

Preliminary Design Review Agenda

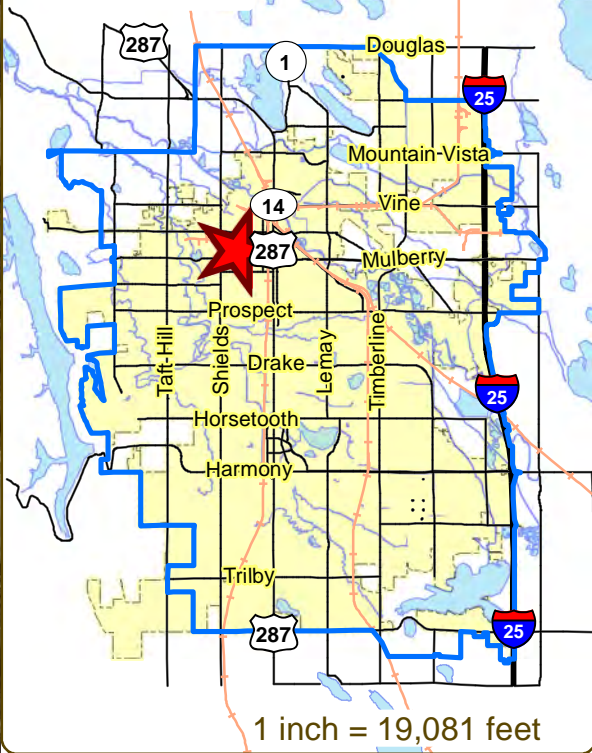
Schedule for 09/05/18
281 Conference Room A

Wednesday, September 5, 2018

Time	Project Name	Applicant Info	Project Description		
8:30	525 West Oak Street PDR180012	Cathy Mathis TB Group (970) 532-5891 cathy@tbgrouop.us	This is a request to replat 525 West Oak Street, 214 and 218 South Whitcomb Street to adjust two lot lines and create one new lot (parcel numbers 9711419905 and 9711419910). The site plan proposes a new 5,300 sq ft residential lot at the northeast portion of the site. Additionally, the lot line adjustments will allow for the reconfiguration of the existing parking lot and creation of a 3,500 sq ft lot with an existing single-family residence. The newly configured parking lot would accommodate 23 parking spaces and would retain existing access from South Whitcomb Street and the existing alley. No exterior building modifications are proposed for the site. The proposed project is within the Neighborhood Conservation, Medium Density (NCM) zone district and is subject to a (BDR) Basic Development Review.	Planner	Clark Mapes
				DRC	Todd Sullivan

525 West Oak Street Minor Subdivision

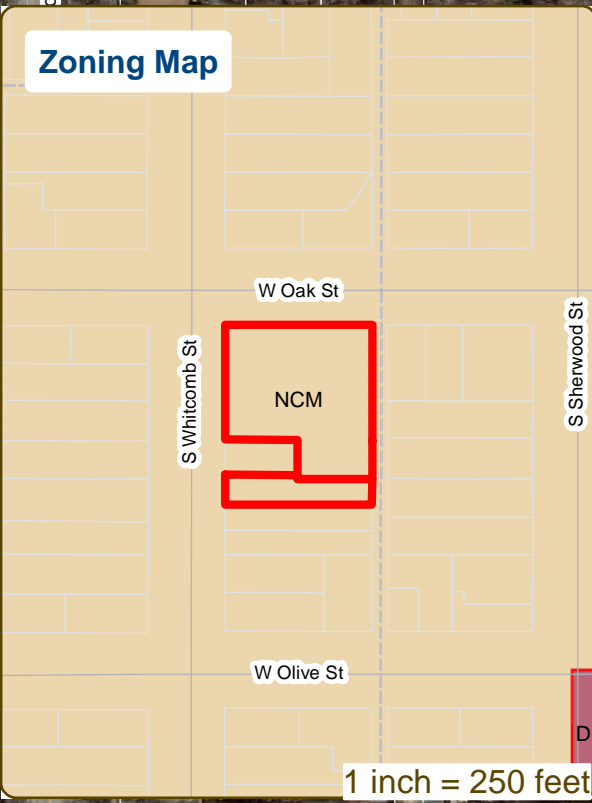
Vicinity Map



Aerial Site Map



Zoning Map



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PRELIMINARY DESIGN REVIEW: APPLICATION

General Information

Preliminary design review is an opportunity for an applicant to discuss the requirements, standards, procedure, and potential modifications of standards or variances that may be necessary for a project and to generally consider the development proposal design which has been evaluated as a part of the conceptual review process. While the conceptual review process is a general consideration of the development proposal, a Preliminary Design Review considers the development proposal in greater detail. Problems of both a major and minor nature can be identified and solved during the preliminary design review before a formal application is made.

Preliminary design review applications must be submitted to City Staff no later than Wednesday at noon two weeks prior to the anticipated Wednesday meeting date. Application materials can be e-mailed to currentplanning@fcgov.com or sent to/dropped off at 281 North College Avenue.

Representatives of Community Development and Neighborhood Services (Zoning, Environmental Planning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning), Historic Preservation and Poudre Fire Authority regularly attend preliminary design review meetings. Additionally, other public or quasi-public agencies which may be impacted by the development project are invited and encouraged to attend the preliminary design review. These agencies may include the gas utility, water and/or wastewater utility districts, ditch companies, railroads, cable television service providers and other similar agencies.

Upon receipt of a preliminary development proposal for review, and after review of such proposal with the applicant, the staff shall furnish the applicant with written comments and recommendations regarding such proposal in order to inform and assist the applicant prior to preparing components of the development application. The staff shall provide the applicant with a "critical issues" list, which will identify those critical issues that have surfaced in the preliminary design review as issues that must be resolved during the review process of the formal development application. To the extent that there is a misunderstanding or a misrepresentation of facts, the opinion of the staff may change during the course of development review.

Section to be filled out by City Staff
Date of Meeting Project Planner
Submittal Date Fee Paid (\$500)

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

Project Name 525 West Oak Street

Project Address (parcel # if no address) 525 West Oak Street, Fort Collins CO

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) Cathy Mathis, TBGroup, consultant
Mike Oberlander, civil; Ian Shuff, architect; Pete Levine, Brinkman Partners

Business Name (if applicable)

Applicant Mailing Address 444 Mountain Avenue, Berthoud CO 80513

Phone Number 970.532.5891 E-mail Address cathy@tbgroup.us

Basic Description of Proposal (a detailed narrative is also required) See attached.

Zoning NCM Proposed Use Office Existing Use Office

Total Building Square Footage S.F. Number of Stories Lot Dimensions

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.

Is your property in a Flood Plain? [X] Yes [] No If yes, then what risk level? 100 year City Floodplain

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

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



SUBMITTAL INFORMATION:
PRELIMINARY DESIGN REVIEW (PDR)

- 1) Preliminary Design Review Application form and filing fee (\$500).
 - 2) **Project Narrative** – Please include the following information:
 - (a) What are you proposing/use?

Brinkman has recently purchased properties at 525 West Oak, 214 and 218 South Whitcomb. The intent is to do a re-plat to create four new lots. Replatting 214 and 218 South Whitcomb will allow for some additional parking. Also, one additional residential lot will be created with Oak Street frontage.

The building at 525 West Oak will be rented out to several non-profit agencies and will continue to be used as an office building.
 - (b) What improvements and uses currently exist on the site?

The properties currently contain an office building (formally a church), parking and drive areas and two single-family homes.
 - (c) Describe the site circulation (auto and pedestrian), parking and how it coordinates with the existing neighborhood.

The properties are currently served by driveway cuts off of Oak Street and Whitcomb Street, as well as the existing alley to the east. The intent is to keep the access off of Whitcomb to continue to serve the parking lot and future expansion. It would be desirable to keep the access off of Oak Street as a driveway for the new lot that will be created.
 - (d) Describe site design and architecture.

The architecture of the existing office building is intended to remain unchanged.
 - (e) How is your proposal compatible with the surrounding area?

The proposal is compatible with the existing area since the office building is not changing and the parking lot exists with only a small reconfiguration of the spaces. The two existing single family lots are compatible and the newly-created lot will contain a single family home. The single family lot sizes will be consistent with the surrounding lots.
 - (f) Is water detention provided? If so, where? (show on site plan)

No detention or water quality is proposed – the project will reduce impervious area.
 - (g) How does the site drain now (on and off site)? Will it change? If so, what will change?

The site appears to drain to an inlet in the south portion of the parking lot, but this drain does not show up on the City maps.
 - (h) What is being proposed to treat run-off?

No detention or water quality is proposed – the project will reduce impervious area.
 - (i) How does the proposal impact natural features?

The proposal does not impact existing natural features.
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- (j) Do any existing structures have automatic fire sprinklers? Will the new structures have fire sprinklers?
The existing office building does not have an automatic fire sprinkler system. The intent is to use compartmentalized fire area separations, if needed, to mitigate the need for new automatic fire sprinklers with future office tenant finishes. Design team is scheduled to meet with the Building Department to discuss this further.
- (k) Are there any unusual factors and/or characteristics are present that may restrict or affect your proposal?
No.
- (l) Have you previously submitted an application?
No.
- (m) What specific questions, if any, do you want addressed?
- Where is the outfall for the stormwater?
 - Would staff support a smaller minimum lot size for the 218 Whitcomb lot that would be a similar size as the 216 Whitcomb lot?
 - Could the existing driveway off of Oak be preserved as a driveway for the future lot?

