

Conceptual Review Agenda

Schedule for 01/27/14 to 01/27/14

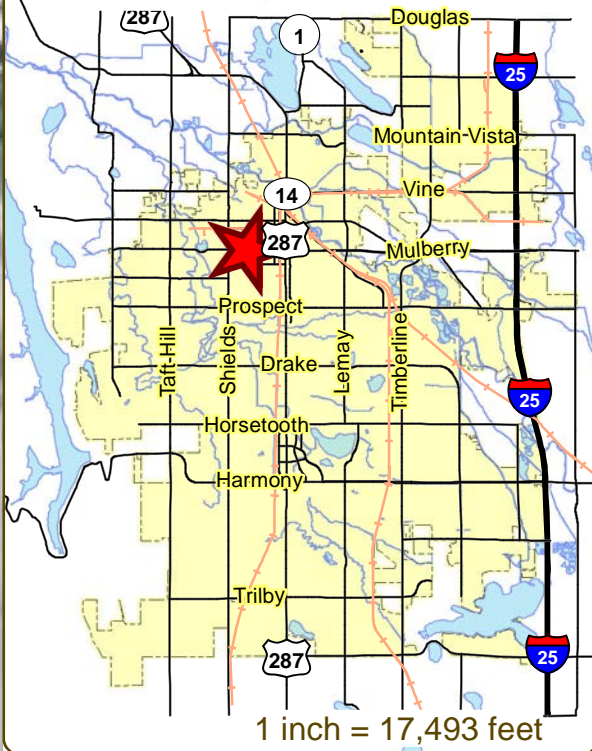
281 Conference Room A

Monday, January 27, 2014

Time	Project Name	Applicant Info	Project Description	Planner
9:30	616 W Mulberry - Bed & Breakfast CDR140003	Kelsey Schwager 970-219-9493 kelsey.schwager@gmail.com	This is a request to expand the number of beds offered in an existing bed and breakfast located at 616 West Mulberry Street (Parcel # 97113-30-019). The proposal calls for increasing the number of beds offered to 14 in 4 bedrooms. The site is located in the Neighborhood Conservation, Medium Density (N-C-M) Zone District. The increase in number of beds requires an Addition of a Permitted Use for a bed and breakfast establishment with more than 6 beds, subject to Planning & Zoning Board (Type 2) review.	Clark Mapes
10:15	1825 Sharp Point Dr - Charter School CDR140002	Ronnie Estelle vbestelle@gmail.com	This is a request to utilize an existing building located at 1825 Sharp Point Drive (Parcel # 87201-05-004) as a charter school. Approximately half of the building would be utilized for the school. In addition, a reduction in parking is proposed to accommodate playground space. The site is located in the Industrial (I) Zone District. The charter school will participate in a Site Plan Advisory Review (SPAR) with the Planning & Zoning Board.	Noah Beals

616 W Mulberry - Bed & Breakfast

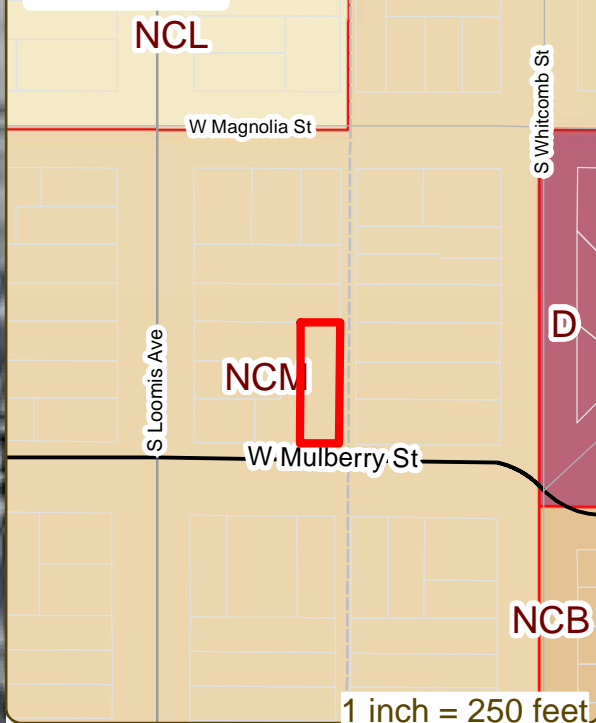
Vicinity Map



Aerial Site Map



Zoning Map



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) _____

Kelsey Schwager, owner/operator

Business Name (if applicable) _____

Your Mailing Address 636 S. Howes St, Apt #2, Fort Collins, CO 80521

Phone Number (970) 219-9493 **Email Address** Kelsey.Schwager@gmail.com

Site Address or Description (parcel # if no address) Sheldon House Bed and Breakfast, 616 W. Mulberry St.

Description of Proposal (attach additional sheets if necessary) _____

See attached sheets

Proposed Use B+B with greater than 6 beds **Existing Use** B+B

Total Building Square Footage 5,003 **S.F. Number of Stories** 3 **Lot Dimensions** 158' x 50'

Age of any Existing Structures 108 years (Built 1905, remodeled 1990)

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? moderate

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

Increase in Impervious Area none 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?

Conceptual Review Proposal
Sheldon House Bed & Breakfast

Kelsey Schwager

(970) 219-9493

This proposal is for a bed & breakfast with greater than six beds at 616 W. Mulberry Street, currently the Sheldon House Bed & Breakfast. Based on industry research, there is a growing demand for an increase of single-person beds in lodging establishments. Guest rooms would remain as they are. Only the number or type of bed would change to create a more affordable way for families, groups, and individuals to travel as opposed to a standard bed and breakfast or inn.

Below is a table indicating the current configuration along with the proposed configuration:

Current	Proposed
Room 1: 2 queen, 1 double (sleeps 6)	Room 1: Owner's suite (Dwelling Unit #1, see below)
Room 2: 1 queen, 1 twin (sleeps 3)	Room 2: 6 twins (sleeps 6)
Room 3: 1 queen (sleeps 2)	Room 3: 6 twins (sleeps 6)
Room 4: 1 twin (sleeps 1)	Room 4: 1 queen (sleeps 2)
Room 5: 1 queen (sleeps 2)	Room 5: 1 queen (sleeps 2)
B&B TOTAL: 5 rooms, 8 beds, maximum occupancy 14	B&B TOTAL: 4 rooms, 14 beds, maximum occupancy 16

Please note that 616 W. Mulberry is currently a duplex in addition to being a B&B. Dwelling Unit #1 is the third floor loft room where I, as the owner/operator, would be residing full-time. Dwelling Unit #2 is a lower-level, two-bedroom apartment with separate entrance. The B&B will remain on the first and second level of the home.

Building and Project Compatibility (Section 3.5.1 in Fort Collins Land Use Code):

In reference sections (A) through (I), this proposal calls for NO exterior alterations to be made to the property. The Sheldon House is an officially designated Fort Collins Historic Landmark, therefore the preservation of the historic character of the property is of utmost importance. The main house, detached garage, existing privacy fences, enclosed garbage/recycling bins, will all remain the same as they are for the current B&B.

As for section (J), Operational/Physical Compatibility Standards, the following information addresses each of the conditions listed in the code:

1) Hours of operation and deliveries

- a. Staff will be present on-site. Actively staffed hours are between 9 am – 10 pm, and the manager (myself) will be on call at the B&B each night from 10 pm – 9 am. Entrance doors will remain locked, and guests will be given a security code for the door and be able to come and go at their leisure.

2) Location on a site of activities that generate potential adverse impacts on adjacent uses such as noise and glare

- a. There is a fenced back patio, a fenced front yard, and a small second-story balcony for guests to use. There are staff-enforced quiet hours from 10 pm - 8 am daily. No common area or outside noise will be allowed during this time as to not disturb other B&B guests and/or neighbors.

3) Placement of trash receptacles

- a. Both trash and recycling receptacles are fenced on both sides in an attractive enclosure, located adjacent to the NE corner of the house, facing the alley.

4) Location of loading and delivery zones

- a. Not applicable for this type of business

5) Light intensity and hours of full illumination

- a. A 60-watt porch light by both the front and back entrances will provide a minimal amount of lighting to ensure safe entry and exit of the property after dark. A motion-sensor light will be placed on the garage to provide temporary lighting for guests so they can safely park, leave their vehicle, and walk to the entrance.

6) Placement and illumination of outdoor vending machines

- a. Not applicable

7) Location and number of off-street parking spaces

- a. There are 7 tandem parking stalls on the property's north side, 12 uncovered stalls plus 2 within the detached garage, for a total of 14. All measurements are compliant with the parking stall dimensions stated in Section 3.2.2 in the Fort Collins Land Use Code (Refer to Appendix A for full parking sketch plan).
- b. Specified usage of off-street parking spaces is as follows:
 - Dwelling Unit #1 (1 bedroom): **1.5** parking stalls
 - Dwelling Unit #2 (2 bedrooms): **1.75** parking stalls
 - Bed & Breakfast: **10.75** parking stalls

Through industry research, it has been determined that 10.75 B&B-specific parking stalls will be more than sufficient for the 14 beds proposed. I have collected parking and occupancy data from twelve lodging establishments with a similar set-up to the amended Sheldon House proposal (Refer to Appendix B). Of the twelve lodging establishments interviewed, the average number of parking spaces per bed was **0.417**. Each of these establishments validated that the number of parking stalls were enough to accommodate their guests on any given day without overflow into the neighborhood. Some of the reasons why less than one stall per bed is adequate is because:

- a) There is typically more than one guest per car
- b) Many guests arrive by public transportation or other means, instead of driving a car

- c) Rarely are the establishments ever operating at full capacity (The average occupancy rate of the interviewed establishments was 34%, and peak-season occupancy was 67%) (Appendix B)

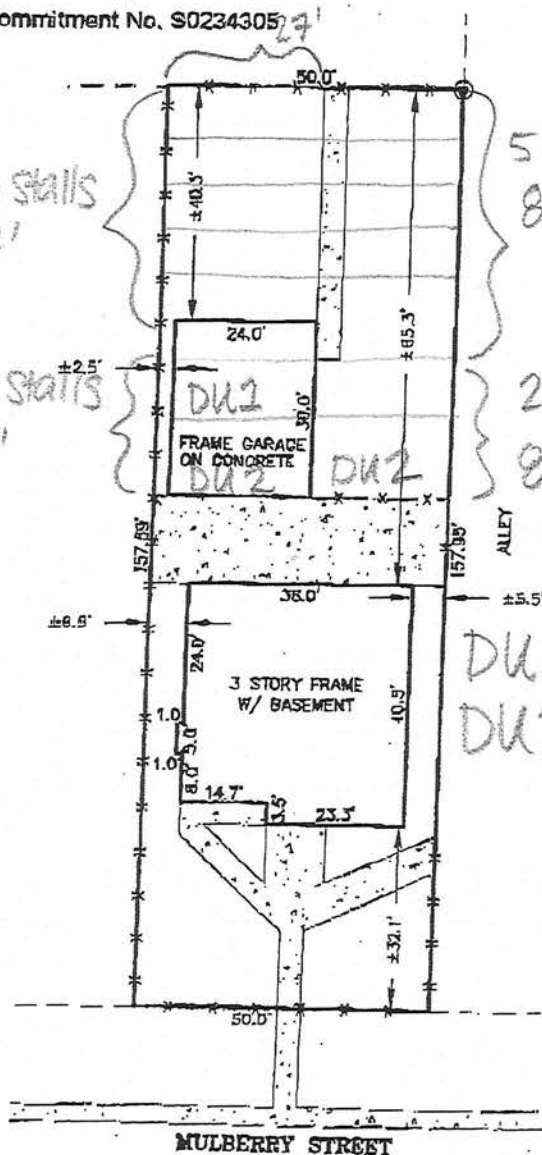
As for managing the tandem parking spots, guests will be told of the parking configuration upon making their reservations. If we are at peak capacity, guests would be required to leave a set of their car keys at the office and give staff permission to move their car if necessary. Through personal managerial experience in the lodging industry, this method should not only be feasible, but can be easily achieved considering the full-time staffing of the B&B.

Furthermore, ringing true to the spirit of Fort Collins, bicycles will be provided at the B&B and guests will be encouraged to bike, walk, or use public transportation to better explore our city and campus.

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Appendix A

2 stalls
9' x 23'



DU1 = Dwelling Unit #1
DU2 = Dwelling Unit #2



SCALE: 1"=30'
 © FOUND PIN

TITLE CO.: SECURITY TITLE

113 Cameron Drive, Suite B
Fort Collins, Colorado 80525
Tel: (970) 228-3007
FAX: (970) 228-3027



SCALE	DATE	DRAWN BY	ADDRESS	REVISED	FILE NO.
1"=30'	8/10/07	SIP	616 WEST MULBERRY STREET, FORT COLLINS, CO 80521		22337

Appendix B

Parking & Occupancy Comparisons for Shared-Room & Small Lodging Establishments

1. **The Inn at City Park, Fort Collins, CO****
 - a. 6 beds
 - b. 2 parking stalls
2. **Edwards House Bed & Breakfast, Fort Collins, CO****
 - a. 8 beds
 - b. 6 parking stalls
3. **Briar Rose Bed and Breakfast, Boulder, CO****
 - a. 11 beds
 - b. 6 parking stalls
4. **The Wanderlust, Gunnison, CO**
 - a. 14 beds
 - b. 5 parking stalls
 - c. Average occupancy: 20%
 - d. Peak occupancy: 44%
5. **Rocky Mountain Chalet, Fraser, CO**
 - a. 31 beds
 - b. 14 parking stalls
 - c. Average occupancy: 25%
6. **Leadville Inn, Colorado**
 - a. 41 beds
 - b. 20 parking stalls
 - c. Average occupancy: 30%
 - d. Peak occupancy: 90%
7. **Durango Hometown Inn and Hostel, Colorado**
 - a. 24 beds
 - b. 10 parking stalls
 - c. Average occupancy: 15%
 - d. Peak occupancy: 40%

8. **Historic Melrose Hotel, Grand Junction, CO****
 - a. 24 beds
 - b. 8 parking stalls
9. **San Moritz Lodge, Aspen, CO****
 - a. 40 beds
 - b. 15 parking stalls
10. **The NotSo Hostel, Charleston, SC**
 - a. 34 beds
 - b. 9 parking stalls
 - c. Average occupancy: 60%
 - d. Peak occupancy: 95%
11. **HI-Madison, Madison, WI****
 - a. 31 beds
 - b. 6 parking stalls
12. **The Crash Pad, Chattanooga, TN**
 - a. 31 beds
 - b. 12 parking stalls
 - c. Average occupancy: 55%

****Indicates they were only able to share bed to parking stall ratio without including occupancy data**

- **Average parking stall to bed ratio:**
 - 0.417 parking stalls/bed
- **Average occupancy rate:**
 - 34%
- **Average peak occupancy rate:**
 - 67%



The
SHELDON HOUSE
BED &
BREAKFAST
INN



The
SHELDON HOUSE
BED & BREAKFAST
INN



































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

February 05, 2014

Kelsey Schwager
636 S Howes St Apt# 2
Fort Collins, CO 80521

Re: 616 W Mulberry - Bed & Breakfast

Description of project: This is a request to expand the number of beds offered in an existing bed and breakfast located at 616 West Mulberry Street (Parcel # 97113-30-019). The proposal calls for increasing the number of beds offered to 14 in 4 bedrooms. The site is located in the Neighborhood Conservation, Medium Density (N-C-M) Zone District. The increase in number of beds requires an Addition of a Permitted Use for a bed and breakfast establishment with more than 6 beds, subject to Planning & Zoning Board (Type 2) 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, Clark Mapes, at 970-221-6225 or cmapes@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Ali van Deutekom, 970-416-2743, avandeutekom@fcgov.com

1. How many employees do you have? and where will they park?
2. Tandem parking is not allowed, we cannot include these spaces to meet parking requirements. If you want to pursue the proposed parking layout, a modification to the standard will be required (the standard requires that each parking space have unobstructed access to the street). A 5' wide landscape strip will be required along the north and west lot lines abutting the parking area. 6% of the interior of the parking area needs to be in the form of landscape islands. The parking stalls need to be a minimum of 8.5' in width.
3. The narrative explains that the B&B will provide bicycles for guests. How many bikes will be provided? Please show location of the bike rack and indicate how many spaces will be in an enclosed building.
4. At least one van accessible handicap parking space will be required.
5. The trash enclosure should meet the standards found in LUC 3.2.5.

Department: Water-Wastewater Engineering

Contact: Roger Buffington, 970-221-6854, rbuffington@fcgov.com

1. Existing water mains and sanitary sewers in this area include a 16-inch water main and a 10-inch sewer in Mulberry and an 8-inch sewer in the alley to the east.
2. The existing water service to the property is a ¾-inch service.
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. If a larger water service is needed, development fees and water rights will be due at building permit.

Department: Stormwater Engineering

Contact: Glen Schlueter, 970-224-6065, gschlueter@fcgov.com

1. Stormwater comments:

Floodplain Comments:

This property is located in the City-regulatory Old Town 100-year moderate and high risk flood fringe and must comply with the safety regulations of Chapter 10 of City Municipal Code. A City Flood Risk Map is attached. As can be seen on the flood risk map, a portion of the property near the alley, including the existing bed and breakfast, is in the high risk flood fringe.

2. While it appears that there are no plans to remodel the existing building at this time, the owners should be aware that if they do plan to remodel the building now or in the future, they will need to satisfy the City's floodplain safety regulations. Remodeling a structure is allowed in the City high risk flood fringe 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. That elevation is known as the Regulatory Flood Protection Elevation (RFPE).
3. If at some time in the future the owners would like to construct an addition to the existing bed and breakfast, that is allowed within the high risk flood fringe provided that all duct work, heating, ventilation and air conditioning systems, hot water heater, electrical as well as the lowest floor of the addition, are a minimum of 12-inches above the Base Flood Elevation (BFE).
4. Any construction activities in the high risk flood fringe---remodeling, an addition, paving, sidewalk, curb & gutter, utility installation or relocation, landscaping, etc.---must be preceded by an approved Floodplain Use Permit, the appropriate permit application fees, and approved plans.
5. Referring back to the Flood Risk Map, you can see that Mulberry Street, along with the curb & gutter, and portion of the area between the curb and the sidewalk are in the 100-year floodway. Construction activities in the floodway (e.g. curb and gutter replacement, utility work, landscaping, etc.) must be preceded by a Floodplain Use Permit, a No-Rise Certification, approved plans, and the appropriate permit application fees. The No-Rise Certification must be prepared by a professional engineer licensed in the State of Colorado. The Floodplain Use Permit form and the No-Rise Certification form can be found at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.

6. If needed, development review checklists for floodplain requirements can also be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Please contact Shane Boyle of Stormwater Master Planning at sboyle@fcgov.com for floodplain CAD line work as required per the floodplain development review check list.
7. The Floodplain Administrator for the Old Town Basin is Brian Varrella; 970.416.2217, bvarrella@fcgov.com. Please contact Brian or Mark Taylor, 970.416.2494, mtaylor@fcgov.com with any questions.
8. Development Review Comments:
Stormwater Utility fees and requirements are based on impervious area. Since no increase in impervious area is proposed there are no requirements. If another department requires site changes that add impervious area, please contact me to determine what needs to be done. There could be onsite detention, water quality treatment and grading requirements that would be required by adding impervious area. It would be a good idea to mention in the project objectives that there is no planned increase in impervious area when you make a submittal to the City.

Department: Park Planning

Contact: Craig Foreman, 970-221-6618, cforeman@fcgov.com

1. 1. 1/24/2014: No comments

Department: Fire Authority

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

1. RESIDENTIAL AUTOMATIC FIRE SPRINKLERS
2006 International Fire Code, Section 903.2.7: An automatic sprinkler system installed in occupancies in accordance with Section 903.3 shall be provided throughout all buildings with a Group R (Residential) fire area.

Existing conditions at this site:

- > The commercial use of this building classifies it as an R-1 occupancy
- > The building does not have a fire sprinkler system.
- > Although the fire code requires a fire sprinkler system for Group R occupancies, the business use at this site most likely predates the fire sprinkler requirement for R group occupancies and a sprinkler system shall not be mandated as long as the conditions of its operations remain unchanged.

The proposed occupancy increase will further intensify an existing life-safety concern in a non-code compliant structure and as such will trigger compliance with the current fire code. Further study is required. Please contact me should you wish to discuss this situation further.

Department: Environmental Planning

Contact: Kate Rentschlar, 970-224-6086, krentschlar@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.

Department: Engineering Development Review

Contact: Sheri Langenberger, 970-221-6573, 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. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
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. The existing sidewalk along Mulberry Street is attached and may not meet minimum ADA standards. The ramp to the alley does not. The project needs to provide a minimum 6 foot detached sidewalk along Mulberry Street that will tie into the detached sidewalks of the adjacent lots. This work can be shown on a site plan.
7. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
8. A Development Construction Permit (DCP) will need prior to starting any sidewalk work or work in the right-of-way.
9. The Land Use Code identifies that the overhead utilities adjacent to the property are to be undergrounded prior to the issuance of a building permit, and if they can not be undergrounded for some reason at this time buried conduit should be provided to facilitate the future undergrounding. The photos provided show that there are overhead utility lines running along the property along the alley.

Department: Electric Engineering

Contact: Justin Fields, 970-224-6150, jfields@fcgov.com

1. Contact Light and Power Engineering, 970-221-6700, if changes need to be made to the electric service.

Current Planning

Contact: Clark Mapes, 970-221-6225, cmapes@fcgov.com

1. 1. TRAFFIC OP's: The TIS is waived for this proposal. No other comments.
2. 2. The neighborhood conservation zoning is specific in allowing a limit of 6 beds for this commercial use. The zoning has been carefully crafted to implement policies for allowing a certain degree of intensification, while limiting tendencies for "commercial creep" into the neighborhood along transitional edges. To

approve this Addition of a Permitted Use, the key finding that the Planning and Zoning Board would need to make is that the additional intensity of use is compatible with conservation of the neighborhood character, with any additional impacts at an acceptable level, based on the unique circumstances of the property.

3. 3. Other than the Permitted Uses in the NCM zone, there are no specific, numerical Code standards that apply directly to the request. General compatibility issues to consider involve the scale of the commercial operation. The key issue to be considered is likely to be spillover parking, and also may include the general level of activity with travellers coming and going, and deliveries and trash/recycling.
4. 4. Parking: while there are no stated parking requirements for the proposed use, a somewhat similar use called Extra Occupancy Rental House requires .75 parking spaces per tenant as a point of reference. This would require 11 spaces (10.5 rounded up) in addition to 4 spaces required to accommodate the two residential units (3.25 rounded up). Staff finds 8 parking spaces available on site.
5. 5. Perhaps the most crucial issue is a Neighborhood Meeting as the required next step. Information and input from that meeting would be a crucial factor in consideration of the proposed use by staff and the Planning and Zoning Board.
6. The proposed addition of permitted use is subject to Section 1.3.4 Addition of Permitted Uses, of the LUC. The proposed use is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request will be required to hold a neighborhood information meeting prior to formal submittal of the project. Type 2 development proposals are subject to the neighborhood meeting requirement, per Section 2.2.2 of the LUC. Please contact me at 221-6750, to assist you in setting a date, time, and location for a meeting. A planner and possibly other City staff, would be present to facilitate the meeting.
7. 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.
8. 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>.
9. 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.
10. Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
11. 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.
12. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

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 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:

2009 International Building Code (IBC)

2009 International Residential Code (IRC)

2009 International Energy Conservation Code (IECC)

2009 International Mechanical Code (IMC)

2009 International Fuel Gas Code (IFGC)

2009 International Plumbing Code (IPC) as amended by the State of Colorado

2011 National Electrical Code (NEC) as amended by the State of Colorado

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2003.

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: *2009 IRC* Chapter 11 or *2009 IECC* Chapter 4
2. Multi-family and Condominiums 3 stories max: *2009 IECC* Chapter 4.
3. Commercial and Multi-family 4 stories and taller: *2009 IECC* Chapter 5.

Fort Collins Green Code Amendments effective starting 1-1-2012. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins

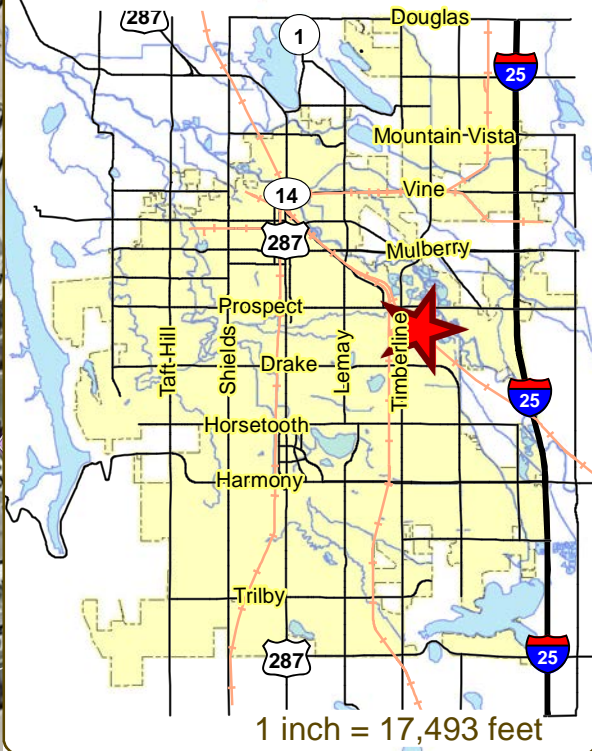
Building Services

Plan Review

416-2341

1825 Sharp Point Dr Charter School

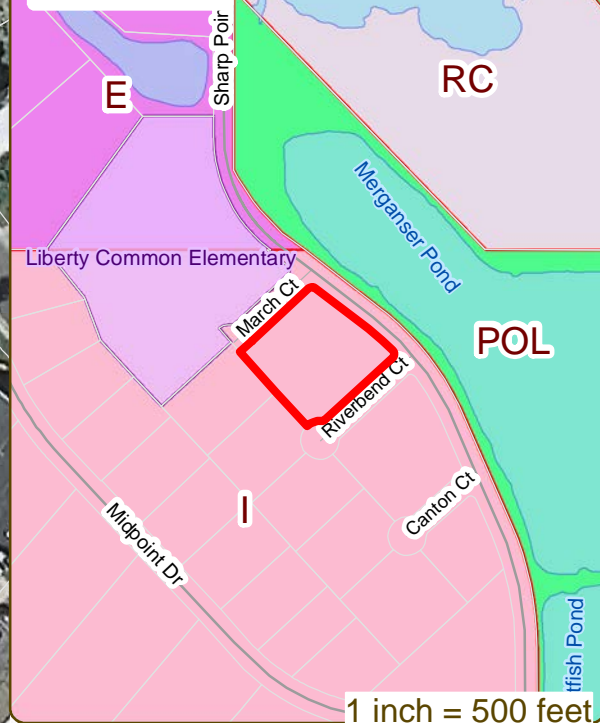
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Zoning Map



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- Legend**
- Parcels
 - Growth Management Area
 - Parks
 - City Limits



1: 643



0.0 0 0.01 0.0 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
City of Fort Collins - GIS

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Notes



February 05, 2014

Ronnie Estelle
Fort Collins, CO

Re: 1825 Sharp Point Dr - Charter School

Description of project: This is a request to utilize an existing building located at 1825 Sharp Point Drive (Parcel # 87201-05-004) as a charter school. Approximately half of the building would be utilized for the school. In addition, a reduction in parking is proposed to accommodate playground space. The site is located in the Industrial (I) Zone District. The charter school will participate in a Site Plan Advisory Review (SPAR) with the Planning & Zoning Board.

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, Noah Beals, at 970-416-2313 or nbeals@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Ali van Deutekom, 970-416-2743, avandeutekom@fcgov.com

1. We would suggest adding a landscaped area between the parking lot/drive aisle and the play area as a buffer and adding some parking lot landscape islands. At least two handicap parking stalls should be provided in each parking lot.
2. It's hard to tell from the photos but it looks as if the new play area might be proposed for where the existing trash enclosure is located. If so, a new trash enclosure should be constructed and meet section 3.2.5 of the Land Use Code if possible.

Department: Water-Wastewater Engineering

Contact: Roger Buffington, 970-221-6854, rbuffington@fcgov.com

1. Existing water mains and sanitary sewers in this area include a 12-inch water main in March Court and in an easement on the property to the south, an 8-inch sewer in the easement on the property to the south and a 42-inch sewer that crosses the property in a N-NW alignment.
2. The existing water service to the building is a 1½-inch service
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. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>

Department: Stormwater Engineering

Contact: Glen Schlueter, 970-224-6065, gschlueter@fcgov.com

1. Stormwater fees and requirements are based on impervious area. In this case it appears the amount of impervious area is being reduced. A grading plan is required for the proposed landscaped play area.
2. Low Impact Development (LID) requirements went into effect March 11, 2013. 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 for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
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>. Basil may be able to waive this requirement because the impervious area is being reduced and the runoff presently drains into a pond east of the site that does treat the runoff by sedimentation in the wet pond.
3. Since impervious area is being changed to pervious area it would be a good idea to revisit the monthly fee to see if the runoff coefficient is reduced enough to change the category the site fees are based on.

Department: Park Planning

Contact: Craig Foreman, 970-221-6618, cforeman@fcgov.com

1. 1. 1/24/2014: No comments

Department: Fire Authority

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

1. FIRE LANES
06IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building. When fire lanes cannot be provided, the fire code official is authorized to increase the dimension of 150 feet if the building is equipped throughout with an approved, automatic fire-sprinkler system.
2. FIRE ALARM AND DETECTION SYSTEMS (Group E)
06IFC 907.2.3: A manual fire alarm system shall be installed in Group E occupancies. When automatic sprinkler systems or smoke detectors are installed, such systems or detectors shall be connected to the building fire alarm system.
3. FIRE CONTAINMENT
The building exceeds 5000 square feet and 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.

FYI for future expansion:

06IFC 903.2.2: An automatic sprinkler system shall be provided for Group E occupancies greater than 20,000 square feet in area.

4. PREMISE IDENTIFICATION

06IFC 505.1: New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.

Department: Environmental Planning

Contact: Kate Rentschlar, 970-224-6086, krentschlar@fcgov.com

1. While re-landscaping, we encourage you to use as much native vegetation as possible, especially with your proximity to the Natural Area.
2. Please consider replacing any trees that may be removed.
3. Again, if any trees are going to be removed, we recommend this be done outside of the migratory songbird nesting season - February 1st through July 31st.

Department: Engineering Development Review

Contact: Sheri Langenberger, 970-221-6573, 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> (the building fees apply to the square footage of the building changing use)
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. Any non ADA compliant portions of sidewalk or ramps will need to be corrected as well with this project.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
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 playground fencing cannot be placed within the right-of-way and needs to be placed a minimum of 2 feet behind the sidewalk. The property lines need to be located so you can know where that fencing can be placed. Also need make sure the fence placement does not impact the sight visibility for the driveway.
8. Utility plans may be required and a Development Agreement may be entered into and recorded once the project is finalized.
9. I don't know that the traffic pattern shown on the plans will be the best solution as the stop locations are very

close to the public streets and it creates many problems when traffic backs up on the public streets. I suggest that you work with Paul Sizemore psizemore@fcgov.com 970-224-6140 and the safe route to school planners regarding the proposed drop off and pick up configurations.

10. A Development Construction Permit (DCP) will need to be obtained prior to starting any work that will impact the street or easements.

Department: Electric Engineering

Contact: Justin Fields, 970-224-6150, jfields@fcgov.com

1. Contact Light and Power Engineering, 970-221-6700, if changes need to be made to the electric service.

Current Planning

Contact: Noah Beals, 970-416-2313, nbeals@fcgov.com

1. Is the outdoor play area big enough to accommodate for activities for all the age groups that will be attending the school?

Is there any agreement with Liberty Commons to use some of their outdoor area? If so where is the safe walking path to that area?

2. For other private schools, there has been a need to provide an equipment storage building for maintaining the building and grounds. Please consider how best to store the necessary equipment and materials needed for maintenance activities.
3. Regarding long-term maintenance, please indicate a specific area for snow storage. Such area should not interfere with vehicle circulation, landscaping and have direct access to the stormwater drainage system.
4. The 47 parking spaces provided would be enough spaces for the 72 students.

How many employees on site?

On the site plan, be sure to indicate the number and location of bicycle racks.

5. The existing mechanical rooftop equipment on the building is screened. Any additional equipment would need to be screened in like manner.
6. Please be vigilant on how pedestrians getting from the public sidewalk to the building entrances safely.
7. TRAFFIC OP's: A TIS will be required.
8. TRAFFIC OP's: Traffic Op's would like to see a formal circulation plan with written discussion of how it is planned to function and how the school will monitor and enforce the plan. The following comments are some of the concerns we will look to be discussed in the TIS and formal circulation plan/discussion.
9. TRAFFIC OP's: Traffic is concerned with the stop point in the front drop off area. Its so close to Sharp Point Drive that we're concerned with traffic backing into Sharp Point blocking others passage thru the area and poor decisions by frustrated motorists.
10. TRAFFIC OP's is concerned with how the site traffic on the adjacent cul-de-sac roadways may impact the adjacent school and businesses. As an example, will your exiting traffic on Riverbend or on March have

difficulty making left turns onto Sharp Point causing congested conditions on either cul-de-sac street and possibly block traffic trying to enter the adjacent properties.

11. TRAFFIC OP's: What are the hours of classroom operation and the expected drop-off/pick-up times?
12. TRAFFIC Op's: This is only an FYI type of comment but Liberty Commons has built and paid for the private street connection between March Ct and Midpoint Drive. In time there could be issues with non-Liberty Commons traffic trying to use the private drive. When motorists get frustrated enough they can make irrational/irresponsible decisions like finding alternative access routes, regardless of signage and property rights. If that condition started to take place Liberty Commons may begin requesting actions from this school to deal with the issue. These are private property matter and the City typically will not get involved.
13. 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.
14. 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.
15. 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>.
16. 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.
17. Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
18. 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.
19. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.
20. 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.