

Conceptual Review Agenda

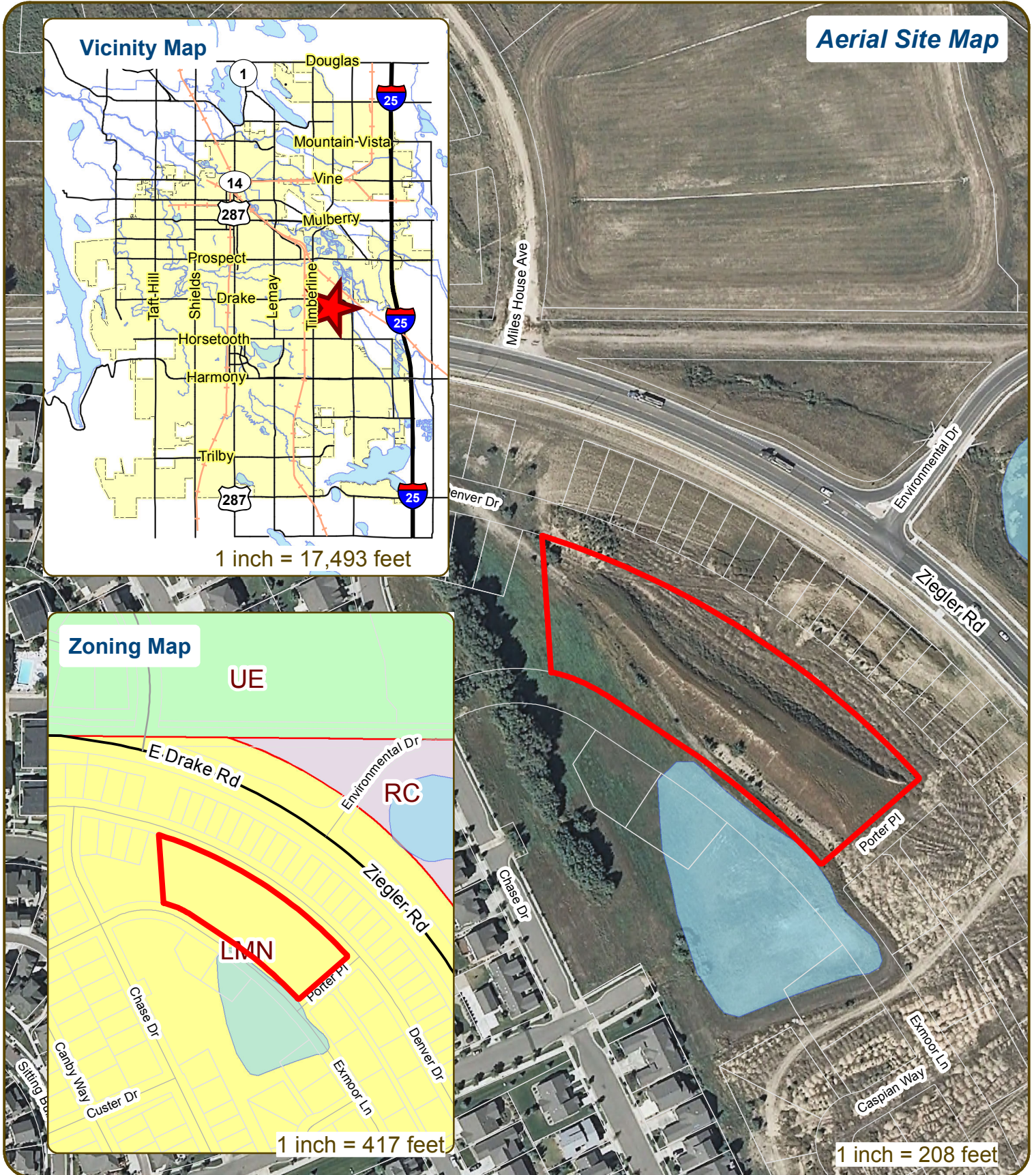
Schedule for 10/14/13 to 10/14/13

281 Conference Room A

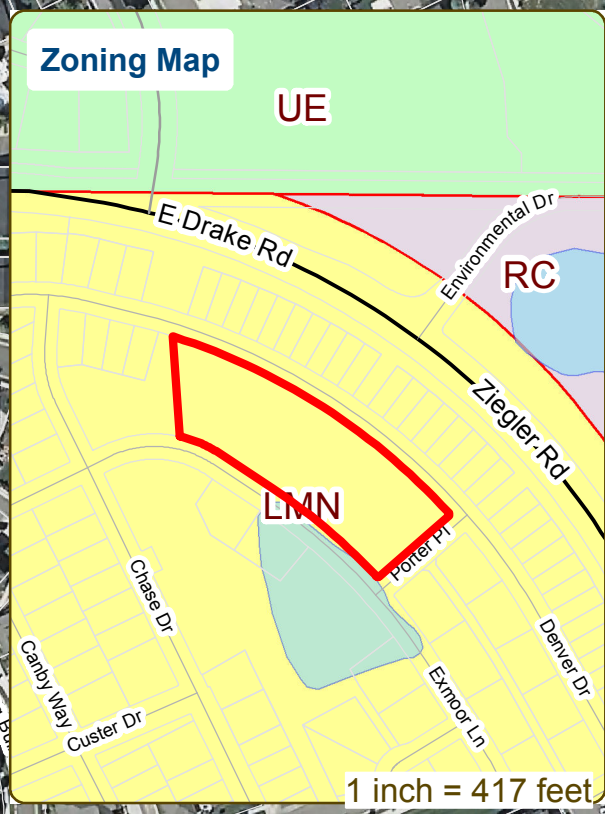
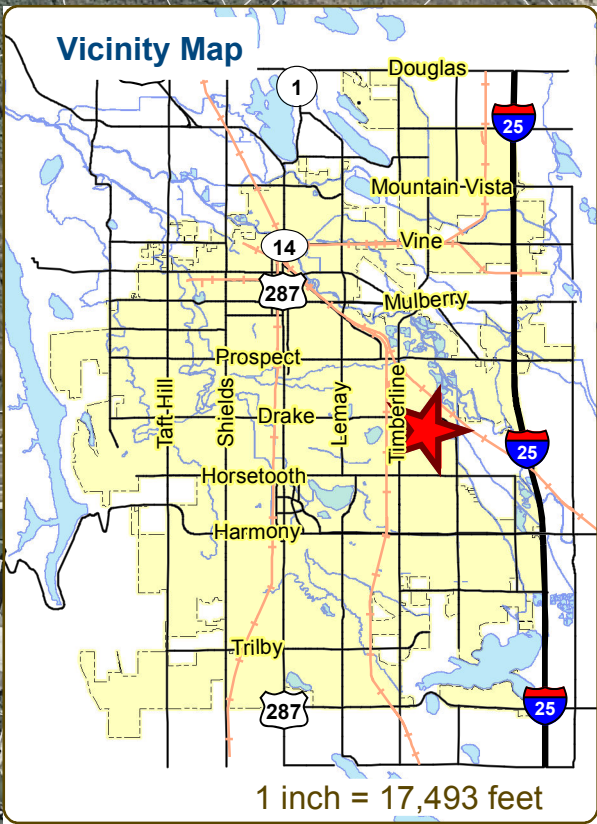
Monday, October 14, 2013

Time	Project Name	Applicant Info	Project Description	Planner
9:30	Rigden Farm Filing Six, Tract Z - Multifamily	Kris Pickett 970-461-7733 kpickett@olssonassociates.com	This is a request to construct multifamily units on Tract Z, Rigden Farm Filing Six (Parcel # 87291-63-026). A total of 49 units with 114 bedrooms would be constructed amongst 6 buildings. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. Multifamily developments with more than 75 bedrooms are subject to Planning & Zoning Board (Type 2) review.	Jason Holland
10:15	4618 S Mason - Office/Retail	Brian Thorsen 303-689-7000 brianthorsen@hotmail.com	This is a request for a new commercial structure located at 4618 South Mason Street (Parcel # 96021-29-002). The new building would be approximately 1,400 square feet with potential restaurant, office or retail uses. The site is located in the General Commercial (C-G) Zone District. Restaurants, retail or office uses are subject to Administrative (Type 1) review in the C-G Zone District.	Ted Shepard

Rigden Farm Filing Six, Tract Z Multifamily



Aerial Site Map



1 inch = 208 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. 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)

Larry Buckendorf - Owner and/or Kris Pickett - Consultant

Business Name (if applicable) Journey Homes

Your Mailing Address 5285 McWhinney Boulevard, Suite 160, Loveland, CO 80538

Phone Number 970-461-7733 Email Address kpickett@olssonassociates.com

Site Address or Description (parcel # if no address) Tract Z, Rigden Farms Filing Six

Description of Proposal (attach additional sheets if necessary) See attached site plan

Proposed Use Multi-family Existing Use Vacant

Total Building Square Footage 41,736 S.F. Number of Stories 2 Lot Dimensions 621' x 206'

Age of any Existing Structures N/A

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

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

Is your property in a Flood Plain? [] Yes [x] No If yes, then at what risk is it?

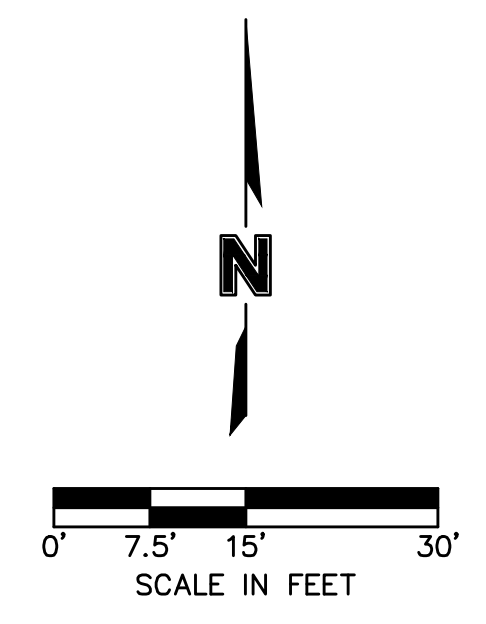
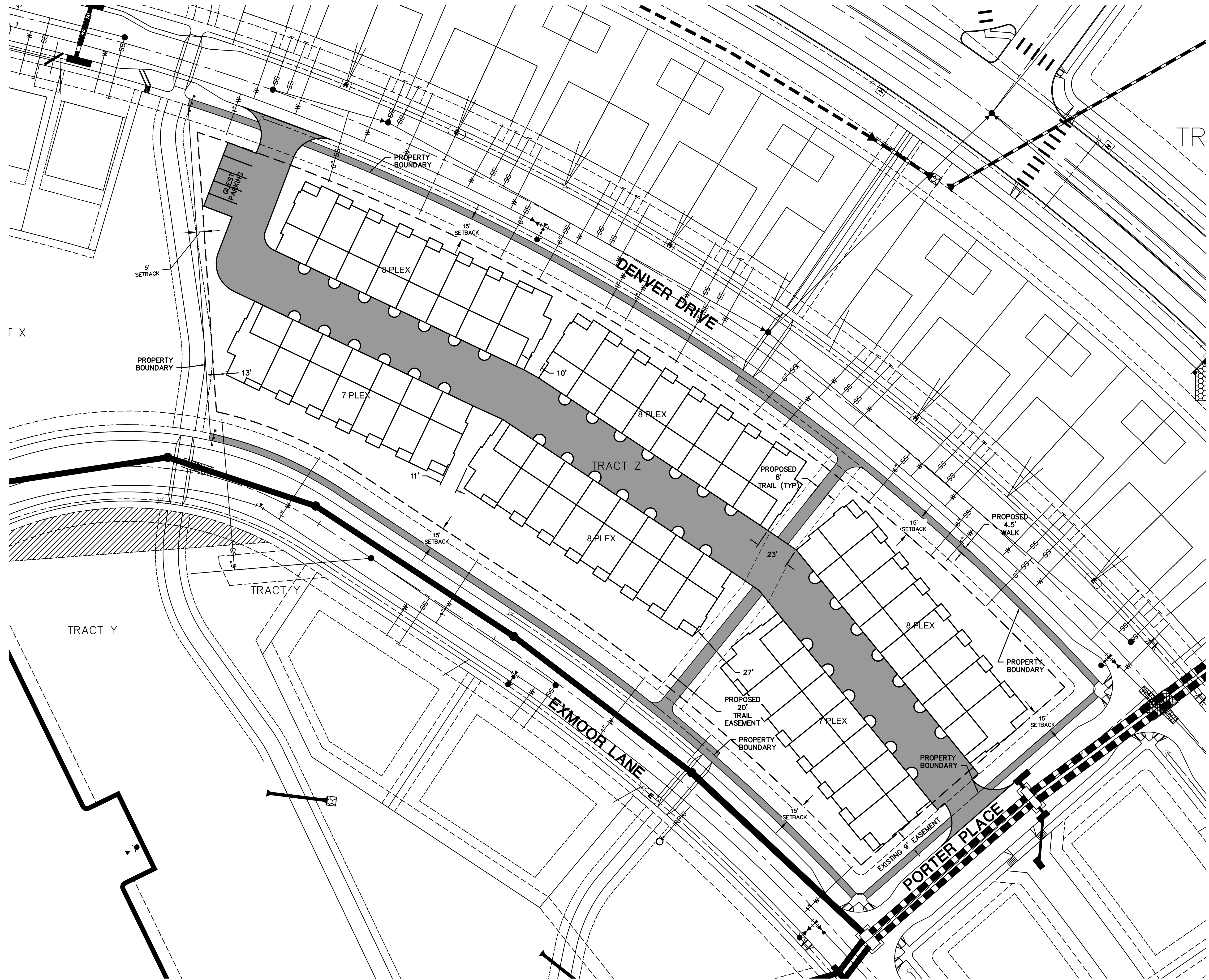
Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area 67,061 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?

DWG: C:\Office\Team\Land_Development\Lowland\JOURNEY - Ridgen Multi-Family Tract Z\Ridgen Tract Z_SK300.dwg USER: dhull
 DATE: Sep 20, 2013 3:31pm XREFS:



NOTE
 THIS DOCUMENT HAS BEEN RELEASED BY OLSSON ASSOCIATES ONLY FOR REVIEW BY REGULATORY AGENCIES AND OTHER PROFESSIONALS, AND IS SUBJECT TO CHANGE. THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION.

OLSSON ASSOCIATES ASSUMES NO RESPONSIBILITY FOR EXISTING UTILITY LOCATIONS (HORIZONTAL OR VERTICAL). THE EXISTING UTILITIES SHOWN ON THIS DRAWING HAVE BEEN PLOTTED FROM THE BEST AVAILABLE INFORMATION. IT IS HOWEVER THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES.

811
 Know what's below.
 Call before you dig.
 CALL 811 SEVENTY-TWO HOURS PRIOR TO DIGGING, GRADING OR EXCAVATING FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES

REV. NO.	DATE	REVISIONS DESCRIPTION	REVISIONS

UNITS	49
BEDROOMS	114
PARKING	98
GUEST PARKING	5

BUILDING	59,700 SQ FT
ASPHALT	24,100 SQ FT
TRAIL/SIDEWALK	8,400 SQ FT
LANDSCAPE	36,325 SQ FT
TOTAL	128,525 SQ FT

CONCEPTUAL SITE PLAN
 RIDGEN FARMS, TRACT Z, FILING SIX
 FORT COLLINS, COLORADO
 2013

drawn by: _____
 checked by: _____
 approved by: _____
 QA/QC by: _____
 project no.: _____
 drawing no.: _____
 date: 09/10/2013

SHEET 1



October 21, 2013

Kris Pickett
Journey Homes
5285 McWhinney Boulevard, Suite 160
Loveland, CO 80538

Re: Rigden Farm Filing Six, Tract Z - Multifamily

Description of project: This is a request to construct multifamily units on Tract Z, Rigden Farm Filing Six (Parcel # 87291-63-026). A total of 49 units with 114 bedrooms would be constructed amongst 6 buildings. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. Multifamily developments with more than 75 bedrooms are 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, Jason Holland, at 970-224-6126 or jholland@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Gary Lopez, 970-416-2338, glopez@fcgov.com

1. Based on the site plan submitted it appear there are 46 units as opposed to the 49 units in the project description.
2. The overall density of Rigden Farm 6th would be taken for the min. density requirements in the LMN zone which is 9 dwelling units per acre. The plat indicates the square footage of Tract Z at 128,525 s.f.
3. Without additional information no further comments.

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers in this area include 8-inch water mains in Denver Drive and Exmoor Lane and 8-inch sewers in Denver Drive and in Exmoor Lane (central portion of the site only).
2. It appears that water/sewer services were stubbed into this site. These services must be used or abandoned at the main.

3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights will be due at building permit.

Department: Stormwater Engineering

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

1. This site was included as part of the overall Rigden Farm drainage study. The design engineer needs to compare the proposed imperviousness to the assumed imperviousness in that study. If it is equal to or less than the assumed imperviousness no additional detention is required. If it exceeds it there will need to be mitigation to accommodate the increase in runoff.
2. Standard water quality treatment was also included in the original design however 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.
3. The drainage outfall for the site is the storm drain on the east side of the proposed site.
4. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/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.
5. The design of this site must conform to the drainage basin design of the Foothills Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

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.

FIRE LANE SPECIFICATIONS

A fire lane plan shall be submitted for approval prior to installation. In addition to the design criteria already contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.

- > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
 - > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
 - > Be visible by painting and/or signage, and maintained unobstructed at all times.
- 06IFC 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

2. WATER SUPPLY

06IFC 508.1 and Appendix B: Hydrant spacing and flow must meet minimum requirements based on type of occupancy. Commercial 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.

3. FIRE CONTAINMENT

Buildings exceeding 5000 square feet shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation.

RESIDENTIAL AUTOMATIC FIRE SPRINKLERS

06IFC 903.2.7 and 09IBC: 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. Exceptions: Detached one and two-family dwellings and multiple single-family dwellings (townhomes) not more than three stories above grade plane in height with a separate means of egress.

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.

5. 2012 IFC CODE ADOPTION

Be advised, the Poudre Fire Authority and the City of Fort Collins are currently in the process of reviewing the 2012 International Fire Code in preparation for its adoption in 2014. Building plan reviews shall be subject to the adopted version of the fire code in place at the time of plan review submittal and permit application.

Department: Environmental Planning

Contact: Lindsay Ex, 970-224-6143, 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. Please be aware, the creation or enforcement of covenants that prohibit or limit xeriscape or drought-tolerant landscapes, or that require primarily turf-grass are prohibited by both the State of Colorado and the City of Fort Collins.
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.

Department: Engineering Development Review

Contact: Tyler Siegmund, 970-221-6501, tsiegmund@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. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. The proposed pedestrian trail connection through the property falls outside of the existing easement. A new easement and vacation of the existing easement will be required. Are you planning on a replat of the property? Easements can be dedicated and vacated by replat or by separate document.
7. A public access easement will be needed where the public sidewalk widens for the pedestrian trail.
8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
10. The proposed access point off of Porter Place will need to align with the existing driveway to the south east
11. LCUASS parking setbacks will apply for the proposed access point off of Denver Dr. Refer to LCUASS figure 19-6 for current parking setback requirements.

Department: Electric Engineering

Contact: Janet McTague, 970-224-6154, jmctague@fcgov.com

1. Provisions were made for the multi-family tract as part of electric installation within the surrounding area.
2. We will need to coordinate and meter locations and transformer locations within 10' of a paved surface
3. Normal development charges will apply.
- 3.

Current Planning

Contact: Jason Holland, 970-224-6126, jholland@fcgov.com

1. The maximum density for LMN as part of a phased development is 12 unites per acre. It appears that the +/- 2.95 acre tract concept is at 15.6 du/ac with the 46 units and is over the maximum density.
2. 3.8.30 Design Standards for multi-family buildings apply: Please note that: For any development containing at least three (3) and not more than five (5) buildings (excluding clubhouses/ leasing offices), there shall be at least two (2) distinctly different building designs. For any such development containing more than five (5) buildings (excluding clubhouses/leasing offices), there shall be at least three (3) distinctly different building designs. For all developments, there shall be no more than two (2) similar buildings placed next to each other along a street, street-like private drive or major walkway spine. Buildings shall be considered similar unless they vary significantly in footprint size and shape, architectural elevations and entrance features, within a coordinated overall theme of roof forms, massing proportions and other characteristics. To meet this standard, such variation shall not consist solely of different combinations of the same building features, and;
3. Each multi-family building shall feature a palette of muted colors, earth tone colors, natural colors found in surrounding landscape or colors consistent with the adjacent neighborhood. For a multiple structure development containing at least forty (40) and not more than fifty-six (56) dwelling units, there shall be at least two (2) distinct color schemes used on structures throughout the development, and no more than two (2) similarly colored structures can be placed next to each other along a street or walkway, and;
4. 3.8.30:
 - 5) Roofs. Roof lines may be either sloped, flat or curved, but must include at least two (2) of the following elements:
 - (a) The primary roof line shall be articulated through a variation or terracing in height, detailing and/or change in massing.
 - (b) Secondary roofs shall transition over entrances, porches, garages, dormers, towers or other architectural projections.
 - (c) Offsets in roof planes shall be a minimum of two (2) feet in the vertical plane.
 - (d) Termination at the top of flat roof parapets shall be articulated by design details and/or changes in materials and color.
 - (e) Rooftop equipment shall be hidden from view by incorporating equipment screens of compatible design and materials.
 - (6) Facades and Walls. Each multi-family dwelling shall be articulated with projections, recesses, covered doorways, balconies, covered box or bay windows and/or other similar features, dividing large facades and walls into human-scaled proportions similar to the adjacent single- or two-family dwellings, and shall not have repetitive, undifferentiated wall planes. Building facades shall be articulated with horizontal and/or vertical elements that break up blank walls of forty (40) feet or longer. Facade articulation may be accomplished by offsetting the floor plan, recessing or projection of design elements, change in materials and/or change in contrasting colors. Projections shall fall within setback requirements.
 - (7) Colors and Materials. Colors of nonmasonry materials shall be varied from structure to structure to

differentiate between buildings and provide variety and individuality. Colors and materials shall be integrated to visually reduce the scale of the buildings by contrasting trim, by contrasting shades or by distinguishing one (1) section or architectural element from another. Bright colors, if used, shall be reserved for accent and trim.

5. Trash enclosures must be provided with walk in access and adequate space for recycling. Refer to LUC 3.2.5 for specifications as well as guidelines online at:
http://www.fcgov.com/developmentreview/pdf/trash_enclosure_design_guidelines.pdf
6. Please note as part of the submittal requirements, a lighting plan and landscape plan will be required in addition to the site plan and other requirements. We recommend a presubmittal meeting to review the submittal checklist and fees prior to a formal submittal application being made.
7. Please note that the minimum drive isle width per 3.2.2(L) is 28' clear where garages front the isle.
8. The units proposed are two story. If it is later decided that the units will be three story, or if they are configured in buildings with more than 8 units per building, then the following standards will apply: Design Standards for Multi-Family Dwellings Containing More Than Eight (8) Dwelling Units and for Multi-Family Dwellings Containing between Four (4) and Eight (8) Dwelling Units When Three (3) or More Stories in Height. Each multi-family dwelling containing more than eight (8) dwelling units and each multi-family dwelling containing between four (4) and eight (8) dwelling units, when located in a building of three (3) stories in height, shall feature a variety of massing proportions, wall plane proportions, roof proportions and other characteristics similar in scale to those of single-family detached dwelling units, so that such larger buildings can be aesthetically integrated into the low density neighborhood. The following specific standards shall also apply to such multi-family dwellings:
 - (a) Maximum Number. The maximum number of dwelling units shall be twelve (12).
 - (b) Orientation and Setbacks. Setbacks from the property line of abutting property containing single- and two-family dwellings shall be twenty-five (25) feet.
 - (c) Variation Among Repeated Buildings. For any development containing at least five (5) but not more than seven (7) buildings, there shall be at least two (2) distinctly different building designs. For any such development containing more than seven (7) buildings, there shall be at least three (3) distinctly different building designs. For all developments, there shall be no more than two (2) similar buildings placed next to each other along a street or major walkway spine. Distinctly different building designs shall provide significant variation in footprint size and shape, architectural elevations and entrance features, within a coordinated overall theme of roof forms, massing proportions and other characteristics. To meet this standard, such variation shall not consist solely of different combinations of the same building features.
 - (d) Building Height. The maximum height of a multi-family building shall be three (3) stories. Buildings with a setback of less than fifty (50) feet facing a street or single- or two-family dwellings shall minimize the impact on the adjacent single- or two-family dwelling property by reducing the number of stories and terracing the roof lines over the occupied space.
 - (e) Entrances. Entrances shall be clearly identifiable and visible from the streets and public areas by incorporating use of architectural elements and landscaping.
 - (f) Roofs. Roof lines can be either sloped, flat or curved, but must include at least two (2) of the following elements:

1. The primary roof line shall be articulated through a variation or terracing in height, detailing and/or change in massing.
2. Secondary roofs shall transition over entrances, porches, garages, dormers, towers or other architectural projections.
3. Offsets in roof planes shall be a minimum of two (2) feet in the vertical plane.
4. Termination at the top of flat roof parapets shall be articulated by design details and/or changes in materials and color.
5. Rooftop equipment shall be hidden from view by incorporating equipment screens of compatible design and materials and;
9. (g) Facades and Walls. Each multi-family dwelling shall be articulated with projections, recesses, covered doorways, balconies, covered box or bay windows and/or other similar features, dividing large facades and walls into human-scaled proportions similar to the adjacent single- or two-family dwellings, and shall not have repetitive, monotonous undifferentiated wall planes. Building facades shall be articulated with horizontal and/or vertical elements that break up blank walls of forty (40) feet or longer. Facade articulation can be accomplished by offsetting the floor plan, recessing or projection of design elements, change in materials and/or change in contrasting colors. Projections shall fall within setback requirements.

(h) Colors and Materials. Colors of nonmasonry materials shall be varied from structure to structure to differentiate between buildings and provide variety and individuality. Colors and materials shall be integrated to visually reduce the scale of the buildings by contrasting trim, by contrasting shades or by distinguishing one (1) section or architectural element from another. Bright colors, if used, shall be reserved for accent and trim.

(i) Maximum Floor Area. The maximum gross floor area (excluding garages) shall be fourteen thousand (14,000) square feet.
10. Parking required for the multi-family use is based on the per-bedroom table in 3.2.2(K)(1). This ratio is 1.75 for two bedroom units, 2.0 for 3 br's, and 3.0 for 4 and above.
11. Sidewalks shall be provided from the street to the entrance of each unit. Given the setback distance in some areas of the plan, it is recommended that sidewalk approaches are grouped for multiple units so that a "runway" appearance of long multiple sidewalk strips is avoided.
12. 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.
13. 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.

14. 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>.
15. 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.
16. Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
17. 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.
18. 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

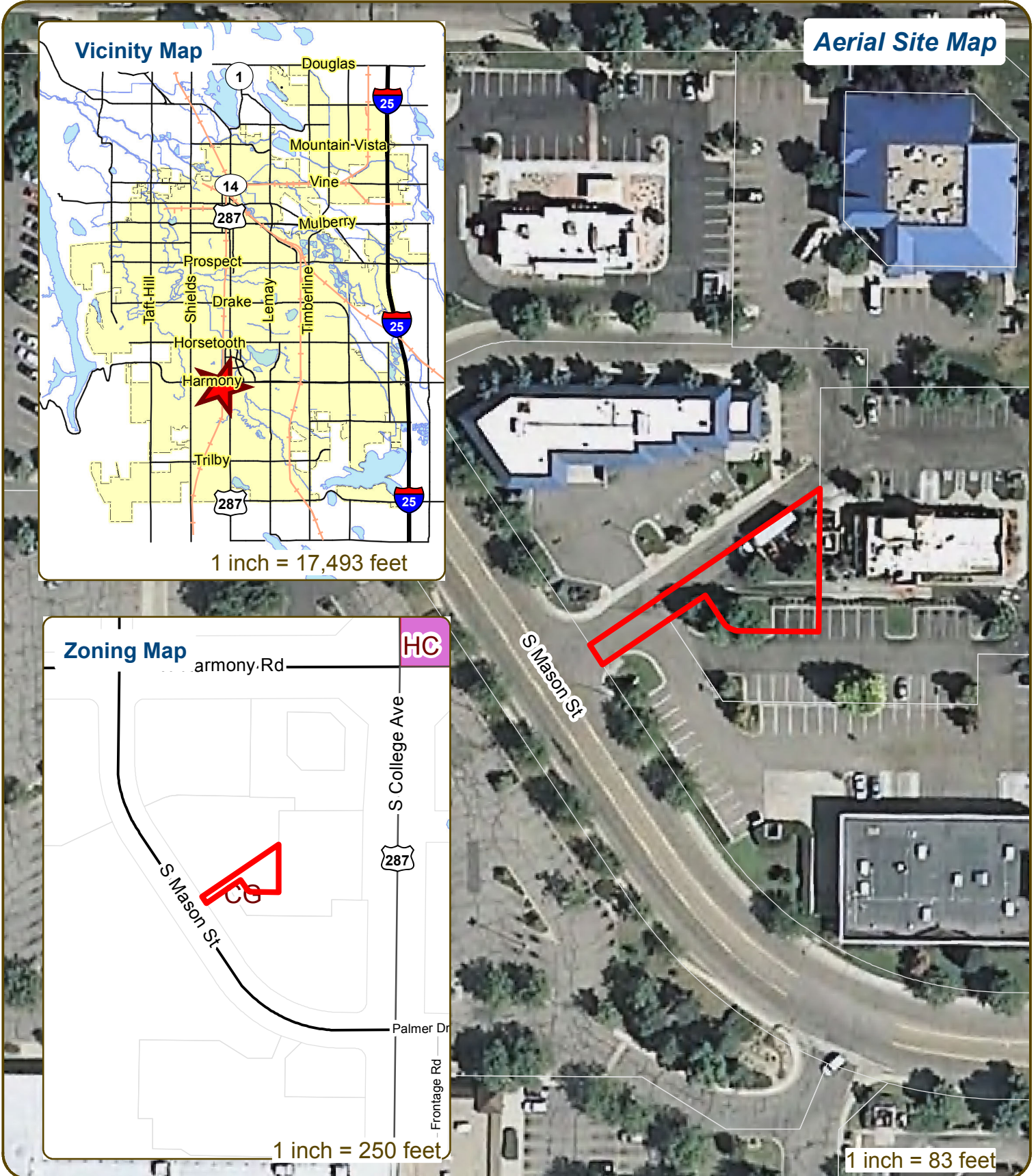
Energy Code Use

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

4618 S Mason - Commercial



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970-224-6134

Development Review Guide - STEP 2 of 8

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)

BRIAN THORSEN (MANAGER OF THE OWNER ENTITY)

Business Name (if applicable) MARY ASSOC. LLC. DBA WESTERN SKIES ASSOC. LLC.

Your Mailing Address 5655 S. YOSEMITE ST. GREENWOOD VILLAGE CO 80113

Phone Number 303 689-7000 Email Address BRIANTHORSEN@HOTMAIL.COM

Site Address or Description (parcel # if no address) Parcel 96021-29-002

Arbore Plaza Shopping Center on S. MASON ST.

Description of Proposal (attach additional sheets if necessary) BUILD A FREE STANDING BUILDING

IN THE ARBORE PLAZA SHOPPING CENTER OF APPROX 1400 SQFT USES:

Food, office, retail, personal services IE. ALL COMMERCIAL USES.

Proposed Use COMMERCIAL/RETAIL USES Existing Use PARKING/DRIVE THRU/OPEN

Total Building Square Footage Approx 1400 S.F. Number of Stories 1 Lot Dimensions 5849 SQFT.

Age of any Existing Structures NONE

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

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

Is your property in a Flood Plain? [] Yes [X] No If yes, then at what risk is it?

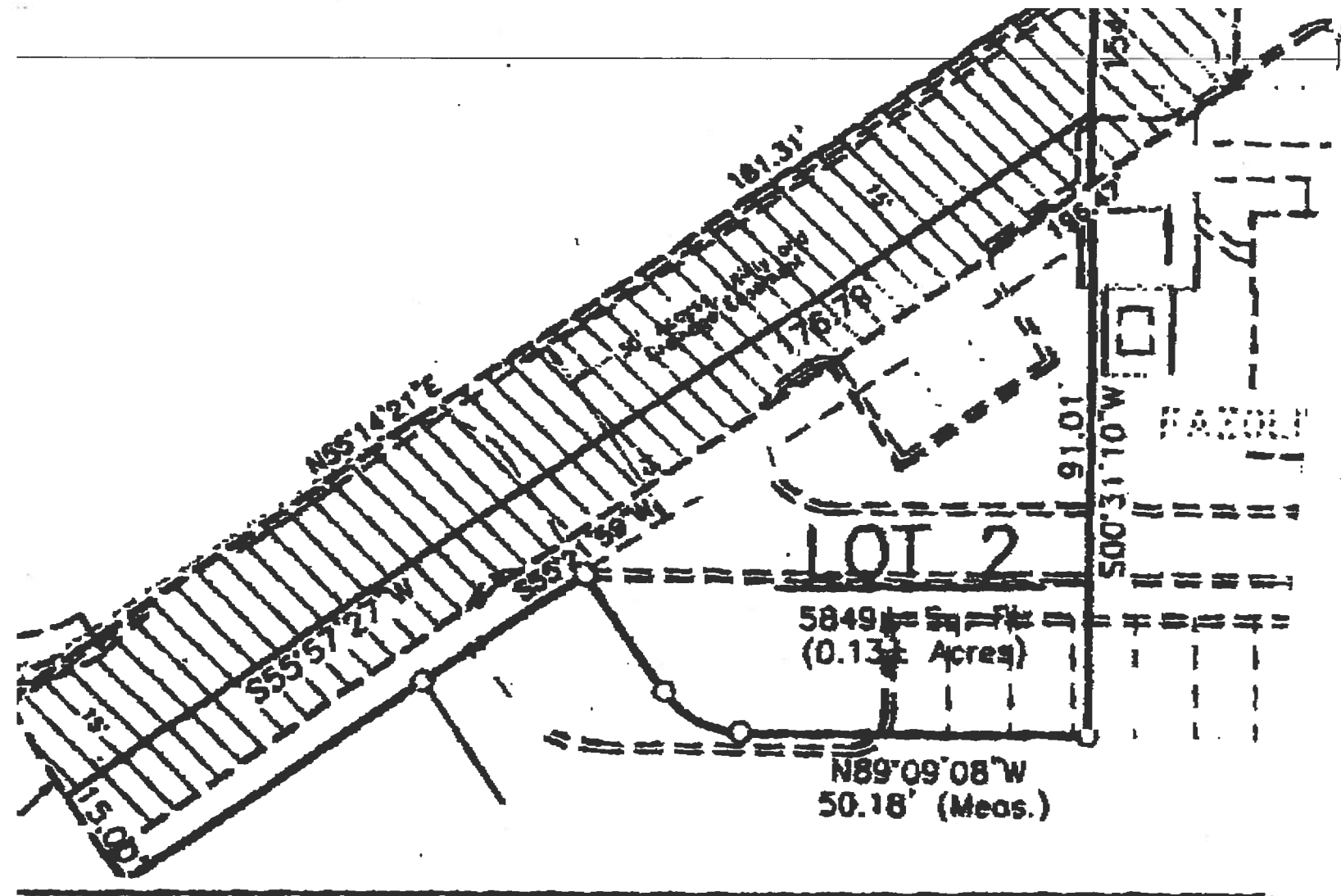
Info available on FC Maps: http://glsweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area Approx 650-700 S.F.

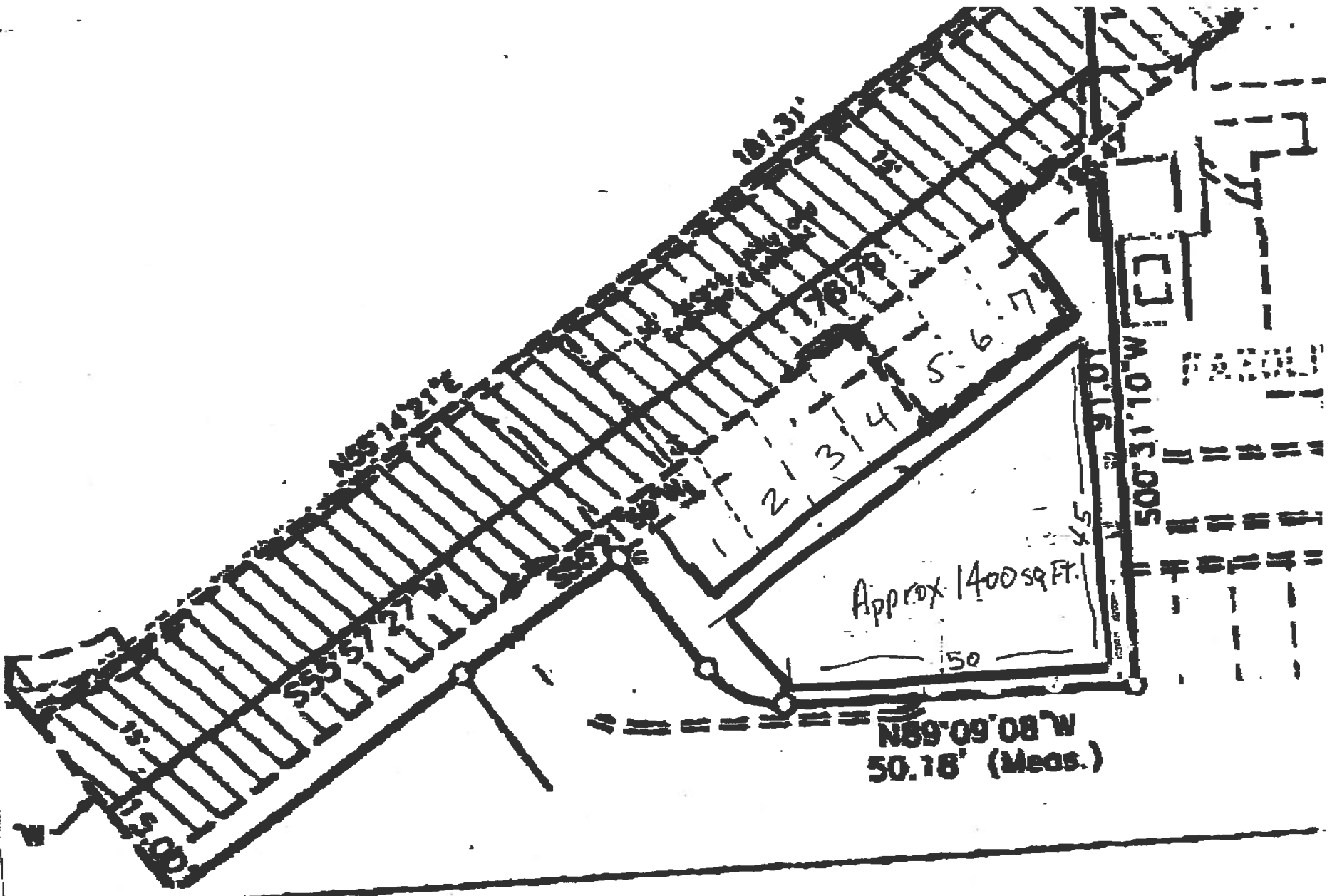
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

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?



existing 6 parking spaces
and Drive Thru



PROPOSED USE

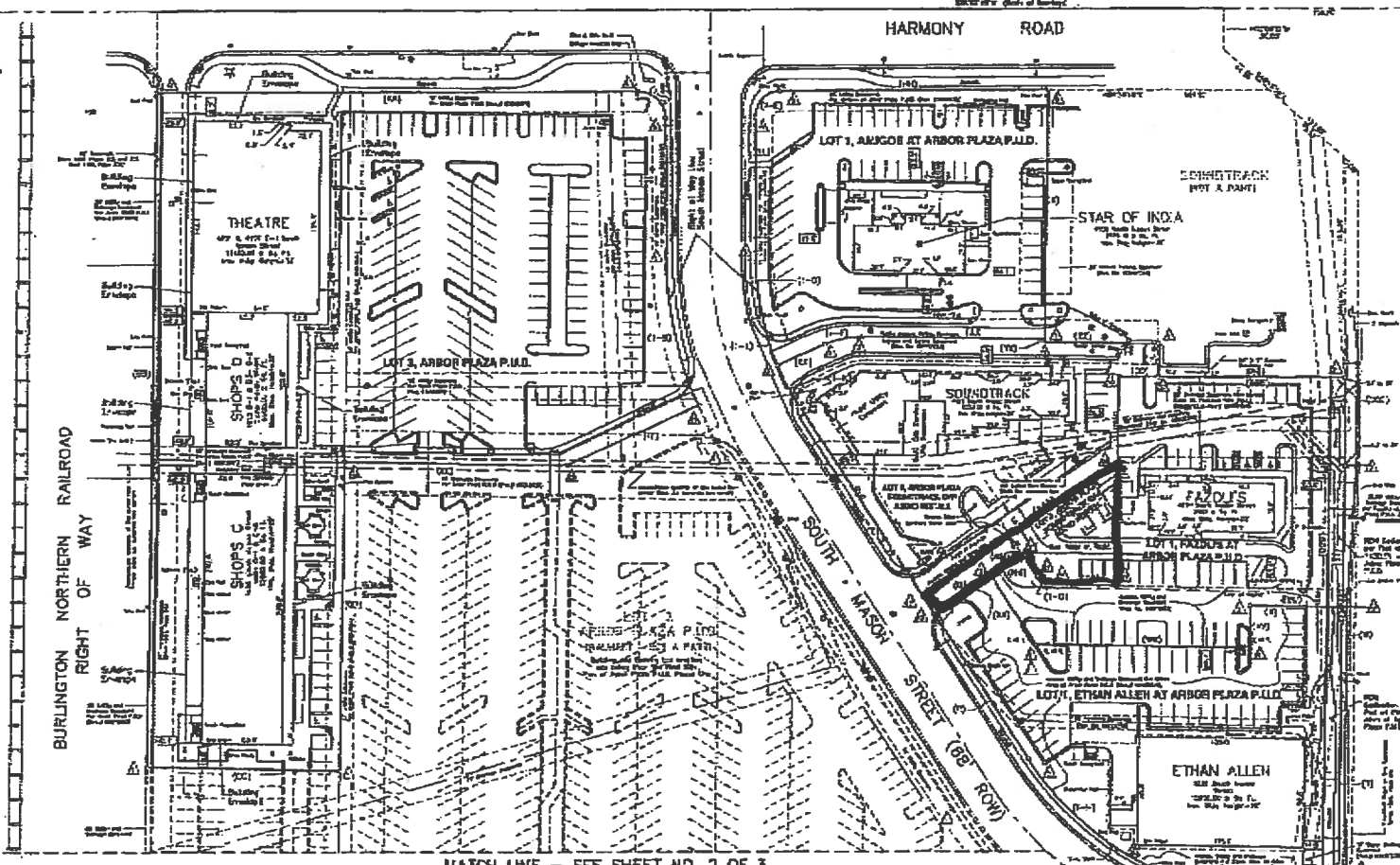
SURROUNDING USES

ALTA / ACSM LAND TITLE SURVEY

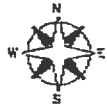
EDMS A PORTION OF ARBOR PLAZA P.L.D., FORT COLLINS, COLORADO SITING IN THE NORTHEAST QUARTER OF THE NORTH-EAST QUARTER OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 65 WEST OF THE 6TH P.M., CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO.

MONUMENTATION LEGEND

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- ▲ - Found 1/2" dia. (1988)
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- ▲ - Found 1/2" dia. (2013)
- ▲ - Found 1/2" dia. (2014)
- ▲ - Found 1/2" dia. (2015)
- ▲ - Found 1/2" dia. (2016)
- ▲ - Found 1/2" dia. (2017)
- ▲ - Found 1/2" dia. (2018)
- ▲ - Found 1/2" dia. (2019)
- ▲ - Found 1/2" dia. (2020)
- ▲ - Found 1/2" dia. (2021)
- ▲ - Found 1/2" dia. (2022)
- ▲ - Found 1/2" dia. (2023)
- ▲ - Found 1/2" dia. (2024)



MATCH LINE - SEE SHEET NO. 2 OF 3



SYMBOL LEGEND

▲ - Survey Pin	○ - Iron Pipe	□ - Iron Reinforced
▲ - Corner of St. Monument	○ - Street Light	□ - Sign
□ - Building and Outlines of Property Line	○ - Storm Man.	□ - Irrigation Access
○ - Water Service	○ - Utility Pole	□ - Park Bench
○ - Storm Drain Manhole	○ - Building Eject Light	○ - Park Sign
○ - Storm Manhole	○ - Fire Hydrant	○ - Truck Sign
○ - Irrigation Facility	○ - Well	○ - Bus Sign

NOTE: All points shown on this plan are assumed to be true unless otherwise noted. The survey was conducted by the City of Fort Collins, Colorado.

INTERMILL LAND SURVEYING, INC. 1511 85TH AVENUE WEST DENVER, COLORADO 80202 TEL: (303) 752-0211 / FAX: (303) 752-0212	CLIENT: MAYNARD FT. COLLINS PARTNERSHIP	PROJECT TITLE: ALTA / ACSM LAND TITLE SURVEY ARBOR PLAZA - FORT COLLINS, COLORADO	SHEET NO.: 3	TOTAL SHEETS: 3	PROJECT NO.: P-03-0457
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Pbarnes@FCGOV.COM



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

October 21, 2013

Brian Thorsen

Mary Assoc. LLC. dba Western Skies Assoc. LLC.

5655 S. Yosemite St.

Greenwood Village, CO 80113

Re: 4618 S Mason - Office/Retail

Description of project: This is a request for a new commercial structure located at 4618 South Mason Street (Parcel # 96021-29-002). The new building would be approximately 1,400 square feet with potential restaurant, office or retail uses. The site is located in the General Commercial (C-G) Zone District. Restaurants, retail or office uses are subject to Administrative (Type 1) review in the C-G 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, Ted Shepard, at 970-221-6343 or tshepard@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Gary Lopez, 970-416-2338, glopez@fcgov.com

1. The legal description is Lot 2 of Arbor Plaza Soundtrack Car Audio Install.
2. The plan clearly impacts the Fazoli's site including their drive up lane which would have to be eliminated at it's west end thus requiring a separate route.
3. Backing out of a parking stall on to the 30' wide pvt. street doesn't appear safe.
4. Sharing of trash enclosures may be necessary on this tight site.

Department: Water-Wastewater Engineering

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

1. Water and wastewater services for this site are provided by the Fort Collins-Loveland Water District and the South Fort Collins Sanitation District. The Districts can be contacted at (970) 226-3104.

Department: Stormwater Engineering

Contact: Glen Schlueter, 970-224-6065, 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 unless there is an increase in imperviousness greater than 1000 square feet. Then 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 or letter 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.
3. When improvements are proposed to an existing developed site and there is an increase in impervious area greater than 1000 square feet, onsite detention is required with a 2 year historic release rate for water quantity. Parking lot detention for water quantity is allowed as long as it is not deeper than one foot. If there is less than 1000 but more than 350 square feet of new impervious area, a site grading plan is required along with the impervious area documentation.
4. 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.
5. 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.
6. The drainage outfall for the site is the large storm drain running East - West just North of this site.
7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/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 Mail Creek Master Plan Update as well the Fort Collins Stormwater Manual.

Department: Fire Authority

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

1. 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: Lindsay Ex, 970-224-6143, 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: Andrew Gingerich, 970-221-6603, agingrich@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. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
9. The proposed site plan appears to be blocking the Drive Thru access for the existing Fazoli's restaurant. Looking at the approved plats for these lots it does not appear that there was an access easement dedicated across this projects lot to provide access to the Drive Thru. If there is such an easement that was dedicated independently of the plats than it should be provided and included on the site plan. Is there any

plans for Fazoli's to continue to take drive thru access through another adjacent lot?

10. The curb return at the southside of the intersection of S. Mason Street and the Driveway is not to ADA Standards and will need to be brought up to standard.

Department: Electric Engineering

Contact: Janet McTague, 970-224-6154, jmctague@fcgov.com

1. There is three-phase power along Mason Avenue, however, the closest three-phase vault is full. If the applicant needs three-phase power, we will need to cut in a new vault at additional expense. If the applicant needs single-phase power, we can pull out the streetlight cable from the adjacent vault that has available capacity and pull in primary cable for the new building. The streetlight would then be fed from the new transformer.
2. Normal development charges and system modification charges, if necessary, will apply.
3. We will need a C-1 form indicating customer capacity needs, who to bill for development charges and to coordinate a transformer location within 10' of a paved surface.
4. There is an existing streetlight along Mason. If the light needs to be relocated, it will be relocated by Light and Power crews at the expense of the developer.

Current Planning

Contact: Ted Shepard, 970-221-6343, tshepard@fcgov.com

1. The building will need to comply with Section 3.5.3 which describes the design standards for commercial buildings.
2. Adding a new building to a shopping center would be considered a Major Amendment. According to the Land Use Code, Major Amendments to approved development plans or site specific development plans approved under the laws of the City for the development of land prior to the adoption of this Land Use Code shall be processed as required for the land use or uses proposed for the amendment as set forth in Article 4 (i.e., Type 1 review or Type 2 review) for the zone district in which the land is located, and, to the maximum extent feasible, shall comply with the applicable standards contained in Articles 3 and 4." Please note that Section 3.2.2, Access Circulation and Parking, requires that the parking and circulation aspects of all developments are well designed with regard to safety, efficiency and convenience for vehicles, bicycles, pedestrians and transit both within the development and to and from surrounding areas. As proposed, the blocking of the existing Fazoli's drive-through lane would violate this standard. To remedy this deficiency, please work with Fazoli's to provide an alternative drive-through lane location that is acceptable to all parties.
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. 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.

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.

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