

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

Please use the URL and Meeting ID # listed below to join the Review Meeting

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## Review Date

11/7/2024 10:15 AM

## Project Name

Municipal Office at 425 & 429 N College  
CDR240063

## Applicant

Ginny Sawyer  
970-224-6094  
gsawyer@fcgov.com

**Planner:** Clark Mapes

**Engineer:** Dave Betley

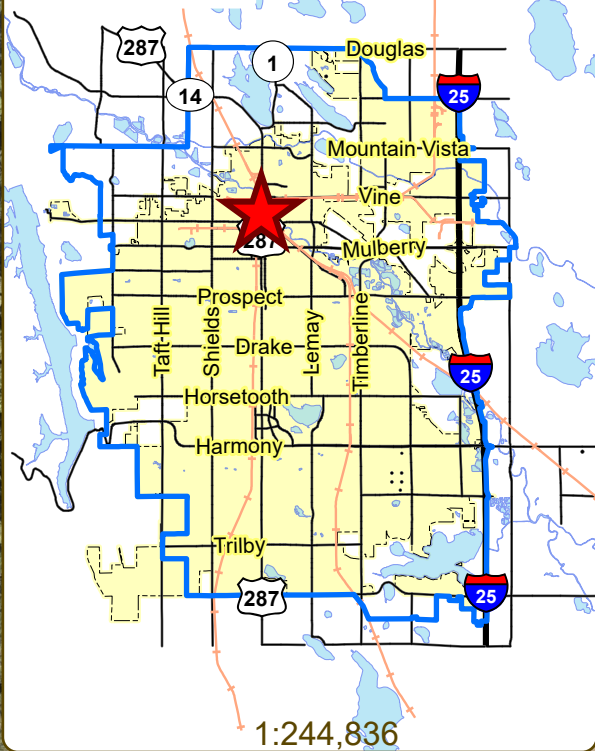
**DRC:** Brandy Bethurem Harras

## Description

This is a request to develop a municipal building at 425 & 429 N College Ave (parcel #s 9711115006, 9711114005). The applicant is proposing a municipal building to include office space, meeting space, and an archive object gallery. Access is taken from N College Ave. The property is located directly west of N College Ave and north of Cherry St. The site is located in the North Mason Downtown District (NM-D) and the project is subject to a Type 1 Major Amendment.

# Municipal Office at 425 & 429 N College Ave - Office

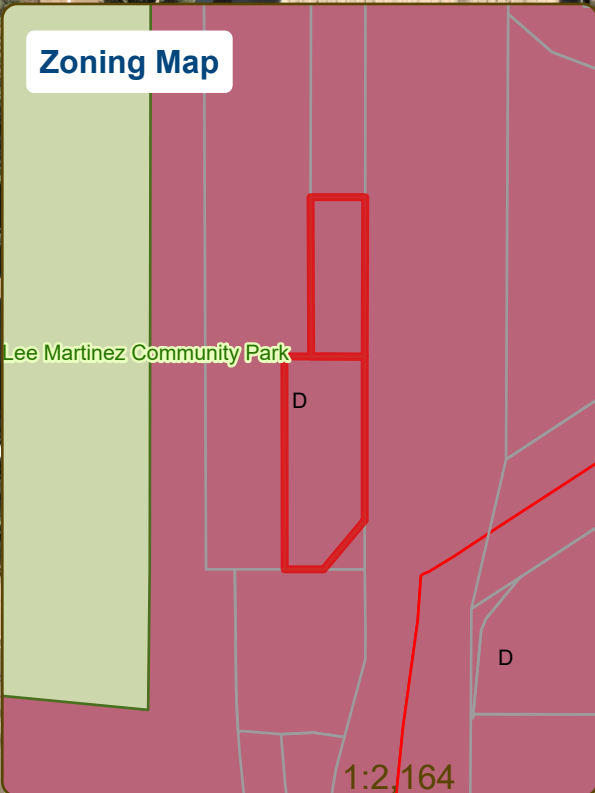
Vicinity Map



Aerial Site Map



Zoning Map



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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. The applicant acknowledges that they are acting with the owner's consent.

Conceptual Reviews are scheduled on three Thursday mornings per month on a "first come, first served" basis and are a free service. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Thursday morning. A completed application must be submitted to reserve a Conceptual Review time slot. Complete applications and sketch plans must be submitted to City Staff on Thursday, no later than end of day, two weeks prior to the meeting date. Application materials must be e-mailed to preappmeeting@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) \_\_\_\_\_

Ginny Sawyer & Brian Mergott - staff

Are you a small business?  Yes  No Business Name (if applicable) \_\_\_\_\_

Your Mailing Address 300 LaPorte Ave 80521

Phone Number 970 224 6094 Email Address gsawyer@fcgov.com

Site Address or Description (parcel # if no address) 425 + 429 N College

Description of Proposal (attach additional sheets if necessary) Municipal building to include office space, meeting space, and archive object gallery.

Proposed Use see above Existing Use Service Garage

Total Building Square Footage 30,000 S.F. Number of Stories 2-3 Lot Dimensions , 35 acres

Age of any Existing Structures 1946 & 1958

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 very little 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?





Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 Google 50 ft



## 425 N College Ave

Building



Directions



Save



Nearby



Send to  
phone



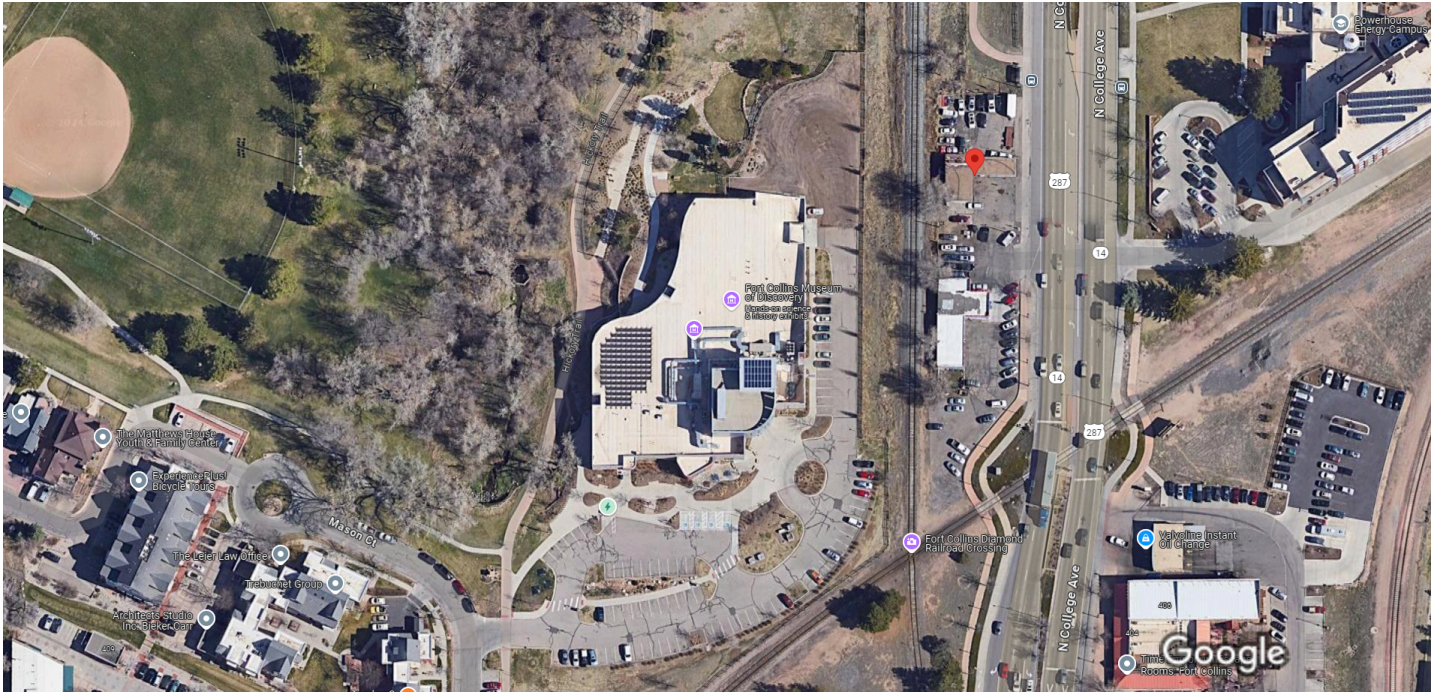
Share



425 N College Ave, Fort Collins, CO 80524

## Photos





Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 Google 50 ft



## 429 N College Ave

Building



Directions



Save



Nearby



Send to  
phone



Share



429 N College Ave, Fort Collins, CO 80524

## Photos



Untitled Map  
Write a description for your map.

**Legend**

- 📍 425 N College Ave
- 🟪 Fort Collins Museum of Discovery



Fort Collins Museum of Discovery

425 N College Ave

N College Ave

