

# Conceptual Review Agenda

Schedule for 01/26/15 to 01/26/15

281 Conference Room A

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## Monday, January 26, 2015

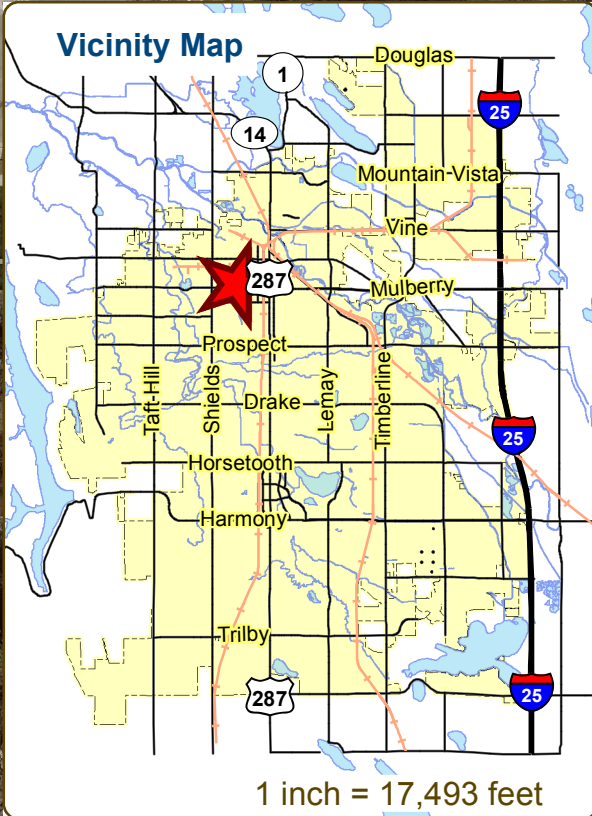
Time	Project Name	Applicant Info	Project Description	Planner
9:30	317 & 321 Sherwood St. - Affordable Housing CDR150003	Helen Matson (970) 221-6276 <a href="mailto:hmatson@fcgov.com">hmatson@fcgov.com</a>	This is a request to lease the City-owned facility at 317 & 321 Sherwood St. to a non-profit housing provider (Parcel #'s 9711420904 and 9711420903). The City would issue an RFP to non-profit housing providers that could provide a shelter, group home, transitional housing, temporary housing, or a variety of other uses to help support the City's affordable housing initiative. The site is located in the Neighborhood Conservation - Medium Density (NCM) zone district. The type of review for this proposal will depend on the use.	Clay Frickey
10:15	6805 S College - Subdivision CDR150004	Greg Brown (970) 631-8617 <a href="mailto:mountainwestlandscapes@gmail.com">mountainwestlandscapes@gmail.com</a>	This is a request to subdivide a lot and build a single-family home at 6805 S College (Parcel #9614100001). The new lot will be created on the rear (western) half of the lot and will contain a 5000 square foot house. The existing house on the front portion of the lot will remain. The site is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.	Ted Shepard

**Monday, January 26, 2015**

Time	Project Name	Applicant Info	Project Description	Planner
11:00	2105 Laporte - Replat CDR150005	Frank Heckart (970) 224-0105	This is a request to consolidate two parcels at 2105 Laporte (Parcel #'s 9709427001 and 9709427002). The applicant plans to build a 1,300 square foot garage and storage space in the area Lot 2 currently occupies. The site is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This proposal will be subject to Administrative (Type I) review.	Clay Frickey

# 317 & 321 S Sherwood St. Affordable Housing

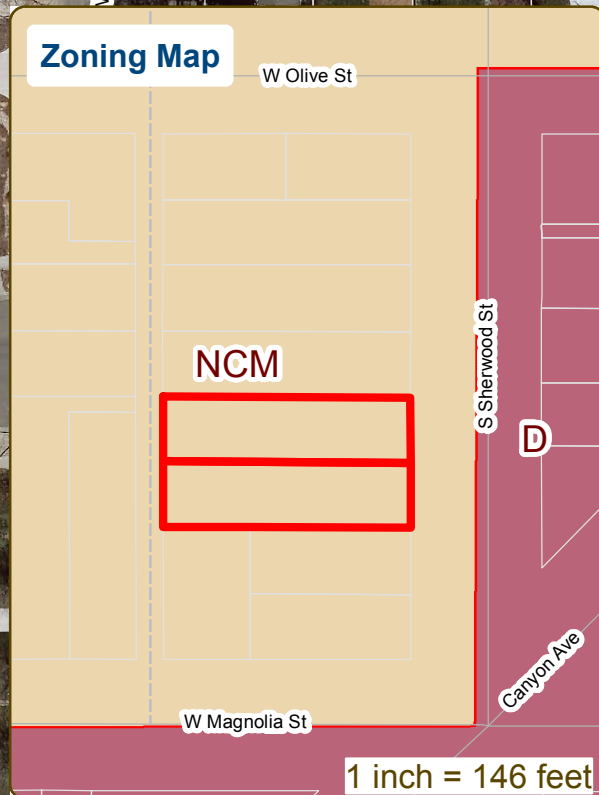
**Vicinity Map**



**Aerial Site Map**



**Zoning Map**



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CONCEPTUAL REVIEW:  
APPLICATION

General Information

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

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](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) \_\_\_\_\_

Helen Matson, Real Estate Services Manager

**Business Name** (if applicable) City of Fort Collins

**Your Mailing Address** PO Box 580, Fort Collins, CO 80522

**Phone Number** 970-221-6276 **Email Address** hmatson@fcgov.com

**Site Address or Description** (parcel # if no address) 317 & 321 North Sherwood St

**Description of Proposal** (attach additional sheets if necessary) (See attached narrative & questions)

**Proposed Use** Social Services Provider Use (see attached) **Existing Use** Vacant / Unoccupied

**Total Building Square Footage** 317: 2,305 sf 321: 5,962 sf **S.F. Number of Stories** 2 **Lot Dimensions** 190' x 50' (each lot)

**Age of any Existing Structures** ~100 yrs & addition in 1980s

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?** Old Town 100 year floodplain

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

**Increase in Impervious Area** Unknown **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?

## GENERAL NOTES

- ALL DIMENSIONS ARE TO ROUGH FRAME UNLESS OTHERWISE NOTED.
- WINDOW SIZES AND TYPES ARE SCHEDULED ON SHEET A-4.
- GLAZING ADJACENT TO AND WITHIN 60" OF THE WALKING / STANDING SURFACE WITHIN A BATH-TUB OR SHOWER ENCLOSURE AS WELL AS WITHIN 24" OF A DOOR MUST BE SAFETY GLASS. SEC. 5406 (c) 4 AND 6 UBC.
- THE BATH FANS, AS WELL AS THE CLOTHES DRYERS, MUST BE SPECIFIED AS BEING VENTED TO THE EXTERIOR. SEC. 1205 (a) UBC & SEC. 1903 UMC.
- MATERIALS, OTHER THAN STRUCTURAL ELEMENTS USED IN SHOWER STALL WALLS, SHALL BE SPECIFIED AS A TYPE, WHICH IS NOT ADVERSELY AFFECTED BY MOISTURE. SEC. 510 (b) UBC.
- A SMOKE DETECTOR SHALL BE INSTALLED IN EACH SLEEPING ROOM AND AT A POINT CENTRALLY LOCATED IN THE CORRIDOR. A DETECTOR SHALL BE INSTALLED ON EACH STORY AND IN THE BASEMENT. ALL DETECTORS SHALL RECEIVE THEIR PRIMARY POWER FROM BUILDING WIRING AND EQUIPPED WITH A BATTERY BACKUP. SEC. 1210 (a) UBC.
- AN OPENING SHALL BE PROVIDED FOR ATTIC ACCESS SIZED NOT LESS THAN 22" X 30". SEC. 3205 (a) UBC.
- THE HANDRAIL PORTION OF REQUIRED HANDRAILS MUST BE AT LEAST 1-1/4" BUT NO MORE THAN 2" IN DIAMETER. SEC. 3306 (j) UBC.
- A MINIMUM HEADROOM CLEARANCE OF 6'-8" MUST BE MAINTAINED AT ALL STAIRWAYS. SEC. 3306 (p) UBC.
- THE SPACING OF BALUSTERS MUST BE INDICATED SO AS NOT TO PERMIT A 4" DIAMETER SPHERE TO PASS THROUGH. SEC. 1711 UBC.
- GROUND-FAULT PROTECTION IS REQUIRED FOR ALL ELECTRICAL OUTLETS LOCATED IN BATHROOMS, AT THE EXTERIOR, IN THE BASEMENT (AT LEAST ONE) AND ALL KITCHEN COUNTER TOP OUTLETS LOCATED WITHIN 6 FEET OF THE SINK. SEC. 210-8a NEC.
- PROVIDE ENGINEERING SHOP DRAWINGS FOR THE ROOF TRUSSES. THE REQUIRED 10 PSF LIVE LOAD FOR THE BOTTOM CHORD MUST BE NOTED ON THE SHOP DRAWINGS OF THE TRUSSES WHERE ATTIC ACCESS IS REQUIRED. TABLE 23-B-4 UBC.
- PROVIDE ATTIC CROSS-VENTILATION. SEC. 2516 (c) UBC.
- PROVIDE CRAWL SPACE CROSS-VENTILATION. SEC. 2516 (c) UBC.
- PROVIDE MINIMUM 6" DIAMETER COMB. AIR DUCT TO THE FURNACE AND WATER HEATER LOCATION. UMC.
- PROVIDE ANCHOR BOLTS AT 4'-0" O.C. WITH NOT LESS THAN 1/2" DIAMETER STEEL BOLTS EMBEDDED AT LEAST 7" INTO CONCRETE. MINIMUM OF 2 BOLTS PER PIECE WITH ONE BOLT LOCATED WITHIN 12" OF EACH END OF EACH PIECE. SEC. 2907 (f) UBC.

## CONSTRUCTION NOTES

- EXISTING SANITARY SEWER. CONTRACTOR TO VERIFY EXACT LOCATION.
- CONNECT INTO EXISTING SANITARY SEWER.
- EXISTING 4" C.I. SANITARY SEWER.
- NEW 3/4" WATER TAP REQUIRED.
- CONTRACTOR TO INSTALL NEW 3/4" DOMESTIC COLD WATER LINE MINIMUM 5'-0" BELOW GRADE. LINE IS TO BE TYPE R COPPER WITHOUT ANY SOLDER JOINTS BELOW GRADE. IF POSSIBLE, THE PIPE IS TO BE INSTALLED IN THE CENTER OF A 12" BED OF SAND.
- LOCATION OF EXISTING GAS METER.

## OWNER FURNISHED ITEMS

THE FOLLOWING ITEMS/MATERIALS WILL BE FURNISHED BY OWNER AND INSTALLED BY THE CONTRACTOR:

- WINDOWS AS SHOWN ON SCHEDULE, SHEET A-4, AS OWNER FURNISHED CONTRACTOR INSTALLED (OFCI).
- ALL PAINT MATERIALS.

THE FOLLOWING ITEMS/MATERIALS WILL BE FURNISHED AND INSTALLED BY OWNER:

- ALL FINISH FLOORING MATERIALS. (CARPET, VINYL, & VINYL BASE.)

## CODE DATA

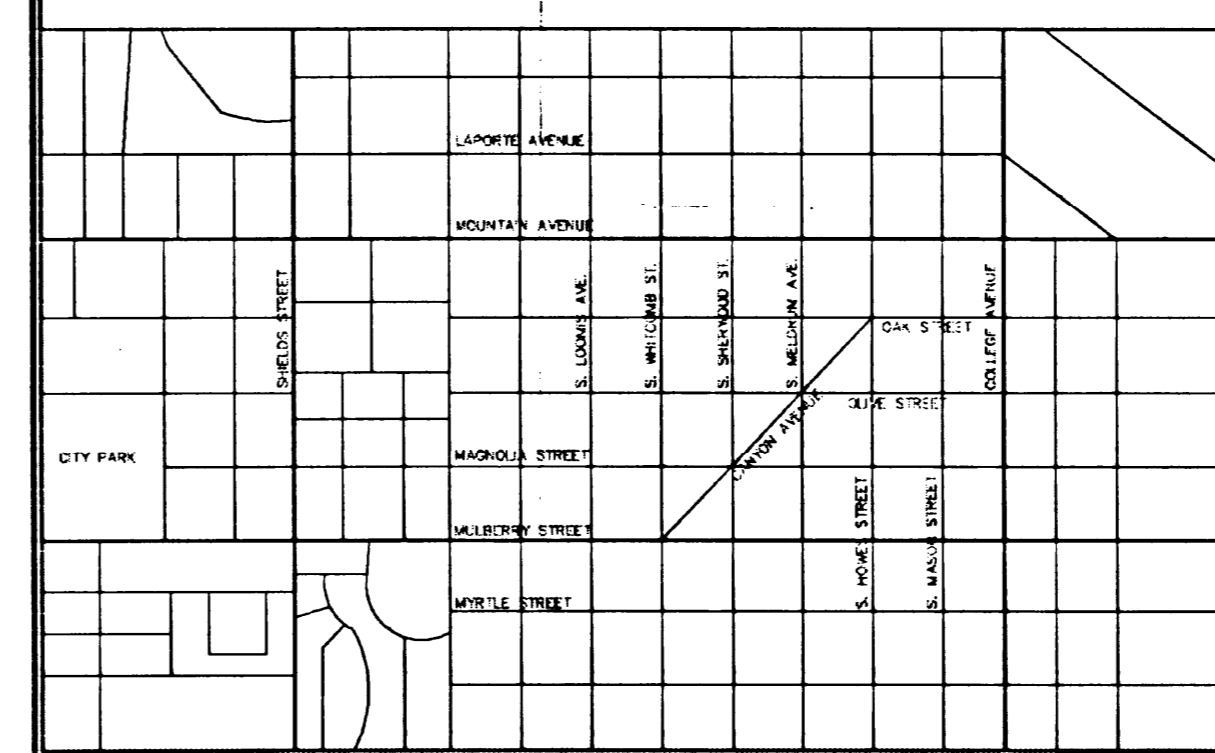
ZONING	NCM
CONSTRUCTION TYPE	TYPE V-N
OCCUPANCY TYPE	GROUP R, DIVISION 1
BUILDING HEIGHT	26'-0"
NO. OF FLOORS	2
SETBACKS	8'-6"
BUILDING AREA	NEW 2596 S.F. EXISTING 2794 S.F.
lower level	1606 S.F. 2266 S.F.
total	4264 S.F. 5060 S.F.
overall	9324 S.F.

NOTE: THE EXISTING BUILDINGS HAVE A FIRE SPRINKLER SYSTEM. THE NEW ADDITION WILL BE FULLY SPRINKLERED.

## SHEET INDEX

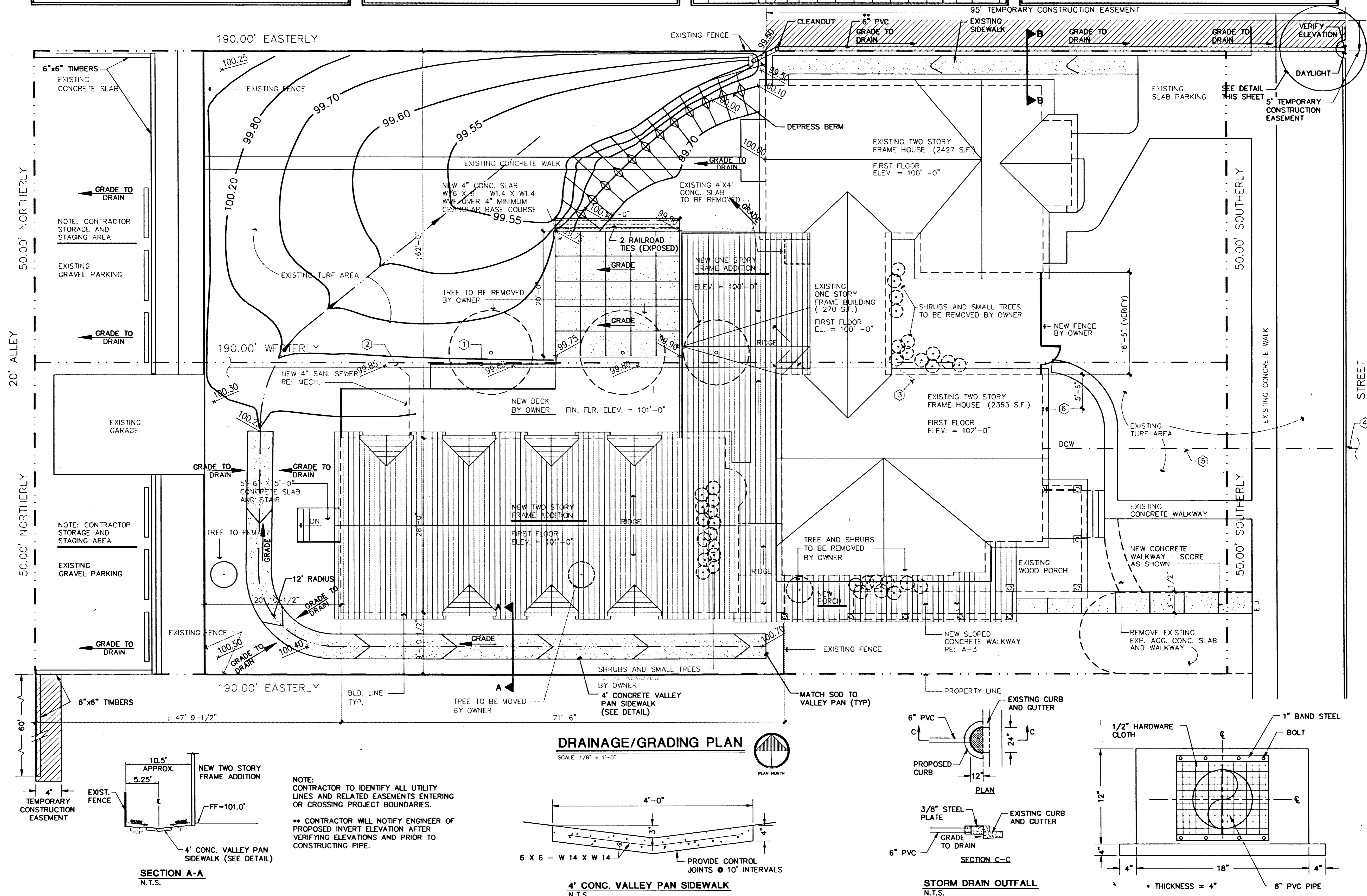
A-1	SITE PLAN / ROOF PLAN / VICINITY MAP / SHEET INDEX
A-2	DEMOLITION PLAN
A-3	FIRST FLOOR PLAN
A-4	SECOND FLOOR PLAN / WINDOW & ROOM FINISH SCHEDULES
A-5/A-6	EXTERIOR ELEVATIONS
A-7	BUILDING SECTIONS
A-8/A-9	WALL SECTIONS
A-10	STAIR SECTIONS / DOOR SCHEDULE
A-11	INTERIOR ELEVATIONS
A-12	REFLECTED CEILING PLAN
A-13	FDN. AND BASEMENT PLAN / FST. FLOOR FRAMING PLAN
A-14	ROOF FRAMING PLAN
M-1	MECHANICAL FIRST FLOOR PLAN
M-2	MECHANICAL BASEMENT & SECOND FLOOR PLAN
M-3	MECHANICAL DETAILS
M-4	MECHANICAL SCHEDULES
M-5	DEMOLITION PLAN
E-1	ELECTRICAL FIRST FLOOR LIGHTING PLAN
E-2	ELECTRICAL FIRST FLOOR POWER PLAN
E-3	BSMT. & SEC. FLR. LIGHTING PLAN / BSMT. & SEC. FLR. POWER PLAN
E-4	ELECTRICAL ONE-LINE, LEGEND, SCHEDULES
E-5	ELECTRICAL SITE PLAN

## VICINITY MAP



## GENERAL SITE PLAN NOTES

- ALL EXISTING SHRUBS AND TREES SHOWN TO REMAIN SHALL BE ADEQUATELY PROTECTED FROM DAMAGE DURING CONSTRUCTION. PLANTS DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY CONTRACTOR WITH SAME SPECIES AND OF SAME RELATIVE SIZE AS EXISTING.
- THERE IS AN EXISTING UNDERGROUND IRRIGATION SYSTEM SERVING THIS BUILDING SITE. VERIFY LOCATION OF SYSTEM LINES & SPRINKLER HEADS WITH OWNER. THIS SYSTEM SHALL BE PROTECTED AS REQUIRED.
- ALL GRASS AREAS THAT ARE DAMAGED DURING SITE DEVELOPMENT AND CONSTRUCTION SHALL BE REPLACED / REPAIRED WITH SOD TO MATCH.
- CONTRACTOR TO BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES ON SITE THAT MAY BE IN AREA OF NEW CONSTRUCTION. ANY UTILITY DAMAGED DURING CONSTRUCTION SHALL BE REPLACED / REPAIRED AS REQUIRED BY CONTRACTOR AT HIS EXPENSE.



**HUMAN SERVICES FACILITY**  
**Building Addition**  
**Old Town Block 73 - Lots 3 & 4**

**VAUGHT FRYE**  
**architects**  
 1115 Honey Bee Drive  
 Fort Collins, Colorado 80526  
 (970) 224-1191

**SITE/ROOF PLANS**

DATE 9-30-94  
 JOB NO. 183-036  
 DRAWN ACJ  
 CHECKED CCH  
 REVISED 9-26-95

**A-1.1**

**FEED Inc.**  
**Engineering Consultants**  
 208 South Midway Street  
 Fort Collins, Colorado 80521  
 (970) 482-5922

### **317 & 321 Sherwood Street Narrative & Questions**

The City would like to offer 317-321 Sherwood, or a portion thereof, to a non-profit housing provider for use as a shelter, group home, transitional housing, temporary housing such as a bed & breakfast or hostel, administrative offices, child care facility, counselling center, client training, co-housing environment for people with and without disabilities, or other educational purposes. The site was used in the recent past as the Crossroads Safehouse, a nonconforming use, but the buildings have been vacant for the past several years. The two structures are on separate lots, but are connected with an addition over the property line. Any future use at the site could potentially utilize either one or both buildings.

Through the conceptual review process, the City is seeking to identify constraints and opportunities for the site. A broad RFP is proposed to determine what needs could be addressed. Uses that are not permitted or that would be difficult to accomplish would be excluded from the RFP.

General questions about the site and potential uses include:

- Are certain uses listed above not permitted in the NCM zone district; would any uses require an Addition of a Permitted Use?
- What uses would cause concern or may be prohibited (critical facilities) as the property is in the 100-year floodplain?
- What are the parking requirements for the uses? Are there alternative options to meet requirements if on-site spaces cannot meet required minimums?
- Are there stormwater/drainage considerations (re: new parking areas in the rear?)
- Are there any alley improvement requirements?
- What uses may raise staff concern for neighborhood and operational compatibility issues?
- For a group home, would staff consider a modification of standard to separation requirements? (A Touchstone group home may be less than the required separation distance from this site).



Aerial



**Front (321 Sherwood left, 317 Sherwood right)**



**Front (connecting structure between buildings)**



**Rear (321 Sherwood 1980s rear addition)**



**Rear (321 Sherwood 1980s rear addition)**



February 02, 2015

Helen Matson  
City of Fort Collins  
PO Box 580  
Fort Collins, CO 80522

**Re:** 317 & 321 Sherwood St. - Affordable Housing

**Description of project:** This is a request to lease the City-owned facility at 317 & 321 Sherwood St. to a non-profit housing provider (Parcel #'s 9711420904 and 9711420903). The City would issue an RFP to non-profit housing providers that could provide a shelter, group home, transitional housing, temporary housing, or a variety of other uses to help support the City's affordable housing initiative. The site is located in the Neighborhood Conservation - Medium Density (NCM) zone district. The type of review for this proposal will depend on the use.

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

**Comment Summary:**

**Department: Zoning**

**Contact: Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)**

1. Is there any off street parking associated with these properties? Off-street parking will be required on most uses proposed but the standards vary. Group homes are allowed in the NCM zone as a Administrative Review which includes homelessness as a criteria. The off-street parking requirements for group homes is two parking spaces per 3 employees (at a time) and 1 parking space for every four adult clients (LUC 3.2.2[K][1][f]).
2. For group homes LUC 3.8.6(A) limits the number of clients no more than 6 on the first 6,000 s.f. and 1 add'l client per 750 s.f. up to a total of 15 clients. With the combined lots being 19,000 s.f. there is enough area for the maximum 15 clients. A modification would be required for add'l clients.
3. There are no minimum requirements for bicycle parking for group homes. However, we would encourage bicycles be accommodated because of the population to be served.
4. How is solid waste storage being accommodated? A trash enclosure for dumpsters is required on-site and must meet LUC 3.2.5.
5. A 5' landscaping strip is required along the alley parking areas at the north property line of and at the south property line. The parking area must be hard surfaced.

**Department: Water-Wastewater Engineering**

**Contact: Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)**

1. Existing water mains and sanitary sewers in this area include a 4-inch main in Sherwood St and an 8-inch sanitary sewer main in the alley to the west.
2. Depending on the chosen development for this site, additional services may be required. Please coordinate with Water Utilities at 221-6700 once you have determined what the uses will be for this site.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

**Contact: Martina Wilkinson, 970-221-6887, [mwilkinson@fcgov.com](mailto:mwilkinson@fcgov.com)**

1. As the project moves forward and a clearer understanding of the proposed use and scale is identified, we'll need to review any traffic impacts and/or parking issues. The project is not likely to generate the need for a full-blown traffic study, but the ability to address traffic and parking questions may be needed.
2. Don't forget to include bike parking in your submittal.

**Department: Stormwater Engineering**

**Contact: Mark Taylor, 970-416-2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com)**

1. These lots are located within the City-regulatory Old Town 100-year floodplain, and must satisfy all safety requirements of Chapter 10 of City Municipal Code. A City Flood Risk Map will be available at the meeting.
2. Critical Facilities are not allowed in the 100-year floodplain. The City's definition of Critical Facilities includes at-risk population facilities, which are defined as facilities that house or provide shelter or services to children, the infirm or other persons requiring special assistance or care or life support. The uses listed in the applicants narrative which would be considered critical facilities are:
  - ¿ ¿group home,¿
  - ¿ ¿child care facility,¿
  - ¿ ¿co-housing environment for people with disabilities,¿
  - ¿ ¿transitional housing may be considered a critical facility, depending upon the residents,
  - ¿ ¿educational purposes¿ would be considered a critical facility if the students were children.
3. If at some time in the future the owner decides to remodel the buildings, remodeling an existing structure in the 100-year floodplain is allowed as long as the cost of the improvements (over a 12-month period) does not equal or exceed 50-percent of the market value of the structure. If the cost of improvements does exceed the 50-percent threshold, the building is considered to be Substantially Improved, and the lowest floor of the structure as well as all duct work, heating, ventilation and air-conditioning systems, electrical, hot water heaters, etc. have to be elevated a minimum of twelve-inches above the Base Flood Elevation (BFE) for the property.

4. Any construction activities in the flood fringe (e.g. remodeling the existing building, driveways, sidewalks, utility work, landscaping, etc.) must be preceded by an approved floodplain use permit, the appropriate permit application fees, approved plans, and in the case of a building remodel an itemized list of the cost of improvements. The permit form can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
5. Please contact Mark Taylor, 970.416.2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com) with any questions or comments.
6. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
7. In the Old Town drainage basin a drainage and erosion control report and construction plans are required if there is an increase in impervious area greater than 5,000 square feet in an existing development.
8. If there is an increase in imperviousness greater than 5,000 square feet a drainage and 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. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 5,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 5,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.
9. Water quality treatment for 50% of the site is provided for in the Udall Natural Area water treatment facility. However additional onsite water quality treatment is encouraged as described in the Fort Collins Stormwater Manual, Volume 3 – Best Management Practices (BMPs). Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.  
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>)
10. 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 for 50% of the new impervious area and 25% of new paved areas must be pervious. For more information please refer to the City's website where additional information and links can be found at:  
  
<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
11. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) 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 on the City's web site 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.
12. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Manual.

**Department: Historical Preservation**

**Contact: Josh Weinberg, 970-221-6206, [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com)**

1. Per the process outlined in Municipal Code Section 14-72, that neither building is individually eligible for Landmark status, due to the extensive alterations they have undergone. However, due to the many historically eligible buildings in this area, any new construction on the sites would still be reviewed for compliance with the compatibility standards contained in Land Use Code Section 3.4.7.

**Department: Fire Authority**

**Contact: Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)**

**1. OCCUPANCY GROUP CLASSIFICATION**

The host of possible uses proposed for this structure includes: R (Residential), B (Business), E (Educational), and possibly I (Institutional) Group Occupancy Classifications. Fire code requirements (such as sprinklering and exiting) shall apply and be based upon the specific occupancy group designation. Therefore, further information would be needed before a complete review of the project is possible. Please contact me should you need further assistance.

**2. FIRE LANES**

Fire lanes shall be provided to within 150' of all portions of the structure. The existing site plan shows this requirement as not being met and no available means for meeting code compliance. Depending upon the occupancy classification of the structure, an automatic fire sprinkler system may be required as an offsetting measure for lack of fire access. Code language provided below:

> 2012 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.

**3. FIRE CONTAINMENT**

Commercial 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. Records indicate the structure(s) are not currently sprinklered and the determination of occupancy classification may drive other sprinklering requirements.

**4. PREMISE IDENTIFICATION**

It is unclear if the structure(s) are not currently addressed appropriately. Code language provided below:

> 2012 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.

## **5. WATER SUPPLY**

A hydrant providing 1,500 gpm at 20 psi residual pressure shall be available within 300' of the building. Records indicate there is a hydrant within the required maximum allowable distance however the output may need to be verified.

### **Department: Engineering Development Review**

**Contact: Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](mailto:slangenberger@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 for this project.
7. The alley adjacent to these properties is not paved/ improved at this time. Per the City Code a property is responsible for improving the alley adjacent to the property and out to the adjacent street. The shortest route for this is probably south to Magnolia Street. The project will need to design and construct the alley.
8. Utility plans will be required for the alley design and any grading work. If a third party is involved a Development Agreement will be entered into and recorded once the project is finalized.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting the alley work.

### **Planning Services**

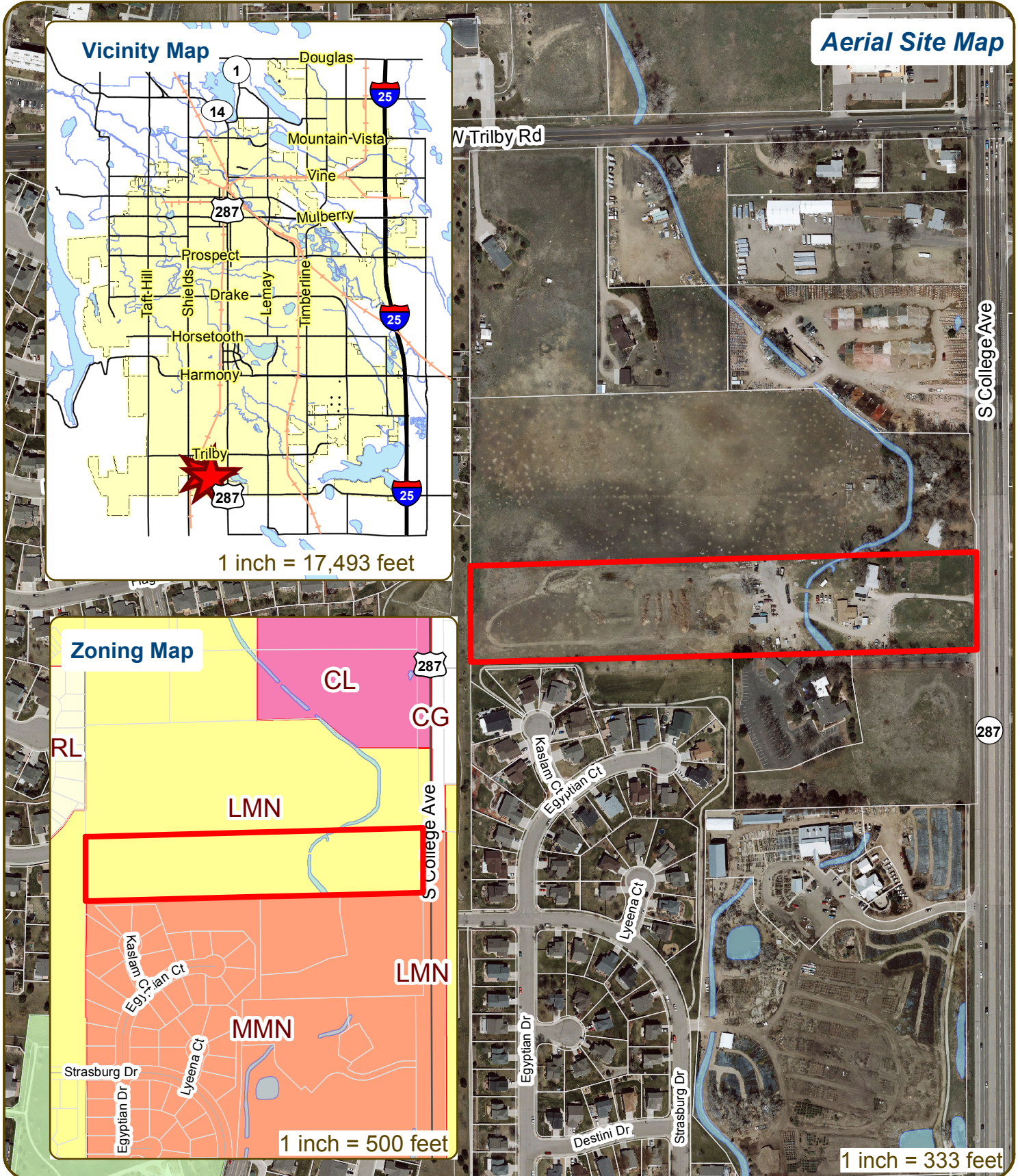
**Contact: Clay Frickey, 970-224-6045, [cfrickey@fcgov.com](mailto:cfrickey@fcgov.com)**

1. The following uses listed in your narrative would be subject to the Addition of Permitted Use (APU) process: administrative offices, counseling center, client training, co-housing, and a bed and breakfast/hostel if it has more than 6 beds.
2. How much parking is being provided on-site currently? All of the proposed new uses would require additional parking. You will likely need to seek a modification to the parking standard and staff's support of this modification will depend on the use, the amount of parking needed and if you provide alternative compliance measures as part of your final proposal.
3. Uses that will raise concerns from staff in regards to neighborhood and operational compatibility include any sort of office use and proposals that generate a significant increase

in demand for parking.

4. Staff would consider a modification to standards for the separation requirement for group homes. Staff would like to know what clientele the proposed group home would be serving and if this overlaps with other group homes in the area.
5. 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.
6. Please see the Development Review Guide at [www.fcgov.com/drg](http://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.
7. 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>.
8. 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.
9. Please see the Submittal Requirements and Checklist at:  
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11. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

# 6805 S College Ave Subdivision



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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.

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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) Greg Brown  
Owner

**Business Name** (if applicable) Mountain West Landscapes

**Your Mailing Address** PO Box 272471

**Phone Number** 970-631-8107 **Email Address** Mountainwestlandscapes@gmail.com

**Site Address or Description** (parcel # if no address) 16805 South College Ave  
Fort Collins, CO 80525

**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** 50 years old

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** \_\_\_\_\_ **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?



Rick Dr

S College Ave

287

Subdivide  
Property

House

Kaslam Ct

Egyptian Ct

Lyena Ct

Strasburg Dr

Egyptian Dr

## **Project Information**

- Subdivide existing lot and create a new lot to the west (rear) for a single family home.
- New property line approximately 600' from College Avenue (align with property line to the south)
- New House approximately 260' west of new property line.
- The new house would be approximately 5,000 square feet.
- Existing house near College Avenue to remain and rented out.



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](http://fcgov.com)

March 09, 2015

Greg Brown  
Mountain West Landscapes  
PO Box 272471  
Fort Collins, CO 80525

**Re:** 6805 S College - Subdivision

**Description of project:** This is a request to subdivide a lot and build a single-family home at 6805 S College (Parcel #9614100001). The new lot will be created on the rear (western) portion of the lot and would contain a new house approximately 5,000 square feet in size. The existing house on the front portion of the lot would remain and would either be used exclusively as a residence or be converted to an office for the owner's landscape business. In either event, an Addition of Permitted Use would be needed to allow for the landscape business, which may include a shop, garage, employee parking and outside storage. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) zone district. The request to plat the parcel into two lots and seek an Addition of Permitted Use would be subject to Planning & Zoning Board (Type II) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Ted Shepard, at 970-221-6343 or [tshepard@fcgov.com](mailto:tshepard@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)

1. There is an outstanding zoning violation regarding outdoor storage of a home occupation business at the front house. This represents storage of landscaping vehicles, etc. We'll need an update as to the progress in correcting the violation.
2. Platting of the properties is required.

**Department: Water-Wastewater Engineering**

**Contact:** Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)

1. This site is not served by the City of Fort Collins Utilities for water and sanitary sewer service.

**Department: Traffic Operations****Contact: Martina Wilkinson, 970-221-6887, [mwilkinson@fcgov.com](mailto:mwilkinson@fcgov.com)**

1. 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.
2. Note that an additional access onto College Avenue will not likely be allowed by CDOT. How do you anticipate your access to work?
3. The South College Access Control Plan shows this property to be impacted by future circulator roads (along the south and west property boundaries). Work with the engineering department on whether or how this proposed would need to comply with those figures.

**Department: Stormwater Engineering****Contact: Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)**

1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
2. If there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.
3. When improvements are proposed to an existing developed site and there is an increase in impervious area greater than 1000 square feet, onsite detention is required with a 2 year historic release rate for water quantity. Parking lot detention for water quantity is allowed as long as it is not deeper than one foot. If there is less than 1000 but more than 350 square feet of new impervious area, a site grading plan is required along with the impervious area documentation.
4. If the site is required to meet present Land Use Code requirements, onsite water quality treatment of the runoff is required. Water quality treatment methods are described in the Fort Collins Stormwater Manual, Volume 3 & Best Management Practices (BMPs). A method that could be used on an existing site is to direct the downspouts to a landscape area. Another is if perimeter landscape buffers or parking lot medians are required, they could be used to treat the runoff in bio-retention areas or rain gardens. The single family residence will not be required to install pervious pavers but will still need to meet the other LID requirements.  
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>)
5. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: <http://water.epa.gov/polwaste/green/bbfs.cfm>

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LID design information can be found on the City's web site at:

<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.

6. There is an irrigation ditch on the property; so the ditch owner will need to approve any construction plans. The ditch contact is the NORTH LOUDEN DITCH AND RESERVOIR COMPANY, Jack Fetig, President - 226-4924, Mark Lang, Sec-Treas - 667-4314, Randolph Starr, and Attorney - 667-1029.
7. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) 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 on the City's web site 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.
8. The design of this site must conform to the drainage basin design of the Fossil Creek Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

**Department: Fire Authority**

**Contact: Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)**

**1. FIRE LANES**

By code, a fire lane shall be provided to within 150' of all portions of the residence. Fire lane specifications, typical of residential properties shall apply. One condition particularly problematic for this site, is that fire lanes exceeding 660' in length are not permitted and a second point of access is required. Any residential structure not able to comply with access requirements shall have a fire sprinkler system installed. Fire lane specifications and code language provided below:

> 2012 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 minimum unobstructed width & overhead clearance.
- > Be designed as a flat, 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. Dead-end fire lanes in excess of 660' are not permitted.
- > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside.

> Be maintained unobstructed at all times.

International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

## 2. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. To meet the code requirement for residential property, a hydrant is to be provided within 400' of the structure. If a hydrant cannot be provided, another water source (such as a storage tank) shall be required. 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, on 800-foot centers thereafter.

## 3. PREMISE IDENTIFICATION

2012 IFC 505.1: New 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 at the road.

### **Department: Environmental Planning**

**Contact: Stephanie Blochowiak, 970-416-2401, [sblochowiak@fcgov.com](mailto:sblochowiak@fcgov.com)**

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.
2. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". 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 (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
3. Looking down the road, please note that if tree removal occurs, that this happens outside of the migratory songbird nesting season (February 1-July 31), or that a survey be conducted prior to removal to ensure no active nests in the area.

### **Department: Engineering Development Review**

**Contact: Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](mailto:slangenberger@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. With the subdivision of the property and the development of the property the project will need to dedicate right-of-way along College Ave to meet the standards (approximately 26 feet). The project will also be responsible for designing and installing sidewalk along College Ave in the ultimate location. A public access easement across the lot in accordance with the South College Access Control Plan will need to be provided. This easement shall tie into the easement being dedicated by the property to the south. This access drive will not need to be constructed at this time but the portion of the access drive across the property will be the responsibility of the property in the future at such time as it is needed.
7. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. Right-of-way dedication for College Ave will need to be included as a part of the plat along with the adjacent 15 foot utility easement. A public access easement across the property is needed as identified on the South College Access Control Plan. Easement needed to provide utilities access and to the back lot will need to be dedicated and any easements needed to accommodate the drainage improvements will need to be dedicated.
8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
9. 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 will need to obtain a new/ updated access permit from CDOT. Per the access control plan the driveway into this site directly off of College Avenue will go away in the future and all access to the parcels will be from the access drive that will run through the middle of this parcel.
10. The access/ driveway into the site will likely need to be improved.
11. A Development Construction Permit (DCP) will need to be obtained prior to starting any public infrastructure work on the site.

## **Planning Services**

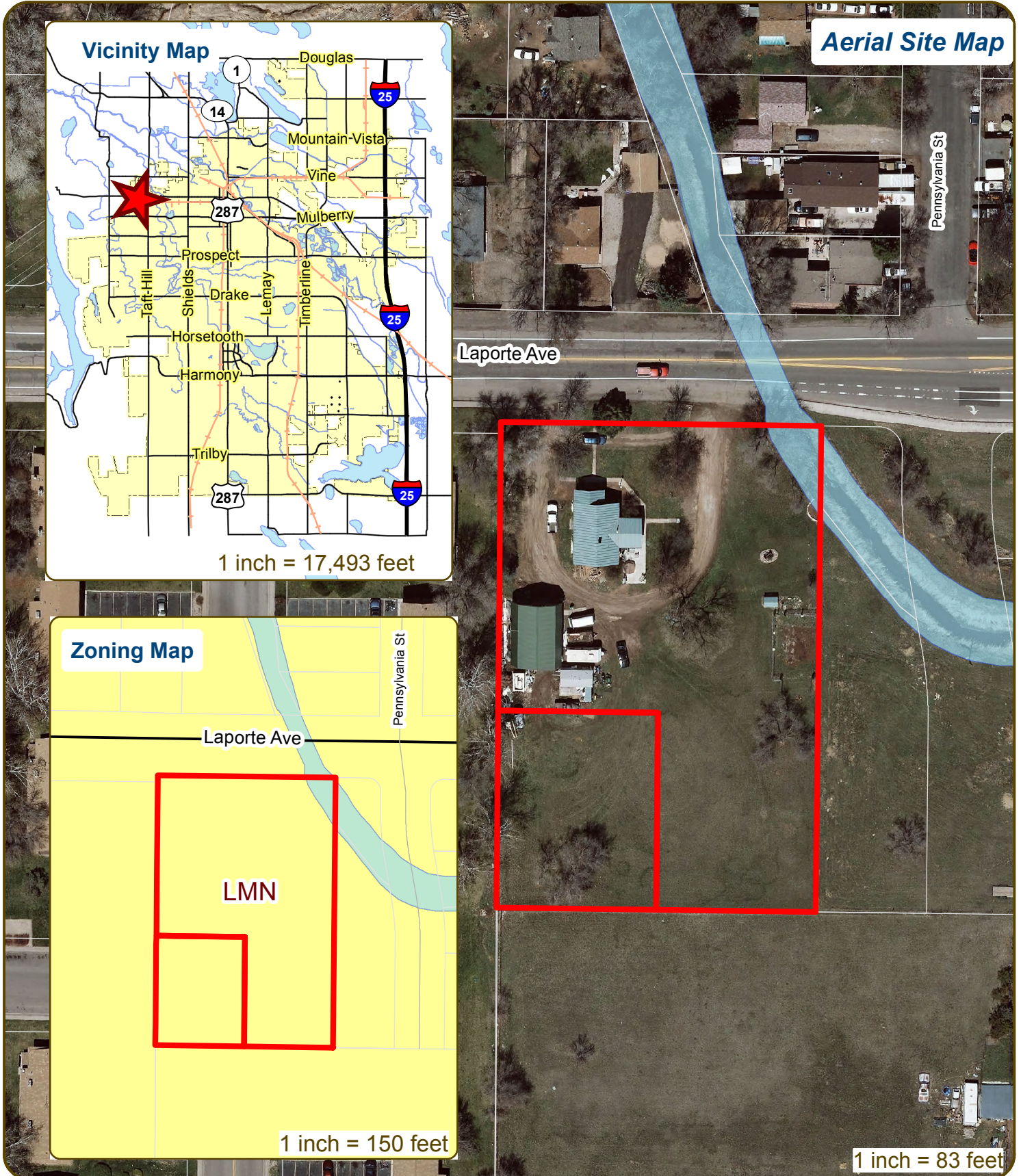
**Contact: Ted Shepard, 970-221-6343, [tshepard@fcgov.com](mailto:tshepard@fcgov.com)**

1. Is it the applicant's intention to also include the existing landscape business to be operated out of the existing house? Would the existing house be totally converted to the business or would a portion of the house remain as a residence? In either case, the applicant is encouraged to also apply for an Addition of Permitted Use in conjunction with the request to plat the property in order to allow the business to operate in the L-M-N zone district. The Addition of Permitted Use process, when located adjacent to a residential area, requires two neighborhood meetings. The A.P.U. process focuses on compatibility and impact mitigation and traffic generation. Staff recommends another pre-submittal meeting with the applicant and the consulting team to review the application fees, submittal requirements and timeline for the Plat and A.P.U.
2. In considering how to divide the property for two lots, please keep in mind the logical location for the north-south private access drive that is intended to connect your parcel with your neighboring parcels to the north and south. The plat should indicate that this private driveway would be about 24 feet in width and is to be dedicated as an Emergency Access Easement,

Public Access Easement and Utility Easement. The Plat should also provide a General Note that this easement is privately owned and will be privately maintained.

3. If the existing house is to be used exclusively for the business, then a new Certificate of Occupancy will need to be issued by the City's Building Department.
4. Water service is provided by the Fort Collins - Loveland Water District. Sewer service is provided by the South Fort Collins Sanitation District. Please contact Terry Farrill, 226-3104, for information on how services can be provided to the new lot from both of these Districts.
5. Please note that the bridge over the North Loudon Ditch will need to meet the specifications for the Poudre Fire Authority and that the address for the proposed house must be visible from South College Avenue.
6. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
7. Please see the Development Review Guide at [www.fcgov.com/drg](http://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.
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# 2105 Laporte Replat



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APPLICATION**General Information**

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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) Frank Heckart

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

**Your Mailing Address** 2105 LaPorte AVE Ft Collins, Co 80521

**Phone Number** 970 224 0105 **Email Address** \_\_\_\_\_

**Site Address or Description** (parcel # if no address) 2105 LaPorte AVE

**Description of Proposal** (attach additional sheets if necessary) To Put 1350 sq ft Shop For Cold Storage  
REPLAT Heckart SUB

**Proposed Use** \_\_\_\_\_

**Existing Use** \_\_\_\_\_

**Total Building Square Footage** 1350 **S.F.** **Number of Stories** 1 **Lot Dimensions** \_\_\_\_\_

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

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

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

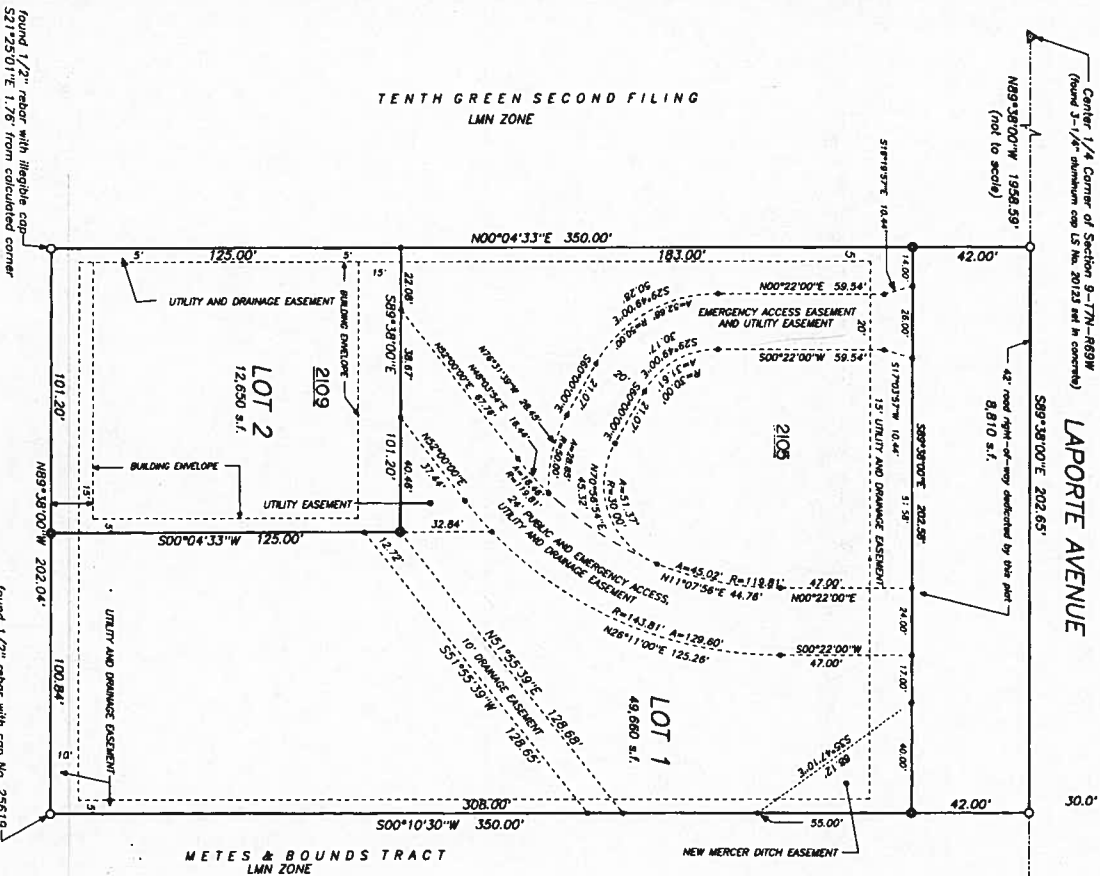
**Increase in Impervious Area** NO **S.F.**

(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?

PLAT OF  
HECKART SUBDIVISION  
SITUATE IN THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE SIXTH P.M.,  
CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO



- NOTES:
1. Bearings are based on the assumption that the North line of the Southeast 1/4 of Section 9-T7N-69W bears N89°38'00"W.
  2. 0 - indicates set 1/2" rebar with cap No. 78319 unless otherwise shown.

**NOTICE OF OTHER DOCUMENTS:**  
All persons take notice that the developer and/or owner has executed certain rights and obligations of the development, the developer and/or subsequent owners of all or portions of the development site, many of which obligations constitute promises and covenants which run with the land. The said documents may also be recorded from time to time and may include, without limitation, the development agreement, site and landscape plan, final site plan, final landscape plan, and architectural elevations, which documents are on file in the Office of the Clerk of the City of Fort Collins and should be closely examined by all persons interested in purchasing any portion of the development site.

**NOTICE**  
All responsibilities and costs of operation, maintenance and reconstruction of the private streets and/or drives located on the private property that is the subject of this plat shall be borne by the owners of said property, either individually, or collectively, through a property owners association, if applicable. The City of Fort Collins shall have no obligation of operation, maintenance or reconstruction of such private streets and/or drives nor shall the City have any obligation to accept such streets and/or drives as public streets or drives.

STATEMENT OF OWNERSHIP AND SUBDIVISION:

KNOW ALL MEN BY THESE PRESENTS: That the undersigned, being the owner of the following described land: A tract of land located in the Southeast 1/4 of Section 9, Township 7 North, Range 69 West of the Sixth P.M., City of Fort Collins, County of Larimer, State of Colorado, which, containing the North line of said Southeast 1/4 of Section 9, Township 7 North, Range 69 West of the Sixth P.M., is contained within the boundary lines which begin at a point on said North line which bears N89°38'00"W 420.00 feet from the East 1/4 Corner of said Section 9, and thence S00°10'30"W 350.00 feet; thence N89°38'00"W 202.04 feet; thence N00°04'33"E 350.00 feet to a point on said North line; thence along said North line, S89°38'00"E 202.65 feet to the point of beginning. The above described tract contains 70,820 square feet, more or less.

The undersigned have caused the above described land to be surveyed and subdivided into lots, tracts, streets and easements as shown on this plat to be known as HECKART SUBDIVISION, subject to all easements and rights-of-way now of record or existing or indicated on this plat.

CERTIFICATE OF DEDICATION:

The undersigned does hereby dedicate and convey to the City of Fort Collins, Colorado, for public use, forever, the streets and easements as laid out and designated on this plat, provided, however, that (1) acceptance by the City of this dedication of easements does not impose upon the City a duty to maintain the easements so dedicated, and (2) acceptance by the City of this dedication of streets does not impose upon the City a duty to maintain the streets so dedicated until such time as the provisions of the maintenance guarantee have been fully satisfied.

MAINTENANCE GUARANTEE:

The undersigned hereby warrants and guarantees to the City of Fort Collins, for a period of two (2) years from the date of completion and first acceptance by the City of the improvements warranted hereunder, the full and complete maintenance and repair of the improvements constructed under the authority of this plat. This warranty and guarantee is made in accordance with the City of Fort Collins Land Use Code and/or the Transitional Land Use Regulations, as applicable. This guarantee applies to the streets and all other improvements constructed under the authority of this plat, including, without limitation, all curbing, sidewalks, bike paths, drainage ditches, culverts, catch basins, drainage ditches and landscaping. Any maintenance and/or repair required on utilities shall be coordinated with the owning utility company or department. The undersigned shall maintain said improvements in a manner that will assure compliance on a consistent basis with all construction standards, safety requirements and environmental protection requirements of the City. The undersigned shall also correct and repair, or cause to be corrected and repaired, all damages to said improvements resulting from development-related or building-related activities. In the event the undersigned fails to correct any damages within thirty (30) days after written notice thereof, then said damages may be corrected by the City and all costs and charges related to and paid by the undersigned. The City shall also have any other remedies available to it as authorized by law. Any damages which occurred prior to the end of said two (2) year period and which are unreported at the termination of said period shall remain the responsibility of the undersigned.

REPAIR GUARANTEE:

In consideration of the approval of this final plat and other valuable consideration, the undersigned does hereby agree to hold the City of Fort Collins, Colorado, harmless for a five (5) year period, commencing upon the date of completion and first acceptance by the City of the improvements constructed under the authority of this plat, from any and all claims, damages, or demands arising on account of the design and construction of public improvements of the property shown herein, and the owner furthermore commits to make necessary repairs to said public improvements, to include without limitation, the roads, streets, fills, embankments, ditches, cross paths, sub-drains, culverts, walls and bridges within the right-of-way easements and other public properties, resulting from failures caused by design and/or construction defects. This agreement to hold the City harmless includes defects in materials and workmanship, as well as defects caused by or consisting of settling, trenching, fills or excavations.

Further, the undersigned warrants that he/she owns fee simple title to the property shown herein and agrees that the City of Fort Collins shall not be liable to the undersigned or his/her successors in interest during the warranty period, for any claim or damages resulting from negligence in executing engineering techniques and due caution in the construction of cross drains, ditches, structures or buildings, the changing of courses of streams and rivers, flooding from natural creeks and rivers, and any other matter whatsoever on private property. Any and all monetary liability occurring under this paragraph shall be the liability of the owner. I further warrant that I have the right of convey said land according to this plat.

The obligations of the undersigned pursuant to the "Maintenance Guarantee" and "Repair Guarantee" provisions set forth above may not be assigned or transferred to any other person or entity unless the warranted improvements are completed by, and a letter of acceptance of the warranted improvements is received from the City by such other person or entity.

Witness our hands and seals this 14th day of April, A.D. 2024.

State of Colorado ) ss.

The foregoing dedication was acknowledged before me this 14th day of April, A.D. 2024, by Frank B. Heckart, County of Larimer, ss.

My notarial commission expires 12-08-2026. NOTARY PUBLIC Frank B. Heckart



FRANK B. HECKART

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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](http://fcgov.com)

March 09, 2015

Frank Heckart  
Fort Collins, CO 80521

**Re:** 2105 Laporte - Replat

**Description of project:** This is a request to consolidate two parcels at 2105 Laporte (Parcel #'s 9709427001 and 9709427002). The applicant plans to build a 1,300 square foot garage and storage space in the area Lot 2 currently occupies. The site is located in the Low Density Mixed-Use Neighborhood (LMN) 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](mailto:cfrickey@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)

1. Mr. Heckart is working with Zoning to construct the accessory building desired. However Lot 1 is too small to support a 1,350 square foot building which is one of the reasons to combine the platted lots.

**Department: Traffic Operations**

**Contact:** Martina Wilkinson, 970-221-6887, [mwilkinson@fcgov.com](mailto:mwilkinson@fcgov.com)

1. 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.
2. The pedestrian sidewalk along LaPorte does not meet current standards and needs to be upgraded.

**Department: Fire Authority**

**Contact:** Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)

1. FIRE LANES  
A fire lane shall be provided to within 150' of the proposed structure. Fire lane specifications and code language provided below:

> 2012 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 minimum unobstructed width & minimum overhead clearance.
- > Be designed as a flat, 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.
- > Be maintained unobstructed at all times.

International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

2. If the structure is intended to become a residence now or in the future, other fire code requirements may apply.

#### **Department: Environmental Planning**

**Contact:** Stephanie Blochowiak, 970-416-2401, [sblochowiak@fcgov.com](mailto:sblochowiak@fcgov.com)

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.
2. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". 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 (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
3. Looking down the road, please note that if tree removal is to occur, that is should occur outside of the migratory songbird nesting season (February 1-July 31), or that a survey be conducted prior to removal to ensure no active nests in the area.

#### **Department: Engineering Development Review**

**Contact:** Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](mailto:slangenberger@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:

3. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if they need to be reconstructed so that they do.
4. 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.
5. The project will need to design and construct the curb, gutter, and sidewalk for Laporte Ave adjacent to the frontage of this property prior to the issuance of any additional building permit on the property.
6. All applicable street cut fees shall fees shall apply.
7. 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>
8. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
9. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
10. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
11. If there is a parking lot, LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.

## **Planning Services**

**Contact:** Clay Frickey, 970-224-6045, [cfrickey@fcgov.com](mailto:cfrickey@fcgov.com)

1. There may be a way to accomplish your development plan without a replat. You might be able to build your garage where Lot 2 is by going to the County Assessor and consolidating your two parcels into a new, third parcel. We can provide more details on how to go about this process.
2. Where specifically are you planning to build your garage? One issue that may necessitate a replat are the underlying easements on Lot 2. If you can build your garage without encroaching on these easements, you can go through the process with the County to consolidate your lots into one parcel and pull a building permit afterward. If not, then a replat will be required to clean up the easements.
3. 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.
4. Please see the Development Review Guide at [www.fcgov.com/drg](http://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.

5. 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>.
6. 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.
7. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
8. 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.
9. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.