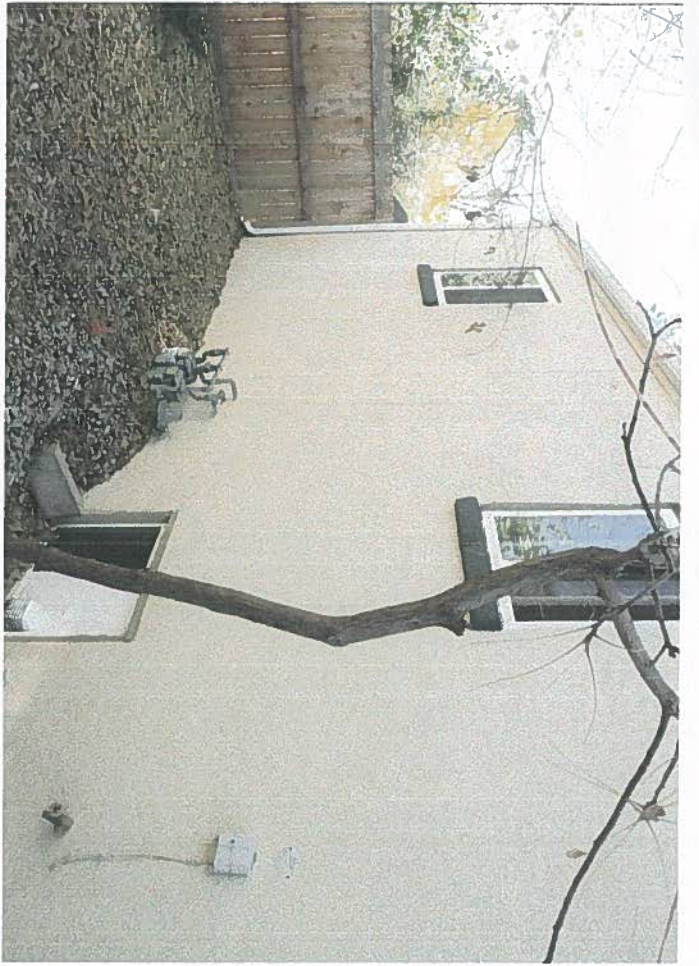
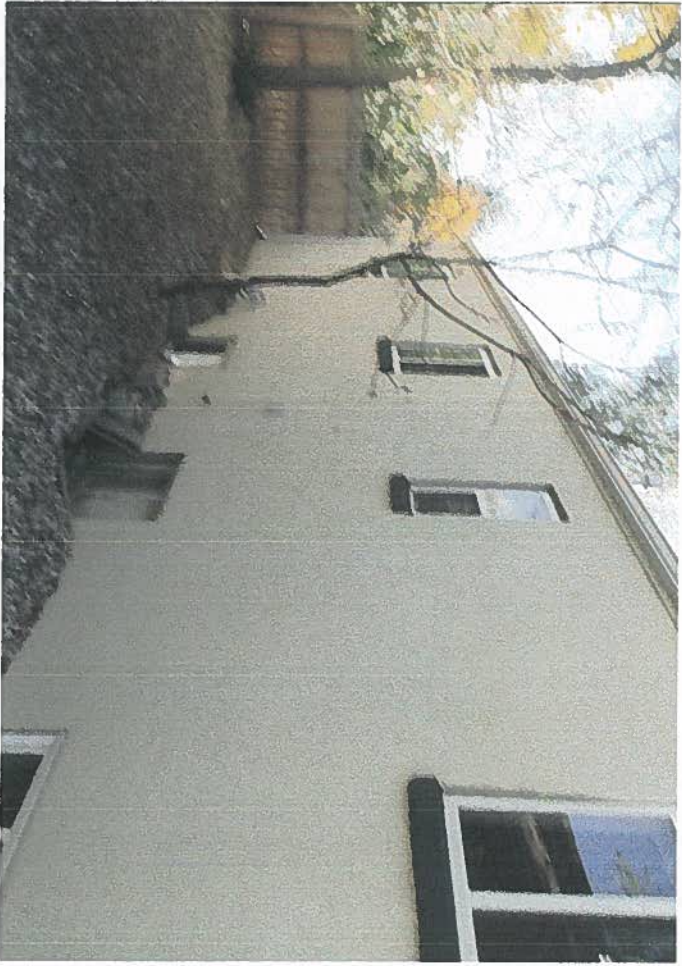
610 South Grant Street
Fort Collins, CO 80538

We are proposing an addition to the existing residence located at 610 South Grant Street in Fort Collins, Colorado. There are currently three dwelling units in the existing building. We propose to build a 19'x38' two-story addition on the rear (east) of the existing house, with one new dwelling unit in the basement level and one new dwelling unit on the main floor level. An existing dwelling unit on the main floor level at the rear (east) will be remodeled and incorporated into the new dwelling unit on the main floor level, for a total of four dwelling units on the entire property, two existing and two new. Also, an existing garage structure on the east side of the property will be removed, and a new driveway and parking lot will be constructed with 7 new parking spaces available.











January 29, 2016

John Freeman
Freeman Architects
2024 Blue Mesa Ct
Loveland, CO 80538

Re: 610 S Grant Ave - Fourplex

Description of project: This is a request to construct an additional dwelling unit at 610 S Grant Ave (parcel #9714211005). The existing three-unit building will be remodeled with a new 19x38, two-story addition to accommodate an additional unit. As part of this project an existing garage will be removed to allow for the creation of a parking area with 7 new parking spaces. The parcel is located in the Neighborhood Conservation - Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Clay Frickey, at 970-224-6045 or cfrickey@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Ali van Deutekom, 970-416-2743, avandeutekom@fcgov.com

1. Parking requirements will be based on the bedrooms per unit. We will need a breakdown to calculate the requirement. This property is in the TOD (Transit-Oriented district) overlay so the requirements are as follows:

One or less	0.75
Two	1
Three	1.25
Four and above	1.5
2. LUC 3.2.2(K)(5) Handicap parking spaces are required in numbers per this section. If you have 1-25 parking spaces you'll need one van accessible handicap space.
3. LUC 3.2.2(J) A minimum average of entire landscaped setback area is 5 foot along a lot line. (containing 6 or more parking spaces)

In addition, parking lots with six (6) or more spaces shall be screened from abutting uses and from the street. Screening from residential uses shall consist of a fence or wall six (6) feet in height in combination with plant material and of sufficient opacity to block at least seventy-five (75) percent of light from vehicle headlights.

4. Multi-Family buildings have a bicycle parking requirement of 1 per bedroom. 60% of these must be enclosed, 40% can be fixed racks.
5. LUC 3.2.5 All development shall provide adequately sized conveniently located, accessible trash and recycling enclosures.
6. Light sources shall be concealed and fully shielded and shall feature sharp cut-off capability so as to minimize up-light, spill-light, glare and unnecessary diffusion on adjacent property.
7. The floor area ratio looks to be calculated incorrectly. Based on a lot which is 8,478 SF you could building up to 3161.25 SF. The basement ceiling looks like it is exposed by more than 3 feet so we would count the basement square footage in the floor area. It looks like you are over by 262.75 SF. This would require a modification.
8. With a 5 foot setback along the side lot lines you need to stay under an 18 foot wall height. If you go above 18 feet, you will need a greater setback.

Department: Water-Wastewater Engineering

Contact: Shane Boyle, 970-221-6339, sboyle@fcgov.com

1. It does not appear there will need to be any revisions to the existing water or sewer service to the site. If that changes please coordinate with Water Utilities Engineering.

Department: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. Check to make sure you're meeting bike parking requirements.
2. No other comments from traffic.

Department: Stormwater Engineering

Contact: Jesse Schlam, 970-218-2932, jschlam@fcgov.com

1. This site; disturbs less than 10,000 sq-ft, is not in a sensitive area, and is not in a larger development under construction. Therefore, no submittal of erosion control material is needed. However, the site still must be swept and maintained to prevent dirt, saw cuttings, concrete wash, trash & debris, landscape materials and other pollutants from entering the storm sewer at all times or BMPs will be required of the site. If you need clarification concerning the erosion control section, or if there are any questions please contact Jesse Schlam 970-218-2932 or email @ jschlam@fcgov.com
2. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.
3. If there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area, a site grading and erosion control plan is required instead of a complete construction plan set.
4. When improvements are being added to an existing developed site onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2 year historic release rate for water quantity.

5. Alley drainage is a particular problem in the Old Town Basin. If this development will be adding stormwater quantity or volume to the alleyway then a drainage analysis will need to be performed by a Professional Engineer that addresses the additional runoff and ensures it can adequately be conveyed to a public street or adequate conveyance system without impacting downstream properties.
6. Water quality treatment for 50% of the site is provided for in the Udall Natural Area water treatment facility. However additional onsite water quality treatment is encouraged as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>)
7. If there is an increase in imperviousness greater than 1000 square feet, Low Impact Development (LID) will be required. These require a higher degree of water quality treatment with one of the two following options:
 - A. 50% of the newly added or modified impervious area must be treated by LID techniques and 25% of new paved areas must be pervious.
 - B. 75% of all newly added or modified impervious area must be treated by LID techniques. Standard operating procedures (SOPs) for all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
8. Per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
9. The 2016 city wide Stormwater development fee (PIF) is \$8,217/acre for new impervious area over 350 sq. ft. and there is a \$1,045.00/acre review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at: <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221-6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

Department: Historical Preservation

Contact: Katie Dorn, 970-416-4250, kdorn@fcgov.com

1. Demolition/Alteration Review is required for 50+ year old buildings.
2. There are two programs that provide design assistance to ensure contextual compatibility.
 - Design Assistance Program - City pays up to \$2,000 for contextually compatible design solutions provided by approved consultants.
 - Landmark Preservation Commission Design Subcommittee - Two or three members will meet with a designer and/or property owner to review the design to ensure a contextually compatible design solution.

Department: Fire Authority

Contact: Jim Lynxwiler, 970-416-2869, jlynxwiler@poudre-fire.org

1. RESIDENTIAL AUTOMATIC FIRE SPRINKLERS

A residential fire sprinkler system along with fire separation between units is required. Code language provided below.

> IFC 903.2.7: An automatic sprinkler system installed in occupancies in accordance with Section 903.3 shall be provided throughout all buildings with a Group R (Residential) fire area. As of August 1, 2014 the IRC requires duplexes, triplexes, etc. to have residential fire sprinkler systems. Please contact the building department for further information.

2. FIRE ACCESS AND WATER SUPPLY

Fire access is required to within 150' of all exterior portions of the building perimeter and a fire hydrant is required within 300' of a commercial property. The proposed building addition appears to be within compliance of the fire code.

3. PREMISE IDENTIFICATION

Each unit shall be individually addressed and the address posted on the building and visible from the street. Code language provided below.

> IFC 505.1: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible, visible from the street or road fronting the property, and posted with a minimum of six-inch numerals on a contrasting background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

Department: Environmental Planning

Contact: Rebecca Everette, 970-416-2625, reverette@fcgov.com

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(3), requires that you use low-water-use plants and grasses in your landscaping or re-landscaping and reduce bluegrass lawns as much as possible. Native landscaping is encouraged to the extent possible, as well.

2. Will any trees be removed or impacted?

Please note that Article 3.2.1(C) requires developments to submit a landscape and tree protection plan, and if receiving water service from the City, an irrigation plan, that: "...(4) protects significant trees, natural systems, and habitat, and (5) enhances the pedestrian environment". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (970-221-6361 or tbuchanan@fcgov.com) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.

3. Please be aware, the creation or enforcement of covenants that prohibit or limit xeriscape or drought-tolerant landscapes, or that require primarily turf-grass are prohibited by both the State of Colorado and the City of Fort Collins.

4. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens and has many sustainability programs and goals that may benefit your project. Of particular interest may be the:

1. Green Building Program: <http://www.fcgov.com/enviro/green-building.php>, contact Tony

Raeker at 970-416-4238 or traeker@fcgov.com

2. Solar Energy:

<http://www.fcgov.com/utilities/residential/renewables/solar-contractors-resources>, contact Norm Weaver at 970-416-2312 or nweaver@fcgov.com

3. Urban Agriculture: <http://www.fcgov.com/developmentreview/urbanagriculture.php>

4. Zero Waste Plan and the Waste Reduction and Recycling Assistance Program (WRAP): [fcgov.com/recycling/pdf/_20120404_WRAP_ProgramOverview.pdf](http://www.fcgov.com/recycling/pdf/_20120404_WRAP_ProgramOverview.pdf), contact Caroline Mitchell at 970-221-6288 or cmtichell@fcgov.com

Please consider the City's sustainability goals and ways for your development to engage with these efforts.

5. If any lighting will be added to the site, please include cut-sheets for the light fixtures that will be used. In regard to LED light fixtures, IDA (International Dark-Sky Association) recommends using lighting that has a color temperature of no more than 3000 Kelvins in order to limit the amount of blue light in the night environment, as blue light brightens the night sky more than any other color of light. Both LED and metal halide fixtures contain large amounts of blue light in their spectrum, and exposure to blue light at night has been shown to harm human health and endanger wildlife. Please also consider fixtures with dimming capabilities so that light levels can be adjusted as needed.

Department: Engineering Development Review

Contact: Marc Virata, 970-221-6567, mvirata@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if they need to be reconstructed so that they do.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project. This shall include the standard utility easements that are to be provided behind the right-of-way (8 foot along the alley and 9 foot along all Grant Street). If a replat is not done on the property which conveys the easements, the dedication of easements by separate document is a \$250 TDRF for each deed of dedication (as indicated in the link on the second comment) plus recording fees.
7. Provisions in 3.3.2 of the City's Land Use Code require that the alley be improved with pavement in accordance with LCUASS criteria from the southern boundary of the property north, to Myrtle Street. The design and construction of the alley improvement shall be in accordance with LCUASS criteria as previously commented and linked above.
8. Civil construction plans will be required. A Development Agreement may be required and will be recorded once the project is finalized with recordation costs paid for by the developer.

9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
10. All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.
11. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
12. In regards to construction of this site, the public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

Department: Electric Engineering

Contact: Rob Irish, 970-224-6167, rirish@fcgov.com

1. Light & Power has existing electric facilities running North and South in the alley way. The existing service comes from the alley and looks to be feeding 2 existing meters. Any relocation or modification to existing electric facilities will be at the expense of the owner/developer. If Light & Power's existing electric facilities are to remain within the limits of the project they must be located within a utility easement.
2. Any increase to the existing electric service will be the responsibility of the owner / developer.
3. Owner / developer may need to provide a pocket utility easement on the property for the installation of a pad mount transformer to feed the increased load.
4. Electric Capacity Fee and Building Site charges will apply to this development. Please click on the following link for Estimated Light & Power charges and the Light & Power Fee calculator.
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees>
5. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.

Planning Services

Contact: Clay Frickey, 970-224-6045, cfrickey@fcgov.com

1. How many bedrooms will be in each unit? The amount of bedrooms in each unit will determine your parking requirement. Below is the amount of parking spaces you will need to provide per unit based on the number of bedrooms in each unit:

One or less - .75

Two - 1

Three - 1.25

Four or more - 1.5

2. The site plan does not show any bike parking. You will need to provide one bicycle parking space per bedroom with at least 60% provided in an enclosed location.
3. While the project narrative and site plan say the addition will be two stories, the floor plan only shows a basement and main level for the addition. Are you counting the basement as a story? If so, will the basement level be more than three feet above grade? Basements that are not three feet above grade do not count towards your floor area ratio calculation.
4. Since the parking area is seven spaces, you will need to provide interior and exterior landscaping that comply with the standards outlined in section 3.2.1(E)(4)-(5). Six percent of the interior parking area shall be landscaped. The perimeter of the parking area shall be screened in such a way to block 75% of the shine of headlights on adjacent uses. The perimeter landscaping standard can be achieved through a mix of fencing, shrubs, and berming.
5. One of the parking spaces shown must be handicap and van accessible.
6. The parking area does not meet the minimum setback of five feet along a property line outlined in Land Use Code section 3.2.2(J). Staff recommends shrinking the drive aisle width to meet this standard. Otherwise, you can seek a modification request to this standard.
7. How will trash and recycling be handled for the site? If you plan on having all of the tenant handle their trash and recycling together, you will need to provide a trash and recycling enclosure on-site. The enclosure will need to be on a concrete pad and have a walk-in entrance that is separate from the main service gate.
8. How tall will the proposed addition be? If the wall along the side lot line on either side exceed 18' in height, the building will need to stepback one foot for every two feet above 18'.
9. Since this property abuts a one story house to the north, any addition that exceeds 14' in height will be required to stepback one foot for every foot above 14' along the north property line.
10. Based on the lot size provided in the conceptual review (8,695 sq. ft.) the overall FAR limit is 3,174 sq. ft. ($8,695 \times 25\% + 1,000$ sq. ft.). Since the existing structure is 1,980 sq. ft., this leaves 1,193 sq. ft. of additional floor area that can be added. The proposal shows 1,444 sq. ft., which is 251 sq. ft. over the FAR limit. Staff would not support a modification to this standard. If using the square footage of the lot shown by the Larimer County Assessor, then Zoning's FAR calculation apply.
11. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
12. Please see the Development Review Guide at www.fcgov.com/drg. This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
13. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
14. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.

- 15.** Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
- 16.** The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
- 17.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

Pre-Submittal Meetings for Building Permits

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

Applicants of new commercial or multi-family projects are advised to call 970-416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

Construction shall comply with the following adopted codes as amended:

2012 International Building Code (IBC)
2012 International Residential Code (IRC)
2012 International Energy Conservation Code (IECC)
2012 International Mechanical Code (IMC)
2012 International Fuel Gas Code (IFGC)
2012 International Plumbing Code (IPC) as amended by the State of Colorado
2014 National Electrical Code (NEC) as amended by the State of Colorado

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2009.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5.

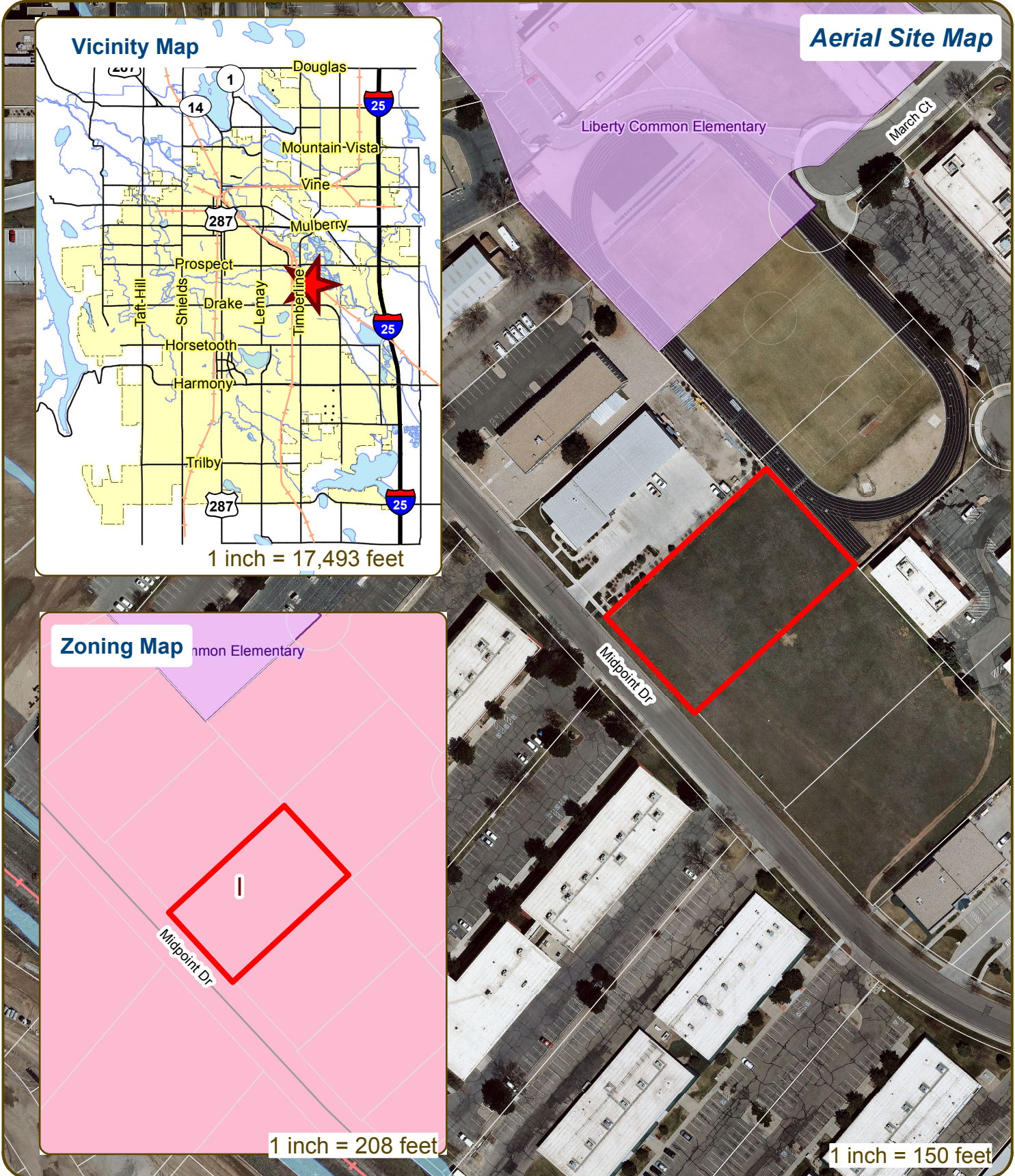
Energy Code Use

1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

Fort Collins Green Code Amendments effective starting 2/17/2014. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins
Building Services
Plan Review
970-416-2341

2590 Midpoint Dr Office



These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement of location of any map features thereon. THE CITY OF FORT COLLINS MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE MAP PRODUCTS OR THE UNDERLYING DATA. Any users of these map products, map applications, or data, accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility of the use thereof, and further covenants and agrees to hold the City harmless from and against all damage, loss, or liability arising from any use of this map product, in consideration of the City's having made this information available. Independent verification of all data contained herein should be obtained by any users of these products, or underlying data. The City disclaims, and shall not be held liable for any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.





CONCEPTUAL REVIEW: APPLICATION

General Information

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date. Application materials must be e-mailed to currentplanning@fcgov.com. If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

BOLDED ITEMS ARE REQUIRED *The more info provided, the more detailed your comments from staff will be.*

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) Cathy Mathis, TB Group- Land Planner Matt Rankin, r4 Architects -Project Architect; Pat Hess, Hess Land LLC - Owner

Business Name (if applicable)

Your Mailing Address 444 Mountain Ave. Berthoud CO 80513

Phone Number 970.532.5891 Email Address cathy@tbgroup.us

Site Address or Description (parcel # if no address) 2590 Midpoint Drive

Description of Proposal (attach additional sheets if necessary) Construction of a 8,800 sq. ft spec building on .85 acres. Site also contains 34 parking spaces.

Proposed Use Undetermined Existing Use Vacant

Total Building Square Footage 8,800 S.F. Number of Stories 1 Lot Dimensions 247' x 150'

Age of any Existing Structures

Info available on Larimer County's Website: http://www.co.larimer.co.us/assessor/query/search.cfm

If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

Is your property in a Flood Plain? Yes No If yes, then at what risk is it?

Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area 22,998 sq. ft of paving, sidewalk and building S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

Suggested items for the Sketch Plan:

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?

In Association with:
Hess Land LLC. Owner/Developer

2572 Midpoint Dr
 Fort Collins, CO 80525
 Phone: (970) 498-9080
 Contact: Pat Hess
 Email: pat@hessingdrywall.com

Larsen Structural Design Structural Engineer
 19 Old Town Square, Suite 238
 Fort Collins, CO 80524
 Phone: (970) 568-3355
 Contact: xxx
 Email: xxx

Integrated Mechanical Mech. & Plumbing Engineer
 223 Linden Street, Suite 204
 Fort Collins, CO 80524
 Phone: (970) 556-0570
 Contact: xxx
 Email: xxx

APS, Inc. Electrical Engineer
 9249 S. Broadway, #200-836
 Highlands Ranch, CO 80129
 Phone: (970) 381-7462
 Contact: Chuck Polson
 Email: chuck@apsinc.biz

TB Group Planning & Landscape Arch.
 444 Mountain Avenue
 Berthoud, CO 80531
 Phone: (970) 532-5891
 Contact: xxx
 Email: xxx

Ridgetop Engineering & Consulting Civil Engineer
 5225 Ronald Reagan Blvd. Suite 210
 Johnstown, CO 80534
 Phone: (303) 322-6480
 Contact: Mike Beach
 Email: mbeach@ridgetopeng.com

Hess Land LLC

2590 Midpoint Dr.
 Fort Collins, CO 80525

No.	Description	Date
1	Concept Review Application	01/08/2016

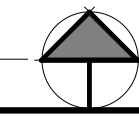
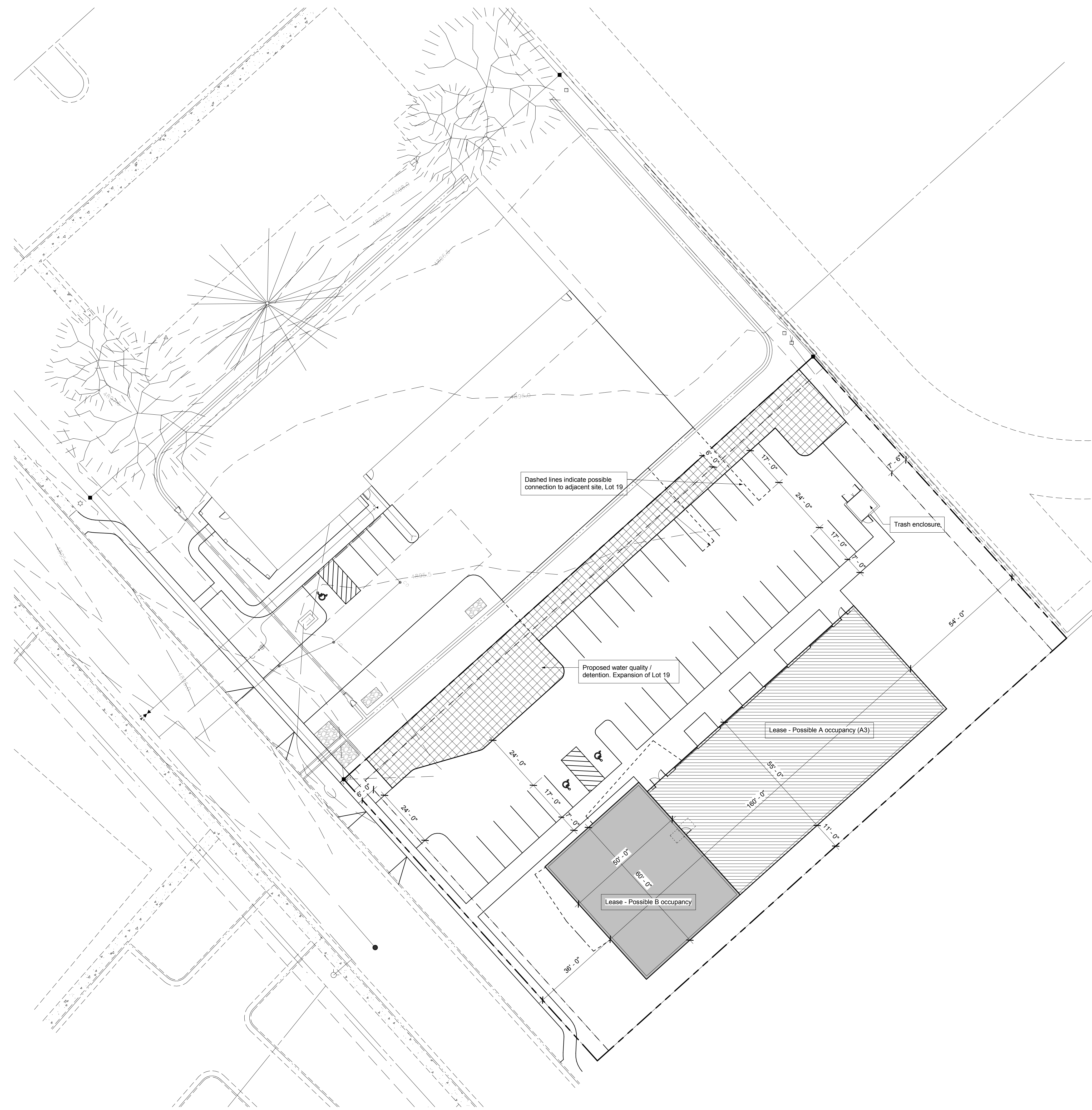
Concept Review Application

Project No.: 2016-02 Drawn by: JDO
 Reviewed by: MR

Architectural Site Plan & Details

Scale Accordingly if Reduced

Drawing Number
A0.6





Community Development and
Neighborhood Services
281 North College Avenue
PO Box 580
Fort Collins, CO 80522

970.221.6750
970.224.6134 - fax
fcgov.com

March 01, 2016

Cathy Mathis
TB Group
444 Mountain Ave.
Berthoud, CO 80513

Re: 2590 Midpoint Dr - Office

Description of project: This is a request to build an 8,800 sq. ft. building at 2590 Midpoint Dr. (parcel #8720206018). The site development will include 34 parking spaces. The building does not have an end user at this point so the use is unknown. The parcel is located in the Industrial (I) zone district. This level of review for this proposal will depend on the use.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Meaghan Overton, at moverton@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Ali van Deutekom, 970-416-2743, avandeutekom@fcgov.com

1. The zoning requirements will be based on the use.

Department: Water-Wastewater Engineering

Contact: Shane Boyle, 970-221-6339, sboyle@fcgov.com

1. Existing water and sewer mains in the vicinity include an 8-inch water main in Midpoint Drive and an 8-inch sewer main in Midpoint Road.
2. There is an existing 1-inch water service stubbed into the site that must be used or abandoned at the main with this project. It does not appear sewer service was stubbed out with this project.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights will be due at building permit.

Department: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. The anticipated amount of traffic volume given the anticipated use (office) and size of building is not expected to rise to the threshold of needing a TIS. Based on section 4.2.3.D of LCUASS, the Traffic Impact Study requirement can be waived unless the proposal changes to generate more traffic than anticipated.
2. The sidewalk connections are good.
3. Access location should be aligned with those across the street when possible (as shown).

Department: Stormwater Engineering

Contact: Jesse Schlam, 970-218-2932, jschlam@fcgov.com

1. The site disturbs more than 10,000 sq-ft, therefore Erosion and Sediment Control Materials need to be submitted. The erosion control requirements are in the Stormwater Design Criteria under the Amendments of Volume 3 Chapter 7 Section 1.3.3. Current Erosion Control Materials Submitted do not meet requirements. Please submit; Erosion Control Plan, Erosion Control Report, and an Escrow / Security Calculation. If you need clarification concerning the erosion control section, or if there are any questions please contact Jesse Schlam 970-218-2932 or email [@ jschlam@fcgov.com](mailto:jschlam@fcgov.com)
2. The design of this site must conform to the drainage basin design of the Cache La Poudre River Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.
3. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. There is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or jschlam@fcgov.com.
4. Onsite detention is required for the runoff volume difference between the 100-year developed inflow rate and the 2-year historic release rate. The outfall for this site is the Midpoint Drive right-of-way.
5. Fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs).
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
6. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment with one of the two following options:
 - A. 50% of the newly added or modified impervious area must be treated by LID techniques and 25% of new paved areas must be pervious.
 - B. 75% of all newly added or modified impervious area must be treated by LID techniques. Standard operating procedures (SOPs) for all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-develo>

ment

7. Per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
8. The 2016 city wide Stormwater development fee (PIF) is \$8,217/acre for new impervious area over 350 sq. ft. and there is a \$1,045.00/acre review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at:
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221-6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

Department: Fire Authority

Contact: Jim Lynxwiler, 970-416-2869, jlynxwiler@poudre-fire.org

1. FIRE LANES

Fire access is required to within 150' of all exterior portions of the building exterior. This is not achievable from any position on Midpoint Dr. and an Emergency Access Easement will be required on the property and fire lane specifications shall apply. Code language provided below.

> IFC 503.1.1: Approved fire Lanes shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. When any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access, the fire code official is authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

FIRE LANE SPECIFICATIONS

A fire lane plan shall be submitted for approval prior to installation. In addition to the design criteria already contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- > Shall be designated on the plat as an Emergency Access Easement.
 - > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
 - > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
 - > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
 - > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
 - > Be visible by painting and/or signage, and maintained unobstructed at all times.
 - > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details.
- International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

2. WATER SUPPLY

A fire hydrant is required within 300' of the building. This condition appears to be satisfied with the hydrant just across the street from the property. Code language provided below.

> IFC 508.1 and Appendix B: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.

3. FIRE CONTAINMENT

The building exceeds 5000 square feet and shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation. Please contact Assistant Fire Marshal, Joe Jaramillo with any fire sprinkler related questions at 970-416-2868.

4. WOODWORKING OPERATIONS

An automatic sprinkler system shall be provided throughout all Group F-1 occupancy fire areas that contain woodworking operations in excess of 2,500 sq. ft. which generate finely divided combustible materials. Other building department requirements may also apply.

Department: Environmental Planning

Contact: Rebecca Everette, 970-416-2625, reverette@fcgov.com

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(3), requires that you use low-water-use plants and grasses in your landscaping or re-landscaping and reduce bluegrass lawns as much as possible.

Given the proximity to the Prospect Ponds Natural Area and Poudre River corridor, please consider native landscaping similar to what is found in that area.

2. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens and has many sustainability programs and goals that may benefit your project. Of particular interest may be the:

1. ClimateWise program: fcgov.com/climatewise/

2. Zero Waste Plan and the Waste Reduction and Recycling Assistance Program (WRAP): fcgov.com/recycling/pdf/_20120404_WRAP_ProgramOverview.pdf, contact Caroline Mitchell at 970-221-6288 or cmtichell@fcgov.com

3. Green Building Program: fcgov.com/enviro/green-building.php, contact Tony Raeker at 970-416-4238 or traeker@fcgov.com

4. Solar Energy: www.fcgov.com/solar, contact Norm Weaver at 970-416-2312 or nweaver@fcgov.com

5. Integrated Design Assistance Program: fcgov.com/idap, contact Gary Schroeder at 970-224-6003 or gschroeder@fcgov.com

6. Nature in the City Strategic Plan: fcgov.com/planning/natureinthecity/?key=advanceplanning/natureinthecity/, contact Justin Scharton at 970-221-6213 or jscharton@fcgov.com

Please consider the City's sustainability goals and ways for your development to engage with these efforts, and let me know if I can help connect you to these programs.

Department: Engineering Development Review

Contact: Katie Sexton, 970-221-6501, ksexton@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.

2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see:
<http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if they need to be reconstructed so that they do.
4. Sidewalk will need to be installed along the property's frontage which connects to the 2572 Midpoint Drive sidewalk.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating right-of-way to accommodate the major collector cross section per the master street plan.
7. This project is responsible for dedicating or vacating any easements as required, including the standard utility easement that is to be provided behind the right-of-way (9 feet along Midpoint Drive).
8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
10. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design – the current site plan does not comply with this standard.
11. Site access will need to comply with LCUASS access standards Table 7-3. A variance may be supported depending on access configuration.
12. All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.
13. Any rain gardens within the right-of-way cannot be used to treat the development/ site storm runoff. We can look at the use of rain gardens to treat street flows – the design standards for these are still in development.
14. Doors are not allowed to open out into the right-of-way.
15. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
16. In regards to construction of this site. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development . Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit

application.

Department: Electric Engineering

Contact: Rob Irish, 970-224-6167, rirish@fcgov.com

1. Light & Power has existing electric facilities adjacent to this site along Midpoint Dr. There is an existing 3-phase 120/208v transformer at the SE corner of the site that was set for the property to the SE. This transformer could potentially be upgraded and shared between the two properties.
2. Any existing electric facilities that are located within the limits of the project that need to be relocated will be at the expense of the developer. If the City's existing electric facilities are to remain then they must be located within a utility easement.
3. A C-1 Form and a One-line diagram will need to be submitted to Light & Power Engineering for review. Please click on the following link for the C-1 Form.
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations>
4. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.
5. Electric Capacity Fee and Building Site charges will apply to this development. Please click on the following link for Estimated Light & Power charges and the Light & Power Fee calculator.
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees>

Planning Services

Contact: Meaghan Overton, , moverton@fcgov.com

1. A minimum 5' landscaped area is required along the rear lot line, and the front parking and drive aisles require a minimum average setback of 10' from the front lot line. If there will be storage, loading, or similar operations required, these operations must be screened from view along the public street.
2. A landscape plan will be required as part of your submittal. Refer to LUC 3.2.1 for landscaping and tree planting requirements to help you prepare your submittal. Some of the most relevant requirements are also included in the following comments:

Foundation plantings and tree stocking in areas within 50' of the proposed building, concentrated along high visibility areas near the front of the lot, will be required. Foundation plantings in beds at least 5 feet wide and along 50% of a building wall are required along building walls that are in high-use or high-visibility areas. This will apply along the front wall and at least along the front portion of the side walls.

Street trees should be provided at a spacing of 30-40' in the parkway strip between the street and new detached sidewalk.

3. It is possible that the proposed project may exceed the maximum number of vehicle parking spaces permitted under LUC 3.2.2(K)(2)(a). The use, when determined, will govern the minimum and maximum number of allowed vehicle parking spaces. Bicycle parking will also need to be provided as required in LUC 3.2.2(C)(4).
4. Will a curb or wheel stop be provided for all parking stalls? If so, the proposed length of parking stalls (17 feet) is adequate. If not, parking stalls will need to meet the 19 foot standard length.

5. Building color should be neutral, with a medium or dark color range, and not white, bright, or reflective. Elevations of the proposed building, when submitted, must meet LUC requirements for building design and character as described in LUC 3.5.3.
6. The building should be located no more than 15 feet from the street right-of-way as required in Land Use Code (LUC) Section 3.5.3(C)(2), unless 1) the space between the building and the sidewalk is used to form an outdoor space such as a plaza, courtyard, patio, or garden or 2) the contextual build-to line as established by abutting properties exceeds the 15 foot build-to line requirement.
7. The level of review required for the proposed development project will be determined by the use, once determined. Please refer to LUC 4.28 for a list of uses permitted in the Industrial District and the various levels of review for those uses.
8. Parking lot perimeter screening will be needed along the front, rear, and western side lot lines. In addition, a minimum of 6% of the interior parking area should be devoted to landscaped areas. Refer to LUC 3.2.1(E) for parking lot landscape requirements.
9. Additional parking information: Based on our conversation at Conceptual Review on 1/25/16, I've added some additional information about the vehicle parking requirements for the different uses we discussed.

School/assembly/place of worship, LUC 3.2.2(K)(1)(h): 1 parking space per 4 seats in the auditorium or place of assembly, or 2 parking spaces per 3 employees, or 1 parking space per 1,000 square feet of floor area, whichever requires the greatest number of parking spaces.

There is a table that lists parking min/max requirements in LUC 3.2.2(K)(2)(a). This table should cover the rest of the possible uses we discussed, including bar/brewery, general office, industrial, workshop, etc. Please contact me if you have questions about the parking requirements as you are preparing your submittal.

10. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
11. Please see the Development Review Guide at www.fcgov.com/drg. This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
12. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
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15. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.

- 16.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

Pre-Submittal Meetings for Building Permits

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

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2012 International Mechanical Code (IMC)
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2012 International Plumbing Code (IPC) as amended by the State of Colorado
2014 National Electrical Code (NEC) as amended by the State of Colorado

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2009.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5.

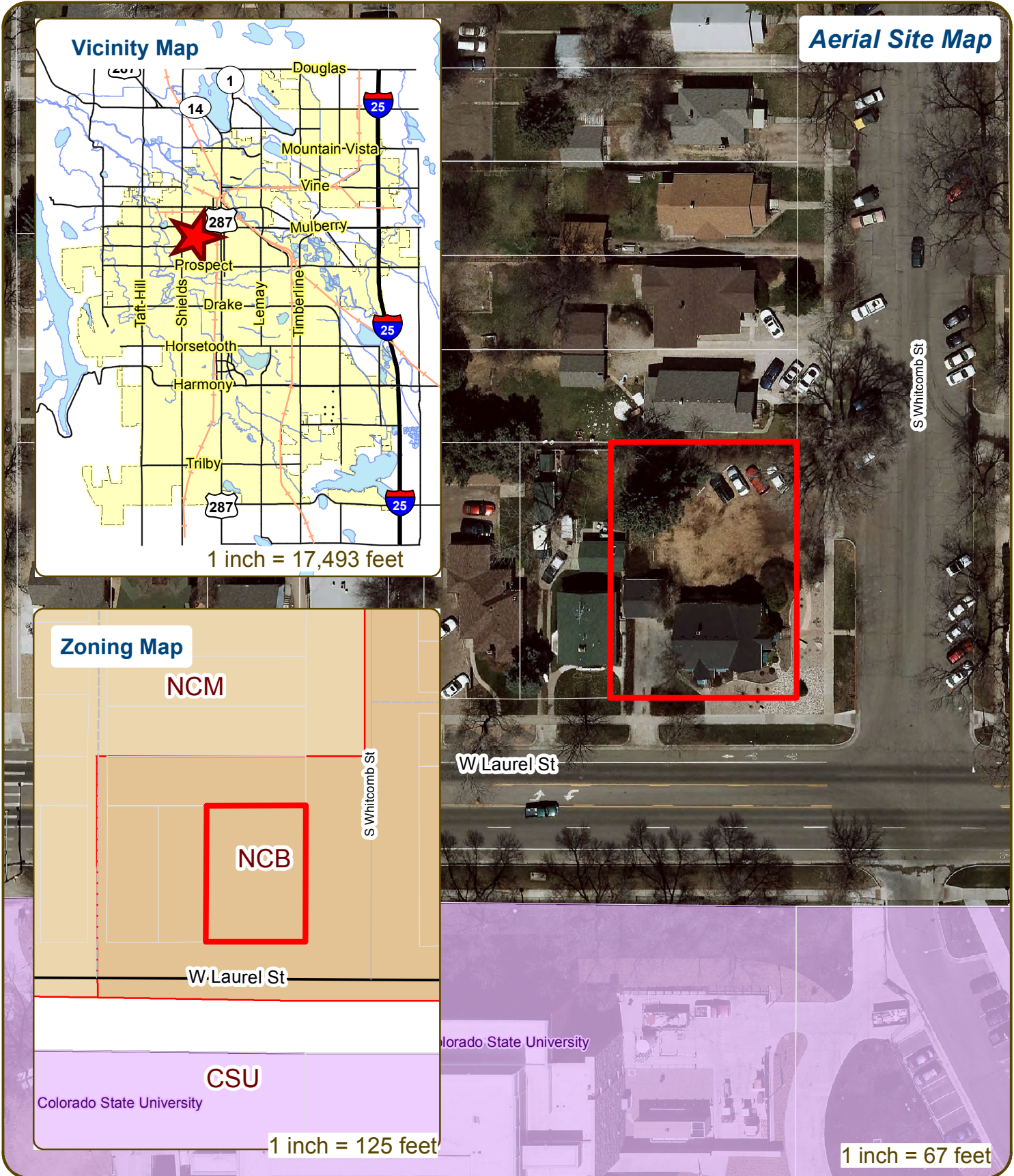
Energy Code Use

1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

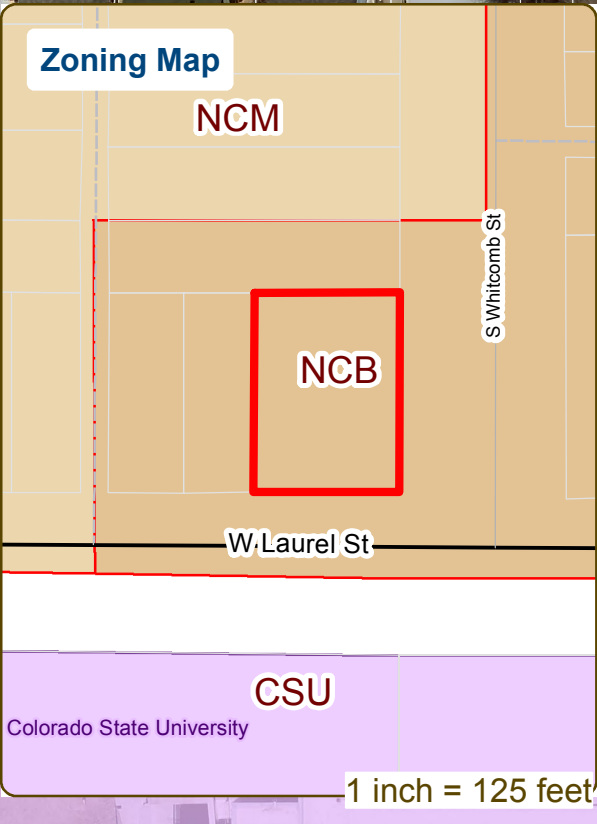
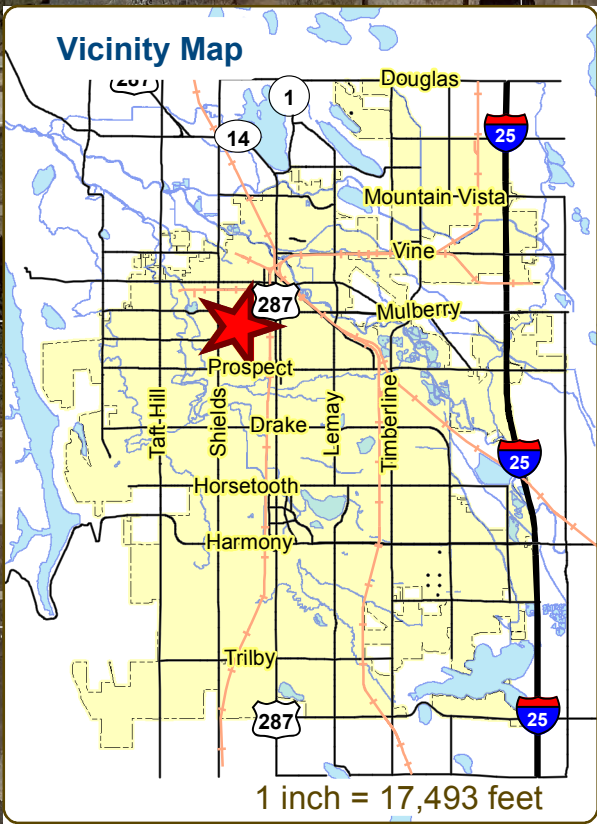
Fort Collins Green Code Amendments effective starting 2/17/2014. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins
Building Services
Plan Review
970-416-2341

645 S Whitcomb St Replat



Aerial Site Map



1 inch = 67 feet

These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement of location of any map features thereon. THE CITY OF FORT COLLINS MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE MAP PRODUCTS OR THE UNDERLYING DATA. Any users of these map products, map applications, or data, accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility of the use thereof, and further covenants and agrees to hold the City harmless from and against all damage, loss, or liability arising from any use of this map product, in consideration of the City's having made this information available. Independent verification of all data contained herein should be obtained by any users of these products, or underlying data. The City disclaims, and shall not be held liable for any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.





CONCEPTUAL REVIEW: APPLICATION

General Information

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. **Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date.** Application materials must be e-mailed to currentplanning@fcgov.com. If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

BOLDED ITEMS ARE REQUIRED *The more info provided, the more detailed your comments from staff will be.*

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) _____

S. SHIMMEL John Son

Business Name (if applicable) SCRIMSHAW TA HOISTING

Your Mailing Address 116 N. COLLEGE #2 FORT COLLINS CO 80524

Phone Number 970-310-8759 Email Address ISHJOHNSONTAHOISTING@GMAIL.COM

Site Address or Description (parcel # if no address) 645 S. WHITCOMB ST.
97142-12-014

Description of Proposal (attach additional sheets if necessary) SUBDIVIDE THE NORTHERN
95x65' OF PROPERTY INTO A SEPERATE PARCEL TO
SELL.

Proposed Use NDA Existing Use NDA

Total Building Square Footage 2426 S.F. Number of Stories 1 Lot Dimensions 130x95'

Age of any Existing Structures 1938

Info available on Larimer County's Website: <http://www.co.larimer.co.us/assessor/query/search.cfm>
If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

Is your property in a Flood Plain? Yes No If yes, then at what risk is it? _____

Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>.

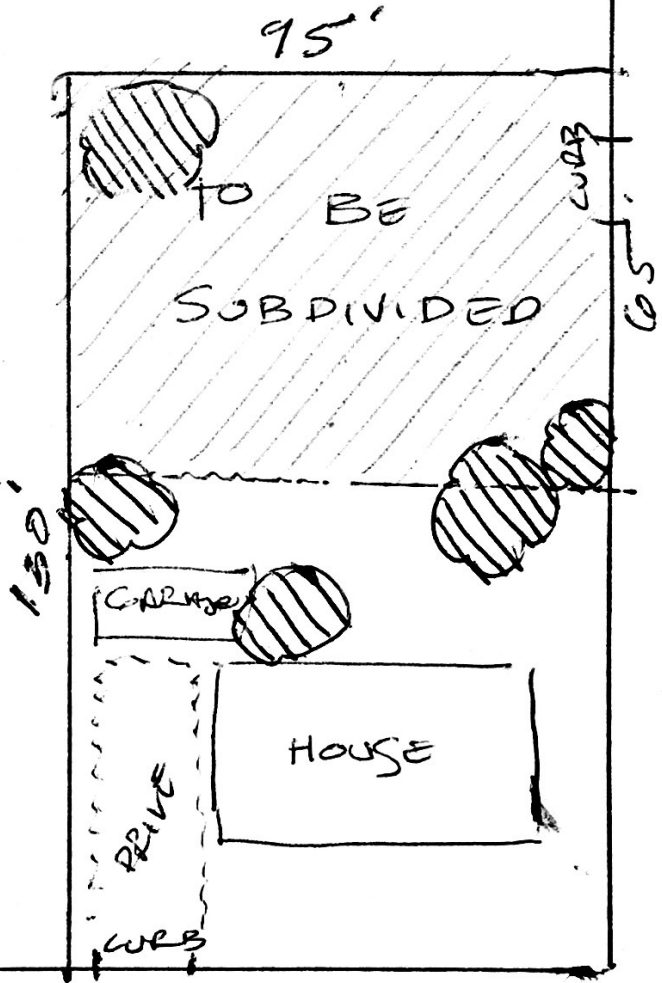
Increase in Impervious Area 0 S.F.
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

Suggested items for the Sketch Plan:

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?



645
S.
WHITCOMB



WHITCOMB

LAUREL



S Whitcomb St

W Laurel St





©IREA
ColoradoProperty.com











**Community Development and
Neighborhood Services**
281 North College Avenue
PO Box 580
Fort Collins, CO 80522

970.221.6750
970.224.6134 - fax
fcgov.com

January 29, 2016

Ishmael Johnson
Scrimshaw Tattooing
116 N College Ave
#2
Fort Collins, CO 80524

Re: 645 S Whitcomb St - Replat

Description of project: This is a request to subdivide the property at 645 S Whitcomb St (parcel #9714212019). The applicant wishes to split the existing lot in two and sell off the newly created lot. Each lot would be 6,175 sq. ft. The site is located in the Neighborhood Conservation - Buffer (NCB) zone district. This proposal will be subject to Minor Subdivision Review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Clay Frickey, at 970-224-6045 or cfrickey@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Ali van Deutekom, 970-416-2743, avandeutekom@fcgov.com

1. The creation of the new lot may not create a non conforming lot. You'll need to maintain the setbacks which means, the existing garage will need to be 15 feet from the new property line.
2. 5,000 SF of lot area is required.

Department: Water-Wastewater Engineering

Contact: Shane Boyle, 970-221-6339, sboyle@fcgov.com

1. Existing water mains in the vicinity include a 4-inch main in Whitcomb Street and an 8-inch main in Laurel Street. Existing sanitary sewer in the vicinity includes an 8-inch main in Whitcomb Street. It does not appear any changes to the existing water or sewer services will be needed with this project. If that changes please coordinate with Water Utilities Engineering.
2. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>

3. Development fees and water rights will be due at time of a building permit for the new lot.

Department: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. No comments with replat. We'll eventually need to figure out parking restrictions for new driveway.

Department: Stormwater Engineering

Contact: Jesse Schlam, 970-218-2932, jschlam@fcgov.com

1. No Comment from Erosion Control. This site; disturbs less than 10,000 sq-ft, is not in a sensitive area, and is not in a larger development under construction. Therefore, no submittal of erosion control material is needed. However, the site still must be swept and maintained to prevent dirt, saw cuttings, concrete wash, trash & debris, landscape materials and other pollutants from entering the storm sewer at all times or BMPs will be required of the site. If you need clarification concerning the erosion control section, or if there are any questions please contact Jesse Schlam 970-218-2932 or email @ jschlam@fcgov.com
2. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.
3. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
4. If there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area, a site grading and erosion control plan is required instead of a complete construction plan set.
5. If there is an increase in imperviousness greater than 1000 square feet, fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
6. If there is an increase in imperviousness greater than 1000 square feet, Low Impact Development (LID) will be required. These require a higher degree of water quality treatment with one of the two following options:
 - A. 50% of the newly added or modified impervious area must be treated by LID techniques and 25% of new paved areas must be pervious.
 - B. 75% of all newly added or modified impervious area must be treated by LID techniques. Standard operating procedures (SOPs) for all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
7. The 2016 city wide Stormwater development fee (PIF) is \$8,217/acre for new impervious area over 350 sq. ft. and there is a \$1,045.00/acre review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued.

Information on fees can be found at:

<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221-6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

Department: Fire Authority

Contact: Jim Lynxwiler, 970-416-2869, jlynxwiler@poudre-fire.org

1. No PFA comments related to Replat or Subdivision.

Department: Environmental Planning

Contact: Rebecca Everette, 970-416-2625, reverette@fcgov.com

1. No comments on the replat. Further comments may be applicable if any changes are proposed on either lot, or when development occurs on the new lot.

Department: Engineering Development Review

Contact: Marc Ragasa, 970.221.6603, mragsa@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if they need to be reconstructed so that they do.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project. This shall including the standard utility easements that are to be provided behind the right-of-way (15 foot along an arterial-Laurel Street and 9 foot along all other street classifications-Whitcomb Street).
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

9. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.
10. All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.
11. Any rain gardens within the right-of-way cannot be used to treat the development/ site storm runoff. We can look at the use of rain gardens to treat street flows – the design standards for these are still in development.
12. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
13. In regards to construction of this site, the public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.
14. If the project decides to consolidate driveways on Whitcomb Street, please refer to LCUASS Figure 9-1 to determine minimum access spacing requirements from Laurel Street.

Department: Electric Engineering

Contact: Rob Irish, 970-224-6167, rirish@fcgov.com

1. Light & Power has existing electric facilities in the alley way and along the N. side of Laurel St. Power would need to be extended East along Laurel and North on Whitcomb to feed the new lot.
2. Any relocation or modification to existing electric facilities will be at the expense of the owner/developer. If Light & Power's existing electric facilities are to remain within the limits of the project they must be located within a utility easement.
3. Coordinate the location of the electric meter with Light & Power Engineering.
4. Electric Capacity Fee and Building Site charges will apply to this development. Please click on the following link for Estimated Light & Power charges and the Light & Power Fee calculator.
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees>
5. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.

Planning Services

Contact: Clay Frickey, 970-224-6045, cfrickey@fcgov.com

1. Do you have any development plans for the newly created lot? If so, it would make sense to get the use and building for that lot established as part of this process.

2. This replat must not create a non-conforming lot. This means the existing garage must be setback at least 15' from the new lot line and the new lot must be at least 5,000 square feet.
3. You must provide four bike parking spaces as part of this project. At least one of these spaces must be in an enclosed location.
4. The minimum vehicle parking required for this project will be 2 spaces per 1,000 sq. ft. Whether or not the basement counts will hinge upon if the basement is considered habitable space. If it is considered habitable space, then you will be required to provide parking based on the square footage of the whole building.
5. The proposed development is subject to a Basic Development Review, please contact the Zoning Department regarding your formal submittal.

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