

# Conceptual Review Agenda

Schedule for 01/06/14 to 01/06/14

281 Conference Room A

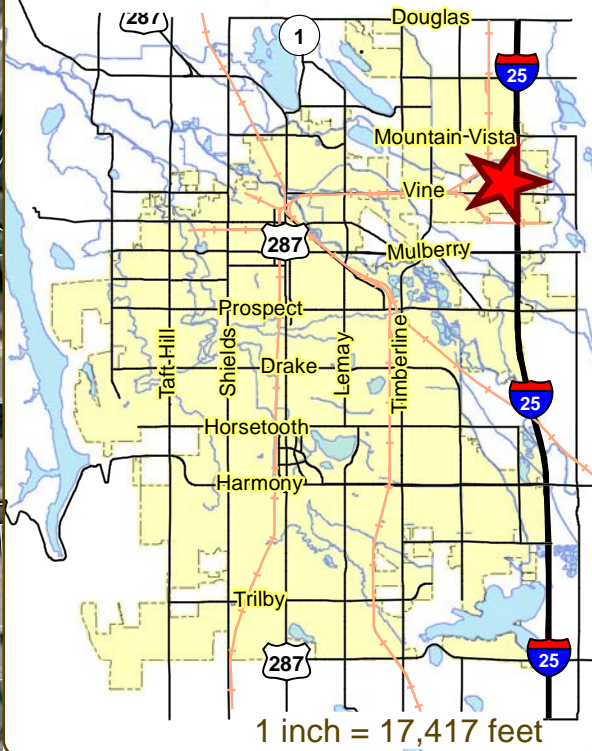
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## Monday, January 6, 2014

Time	Project Name	Applicant Info	Project Description	Planner
9:30	1012 NE Frontage Rd - Industrial	Michael Chalona 970-416-7267 <a href="mailto:michael.chalona@neenan.com">michael.chalona@neenan.com</a>	This is a request to construct an industrial building located at 1012 NE Frontage Road (Parcel # 87030-05-001). The new 24,400 square foot light-industrial building would be constructed east of the existing 6,500 square foot office/warehouse structure. The site is located in the Industrial (I) Zone District.	Noah Beals
10:15	1121 Remington Street - Carriage House	William Norris 415-789-0544 <a href="mailto:sail4ack@aol.com">sail4ack@aol.com</a>	This is a request to convert an accessory building with habitable space to a single family detached dwelling located at 1121 Remington Street (Parcel # 97133-11-008). The accessory structure was approved for habitable space in 2010 and now a conversion to a single family detached dwelling for rental use is proposed. The site is located in the Neighborhood Conservation, Buffer (N-C-B) Zone District. The conversion to a single-family detached dwelling is subject to Administrative (Type 1) review.	Pete Wray

# 1012 NE Frontage Rd Light Industrial

**Vicinity Map**



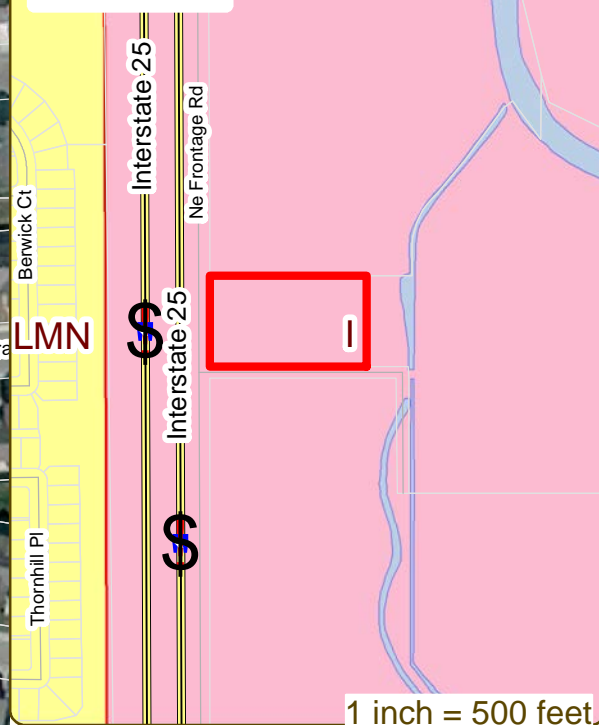
**Aerial Site Map**

Interstate 25

Ne Frontage Rd



**Zoning Map**



Interstate 25

1 inch = 167 feet

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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) \_\_\_\_\_  
Neenan, c/o Michael Chalona (consultant)

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

**Your Mailing Address** 2607 Midpoint Drive, FTC, CO 80525

**Phone Number** 416-7267 **Email Address** michael.chalona@neenan.com

**Site Address or Description** (parcel # if no address) 1012 NE Frontage Road, FTC

**Description of Proposal** (attach additional sheets if necessary) \_\_\_\_\_  
Add 24,400 sf of industrial space to existing property.

**Proposed Use** Industrial **Existing Use** Industrial

**Total Building Square Footage** 24,400 **S.F. Number of Stories** 2 **Lot Dimensions** 405' x 236'

**Age of any Existing Structures** Built 1975

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? \_\_\_\_\_

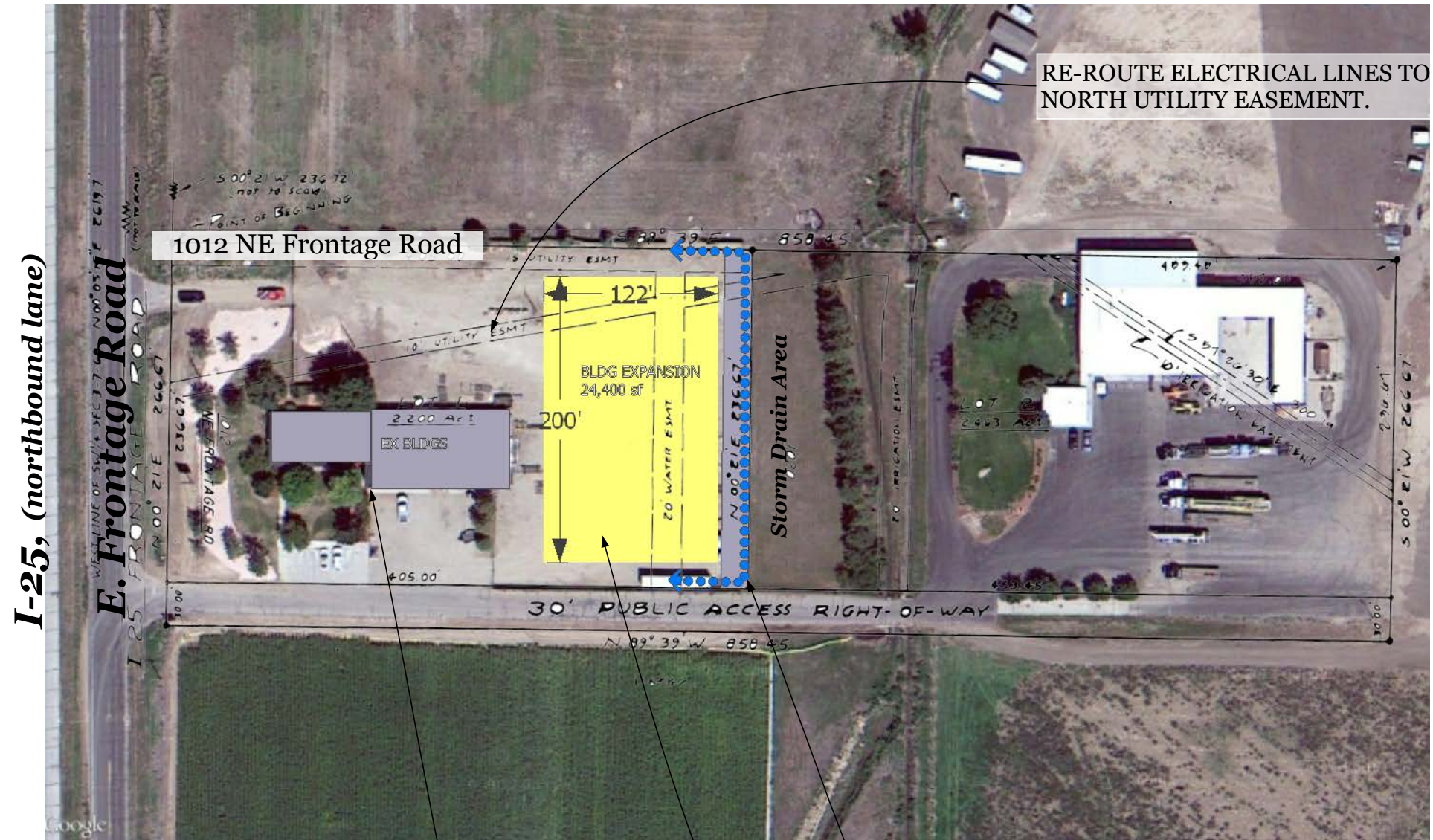
Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>.

**Increase in Impervious Area** 24,400 **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?





**VICINITY MAP**

**K2 Industrial Park 1st - Lot 1**

Current Zoning = 'I' (Industrial)

Lot Size

Net acs = 2.20 acs

Building height = < 30'

Drainage is east to Lot 2.

Building size

Existing 6,500 sf

Proposed = 24, 400 sf

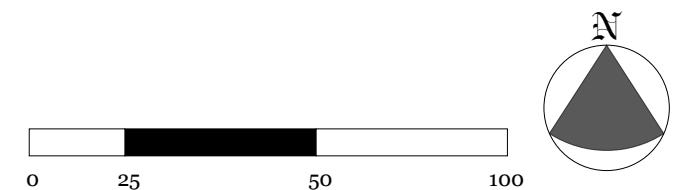
Existing sanitary is on-site septic system

Use proposed is Industrial Manufacturing

RE-ROUTE 2 1/2" WATER LINE TO  
EAST EDGE OF PROPERTY.  
SHIFT 20' WATER EASMENT TO  
EAST END

PROPOSED 24, 400 SF  
MANUFACTURING BUILDING

EXISTING 6,500SF OFFICE &  
WAREHOUSE BUILDINGS.



Concept Plan 1  
K2 Industrial Park 1st, Lot 1  
12/20/2013

**DAVE'S FLOW METER**

1012 NE Frontage Road



**L 1.01**



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)

January 29, 2014

Michael Chalona  
Neenan  
2607 Midpoint Drive  
Fort Collins, CO 80525

**Re:** 1012 NE Frontage Rd - Industrial

**Description of project:** This is a request to construct an industrial building located at 1012 NE Frontage Road (Parcel # 87030-05-001). The new 24,400 square foot light-industrial building would be constructed east of the existing 6,500 square foot office/warehouse structure. The site is located in the Industrial (I) Zone District.

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](mailto:nbeals@fcgov.com).

**Comment Summary:**

**Department: Zoning**

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

1. This site was earlier developed in the City as the K-2 Industrial Park FDP approved in 2002. The plans are available on-line or in Technical Services - Engineering offices at 281 N College Ave.
2. The expansion of the Light Industrial use can be processed as a minor amendment.
3. Much of the site was reserved for a graveled outdoor storage area both to the north east of the existing buildings. Besides placement for the proposed building what will these areas become. Parking/Driveways for customers/employees/service vehicles? If so these will need to meet LUC 3.2.2 which includes hard surfacing, parking stalls, landscaping, etc.
4. Elevations of the proposed building are required with materials/colors meeting LUC standards.
5. Add'l landscaping will likely be required around buildings/grounds. What is the condition of the existing landscaping?

**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)



1. Water and wastewater services in this area are provided by the ELCO Water District (493-2044) and the Boxelder Sanitation District (498-0604).

**Department: Stormwater Engineering**

**Contact: Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)**

1. Floodplain Comments:  
A large portion of this property is located in the FEMA-regulatory 100-year Boxelder Creek floodway and flood fringe and must comply with the safety regulations of Chapter 10 of City Municipal Code. A FEMA Flood Risk Map is attached.
2. It appears that a portion of the proposed building will be built in the floodway. If any portion of the building is in the floodway, the entire building is considered to be in the floodway. A nonresidential structure can be built in the floodway, as long as the lowest finished floor and all duct work, heating, ventilation, electric systems, etc. are elevated 18-inches above the Base Flood Elevation (BFE). This elevation is known as the Regulatory Flood Protection Elevation (RFPE).
3. In lieu of elevating the structure, the building may be floodproofed up to the RFPE, if desired. If that option is chosen, all the requirements of Section 10-38 of City Code must be met. Floodproofing Guidelines as well as a FEMA Floodproofing Certificate (which will be required before construction begins, and again after construction is complete and prior to issuing a Certificate of Occupancy) can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. FEMA Technical Bulletin 3, "Non-Residential Floodproofing - Requirements and Certification" can be found at <http://www.fema.gov/media-library-data/20130726-1511-20490-5294/job6.pdf>.
4. In addition to the requirement to either elevate or floodproof the structure, development in the floodway will be allowed only if it can be certified by appropriate floodplain modeling techniques, that the building will cause no-rise to the BFE and the floodway boundary. If the modeling shows that the BFE rises or is lowered more than 0.30', a Conditional Letter of Map Revision (CLOMR) must be approved by FEMA. The certification must be prepared by a Professional Engineer licensed in the State of Colorado.
5. Any construction activities in the 100-year flood fringe---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. In addition to the floodplain use permit, any of those construction activities in the floodway must be preceded by a No-Rise Certification. The No-Rise Certification must be prepared by a professional engineer licensed in the State of Colorado. The permit and certification forms can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
6. Storage of equipment or materials in the floodway, whether temporary or permanent, is prohibited.
7. 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](mailto:sboyle@fcgov.com) for floodplain CAD line work as required per the floodplain development review check list.
8. The Floodplain Administrator for the Boxelder Creek Basin is Brian Varrella; 970.416.2217, [bvarrella@fcgov.com](mailto:bvarrella@fcgov.com). Please contact Brian or Mark Taylor, 970.416.2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com) with any questions.
9. Stormwater Development Review comments:  
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.

10. 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 and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
11. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate.
12. Fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
13. 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](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?goback=.gde\\_4605732\\_member\\_219392996](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>.
14. The drainage outfall for the site appears to be the borrow ditch along the Frontage Road. If the drainage is designed to flow offsite onto other private property a drainage easement from the site to a public outfall system is required.
15. 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.
16. The design of this site must conform to the drainage basin design of the Boxelder/Cooper Slough 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. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. 06IFC 508.1 and Appendix B: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure,

spaced not further than 300 feet to the building, on 600-foot centers thereafter.

It is my understanding there is no water utility infrastructure currently available in the area to support a fire hydrant within 300' of the proposed building. If a hydrant cannot be provided, the building shall be required to have a fire sprinkler system. Contact Assistant Fire Marshal, Joe Jaramillo (970-416-2868) to discuss hydraulic requirements for the fire sprinkler system.

If it is found that the current water utility infrastructure cannot support a sprinkler system and no other infrastructure upgrade is possible, at his discretion, the fire marshal may elect to allow a cistern or other means of water storage on-site so as to provide for an available water source. Further discussion and approval would be necessary should you wish to consider this last alternative.

## 2. FIRE CONTAINMENT

The building exceeds 5000 square feet and shall be sprinklered or fire contained. If the building is to be sprinklered (per previous comment), fire containment of the building would no longer be an option.

## 3. 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.

A full access, fire lane will be needed in order to meet access requirements. Fire lane specifications have been provided for your reference.

### 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 dedicated as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width (30' width required for buildings greater than 30' in height) & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
- > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
- > Be visible by painting and/or signage, and maintained unobstructed at all times.

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

## 4. FDC

06IFC 912.2: Fire Department Connections shall be installed in accordance with NFPA standards. Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access. The location of the FDC shall be approved by the fire department.

## 5. KEY BOXES REQUIRED

06IFC 506.1 and Poudre Fire Authority Bureau Policy 88-20: Poudre Fire Authority requires at least one key box ("Knox Box") to be mounted in approved location(s) on every new building equipped with a required fire sprinkler or fire alarm system. The top shall not be higher than 6 feet above finished floor.

## 6. 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 on a contrasting background. The proposed building shall be addressed separately from the existing building. Due to the building setback distance from NE Frontage Rd, address numerals shall be a minimum of 16" in height.

#### 7. OCCUPANCY CLASSIFICATION

Depending upon the intended use(s) of the light industrial building, the Poudre Fire Authority may require a HMIA (Hazardous Materials Impact Analysis) be submitted for review and approval at time of building permit. Depending on the use(s) of this building, other sections of the fire code may apply.

**Department: Environmental Planning**

**Contact: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)**

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (irrigation canal on east side of property). However, as there is an intervening parcel between the canal and this property, and the standard buffer (50' from the top of bank) would not extend to this project's parcel, the ECS is waived for this site. However, please consider the use of native plants and grasses to compliment the natural feature, in accordance with Article 3.2.1 (E)(2)(3) of the Land Use Code.
2. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the 50' buffer area on the irrigation canal.
3. 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.
4. If the re-routing of the electrical lines is due to this construction project, please 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. As several of the trees within this site may 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.
5. Looking down the road, please include a note on the tree mitigation plan or landscape plan, as appropriate, that requires a tree removal to 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: <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. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:

5. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. This would include row and easements along the frontage road and the internal street along the property boundary.
6. The Development Agreement for Lot1, K-2 Industrial Park has requirements and obligations that maybe triggered with this proposed development. The timing of the improvements to the Frontage Road and the south Road will need to be evaluated with this submittal and maybe required of this project.
7. There is a note on the plat – note #3 that states: There shall be no further building permits issued for lot 1.
8. The frontage road may be relocated in the future and its future location may affect your property in some way. I haven't had a chance to verify if this is still the condition since most folks are out for the holidays. We had encouraged prior applicants to work with your neighbors and do an ODP for the area, so that the access to this site can be worked out for the future.
9. Need to check on the I-25 plans to determine if any additional right-o-way maybe needed to accommodate the future I-25 widening and improvements.
10. If improvements are needed to the frontage road, this project is responsible for the design and construction of its street frontage plus an additional 1000' of offsite design in either direction for the frontage road and 500' of offsite design for the local road.
11. Utility plans will be required and an updated Development Agreement will be recorded once the project is finalized.
12. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The access control plan will need to be followed and implemented with any project. Plans will be routed to CDOT for review and approval and the applicant may need to obtain access permits from CDOT.
13. The code requires that this project connect to an improved road. Please see CDOT and the City as soon as you have your traffic study so that they can determine what that would entail exactly.
14. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
15. When a project replats easement dedications and vacations can be done on the plat. If the project does not replat any easement dedications and vacations would need to be done by separate document. Addition fees (processing and filing fees) apply when these are done by separate document.

**Department: Electric Engineering**

**Contact:** Justin Fields, 970-224-6150, [jfields@fcgov.com](mailto:jfields@fcgov.com)

1. System modification charges will apply for the relocation of the existing electric line. Electric capacity charges will apply if the existing electric service needs to be upgraded for the new building. Contact Light and Power Engineering, (970) 221-6700, for an estimate of these charges and to coordinate power requirements.

**Current Planning**

**Contact:** Noah Beals, 970-416-2313, [nbeals@fcgov.com](mailto:nbeals@fcgov.com)

1. LUC Section 4.28(D)(1)(a) Maximum height for non residential buildings in the I zone district is 4 stories.

2. LUC Section 4.28(E)(2)(c) New building color will need to be a neutral, with a medium to dark color range, not white, bright or reflective.
3. LUC Section 4.28(E)(3)(b)1. Storage and loading and work operations shall be screened from view from all public streets.
4. LUC Section 4.28(3)(b)2. Buildings may be surrounded by paving for vehicle use, but front yards should be reserved for less automobile intense uses to the extent reasonably feasible.
5. LUC 3.2.1 An updated landscape plan will be required. This will need to include landscape setbacks for vehicle use areas (see section for other details)
6. LUC 3.2.4 A lighting plan will be required, this usually includes a photometric site plan with catalog cut sheets.
7. LUC 3.2.5 An enclosure that is sized for both trash and recycling is required. This enclosure shall be designed with walk-in access without having to use the main service gate and located 20ft away from the public sidewalk on a concrete pad.

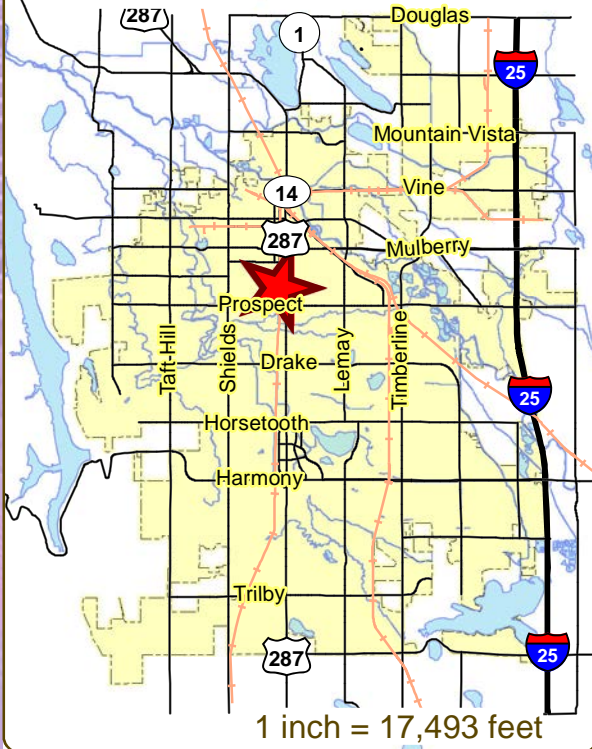
If an enclosure already exists more information will be needed to verify it can accommodate the new building trash and recycling needs.

8. An updated Site-plan and Building elevations are needed, note that mechanical/utility equipment will need to be screened.
9. TRAFFIC OPERATIONS: A Traffic Impact Study will not be required for this expansion.



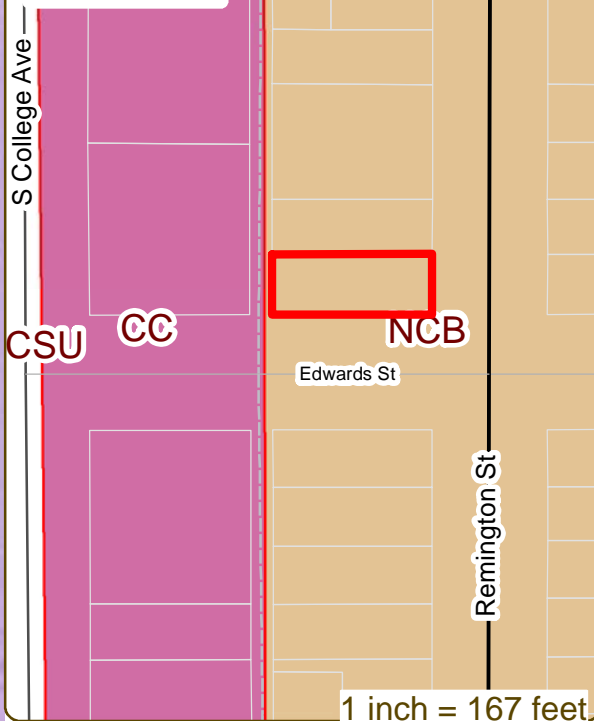
# 1121 Remington St - Carriage House

**Vicinity Map**

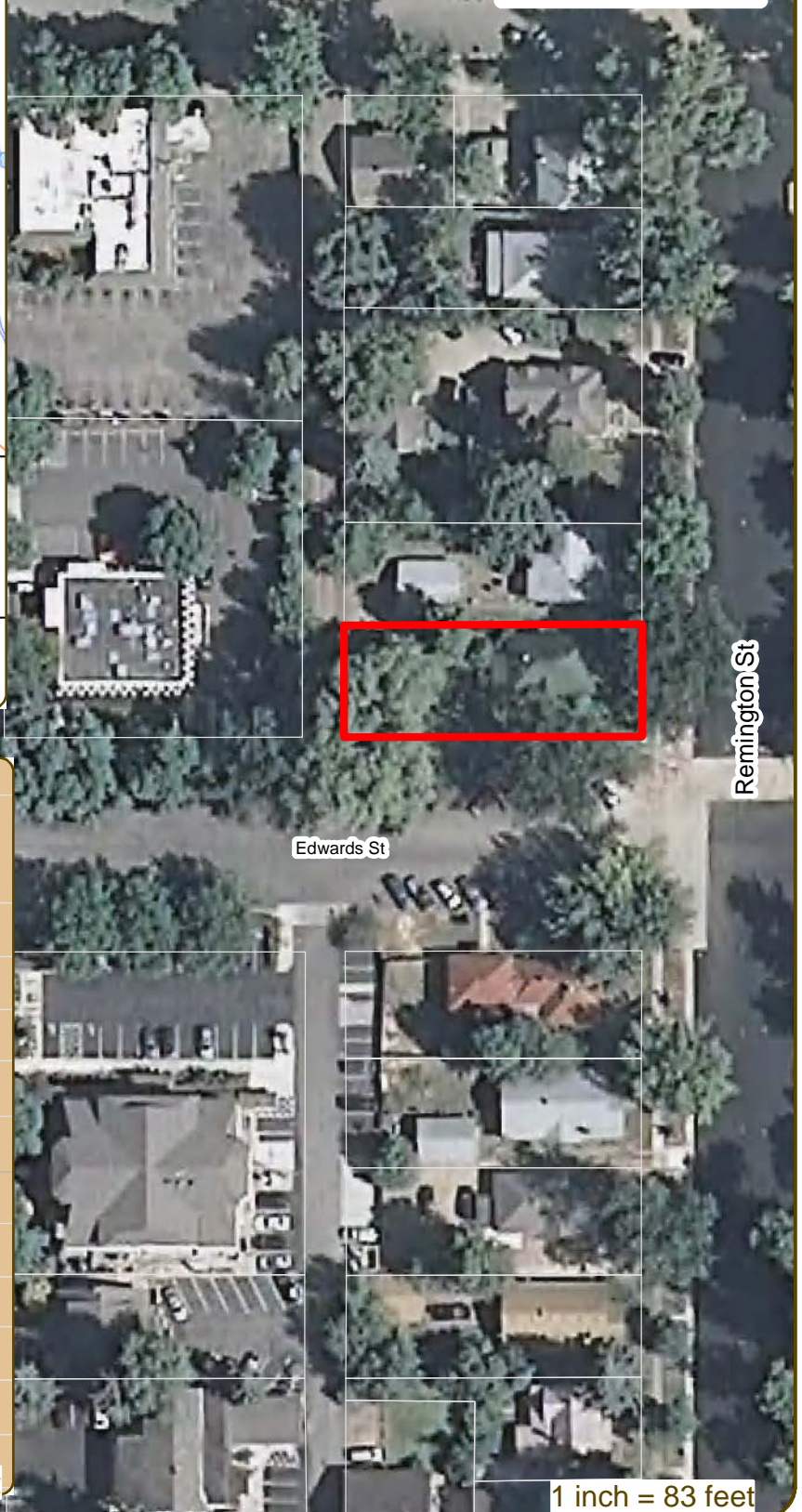


Colorado State University

**Zoning Map**



**Aerial Site 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) WILLIAM MORRIS (owner 415 789 0544)

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

**Your Mailing Address** 2312 SPANISH TRAIL TIBURON, CAL 94920

**Phone Number** 415 789 0544 **Email Address** SAIK 4 ACKE AOL.COM

**Site Address or Description** (parcel # if no address) 1121 REMINGTON, FT COLLINS  
REAR BUILDING ON PROPERTY (RESTORED BARN)

**Description of Proposal** (attach additional sheets if necessary) SECONDARY DWELLING

**Proposed Use** RENTAL USE **Existing Use** OWNER USE ONLY

**Total Building Square Footage** 24' 3" by 16' 2" **S.F. Number of Stories** 2 **Lot Dimensions** 139' by 53'

**Age of any Existing Structures** 50+ YRS 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?** \_\_\_\_\_

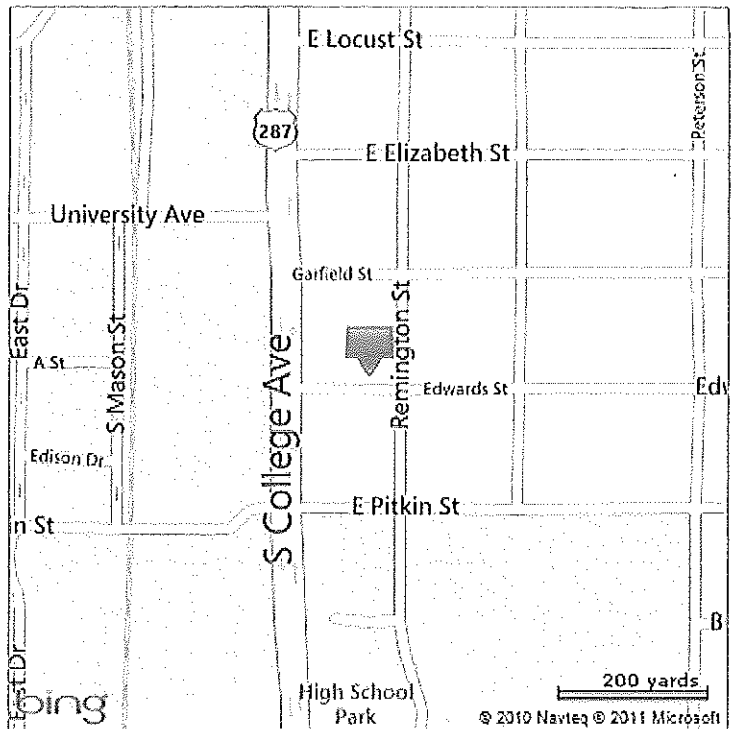
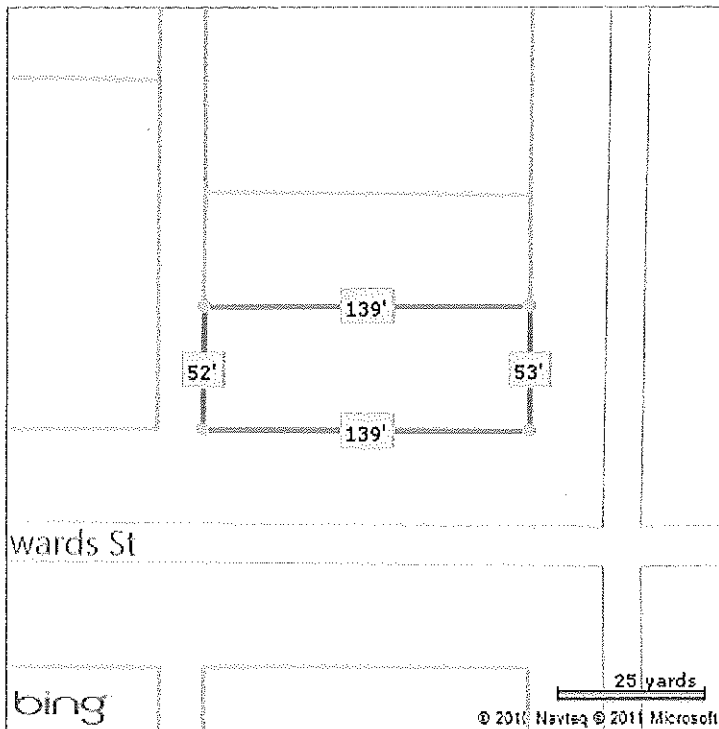
Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>.

**Increase in Impervious Area** 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?

## Property Map



















VICINITY MAP

SCALE - 1"=2000'

CLIENT:

JOHN HAHN

130 CHESTNUT STREET, FORT COLLINS, CO 80522

PROJECT:

LOT 8, BLOCK 7, CRAFT'S RESUBDIVISION  
FORT COLLINS, COLORADO

TYPE:

SITE, LANDSCAPE AND UTILITY PLAN

JOB NUMBER  
LB87CRAFT

site  
disk #10

DATE  
12/23/09

PLAT No.

SHEET NUMBER

ONE OF ONE

St

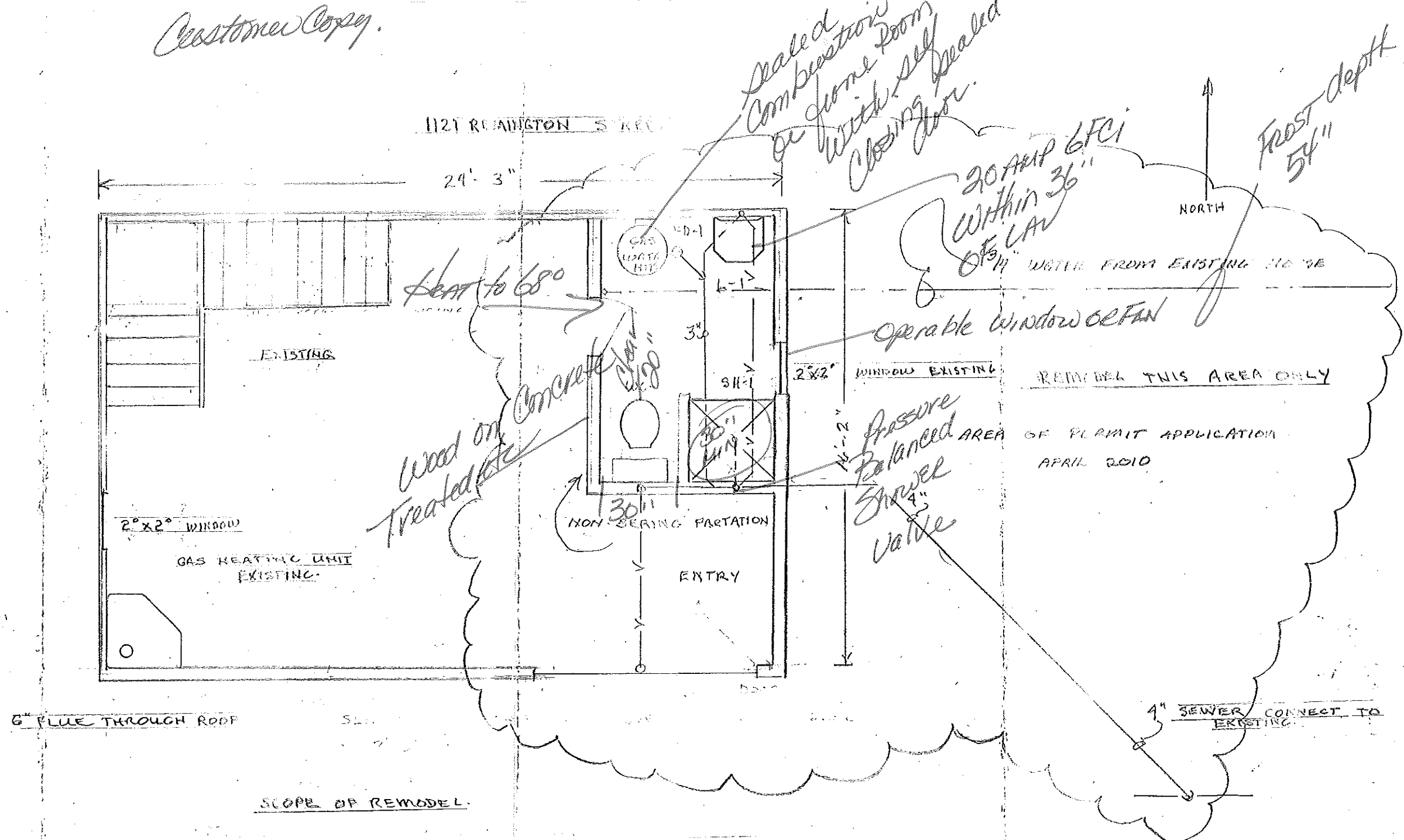
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P.E. / L.S.

J.S.R. 1

D.

*Customer Copy.*



Per Section 313 - SMOKE ALARMS  
are REQUIRED throughout the Dwelling Unit

State Law Requires a  
Carbon Monoxide Alarm  
within 15 feet of each  
bedroom entrance.

- SCOPE OF REMODEL:
- CONNECT BUILDING DRAIN TO EXISTING HOUSE SEWER LINE.
  - EXTEND 3/4" WATER FROM HOUSE TO STUDIO
  - INSTALL PLUMBING FIXTURES AS SHOWN

SCALE 1/4" = 1'-0"

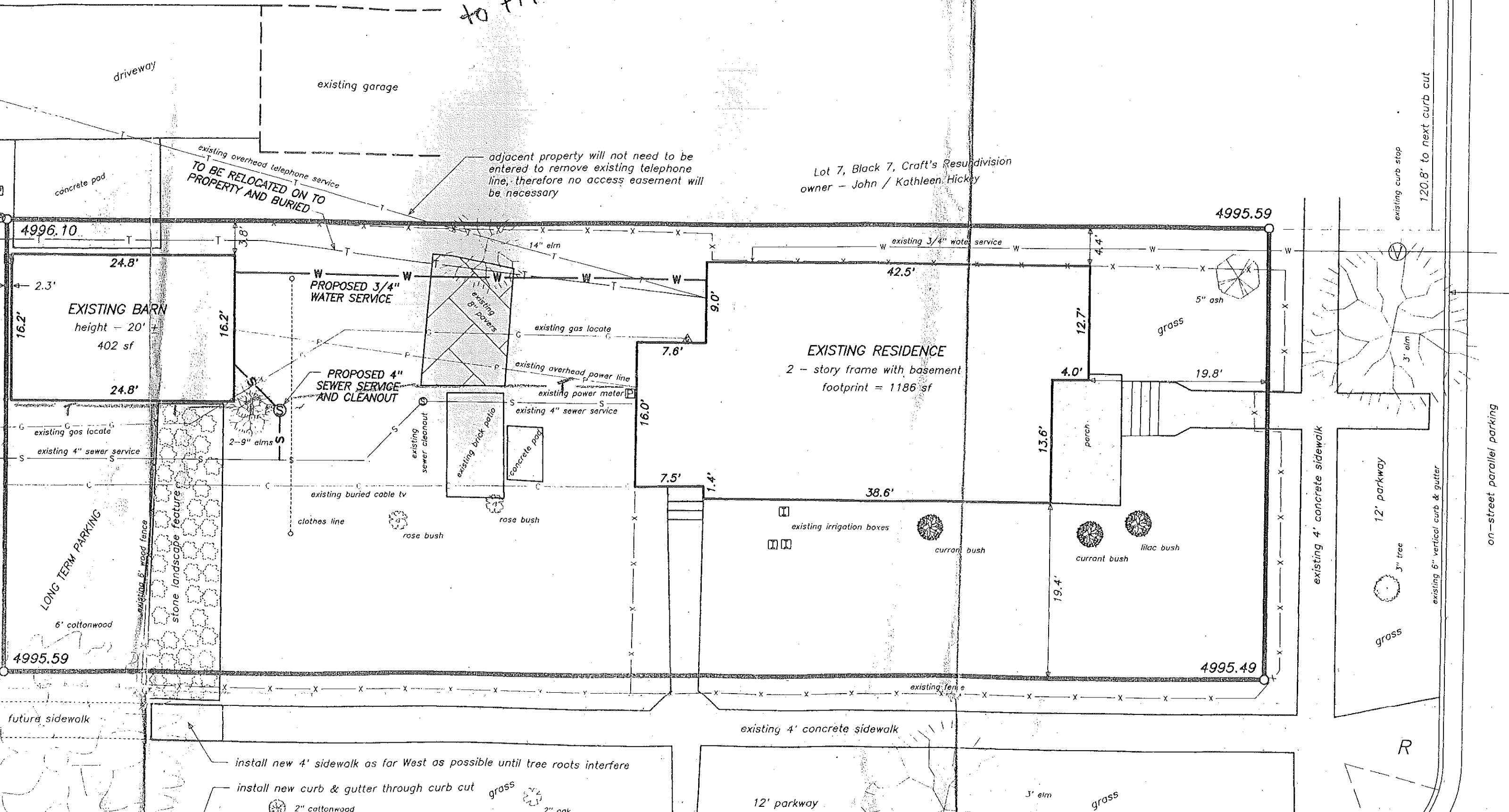
FIRST FLOOR PLAN

B1003198



SITUATE IN THE SOUTHWEST 1/4 OF SECTION 13, TOWNSHIP 7 NORTH, RANGE 69 WEST C  
CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO

move to title 1121 REMINGTON Garage with





January 29, 2014

William Norris  
2312 Spanish Trail  
Tiburon, CA 94920

**Re:** 1121 Remington Street - Carriage House

**Description of project:** This is a request to convert an accessory building with habitable space to a single family detached dwelling located at 1121 Remington Street (Parcel # 97133-11-008). The accessory structure was approved for habitable space in 2010 and now a conversion to a single family detached dwelling for rental use is proposed. The site is located in the Neighborhood Conservation, Buffer (N-C-B) Zone District. The conversion to a single-family detached dwelling is subject to Administrative (Type 1) 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, Pete Wray, at 970-221-6754 or [pwrap@fcgov.com](mailto:pwrap@fcgov.com).

**Comment Summary:**

**Department: Zoning**

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

1. As a single family detached dwelling one off-street parking space is required for the proposed dwelling.
2. As the property is located in the NCB a minimum of 5,000 s.f. per single family dwelling is required meaning that a minimum 10,000 s.f. is required. The lot however is 7,295 s.f. per the County Assessor when searched in 2011. A modification is required for the add'l single family dwelling.
3. Since non-conforming building setbacks (rear and north side) and non-conforming max. eave height were approved for the 2012 habitable space accessory use no additional modifications for the same are required.
4. Show the lot dimensions on the site plan. Provide building elevation drawings and floor plans for both floors. The building elevation drawings need to show an emphasized front entry (i.e. covered porch). Show parking area dimensions on site plan (the depth of the stalls needs to be a minimum of 18', which means that the fence may need to be moved a few feet to the east).

**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)

1. Existing water mains and sanitary sewers in this area include a 12-inch water main in Remington, a 6-inch water main in Edwards and an 8-inch sewer in the alley to the west.
2. When the barn was converted to an accessory building with habitable space in 2009, water and sewer service were extended from the house to the accessory building. Since this was not a dwelling unit, no development fees were due at that time.
3. In converting this building to a carriage house, it is possible to use the water and sewer services as the service lines now exist provide the conditions outlined in Sections 26-94 and 26-256 of City Code are met. Under that approach, both buildings (principal residence and the carriage house) will be on the same water meter. If it is intended that the buildings would be on separate water meters, new water and sewer services must be extended from City mains to the carriage house, and the connections to the principal residence must be abandoned.
4. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
5. Development fees and water rights for the additional unit will be due at building permit.

**Department: Transportation Planning**

**Contact: Pete Wray, 970-221-6754, [pwray@fcgov.com](mailto:pwray@fcgov.com)**

1. TRAFFIC OPERATIONS: A Traffic Impact Study will not be required for this expansion.

**Department: Stormwater Engineering**

**Contact: Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@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. A drainage letter should be sufficient to document the existing drainage patterns and to discuss the water quality measures being provided. The drainage letter needs to address the four-step process for selecting structural BMPs. Also standard operating procedures (SOPs) must be prepared for each of the BMPs being used on the site. They must be prepared by a Professional Engineer registered in Colorado.
3. 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 and no onsite detention. Since the building already exists there may not even be a need for a grading plan.
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.  
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>)
5. This may not apply but 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](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?goback=.gde\\_4605732\\_member\\_219392996](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>.

6. The drainage outfalls for the site are the surrounding streets or possibly the alley since there are no storm drains in the area.
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 Spring Creek Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

**Department: Historical Preservation**

**Contact: Karen McWilliams, 970-224-6078, [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com)**

1. As the property is designated on the National and State Registers as part of the Laurel School National Register District, Land Use Code Section 3.4.7, Historic and Cultural Resources, will apply to the review of this project.
2. Additionally, as this property contains buildings or structures 50 or more years old, the demolition or exterior changes to the buildings will need to be reviewed under the City's Demolition/Alteration Review Process, Municipal Code Section 14-72. This process results in a determination of a building or structure's eligibility for recognition as a Fort Collins Landmark, which identifies the appropriate review process(es).

The review requires current color photographs of each side of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of each building, as well as any previous alterations or additions. Digital photos are encouraged, and may be sent to [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com) or [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com). Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at the Development Review Center, 1st Floor, 281 N. College Ave., attn. Josh Weinberg.

3. You are encouraged to take advantage of the City's Design Assistance Program (DAP), a program to encourage quality design in the East Side and West Side Neighborhoods. The DAP pays for up to \$2,000 towards the design and building plans for alterations, additions, or new construction located in the Eastside and Westside Neighborhoods (roughly, north of Prospect, and between Taft and Lemay). The owner selects from the Design Assistance Program Consultant's Master List, and the design must meet the requirements of the City's building codes. This assistance is available to anyone, regardless of the building's age or eligibility for designation.

**Department: Fire Authority**

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



## 1. PREMISE IDENTIFICATION

The residential conversion of the barn to a rental will require it to be addressed separately from the main residence.

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: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)**

1. 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. As several of the trees within this site may 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.
2. 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](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. This includes the alley entrance along Edwards.
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. The alley adjacent to this lot is not improved (it is dirt/gravel). If this is considered a Carriage House then only the alley entrance (street to back of sidewalk) will need to be improved to standards. If this residential unit does not meet the Carriage House standards then the standards require the alley to be improved as part of the addition of the residential unit.
6. 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>
7. Utility plans may be required. It is possible that any grading and utility work can be shown on a site/landscape plan.

8. There is an existing Development Agreement for this property (signed and recorded in 2010) and the funds to complete the sidewalk on Edwards Street were collected (payment in lieu was made since due to the large existing tree the sidewalk connection along this property could not be made at this time. At such time as the tree is removed the sidewalk can be installed. An amendment to this agreement maybe needed with this project.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

**Department: Electric Engineering**

**Contact: Justin Fields, 970-224-6150, [jfields@fcgov.com](mailto:jfields@fcgov.com)**

1. Electric development and system modification will apply. Contact Light and Power Engineering for an estimate of these charges, 970-221-6700. The barn will need to be separately metered and the location of the new meter will need to be coordinated with Light and Power Engineering.

**Current Planning**

**Contact: Pete Wray, 970-221-6754, [pwray@fcgov.com](mailto:pwray@fcgov.com)**

1. The building footprint of first floor is approximately 384 square feet. If a second floor is included, the total building floor area shall not exceed 1,000 square feet.
2. Staff has evaluated the density modification needed to support your proposal and cannot find that the review can be met and a recommendation of denial would be forwarded to the hearing officer.
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.