

# Conceptual Review Agenda

Schedule for 9/05/19  
281 Conference Room A

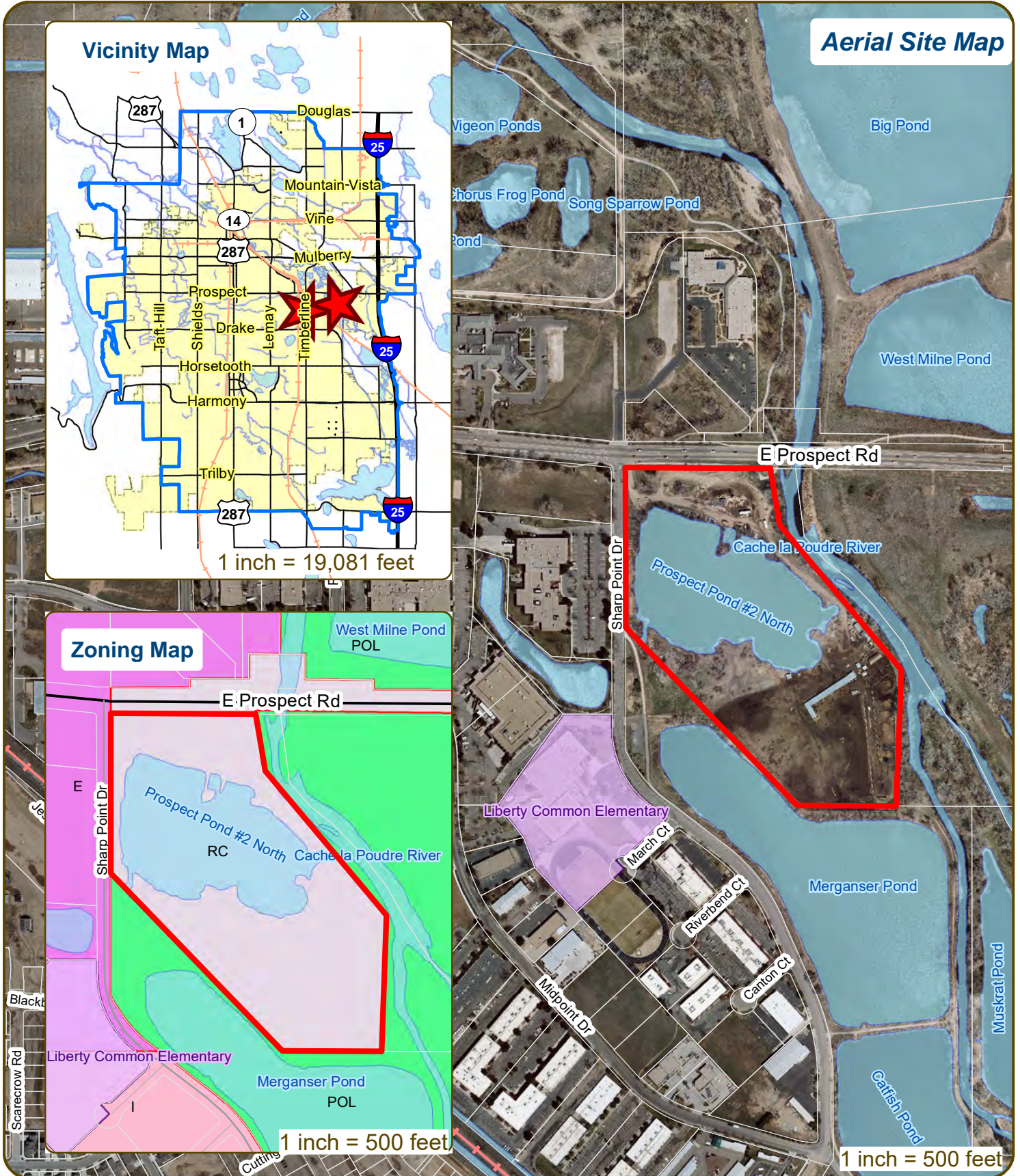
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**Thursday, September 5, 2019**

Time	Project Name	Applicant Info	Project Description	
<b>9:30</b>	<b>Lilly Marie Event Venue</b> <b>CDR190072</b>	Brandon Ribble 303-358-3938 brandon@theribblegroup.com	This is a request to build a small-scale reception center at 2601 E. Prospect Rd. (parcel #8720100003). The small-scale reception center will include a 7,000 sq. ft. event barn, a 3,500 sq. ft. pavilion and a vineyard. The proposal includes 100 on-site parking spaces. Access is taken from Sharp Point Dr. to the west. The property is within the River Conservation (RC) zone district and is subject to the Addition of Permitted Use process.	Planner: Clark Mapes Engineer: Katie Andrews DRC: Todd Sullivan
<b>10:15</b>	<b>Boardwalk Crossing</b> <b>Entertainment Facility</b> <b>CDR190073</b>	Steve Steinbicker 970-207-0424 steve@architecturewestllc.com	This is a request to build an entertainment facility for music, theater, conferencing and other assembly uses at the southeast corner of W. Boardwalk Dr. and S. Mason St. (parcel # 9735164002, 9735164003). The proposed building will be two-story with 3rd level roof terrace gathering areas. Proposed access will be taken from an access road off of S. Mason St. to the west. The property is within the General Commercial (CG) zone district and is subject to Planning and Zoning Board (Type 2) Review.	Planner: Pete Wray Engineer: Marc Virata DRC: Brandy BH
<b>11:00</b>	<b>902 E. Elizabeth St.</b> <b>Development</b> <b>CDR190074</b>	David Runkles 303-845-0310 david@urbanforest.build	This is a request to subdivide a parcel into seven lots and build four single-family dwellings in addition to the three existing single-family dwellings at 902-904 E. Elizabeth St. (parcel #9713100042). The lot configuration submitted does not meet Land Use Code standards. Additional dwellings may be added to the existing lot as carriage houses upon further review by staff. Access is taken from E. Elizabeth St. to the south. The property is within the Neighborhood Conservation, Low Density (NCL) zone district and is subject to Administrative (Type 1) Review.	Planner: Kai Kleer Engineer: Morgan Uhlman DRC: Tenae Beane

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# Lilly Marie Event Venue



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CONCEPTUAL REVIEW:  
APPLICATION

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\*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) BRANDON RIBBLE, UNDER CONTRACT ON LAND TO OWN IT, OWNER OF LLC

**Business Name** (if applicable) 2601 E. PROSPECT RD LLC

**Your Mailing Address** 8412 SAND DOLLAR DR, WINDSOR CO 80528

**Phone Number** 303.358.3938 **Email Address** BRANDON@THERIBBLEGROUP.COM

**Site Address or Description** (parcel # if no address) 2601 E PROSPECT RD  
FORT COLLINS CO 80525

**Description of Proposal** (attach additional sheets if necessary) SEE DESCRIPTION OF PROPOSAL

**Proposed Use** SMALL SCALE RECEPTION CENTER **Existing Use** AGRICULTURAL

**Total Building Square Footage** 11,600 **S.F. Number of Stories** 2 **Lot Dimensions** LENGTHY

**Age of any Existing Structures** 1979 FOR ALL BUILDINGS

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? X OR 0.2%

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

**Increase in Impervious Area** 30,000 PAVEMENT, 10,000 GRAVEL, 11,600 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?

# Description of Proposal

2601 E Prospect Road, Fort Collins CO 80525

Parcel Number: 8720100003

Lilly Marie Event Venue

Small Scale Reception Center

Brandon Ribble (303)358-3938 [brandon@theribblegroup.com](mailto:brandon@theribblegroup.com)

## A. Summary:

### a. The Venue

The vision for Lilly Marie, is to be a premier luxury event venue first and foremost. Our focus will be on luxury weddings where we will be able to provide a custom experience tailored to each of our valued customers desires.

We will do so by having 2 locations to choose from. The first option, (and the more affordable of the two) will be a Pavillion. The pavilion will be 3,500 sqft and open ended on 3 sides. The 1 side that will be built out will have men and women's bathrooms, storage, and a bar. The space will be able to accommodate a max of 150 people and will be able to operate year round by using plastic drop downs and space heaters. Immediately surrounding the pavilion will be space for festivities and ceremonies and will be a combination of crushed rock and manicured grass, which will all be beautifully surrounded by professional landscaping. The pavilion will be able to function both independently of the barn or in conjunction with it should the client so desire.

The second option (and the more luxurious of the two) will be the Barn. The Barn will be 7,000 sqft of flat work, with additional sqft on a small second level that will accommodate a groom's suite, bridal suite and room for child care. The main level will be used for reception/ceremony space, a full size bar, men and women's bathrooms, storage, mechanicals, and prep kitchen. The space will be able to accommodate a max of 250 guests as well as servers, bartenders, and security appropriate for that many guests. Immediately surrounding the Barn will be space for festivities and ceremonies and will be a combination of crushed rock and manicured grass, which will be beautifully surrounded by professional landscaping. The Barn will be able to function both independently of the pavilion or in conjunction with it should the client so desire.

### b. The Vineyard

The vision for the vineyard is to have an operating and functioning wine vineyard of about 2 acres. These grapes will be for the purpose of making our own wine.

### c. The Grounds

All around the property we will plant native grasses and bushes, focusing on ones that require little water. Our idea for the grounds and for the entire property is to be as minimal and sustainable as possible.

d. How It Fits the Bigger Picture

To the East and South of the land is protected natural space that is a treasure to Fort Collins. To the West of the land is all built out commercial space. With our proposed idea of a sustainable wedding venue its a great hybrid and transition between the two uses as it is both natural and commercial at the same time. Currently the land and what is on it is an eye sore to everyone driving by. Even further east down the road is a commercial landscape company that isn't pleasant to look at. By adding this wedding venue we will be able to add beauty to the road side view which everyone will enjoy better than a commercial building and what is currently there. Also with trails all around the land, it would be far better to look at majority of the land being cleaned up and native than to look at more commercial buildings like the ones surrounding it. Along with that there is a strip of land on the furthest West end of the property that could be carved out for the East Poudre Trail as it currently gets converted to a street sidewalk for a stretch. We would be happy to let the trail go on that portion of land as a permanent easement.

**B. Review Criteria**

- a. Compatibility: As mentioned above this property fits in with the surrounding areas in many ways. The surrounding neighbors will appreciate the majority of the space being open rather than wildly developed and that it will be pretty to look at. It fits a similar style to what is just down the road at Jessup Farms.
- b. Compliance: As the owner and operator I am committed to making this an all around win for everyone impacted, including the county, city, surrounding neighbors and surrounding businesses, and will adhere to all codes and requirements be each department individually and collectively.
- c. Adverse Impact: Not only do we believe this will not bring any adverse impact, we believe it will bring positive impact.
- d. Referral Recommendations: We very much welcome the recommendations of the referral agencies and will take all their recommendations seriously. We come from a standpoint that they are the experts in each of their areas and our job is to listen to their advice and better judgement.

**C. Existing Conditions**

- a. Currently the property is being used for agriculture purposes specifically for keeping cattle. It also in many ways is being used as a dump for large machinery and items that have been sitting for many years including tractors, semi truck trailers, rotted barns, and the like.
- b. Neighbors to the east include Advanced Energy, Learning Advantage, Larimer County Sheriff's Department, Larimer County Jail, Liberty Common School, Absolute Graphics

Vintage City Church and more. Neighbors to the North include Orthopedic Spine Center of the Rockies, Schneider Electric, and Spa 360.

**D. Operation**

- a. Number of Events: As an event venue it is hard to say how many events we will hold. Mainly weddings will be held on Friday and Saturday nights however there are the few that will be on Sunday days or week nights. We will assume that every Friday and Saturday night will be booked each weekend and there will be the potential for other gatherings during the week. Events will range between the hours of 9am and 10pm. Customers will have the opportunity to book their event between 9-12am or 5-10pm.
- b. Parking: We will gladly accept the suggestions of the departments to guide on how much parking will be necessary for the barn and pavilion.
- c. Number of Guests: From the inception of a contract to hold an event, Lilly Marie, to the extent that it is reasonable, will monitor and counsel the contracted party to maintain a guest list that does not exceed 250 invited guests for the Barn and 150 guests for the Pavilion or as designated by the Poudre Fire Authority. By using an industry average number of guests of 100-150 the average capacity should be far less than that which the venue can properly hold, but without exception under any circumstance will the number of invited guests of the property be allowed to exceed 250 in the barn and 150 in the pavilion or as designated by the Poudre Fire Authority.
- d. Location of Events: Events will be allowed to be held at two different locations on the property. These areas are noted on the attached site plan. They include the main event barn and its immediate surrounding landscape, and the pavilion and its immediate surrounding landscape.
- e. Building Occupancy: The number of guests at any event will not exceed the maximum occupancy for the main event barn or the pavilion or the spa as determined by the Poudre Fire Authority.
- f. Security: The owner/operator of the events center at Lilly Marie will ensure proper security present during all events.
- g. Transportation: The applicant shall ensure that all transportation to and from the site by guests and service personnel shall be via typical surface transportation. No alternative transportation (helicopter, hot air balloon or similar transports) shall be allowed for the event uses and activities.
- h. Noise Mitigation: With the entire property being surrounded by trees, noise should be a non-issue and we will gladly comply with all noise ordinances.
- i. Number of employees or subcontractors:

Landscapers	3-4	2x per week in the gardening months and as needed in the snow
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Cleaning Crew	2-3	After each event (estimate 5x per week)
Caterers	1-10	During most events (estimate 5x per week)
Sales Staff	1	6x per week
Bartenders	2-4	During Each Event (estimate 5x per week)
Garbage Company	1 Truck	2x per week

## **E. Landscaping Improvements and Structure Additions.**

### **a. Structure Additions:**

- i. A 8,000 sqft barn will be constructed that is 34' or less tall at the peak of the ridge and 43' or less tall at the peak of the cupola. It will be 68' wide and 103' long. It shall consist of a main hall, a bar, a kitchen, men and women's bathrooms, bridal suite, grooms suite, storage, mechanical room, and a large covered patio. The construction will be post and beam with an off white and mint painted douglas fir exterior.
- ii. A 3,600 sqft pavilion open on 3 sides will be constructed that is 34' or less tall at the ridge and 43' or less tall at the peak of the cupola. It will be 60' wide by 60' long. It shall consist of a main hall, a bar, men and women's bathrooms and a small storage room.
- iii. Entrance of the wedding venue will have a post and beam over arching drive through and automatic swinging gates.

### **b. Existing Structures being removed:**

- i. There are 4 old wood sheds built in 1979 that will be torn down and removed from the property.

### **c. Landscape Additions**

- i. Surrounding both the barn and the pavilion there will be manicured grass, decorative grasses, shrubs, and trees.
- ii. Along the parking lot and driveway there will be decorative native grasses, shrubs, and trees.
- iii. In between the barn and pavilion there will be an acre or two of active vineyard.
- iv. A paved parking lot will be constructed towards the front entrance of the land, the size will be dependent on the recommendations of the respective departments.

## **F. Infrastructure**

- a. Storm water detentions and or retention ponds and easements will be installed per engineers request. Currently there is a pond on property.

**G. Traffic and Access**

- a. On the property we would like to have a paved parking lot right off the main entrance and then a nice crushed stone drive from the parking lot to the barn and pavilion that will be mainly a walk way but will also be used for disabled parking and service vehicles as well.

**H. Appeals**

- a. We are unaware of any appeals that need to be made at this time.



**Orthopaedic & Rehabilitation Center of the...**

**SITE KEY**

- ① EVENT BARN (2000 SQ/FT)
- ② PAVILION (3500 SQ/FT)
- ③ CRUSHED STONE DRIVEWAY
- ④ CONCRETE PARKING AREA (100 PARKING SPOTS)
- ⑤ VINEYARD
- ⑥ EVENT GROUNDS
- ⑦ EXISTING MATURE TREES TO BE PRESERVED
- ⑧ EXISTING BODY OF WATER TO REMAIN AS IS
- ⑨ NATIVE WETLAND PLANTING
- ⑩ NATIVE EVERGREEN SCREEN PLANTING
- ⑪ NATIVE DECIDUOUS TREES

LOT SIZE = 1/2-20 ACRES (VERIFY)

NORTH

SCALE = 1 : 50



Liberty Common School

# Lilly Marie

## Inspirational Imagery

2601 E Prospect Road



# The Veranda



# The Barn



# Landscape





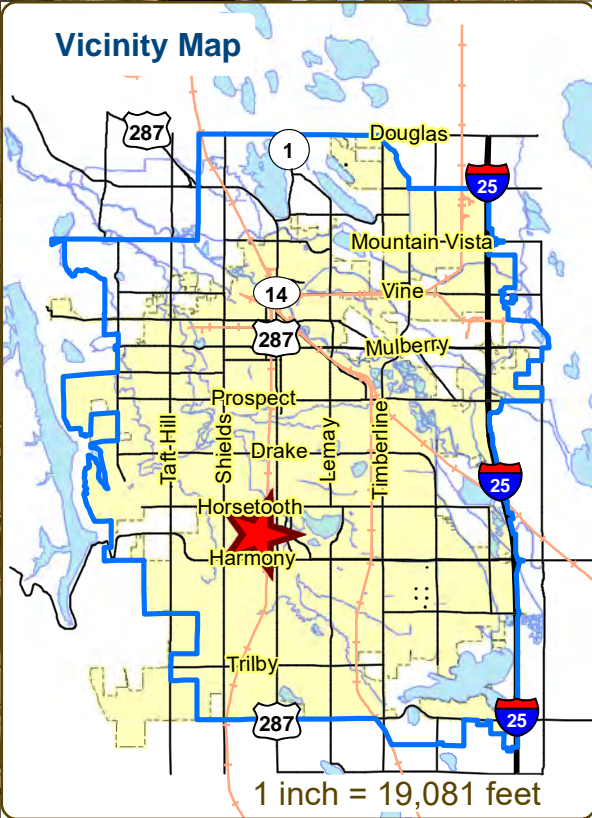
Landscape

# Parking Lot



# Boardwalk Crossing Entertainment Facility

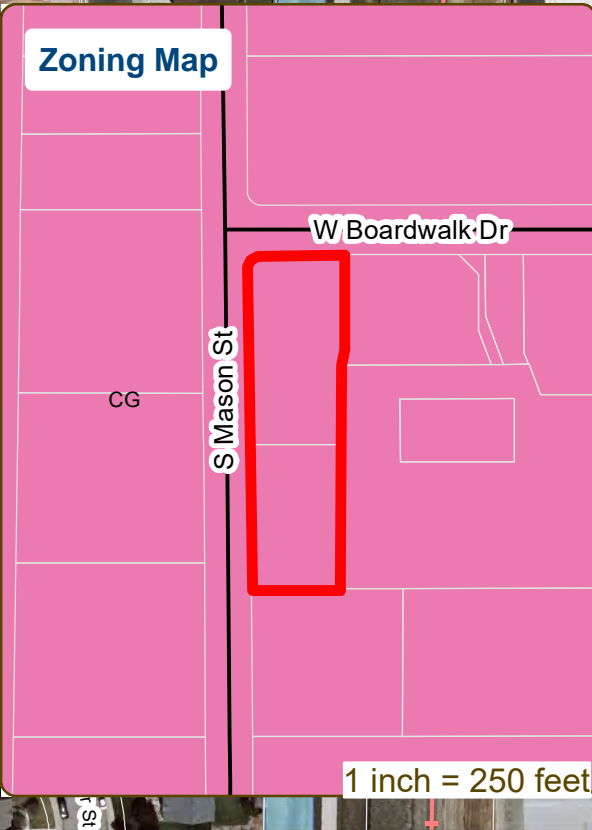
Vicinity Map



Aerial Site Map



Zoning Map



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Business Name (if applicable) \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Site Address or Description (parcel # if no address) \_\_\_\_\_

Description of Proposal (attach additional sheets if necessary) \_\_\_\_\_

Proposed Use \_\_\_\_\_ Existing Use \_\_\_\_\_

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

Age of any Existing Structures \_\_\_\_\_

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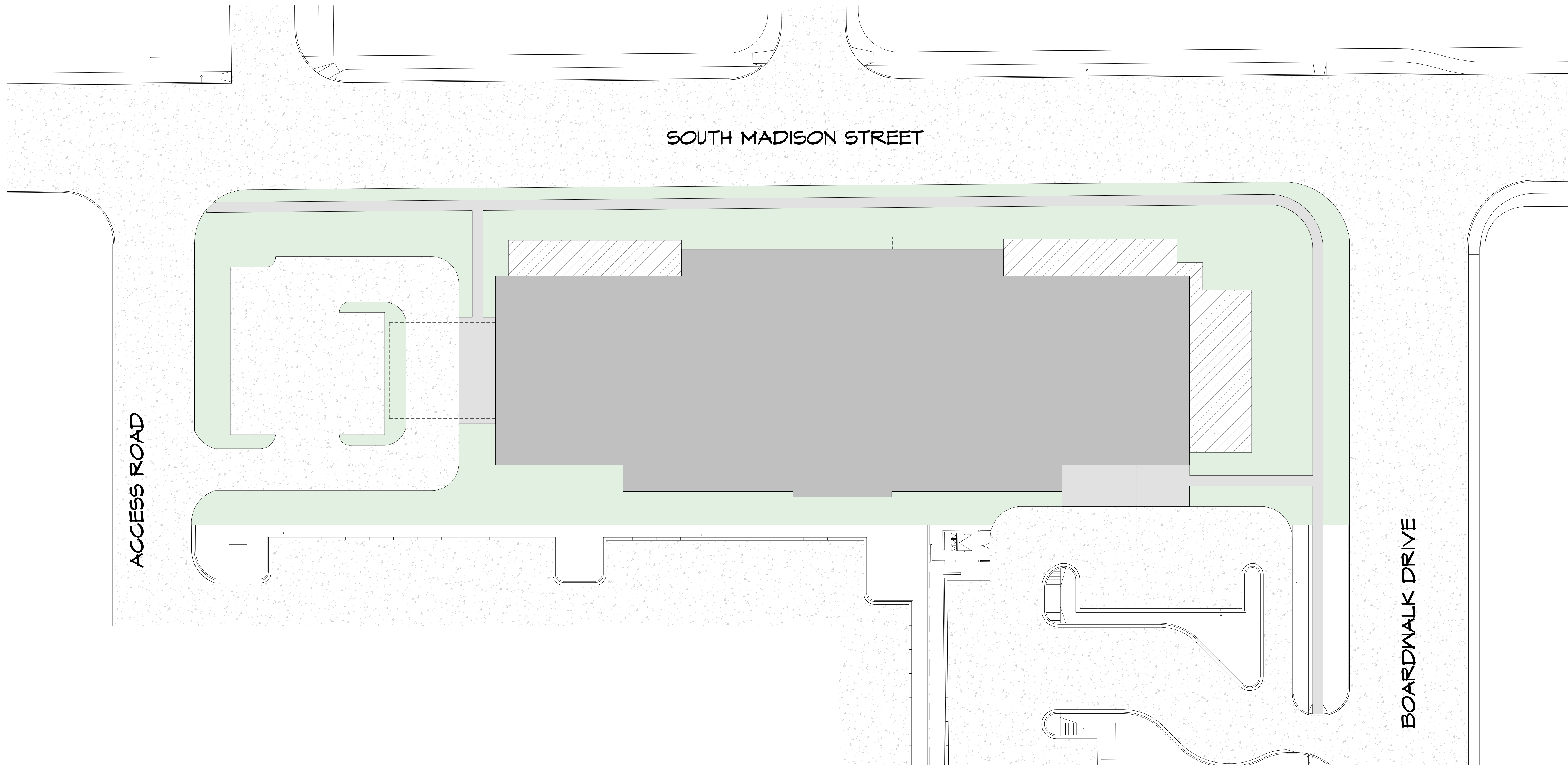
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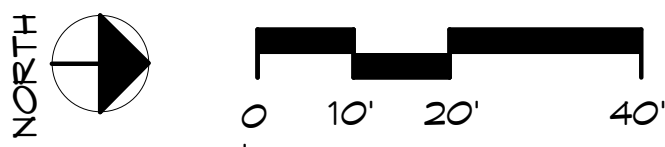
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SOUTH MADISON STREET

ACCESS ROAD

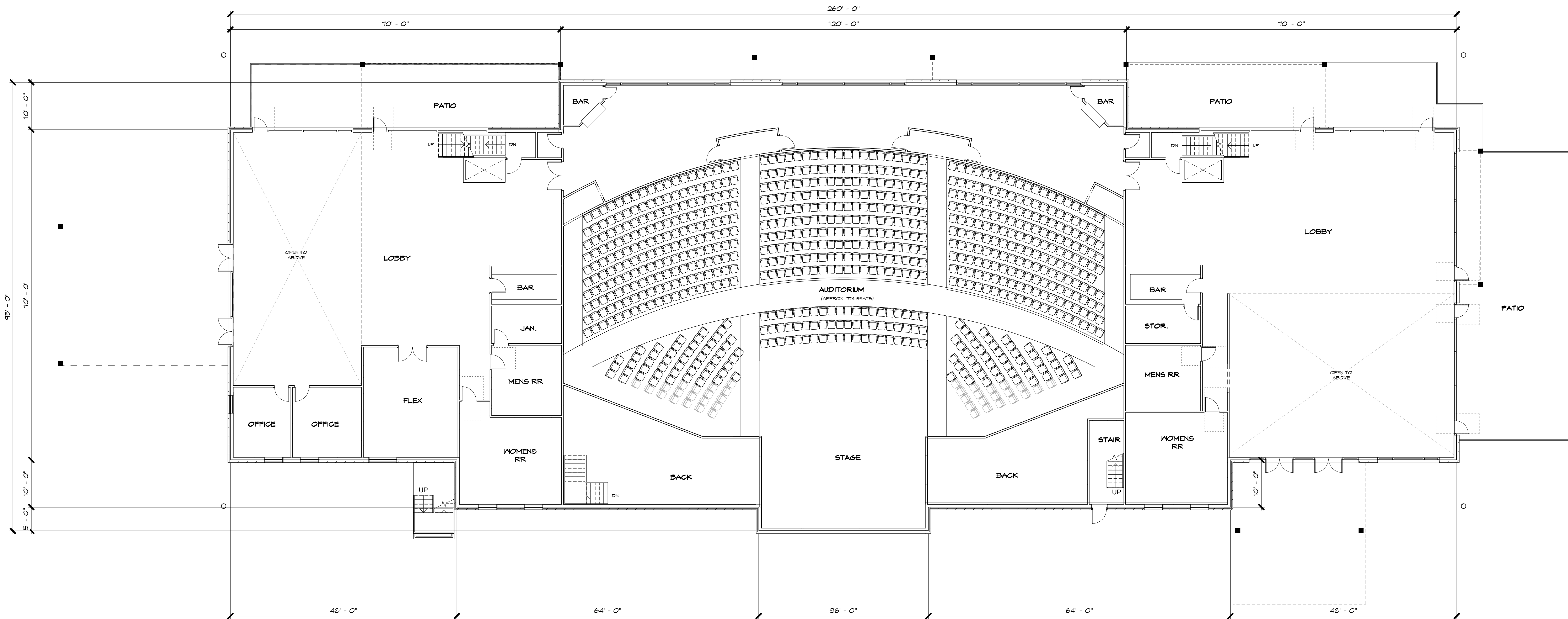
BOARDWALK DRIVE

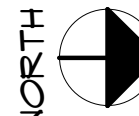


**SITE PLAN**  
**FORT COLLINS, COLORADO**  
 CANDLELIGHT EVENT CENTER  
 BOARDWALK & MASON  
 FORT COLLINS, CO  
 FL1.1  
 08.14.2019

**ARCHITECTURE WEST, L.L.C.**  
 ARCHITECTURE/PLANNING

5833 BIG CANYON DRIVE  
 FORT COLLINS, CO. 80526  
 (970) 201-0424




2 **MAIN FLOOR PLAN**  
A2.1 3/32" = 1'-0"

THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO COPYRIGHT PROTECTION AS AN ARCHITECTURAL WORK UNDER THE COPYRIGHT PROTECTION ACT OF 1990.

- ALL CONSTRUCTION SHALL CONFORM TO CURRENT UNIFORM BUILDING CODE AND ALL OTHER APPLICABLE CODES.

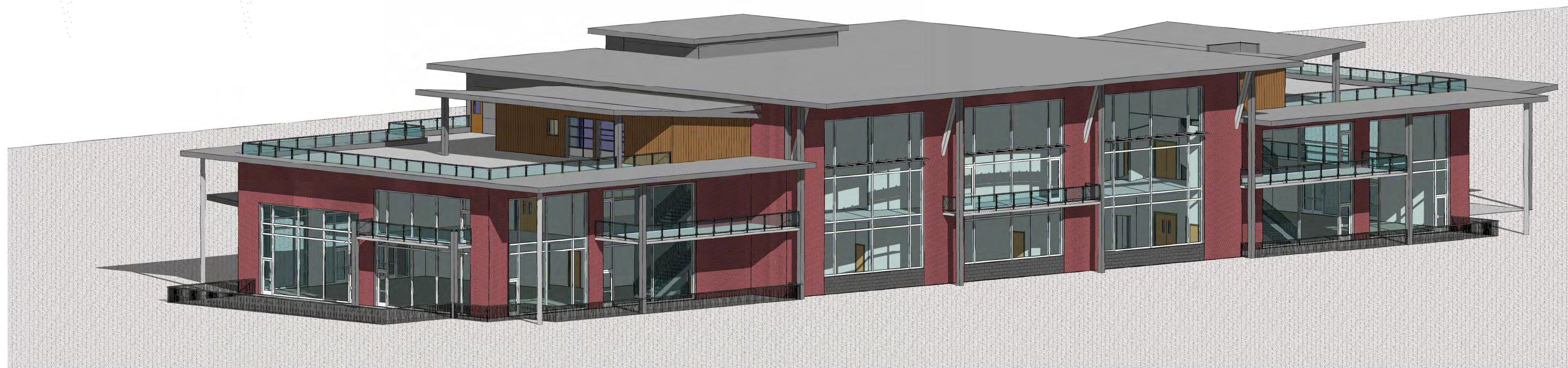
- DO NOT SCALE DRAWINGS FOR DIMENSIONS.

CONSTRUCTION MANAGERS, SUB-CONTRACTORS AND ALL OTHER SUPPLIERS TO THIS PROJECT, HAVE THE COMPLETE RESPONSIBILITY TO NOTIFY ENGINEERS, ARCHITECTS AND ALL OTHER DESIGN PROFESSIONALS OF ANY DISCREPANCIES, CONFLICTS, BUILDING OR OTHER CODE REQUIREMENTS AS REPRESENTED BY THESE CONSTRUCTION DOCUMENTS. ANY PROFESSIONAL LIABILITY CLAIMS SHALL BE LIMITED TO THE EXTENT OF SAID DESIGNERS FEE, ONLY AND IS HEREBY RECOGNIZED AS SUCH BY ANY CLAIMANTS, OWNERS, LEASE HOLDERS OR OTHERS.

JOB NUMBER
Project Number
DRAWN BY
Author
CHECKED BY
SJS
ISSUE DATE
XX.XX.18
REVISIONS

SHEET NAME
FLOOR PLAN- MAIN
LEVEL
SHEET NUMBER

A2.1



CANDLELIGHT EVENT CENTER  
 BOARDWALK & MASON  
 FORT COLLINS, CO

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JOB NUMBER

Project Number

DRAWN BY

Author

CHECKED BY

SJS

ISSUE DATE

XX.XX.18

REVISIONS

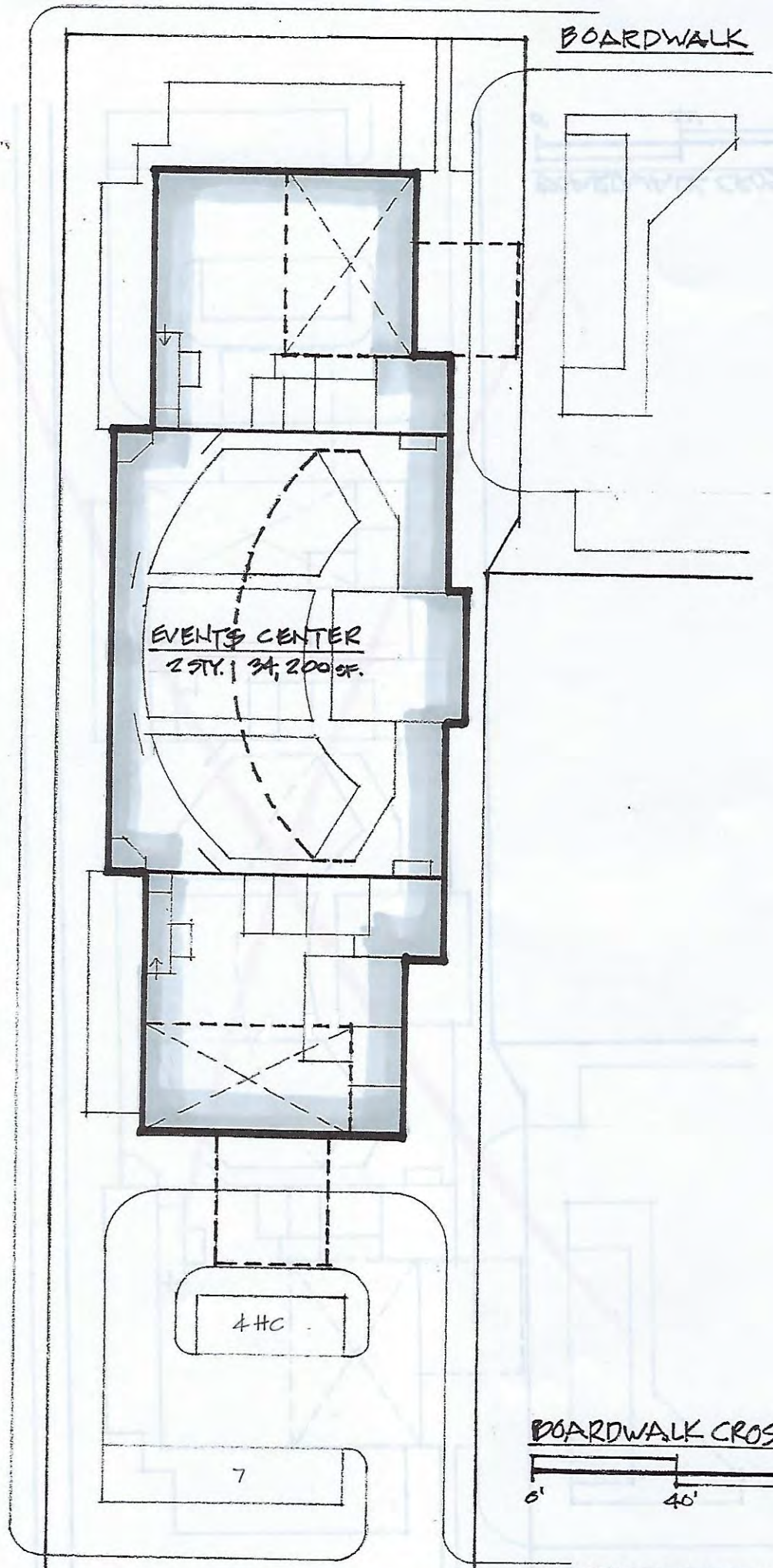
SHEET NAME

ENLARGED PLANS &  
 INTERIOR ELEVATIONS  
 SHEET NUMBER

A6.1

BOARDWALK

MASON

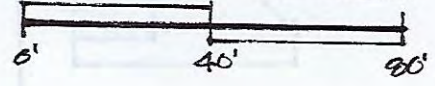


EVENTS CENTER  
2 STY. | 34,200 SF.

4 HC

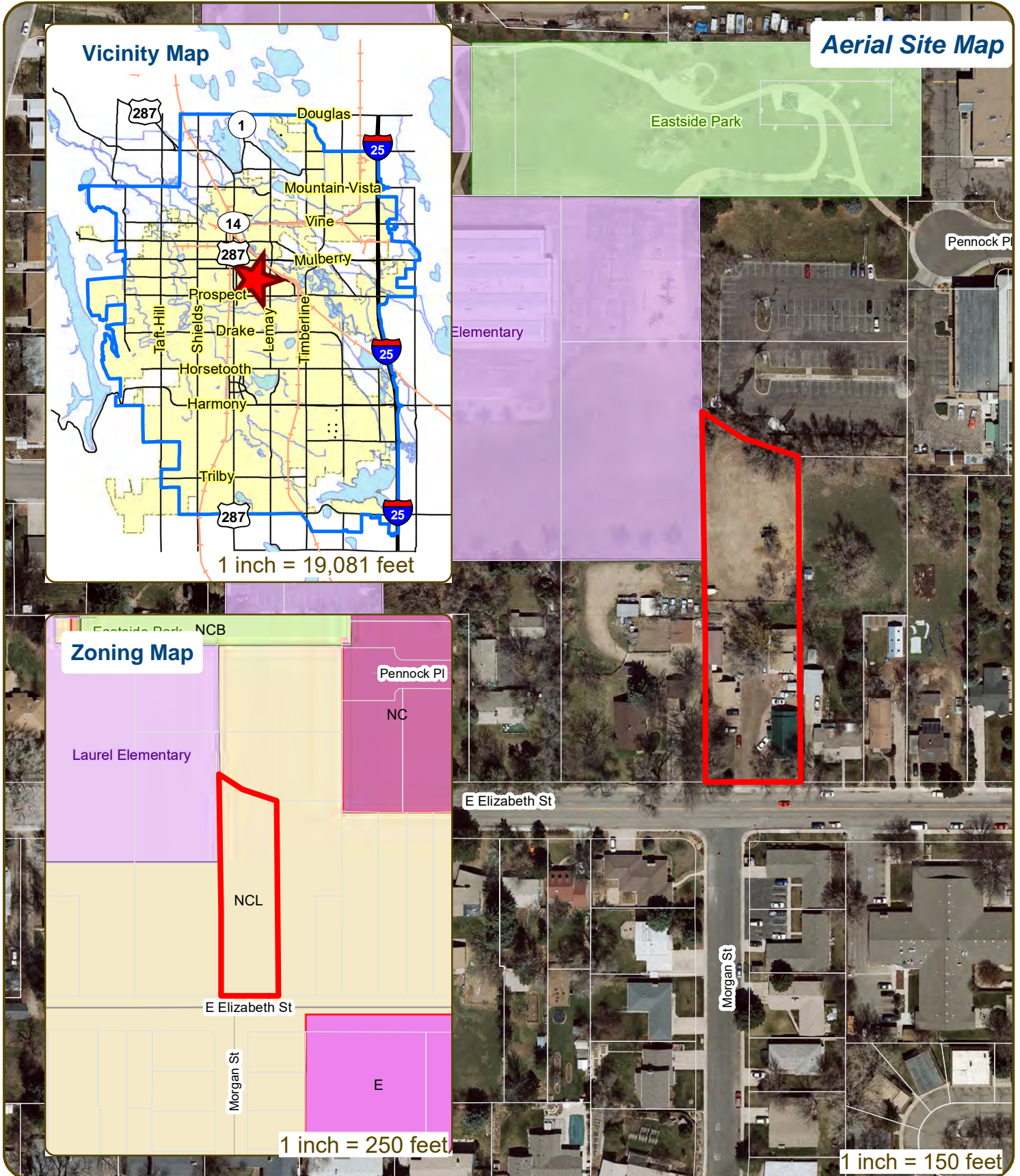
7

BOARDWALK CROSSING





# 902 E. Elizabeth St. Development



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**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 [currentplanning@fcgov.com](mailto: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) David Runkles, prospective owner, John Runkles, prospective owner

**Business Name** (if applicable) Urban Forest

**Your Mailing Address** 1704 Springmeadows Ct. Unit A, Fort Collins, CO 80525

**Phone Number** 303-845-0310 **Email Address** david@urbanforest.build

**Site Address or Description** (parcel # if no address) 902-904 E Elizabeth St, Fort Collins, CO 80524

**Description of Proposal** (attach additional sheets if necessary) Subdivide parcel into 7 individual lots and build 4 single family dwellings - one on each empty lot.

**Proposed Use** Single Family residences **Existing Use** Single family residences

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

**Age of any Existing Structures** 902 E Elizabeth - 1945, 904 E Elizabeth - 1910, 904 1/2 E Elizabeth - 1948

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.

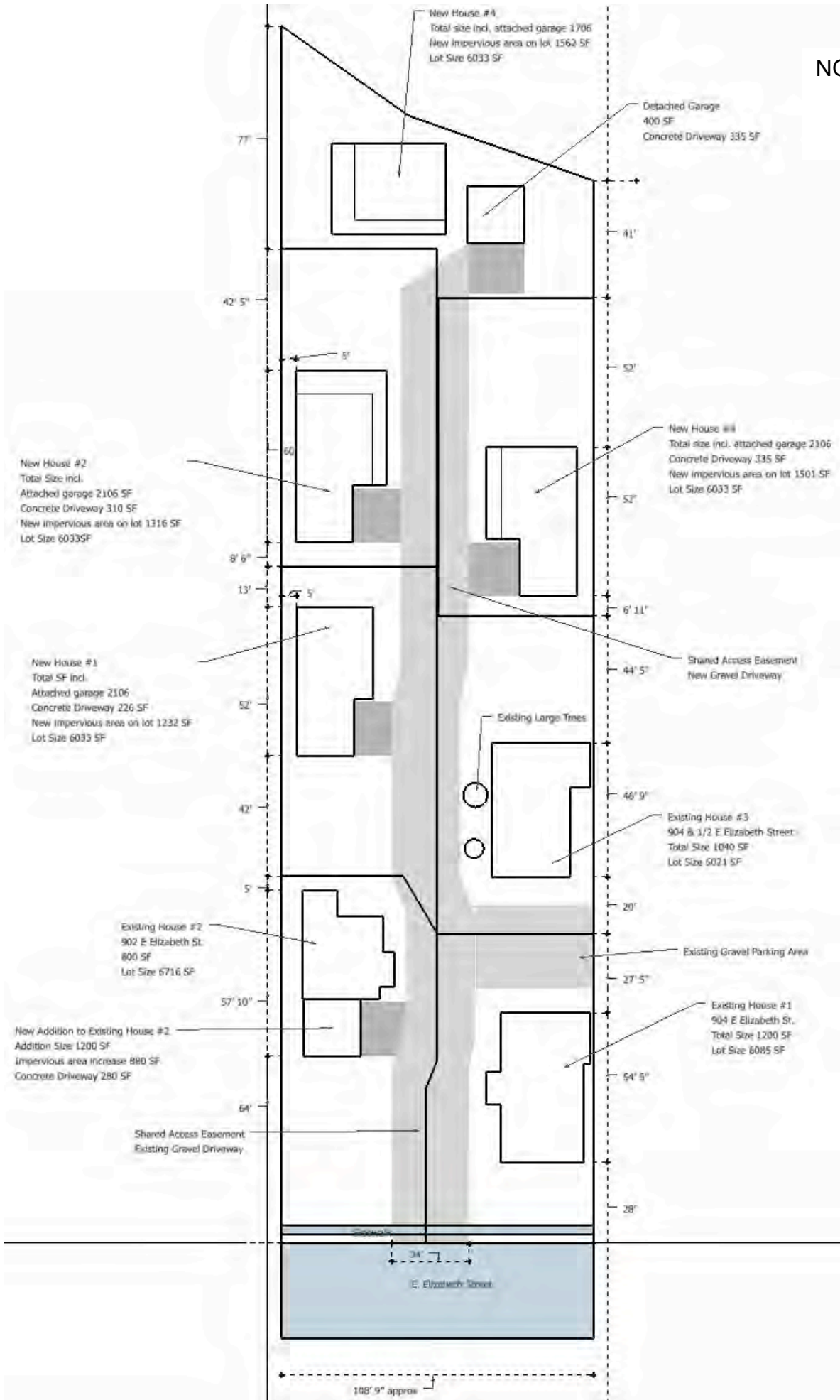
**Is your property in a Flood Plain?**  Yes  No If yes, then at what risk is it? \_\_\_\_\_

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

**Increase in Impervious Area** 6,491 SF \_\_\_\_\_ **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?





902-904 E Elizabeth Street

### Existing Structures

904 E Elizabeth



902-904 E Elizabeth Street



902-904 E Elizabeth Street

904 1/2 E Elizabeth



902-904 E Elizabeth Street



902-904 E Elizabeth Street

902 E Elizabeth



902-904 E Elizabeth Street  
Shed To Be Removed

