

Conceptual Review Agenda

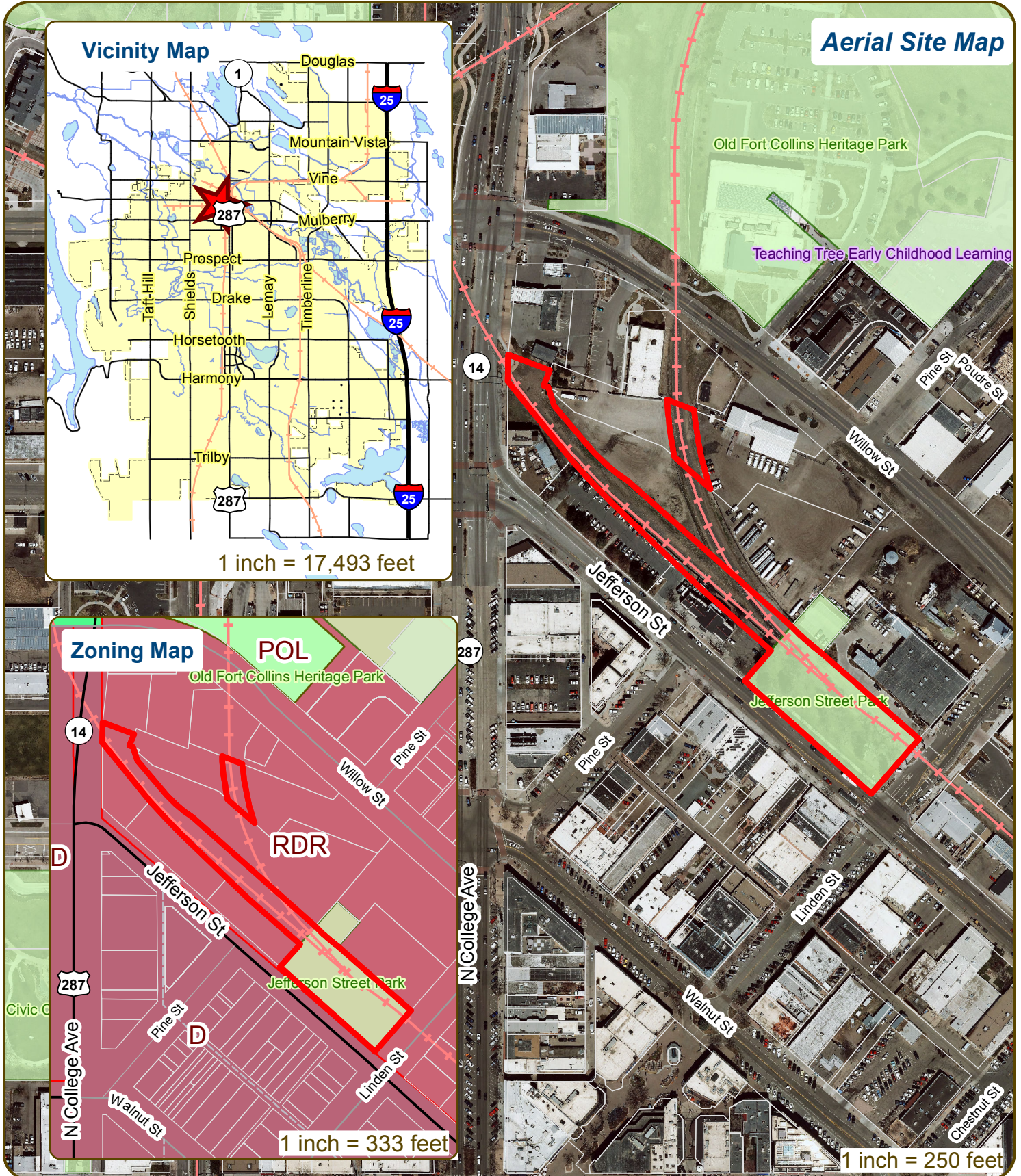
Schedule for 01/11/16 to 01/11/16

281 Conference Room A

Monday, January 11, 2016

Time	Project Name	Applicant Info	Project Description	Planner
10:15	Jefferson Street Park - Commercial CDR160001	Brent Cooper (970) 224-5828 brent.cooper@ripleydesigninc.com	This is a request to construct a commercial building at Jefferson Street Park (parcel #9712207822). The proposed 1-story building will be 5,700 sq. ft. The site will be served by 19 parking spaces and will also feature a patio at the corner of Jefferson and Linden. The site is located in the River Downtown Redevelopment District (RDR). This proposal will be subject to Administrative (Type I) review.	Seth Lorson
11:00	132 Willox Lane - Townhomes CDR160002	Mike Bello (970) 566-4541 michael.bello@thecpigroup.net	This is a request to build 12 live/work units at 132 Willox Lane (parcel #9835406009). Each townhome will be 2-stories with flex space and a 2-car garage on the main level and a 2-bedroom living space on the second floor. The site will take access from Willox Court with a private drive running through the middle of the site. The site is located in the Service Commercial (CS) zone district. This proposal will be subject to Administrative (Type I) review.	Clay Frickey

Jefferson Street Park Commercial



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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) _____

Brent Cooper, Consultant

Business Name (if applicable) Ripley Design, Inc

Your Mailing Address 419 Canyon Ave, #200, Ft. Collins, CO 80521

Phone Number 970.224.5828 Email Address brent.cooper@ripleydesigninc.com

Site Address or Description (parcel # if no address) 9712207822

Description of Proposal (attach additional sheets if necessary) Commercial Building w/parking. See attached project description.

Proposed Use commercial Existing Use Leased to City for park.

Total Building Square Footage 5,700 S.F. Number of Stories 1 Lot Dimensions Approx. 320' x 90'

Age of any Existing Structures N/A

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://qisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area Approx. 11,000 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?

Project Description: Linden Street Site

The site is located on approximately 1 acre of land at the northeast intersection of Linden Street and Jefferson Street. Currently, a private developer owns the property and is leasing the site to the City of Fort Collins for use as Jefferson Street Park. The project is located in the River Downtown Redevelopment (R-D-R) District. Union Pacific Railroad is requesting a 25' setback from the centerline of its existing tracks. The area within the 25' setback will be platted as Outlot A, while the remaining property will be Lot 1.

An approximately 5,700 sf, 1-story, commercial building is proposed on Lot 1. The building is set back 6' from the sidewalk which is contextually consistent with adjacent buildings, including the Rodizio restaurant to the north and the Rescue Mission to the south. A parking lot is located on the north portion of the site and will be combined with the Rodizio lot. The existing access point off Jefferson Street will remain.

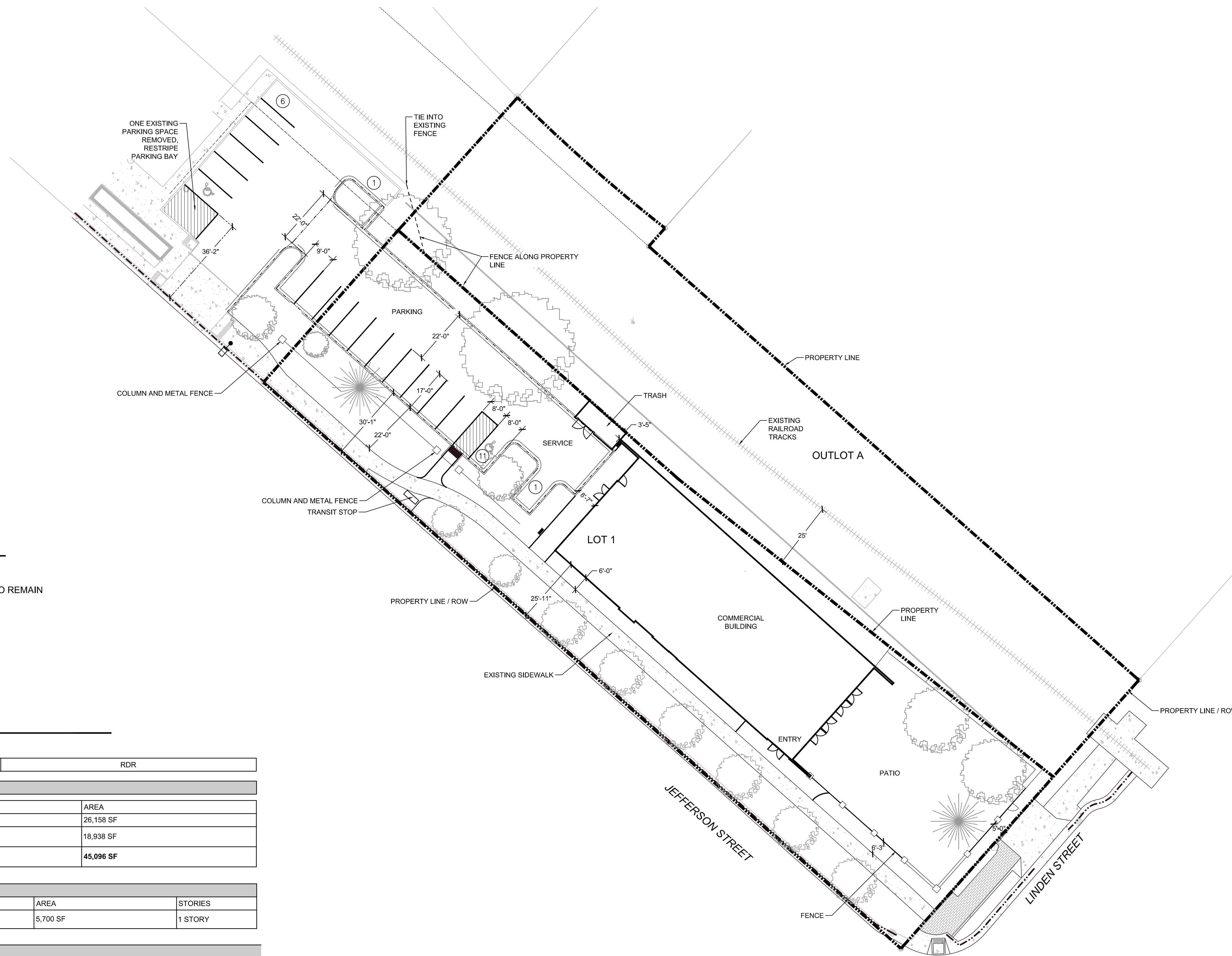
A large fenced patio is proposed on the south of the building. There are several large trees on site that the design was sensitive to. Many of the trees are being preserved and the ones that are to be removed will be mitigated as directed by the City Forester.

Pursuant to initial discussions between Aaron Cvar (Northern Engineering) and Shane Boyle (Fort Collins Utilities), the Applicant will conduct a revised analysis on the existing and proposed Downtown River District stormwater master plan improvements. It is anticipated that said analysis will confirm on-site detention is not necessary with this project. Additionally, baseline water quality treatment is assumed to be provided off-site in existing regional facilities. On-site Low-Impact Development strategies will be employed to satisfy the applicable local regulations.

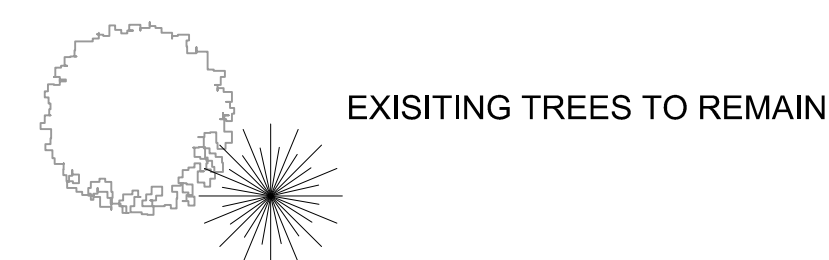
The existing 1½ -in. water service is expected to be re-purposed to serve the proposed development. A new sanitary sewer service will connect to the 15" PVC public main (Future Sanitary Line B) planned by the City as part of the upcoming Downtown River District capital improvements.

LINDEN STREET SITE

FORT COLLINS, COLORADO



LEGEND



LAND USE CHART

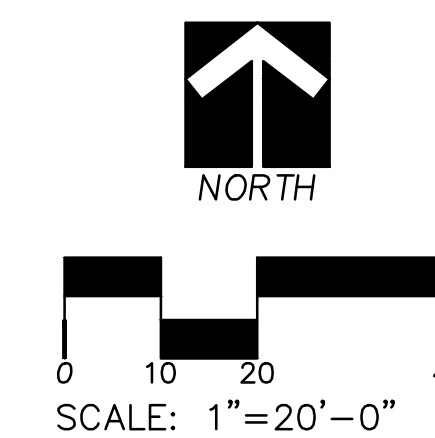
EXISTING ZONING	RDR
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LOT AREAS	
	AREA
LOT 1	26,158 SF
OUTLOT A	18,938 SF
TOTAL AREA	45,096 SF

BUILDING INFORMATION		
TYPE	AREA	STORIES
COMMERCIAL	5,700 SF	1 STORY

PARKING	
	PROVIDED
PROJECT PARKING	
LOT 1	10
WITHIN ACCESS EASEMENT (RODIZIO LOT)	9
TOTAL*	19

* 1 HANDICAP SPACES INCLUDED (1 REQUIRED)



ISSUED		
No.	DESCRIPTION	DATE
1	CONCEPTUAL REVIEW	12.22.15
2		

REVISIONS		
No.	DESCRIPTION	DATE

CONCEPTUAL REVIEW

CONCEPTUAL SITE PLAN

SCALE ACCORDINGLY IF REDUCED

DRAWING NUMBER:

1



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

Brent Cooper
Ripley Design, Inc.
419 Canyon Ave.
#200
Fort Collins, CO 80521

Re: Jefferson Street Park - Commercial

Description of project: This is a request to construct a commercial building at Jefferson Street Park (parcel #9712207822). The proposed 1-story building will be 5,700 sq. ft. The site will be served by 19 parking spaces and will also feature a patio at the corner of Jefferson and Linden. The site is located in the River Downtown Redevelopment District (RDR). This proposal will be subject to Administrative (Type I) 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, Seth Lorson, at 970-224-6189 or slorson@fcgov.com.

Comment Summary:

Department: Water-Wastewater Engineering

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

1. Existing water and sewer mains in the vicinity include a 16-inch water main in Jefferson, an 8-inch water main in Linden, and 6-inch sewer mains in both Linden and Jefferson. There is an existing 2-inch irrigation service to the site from the main in Jefferson. This service will need to be used with this development or abandoned at the main.
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 building permit.

Department: Traffic Operations

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

1. The jurisdiction for Jefferson street is with the Colorado Department of Transportation, and we'll need to work with them on review, and a potential change in use permit for the access on Jefferson.

2. We'll need some additional information on the anticipated uses for the commercial building to determine anticipated traffic. This will identify whether and what type of traffic analysis or traffic impact study is needed. If one is required, likely only a memo is needed.
3. Please note the adopted Jefferson Street plan that identifies ultimate curb location along Jefferson, the ultimate removal of on-street parking along your frontage, and the ultimate installation of a median which will limit your access to a 'right in, right out'.
4. Transfort asks that the bus stop location be located between 50 and 80 ft from the intersection.
5. Please indicate bike parking numbers and locations per code.
6. Since the driveway on Linden will no longer be needed, it would be helpful if that is removed with the sidewalk re-built.

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 at the latest by final material submittal. The erosion control requirements are in the Stormwater Design Criteria under the Amendments of Volume 3 Chapter 7 Section 1.3.3. www.fcgov.com/erosion 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 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. This site is within the Downtown River District Stormwater Master Plan and must comply with the drainage design for this plan. This site is divided into two basins, one concentrating at the eastern corner of the site and flowing to the northeast into Linden and the other concentrating at the southern corner of the site and flowing into Jefferson. Developed flows from this site have been accounted for with the River District design, so as long as developed flow from this site for each of these basins is not greater than what was assumed then no detention is required.
5. Water quality treatment for this site is accounted for in existing offsite improvements so standard water quality treatment will not be required.
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: Historical Preservation

Contact: Maren Bzdek, 970-221-6206, mbzdek@fcgov.com

1. This project has the potential to affect several properties that are designated on the National Register of Historic Places as well as Fort Collins Landmarks. These include the Old Town Historic District as well as individual Landmark properties on Jefferson Street. The Rodizio restaurant (train depot) building is a contributing property to the Old Town National Register District. Therefore the project would be reviewed for compliance with LUC Section 3.4.7, Historic and Cultural Resources.
2. While the parcel is in the R-D-R District, which has design guidelines for compatible new construction specific to that district, the parcel's position adjacent to designated Old Town properties suggests that the Old Town Design Standards and Guidelines would be more appropriate for new construction at this site.
3. Please contact staff to schedule conceptual review with the Landmark Preservation Commission as soon as you have a preliminary design concept. Several conceptual review rounds may be necessary before proceeding to a final review hearing, which will generate a formal recommendation to the Decision Maker from the LPC.

Department: Forestry

Contact: Tim Buchanan, 970-221-6361, tbuchanan@fcgov.com

1. The existing trees in the patio area will need to receive sensitive design to protect as much of their root systems as possible. Optimal sized opening around existing trees will benefit longer tree survival.
The two large elms shown to retain along the north east boundary will need close evaluation in terms of the placement of the curb and its design. A curb design that minimizes excavation as it passes the trees and provides space to protect the root flare zone should be provided.
Some of the existing trees that would need to be removed for the proposed building are transplantable. Plans should provide for transplanting of those trees.
Tree mitigation will need to be provided for any significant trees removed. Attempt to maximize new tree planting on the site to accommodate mitigation and transplanting.
Tree inventory information from the previous proposal may need to be reviewed and updated if needed by the City Forester.

Department: Fire Authority

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

1. FIRE CONTAINMENT VS FIRE SPRINKLER SYSTEM

Buildings exceeding 5000 square feet 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. Also keep in mind that other factors may drive the need to provide a sprinkler system. A Group A-2 Occupancy for example, with an occupant load greater than 99 persons will trigger a sprinkler requirement. See IFC 903.2.1.2 for additional information.

2. FIRE LANES

Fire access is required to within 150' of all exterior portions of the building perimeter. Fire access cannot be measured from an arterial road or state highway. As such, the building footprint does not allow sufficient fire access from Linden Street alone. Fire access through the Rodizio lot will be needed and an Emergency Access Easement will be required if one has not already been dedicated. If the proposed building is to have a fire sprinkler system, the Rodizio stub will provide sufficient coverage to meet minimum code requirements. If the building is unsprinklered, the fire lane will need to include the drive aisle on to the project property and fire lane specifications shall apply. Code language and fire lane specifications 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

3. WATER SUPPLY

A fire hydrant is required within 300' of any commercial building. This requirement appears to have been met via the existing utility infrastructure available in the area however it is the applicants responsibility to verify location, volume and pressure. 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.

Department: Environmental Planning

Contact: Kelly Kimple, 970-416-2401, kkimple@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. As you addressed in the project narrative, a meeting should be scheduled with the City Forester to determine a tree mitigation plan, as per Article 3.2.1(C) that 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. 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 Scharon 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: 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. Right-of-way along Jefferson Street to coincide with the back of sidewalk should be dedicated. A 15 foot utility easement along Jefferson Street along with a 9 foot utility easement along Linden Street is the standard utility easement dedication required.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The access control plan will need to be followed and implemented with any project. Plans will be routed to CDOT for review and approval and the applicant may need to obtain access permits from CDOT. The existing head in parking is also subject to CDOT review. It is possible CDOT may require this to be removed.
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.
11. 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.
12. Doors are not allowed to open out into the right-of-way.
13. 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.
14. 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 located adjacent to this site along Jefferson St. possibly under the existing sidewalk or in the street. Also, there is a 3-phase electrical vault located on Linden St. that could serve as a feed for this site but it would require a railroad

crossing.

2. Any existing electric infrastructure that is located within the limits of the project that needs 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. Transformer and meter locations will need to be coordinated with Light & Power Engineering. Transformer location needs to be within 10' of an asphalt surface accessible by a line truck. A minimum clearance of 8' must be maintained in front of the transformer doors and a minimum of 3' on the sides and back. Certain building materials and or building design may require more clearance. Please click on the following link for Electric Construction, Policies, Practices and Procedures.
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations>
4. 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>
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>
6. Please contact Light & Power Engineering @ 970-221-6700 if you have any questions, comments or concerns.

Planning Services

Contact: Seth Lorson, 970-224-6189, slorson@fcgov.com

1. The minimum parking requirement will depend on what the proposed use will be: retail, restaurant, office etc... Please see LUC Sec. 3.2.2(K)(2).
2. When designing the building and site details, please refer to the RDR Design Standards:
http://www.fcgov.com/planning/pdf/ftc_riverdg_adoption_web.pdf
3. The parking lot perimeter and interior shall be landscaped according to LUC Sec. 3.2.1(E) (4-5). Please provide calculations accordingly.
4. The Linden Street streetscape will need to be consistent with the improved design in the area per Sec. 4.17(D)(2)(c) of the LUC.
5. Are you planning to remove the curb cut on Linden Street?
6. Per LUC Sec. 4.17(D)(2)(d) the Jefferson Street frontage requires trees in grates and planters to screen the parking.
7. Plaza, courtyard, patio, or other pedestrian-oriented outdoor space shall be provided per Sec. 4.17(D)(3)(b)(5).
8. Setbacks for commercial buildings along arterial streets shall be 10 - 25 feet (3.5.3(C)(2)(c)). A modification of standard will be needed for the proposed 6 foot setback.
9. Provide bike parking per Sec. 3.2.2(C)(4).

- 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>.
- 13.** 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.
- 14.** Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
- 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.
- 17.** Save the Poudre has requested to be contacted whenever a project is proposed within 800' of the Poudre River. Please add the following address to your APO labels: Save the Poudre, c/o Gary Wockner, PO Box 20, Fort Collins, CO 80522-0020.

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:

20012 International Building Code (IBC)
2012 International Residential Code (IRC)
20012 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

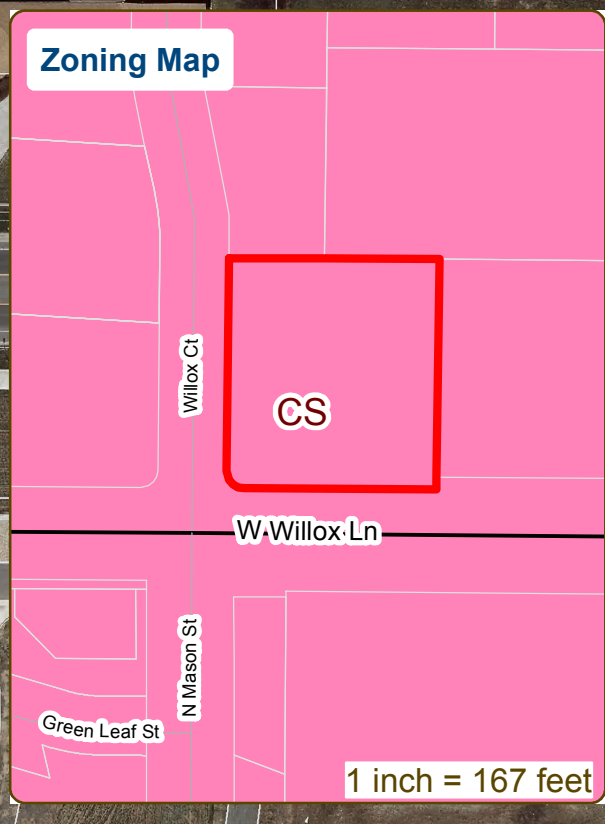
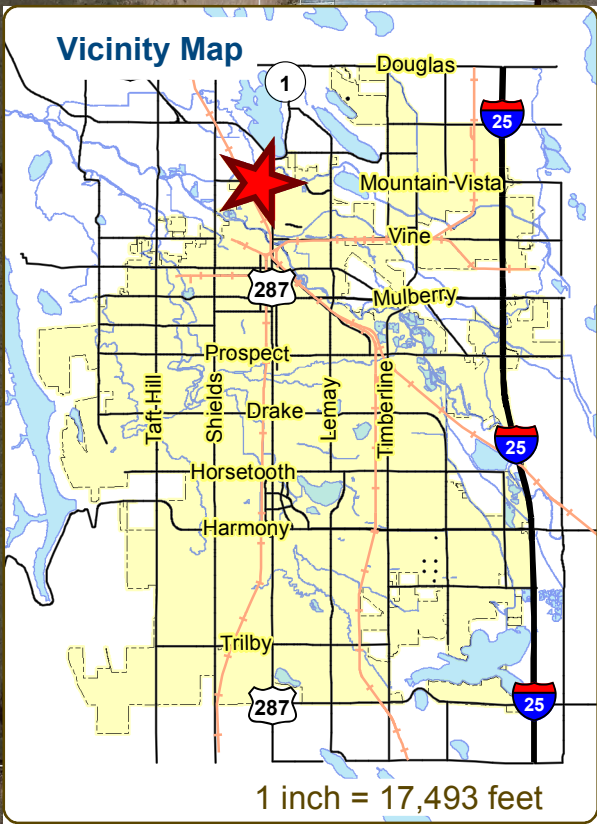
1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

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

132 Willox Lane Townhomes

Aerial Site Map



1 inch = 83 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) Tom Kalert and Michael Bello

Business Name (if applicable)

Your Mailing Address 318 East Oak St., Fort Collins, Co 80524

Phone Number 970 566 4541 Email Address michael.bello@thecpiqgroup.net

Site Address or Description (parcel # if no address) 132 Willox Lane, Fort Collins, Co 80526

Description of Proposal (attach additional sheets if necessary) 12 Live/work units on .84 acres. Lot 1 KD Subdivision. Each unit = 1920 SF

Proposed Use Live/work residential Existing Use Vacant Land

Total Building Square Footage 23,040 S.F. Number of Stories 2 Lot Dimensions 180.5' x 198.27'

Age of any Existing Structures N/A

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 25,750 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?

**RE: Conceptual Review Submittal for "Willox 12"
132 Willox Lane – Lot 1, K-D Park Subdivision, FTC**

The following information describes our proposal for 12 lots in North Fort Collins.

Our plan is to develop the above reference property with 12 Live/Work attached single family units (Townhomes). The plan calls for a central "alley like private drive" that enters off of Willox Court. The access off Willox Lane is fire access only – though would we would like to understand whether a "right-in-right-out" traffic control island would be allowed. Units will consist of minimally finished "Work" space on the first floor, which will provide the unit's 2 car garage and additional flex space, and "Live" space on the second floor consisting of a 2 bedroom floor plan.

Questions

Along with the standard review feedback we would appreciate staff addressing these questions too.

1. Please provide information on any R.O.W. dedications required for the property?
2. Note this property has what appears to be a bike lane pavement on the northern portion of Willox Lane. The properties to the east and west do not. Can that pavement be eliminated and how would that impact the buildable area of this property?
3. Are there any off-site water, sewer, drainage or transportation improvements required?
4. Please confirm our ability to tie into the regional pond to the south – in the Revive subdivision, which would eliminate any storm water detention requirements on our property.
5. Please confirm that the above ground electrical service along Willox Lane will remain, or what will be required to locate these overhead lines underground?
6. What, if any, ADA accessible requirements are there for these units?
7. Is it acceptable to take credit for the impervious surfaces that exist on the property today, and/or those imperious surfaces that previously existed on the property from structures that have been removed, when calculating this project's increase in impervious area.
8. Please give a reading on whether a "right-in-right-out" configuration on Willox Lane is an acceptable option.
9. Please confirm Willox Lane is a minor arterial street requiring a 30' setback for structures.
10. What is the easement width requirement along the northern property line of the property? Can that easement be vacated or reduced to 5'?

Thank you for considering this information. We look forward to your comments. Please feel free to contact either of us if you have any questions or need additional information.

Sincerely,

Michael Bello
970 566-4541

Tom Kalert
970 412-3049



Adjacent Properties Map



Site Map



View from Willox Lane



View from Willox Court

WILLOX COURT

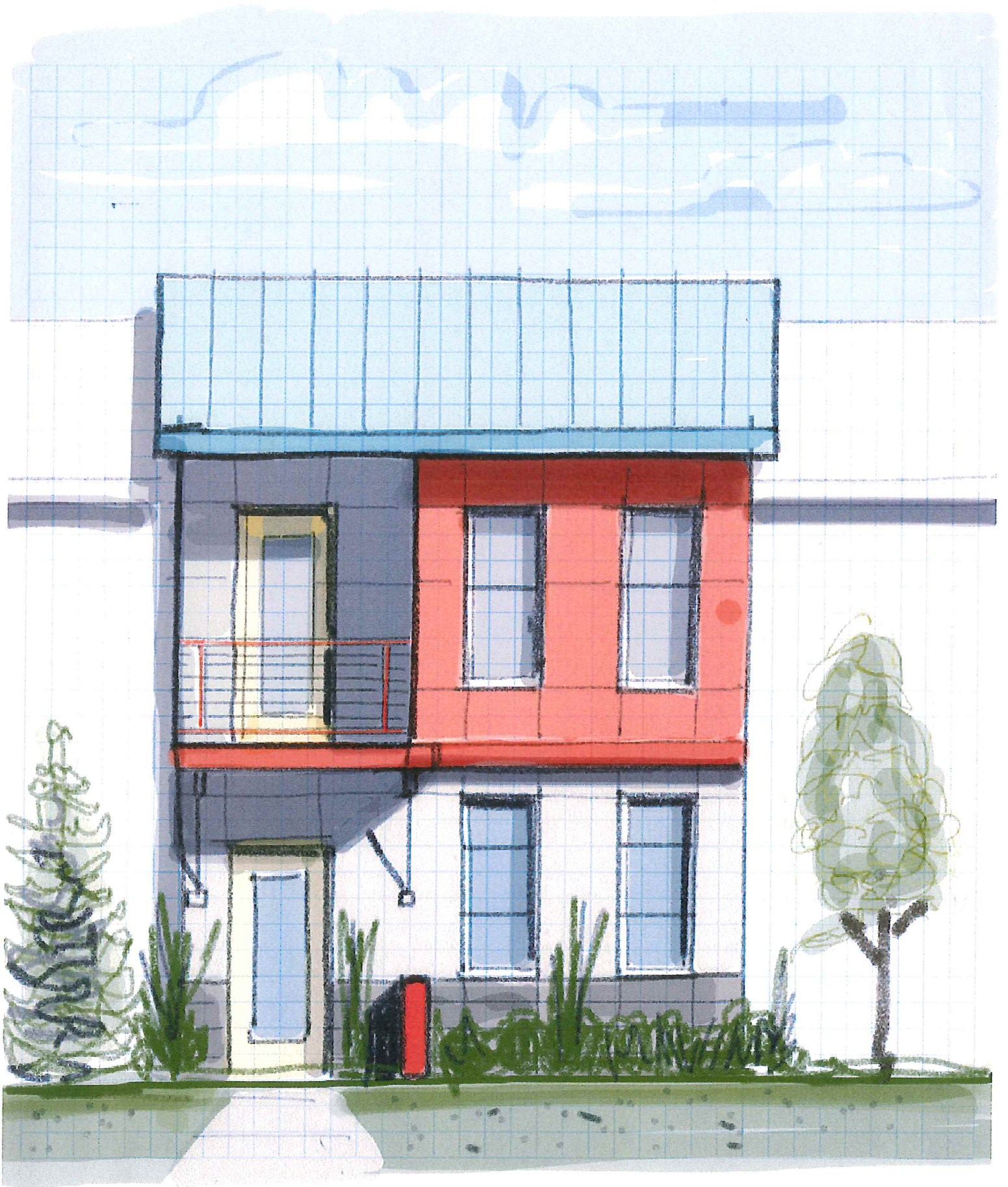


LOT AREA	35,726 SF
BUILDING AREA	11,330 SF
PAVED AREA	14,640 SF
TOTAL IMPERVIOUS	25,970 SF

WILLOX COURT



LOT AREA	35,726 SF
BUILDING AREA	11,333 SF
PAVED AREA	13,835 SF
TOTAL IMPERVIOUS	25,168 SF

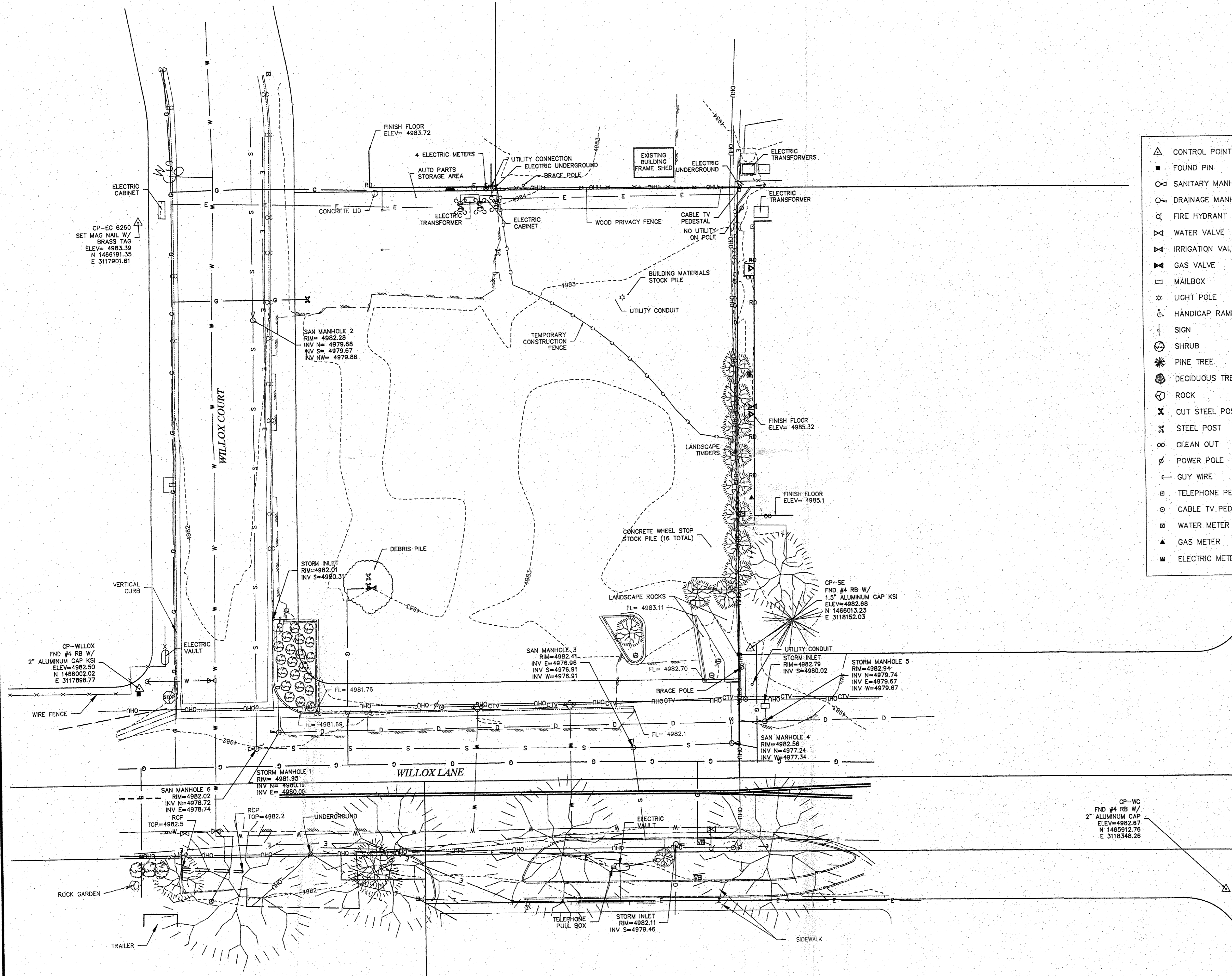
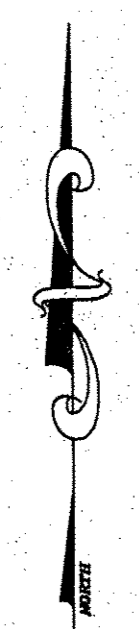
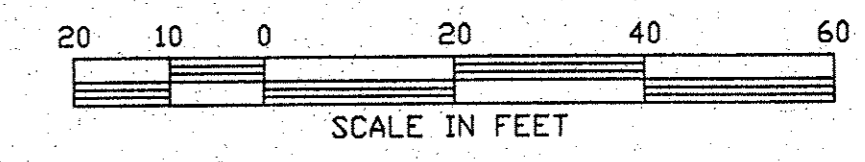


TOPOGRAPHIC SURVEY

LOT 1, K-D PARK SUBDIVISION

FORT COLLINS, COLORADO

DATE: 5/26/06
 FILE NAME: 2006260TOP
 SCALE: 1"=20'
 DRAWN BY: KLW / EAG
 CHECKED BY: JP



LEGEND

△ CONTROL POINT	—ctv— CABLE TV LINE
■ FOUND PIN	—o—o— CHAIN LINK FENCE
○ SANITARY MANHOLE	—/—/— EDGE OF ASPHALT
○ DRAINAGE MANHOLE	—/—/— EDGE OF LANDSCAPING
○ FIRE HYDRANT	—- - - - EDGE OF DIRT ROAD
○ WATER VALVE	—- - - - EDGE OF GRAVEL ROAD
○ IRRIGATION VALVE	—- - - - FLOWLINE
○ GAS VALVE	—fo— FIBER OPTIC LINE
□ MAILBOX	—x—x— FENCE LINE
☆ LIGHT POLE	—o— GAS LINE
♿ HANDICAP RAMP	—+—+— GUARD RAIL
— SIGN	—w— WATER LINE
○ SHRUB	—ohe— OVERHEAD POWER LINE
○ PINE TREE	—oht— OVERHEAD TELEPHONE LINE
○ DECIDUOUS TREE	— — — — PIPE
○ ROCK	CENTERLINE OF RAIL ROAD TRACK
✂ CUT STEEL POST	—s— SANITARY LINE
✂ STEEL POST	—d— DRAINAGE LINE
∞ CLEAN OUT	—e— UNDERGROUND POWER LINE
∞ POWER POLE	—t— UNDERGROUND TELEPHONE LINE
← GUY WIRE	---4876--- ONE FOOT CONTOUR
□ TELEPHONE PEDESTAL	---4835--- 5 FOOT CONTOUR
○ CABLE TV PEDESTAL	▲ BUILDING LIGHT
□ WATER METER	▣ IRRIGATION BOX
▲ GAS METER	RD ROOF DRAIN
■ ELECTRIC METER	

VERTICAL DATUM:
 BENCHMARK:
 CITY OF FORT COLLINS BENCHMARK 42-01
 LOCATED AT THE NORTHWEST CORNER OF WILLOX LANE AND COLLEGE
 AVE ON TRAFFIC SIGNAL BASE.
 ELEVATION=4984.08 NGVD 1929 UNADJUSTED

- NOTE:**
1. THIS DRAWING IS AT MODIFIED STATE PLANE. TO REDUCE TO STATE PLANE COORDINATES, SCALE AT 0.99973332 (1.00026675) ABOUT THE ORIGIN 0,0.
 2. ALL PROPERTY PINS, INTERSECTION MONUMENTS, AND SECTION CORNERS DISTURBED DURING CONSTRUCTION MUST BE REFERENCED AND REPLACED UNDER THE SUPERVISION OF A LICENSED SURVEYOR.
 3. THIS AUTOCAD DRAWING CONTAINS INFORMATION THAT IS NOT VISIBLE ON THE PLOTTED COPY. TO OBTAIN ALL THE INFORMATION THAT IS AVAILABLE IN THIS DRAWING, ALL THE AUTOCAD LAYERS MUST BE TURNED ON AND THAWED.
 4. THE SIZE, TYPE AND LOCATION OF ALL KNOWN UNDERGROUND UTILITIES ARE APPROXIMATE WHEN SHOWN ON THESE DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXISTENCE OF ALL UNDERGROUND UTILITIES IN THE AREA OF THE WORK BEFORE COMMENCING NEW CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL BE RESPONSIBLE FOR ALL UNKNOWN UNDERGROUND UTILITIES.
 5. ALL PROJECT CONTROL LISTED HEREON IS PROVIDED AS A COURTESY. IT IS THE RESPONSIBILITY OF THE RECIPIENT TO VERIFY THE ACCURACY OF THE COORDINATES AND ELEVATIONS SHOWN PRIOR TO USING THEM FOR ANY PURPOSES.

KING SURVEYORS, INC.
 650 Garden Drive | Windsor, Colorado 80550
 phone: (970) 686-5011 | fax: (970) 686-5821



DATE:	
REVISIONS:	

TOPOGRAPHIC SURVEY
 LOT 1, K-D PARK SUBDIVISION
 DMW

PROJECT #:
2006260



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 19, 2016

Mike Bello
318 E Oak St
Fort Collins, CO 80524

Re: 132 Willox Lane - Townhomes

Description of project: This is a request to build 12 live/work units at 132 Willox Lane (parcel #9835406009). Each townhome will be 2-stories with flex space and a 2-car garage on the main level and a 2-bedroom living space on the second floor. The site will take access from Willox Court with a private drive running through the middle of the site. The site is located in the Service Commercial (CS) zone district. This proposal will be subject to Administrative (Type I) 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. Since this lot fronts on two streets: then the building shall be built to at least two (2) of them according to (b) through (d) below, i.e. to a street corner. If there is a choice of two (2) or more corners, then the building shall be built to the corner that is projected to have the most pedestrian activity associated with the building.

(b)

Buildings shall be located no more than fifteen (15) feet from the right-of-way of an adjoining street if the street is smaller than a full arterial or has on-street parking.

(c)

Buildings shall be located at least ten (10) and no more than twenty-five (25) feet behind the street right-of-way of an adjoining street that is larger than a two-lane arterial that does not have on-street parking.

Riverside is an arterial, Linden is a collector.

Department: Traffic Operations

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

1. There will need to be adjacent roadway frontage improvements along both Willox and Willox Ln. The site plan shows attached sidewalk, our standards require detached sidewalk.

2. The access shown on Willox will need to be emergency access only. It does not meet access spacing requirements for an arterial.
3. The anticipated change in traffic volume 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, although there may be some traffic related details we need to work through during the application and approval process.

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 at the latest by final material submittal. The erosion control requirements are in the Stormwater Design Criteria under the Amendments of Volume 3 Chapter 7 Section 1.3.3. www.fcgov.com/erosion 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

Department: Fire Authority

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

1. AUTOMATIC FIRE SPRINKLER SYSTEM
All buildings will require an automatic fire sprinkler system.
2. WATER SUPPLY
A fire hydrant is required within 400' of any residential building. This appears to have been met via the existing utility infrastructure available in the area, however it is the applicant's responsibility to verify location, pressure and volume. Code language provided below.

> IFC 508.1 and Appendix B: RESIDENTIAL REQUIREMENTS: Within the Urban Growth Area, hydrants to provide 1,000 gpm at 20 psi residual pressure, spaced not further than 400 feet to the building.
3. FIRE LANES
Fire access is required to within 150' of all exterior portions of the building perimeters. Fire access cannot be measured from an arterial road. An Emergency Access Easement will be required on the property and fire lane specifications shall apply. No parking will be allowed in the "alley like private drive" and NO PARKING - FIRE LANE signage will be needed. Code language and fire lane specifications 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.

4. SECURITY GATES

If the fire lane is to be blocked on the south side, bollards are not typically allowed without special exception and a gate design will need to be submitted for review and approval prior to installation. Code language provided below.

> IFC 503.6: The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.

2012 IFC D103.5: Gates securing fire apparatus access roads shall comply with all of the following criteria:

1. The minimum gate width for vehicle access shall be 20 feet.
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the fire code official.
6. Manual opening gates shall not be locked with an unapproved padlock, or chain and padlock, unless they are capable of being opened by means of forcible entry tools or when a key box containing the key(s) to the lock is installed at the gate location.
7. Gate design and locking device specifications shall be submitted for approval by the fire code official prior to installation.
8. Electric gate operators, where provided, shall be listed in accordance with UL 325.
9. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

5. PREMISE IDENTIFICATION

In order to facilitate wayfinding within the site, a plan for addressing these units shall be submitted to PFA for review and approval prior to address assignment. 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: Kelly Kimple, 970-416-2401, kkimple@fcgov.com

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat or feature (Larimer and Weld Canal). However, as there are intervening parcels between the canal and this property, and the standard buffer would not extend to this project's parcel, the ECS is waived for this site. However, please consider the use of native plants and grasses to complement the natural feature, in accordance with Article 3.2.1 (E)(2)(3) of the Land Use Code.
2. The applicant should make note of Article 3.2.1(C) that 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. 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. Katie Sexton ksexton@fcgov.com or 221-6501 will be the Engineer assigned to this project. Please contact her if you have further questions regarding the engineering comments or requirements.
2. 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.
3. 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>
4. 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.

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 easements that are necessary or required by the City for this project. This includes standard utility easements behind the right-of-way (15 foot width along Willox Lane and 9 foot width along Willox Court).
7. This project is responsible for dedicating any right-of-way that is necessary or required by the City for this project. ROW will need to be dedicated along Willox Ct. to accommodate a minor collector cross section (Figure 7-5F) (this will match Mason St. across Willox Lane).
8. Public improvements will need to be installed along the Willox Ct. frontage according to Figure 7-5F (will match Mason St. across Willox Lane).
9. The pavement on the northern side of Willox Lane may be removed if desired. Public improvements will need to be made along the property's Willox Lane frontage according to Figure 7-3F, the 2-lane arterial standard cross section. The parkway and sidewalk may be constructed behind the existing pavement if it is left in place.
10. The emergency access only connection to Willox Lane is probably acceptable; however, a right-in-right-out access would not conform to the standard access spacing in the LCUASS.
11. Before any conclusions can be reached about vacating existing easements, more information will be needed regarding the original purpose(s) of these easements.
12. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
13. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
14. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design. The current site plan does not appear to conform to this standard.
15. 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.
16. 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.
17. 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.
18. Gates are not allowed to swing out into the public right-of-way.
19. 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 East and West along the North edge of the site and along the West side of Willox Ct.
Any existing electric infrastructure that is located within the limits of the project that needs 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.
2. 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>
3. Transformer and meter locations will need to be coordinated with Light & Power Engineering. Transformer location needs to be within 10' of an asphalt surface accessible by a line truck. A minimum clearance of 8' must be maintained in front of the transformer doors and a minimum of 3' on the sides and back. Certain building materials and or building design may require more clearance. Please click on the following link for Electric Construction, Policies, Practices and Procedures.
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations>
4. A commercial service information form (C-1 form) and a one line diagram for the commercial meter will need to be completed and submitted to Light & Power Engineering. A link to the C-1 form is below:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations>
5. Please contact Light & Power Engineering if you have any questions, comments or concerns at 221-6700.

Planning Services

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

1. If these will be townhomes, you will need to submit a plat with each unit on its own lot.
2. The proposed architecture shows what appears to be a pitched, shed roof. To maximize the potential for solar access, staff recommends orienting the roof to slope north-south.
3. Will you be providing bicycle parking as part of this development? While bike parking is not required for single-family detached units, bicycle parking might help alleviate the lack of vehicle parking for guests on-site.
4. For proposal A, you will need to provide one handicap, van-accessible parking space in the small parking lot.
5. You will need to provide a trash and recycling enclosure that meets the standards outlined in section 3.2.5 of the Land Use Code. The enclosure needs to be on a concrete pad, have appropriate screening, and a door that allows for walk-in access that is separate from the main service gate.
6. When you submit for a PDP, please include a landscape plan that shows the locations of the sidewalk, street trees, and any other proposed landscaping for the development.
7. In regards to undergrounding the existing power lines on the property, it is likely that you will not have to bury these utilities as part of this development plan. Staff will need to have further

conversation about this issue to formally respond to this issue, however.

- 8.** Per the conversation at the conceptual review meeting, these units will be considered residential and not mixed-use. As such, the setback standards outlined in Land Use Code section 3.5.2 will apply. This section requires that residential buildings be setback 30 feet from arterial streets and 15 feet from non-arterial streets.
- 9.** 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.
- 10.** 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.
- 11.** 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>.
- 12.** 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.
- 13.** Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
- 14.** 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.
- 15.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.