

# Conceptual Review Agenda

Schedule for 10/19/15 to 10/19/15

281 Conference Room A

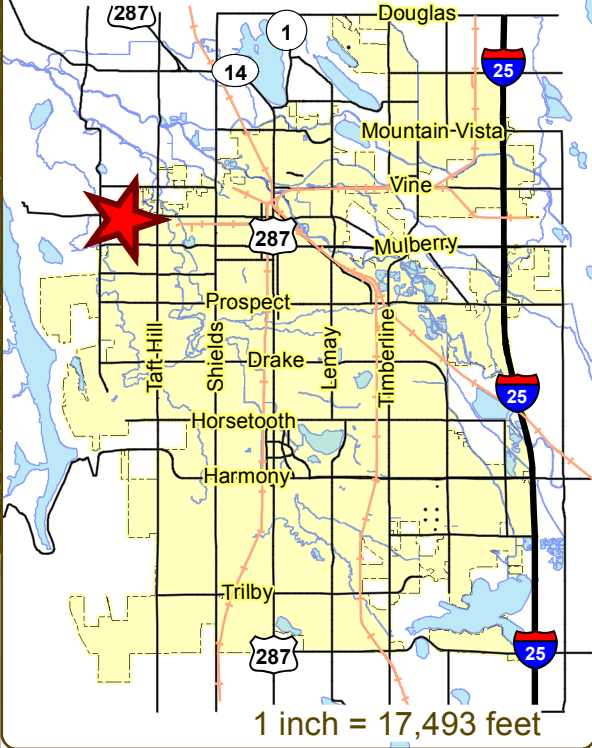
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## Monday, October 19, 2015

Time	Project Name	Applicant Info	Project Description	Planner
9:30	2420 Laporte Ave - Plat CDR150070	Park Sutton (970) 218-4876 <a href="mailto:parksutton@comcast.net">parksutton@comcast.net</a>	This is a request to plat the lot at 2420 Laporte Ave (parcel #9709103914). As part of the platting process, the existing church wishes to construct a new parking lot. The parking lot will contain 63 spaces. The parcel is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This proposal will be subject to Administrative (Type I) review.	Clay Frickey
10:15	810 N College Ave – Retail Marijuana Store and Cultivation Facility CDR150071	Mike Sickbert (303) 443-1585 <a href="mailto:mike@saboulder.com">mike@saboulder.com</a>	This is a request to locate a medical marijuana sales and grow facility at 810 N College Ave (parcel #9701300035). The shed and a portion of the existing building will be demolished to build a 3,500 sq. ft. addition. The proposal shows 18 parking spaces that will serve the development. The site is located in the Service Commercial (CS) zone district. This proposal will be subject to Administrative (Type I) review.	Ryan Mounce
11:00	903 Buckingham St - Wireless Telecommunications Facility CDR150072	Ken Bradtke (303) 448-8896 <a href="mailto:kbradtke@atlastowers.com">kbradtke@atlastowers.com</a>	This is a request to build a wireless telecommunications facility at 903 Buckingham St (parcel #9712159001). The tower will be 85 feet in height and will be located in the southeast corner of the site. There will also be an accompanying 50' x 50' fenced facility with ground equipment. The site is located in the Industrial (I) zone district. This proposal will be subject to Administrative (Type I) review.	Clay Frickey

# 2420 Laporte Ave Plat

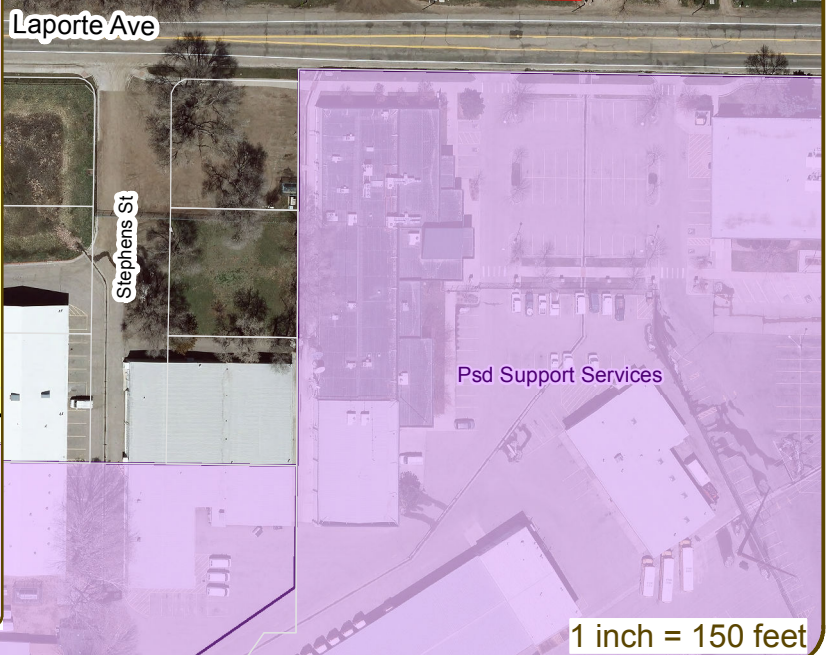
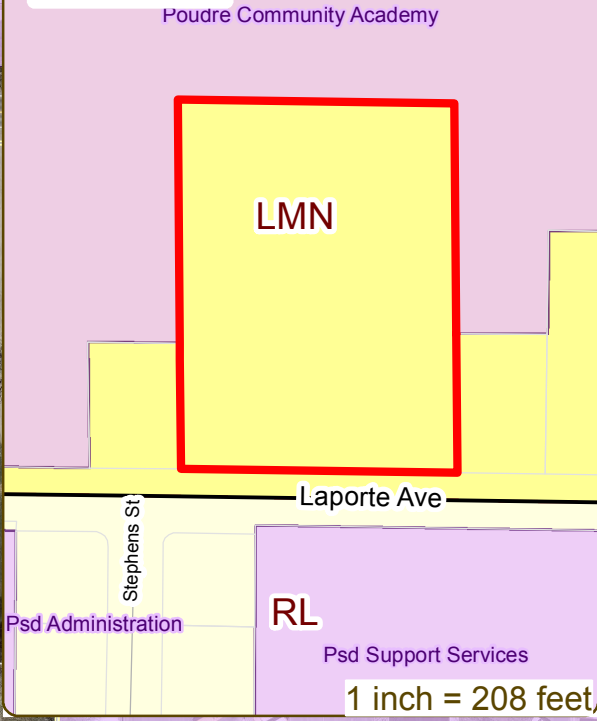
Vicinity Map



Aerial Site Map



Zoning Map



1 inch = 150 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) \_\_\_\_\_

Park Sutton

Business Name (if applicable) \_\_\_\_\_ Calvary Baptist Temple

Your Mailing Address \_\_\_\_\_ 2420 Laporte ave

Phone Number \_\_\_\_\_ 970-218-4876 Email Address \_\_\_\_\_ Parksutton@comcast.net

Site Address or Description (parcel # if no address) \_\_\_\_\_

2420 Laporte Ave

Description of Proposal (attach additional sheets if necessary) \_\_\_\_\_ Paving existing gravel

parking lot

Proposed Use \_\_\_\_\_ parking Existing Use \_\_\_\_\_ parking

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

Age of any Existing Structures \_\_\_\_\_ 40 years

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

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

Is your property in a Flood Plain?  Yes  No If yes, then at what risk is it? \_\_\_\_\_

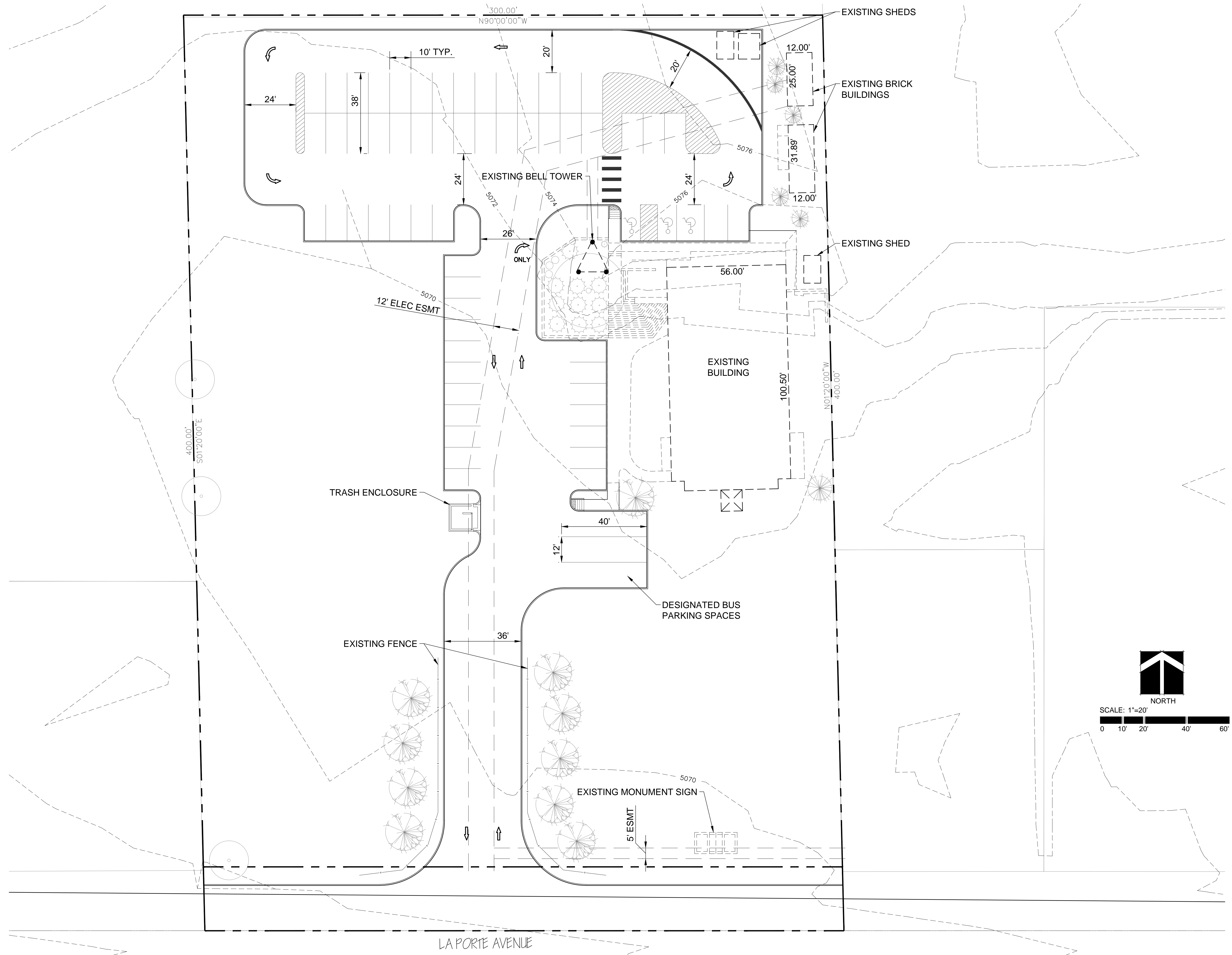
Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area \_\_\_\_\_ S.F.

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

Suggested items for the Sketch Plan:

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?



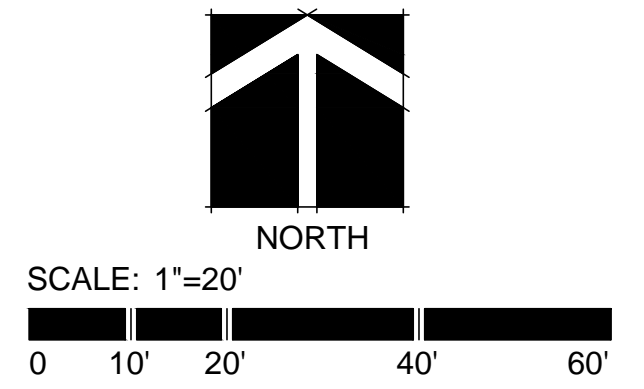
OWNER:  
 CALVARY BAPTIST TEMPLE  
 ATTN: PASTOR PARK SUTTON  
 2420 LAPORTE AVENUE  
 FORT COLLINS, CO  
 970-218-4876

**CALVARY BAPTIST TEMPLE**  
 PARKING LOT PAVEMENT PROJECT

2420 LAPORTE AVENUE  
 FORT COLLINS, COLORADO

PROJECT INFORMATION:  
 PROJECT NUMBER:  
 DATE: AUG 15, 2015  
 PHASE: CONCEPT

REVISIONS:



SHEET TITLE:  
**PARKING LOT PAVEMENT**

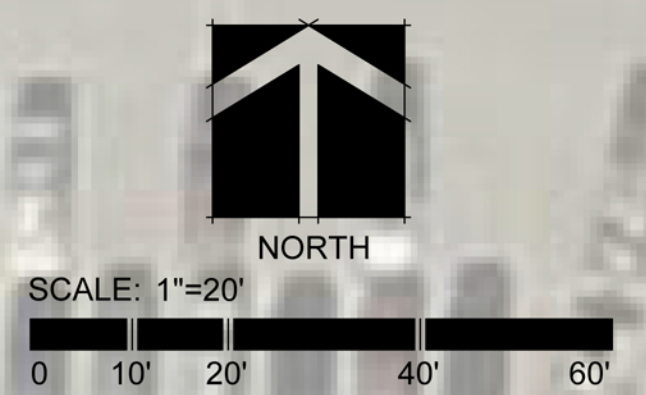
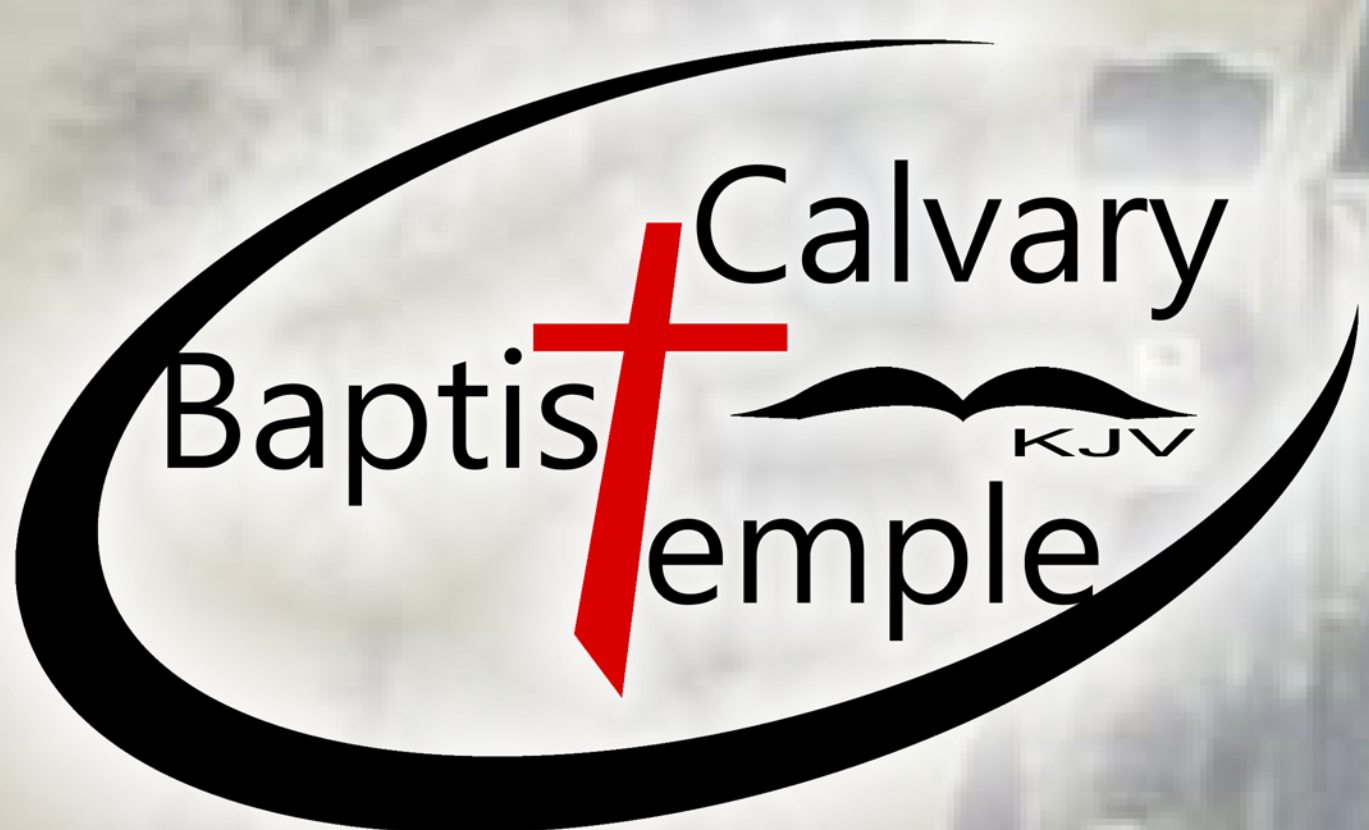
SHEET NUMBER:

**1**

# PROPOSED PARKING LOT



LA PORTE AVENUE









October 26, 2015

Park Sutton  
Calvary Baptist Church  
2420 Laporte Ave  
Fort Collins, CO 80521

**Re:** 2420 Laporte Ave - Plat

**Description of project:** This is a request to plat the lot at 2420 Laporte Ave (parcel #9709103914). As part of the platting process, the existing church wishes to construct a new parking lot. The parking lot will contain 63 spaces. The parcel is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This proposal will be subject to Administrative (Type I) review.

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

**Comment Summary:**

**Department: Zoning**

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

1. While there are a sufficient number of HC parking stalls the most eastern stall doesn't comply as there is no hatched out area adjacent to the stall for access onto. A ramp for it may also be a question.
2. The property isn't platted. If this conceptual review leads to formal development review process then platting of the property will be required.
3. The some parking area islands don't appear to be landscaped.
4. A formal landscape plan is required listing species, sizes, etc.
5. The submittal will at least need notes on the site plan concerning the lighting.
6. A sidewalk from the main entrance to the building to the public sidewalk will need to be included.
7. Bike racks will need to be installed at the ratio of 1 per 3000 sf of building with a minimum of 4 spaces.



**Department: Water-Wastewater Engineering**

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

1. It does not appear there will be any modifications to the water or sewer service to the site with this proposal. If that changes, please coordinate with Water Utilities Engineering.

**Department: Stormwater Engineering**

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

1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
2. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. There is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
3. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate for new impervious area.
4. 50% of the new impervious 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 are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Standard operating procedures (SOPs) for all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
6. Per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
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 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 West Vine Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

**Department: Fire Authority**

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

## 1. FIRE LANES

Fire access is required to within 150' of all portions of the building. Fire access cannot be measured from an arterial road and the existing building is considered out of access. In order to meet minimum code standards, an Emergency Access Easement will be needed in conjunction with the parking lot design and upgrade. Code language and fire lane specifications provided below.

> IFC 503.1.1: Approved fire Lanes shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. When any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access, the fire code official is authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

### FIRE LANE SPECIFICATIONS

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

- > Shall be designated on the plat as an Emergency Access Easement.
  - > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
  - > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
  - > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
  - > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
  - > Be visible by painting and/or signage, and maintained unobstructed at all times.
  - > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details.
- International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

## 2. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. A hydrant is required within 300' of the A-3 occupancy as measured along the path of vehicle travel. Currently the building is considered non-compliant as the closest fire hydrant is approximately 800' from the building, exceeding the maximum allowable distance by approximately 500'. As no exterior changes are being proposed for the building itself and no addition or square footage is being added, the distance to hydrant is accepted as a pre-existing condition, however the applicant should be aware that any future development on the site is likely to prompt the addition of a hydrant, at that time. Code language provided below.

> IFC 508.1 and Appendix B: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500

gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.

### 3. PREMISE IDENTIFICATION

From limited information available at time of project review, it does not appear that the building address is posted and visible from the street. Additional information is requested or the condition will need to be corrected along with the parking lot upgrade. Code language provided below.

> IFC 505.1: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible, visible from the street or road fronting the property, and posted with a minimum of six-inch numerals on a contrasting background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

## Department: Environmental Planning

Contact: Kelly Kimple, , [kkimple@fcgov.com](mailto:kkimple@fcgov.com)

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat or feature (riparian forest to the west and ditch to the north). However, as there is an intervening parcel to the west and the standard buffer for the ditch would only apply to a small part of this property, the ECS is waived for this site. Additional plantings though are recommended along the northern edge of the parking area, as well as LID treatments when applicable, to screen and complement the natural feature in accordance with Article 3.2.1 (E)(2)(3) of the Land Use Code.
2. The applicant should make note of Article 3.2.1(C) that requires developments to submit a landscape and tree protection plan, and if receiving water service from the City, an irrigation plan, that: "...(4) protects significant trees, natural systems, and habitat, and (5) enhances the pedestrian environment". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (970-221-6361 or [tbuchanan@fcgov.com](mailto:tbuchanan@fcgov.com)) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
3. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens and has many sustainability programs and goals that may benefit your project. Of particular interest may be the:
  1. Green Building and the Climate Action Plan:  
<http://www.fcgov.com/enviro/green-building.php>, contact Tony Raeker at 970-416-4238 or [traeker@fcgov.com](mailto:traeker@fcgov.com)
  2. Design Assistance Program:  
<http://www.fcgov.com/utilities/business/conserves/rebates-incentives/integrated-design-assistance/>, contact Crystal Shafii at 970-221-6766 or [cshafii@fcgov.com](mailto:cshafii@fcgov.com)

Please consider the City's sustainability goals and ways for your development to engage with these efforts.

4. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(3), requires that you use low-water-use plants and grasses in your landscaping or re-landscaping and reduce bluegrass lawns as much as possible.

**Department: Engineering Development Review**

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

1. At such time you expand the building, 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 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>
4. This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project. This shall including the standard utility easements that are to be provided behind the right-of-way (15 foot along an arterial, 8 foot along an alley, and 9 foot along all other street classifications). Laporte Ave is currently identified as a 2-lane arterial on the master street plan and additional right-of-way will need to be dedicated with the plat to meet the half right-of-way of 42 feet.
5. The project will need to design the roadway improvements along the frontage of the property (including the required preliminary off-site design) and install curb, gutter, sidewalk and asphalt improvements along the frontage of the property.
6. The existing sign will need to be relocated if it ends up being within the right-of-way being dedicated.
7. The current driveway location doesn't meet spacing requirements from other existing driveways. This is something that will need to be looked and discussed with our Traffic Operations folks.
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. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed. As the parking is laid out on the plan that was submitted this is being met.
11. Any rain gardens within the right-of-way cannot be used to treat the development/ site storm runoff. We can look at the use of rain gardens to treat street flows – the design standards for these are still in development.
12. In regards to construction of this site. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

**Department: Electric Engineering**

**Contact: Tyler Siegmund, 970-416-2772, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

1. Light & Power has an existing duct bank running along Laporte Ave adjacent to this site. Any relocation or modification to existing electric facilities will be at the developer's expense.

2. If the applicant anticipates any change to their existing electric service please contact Light & Power Engineering at 970-221-6700 to discuss.

## Planning Services

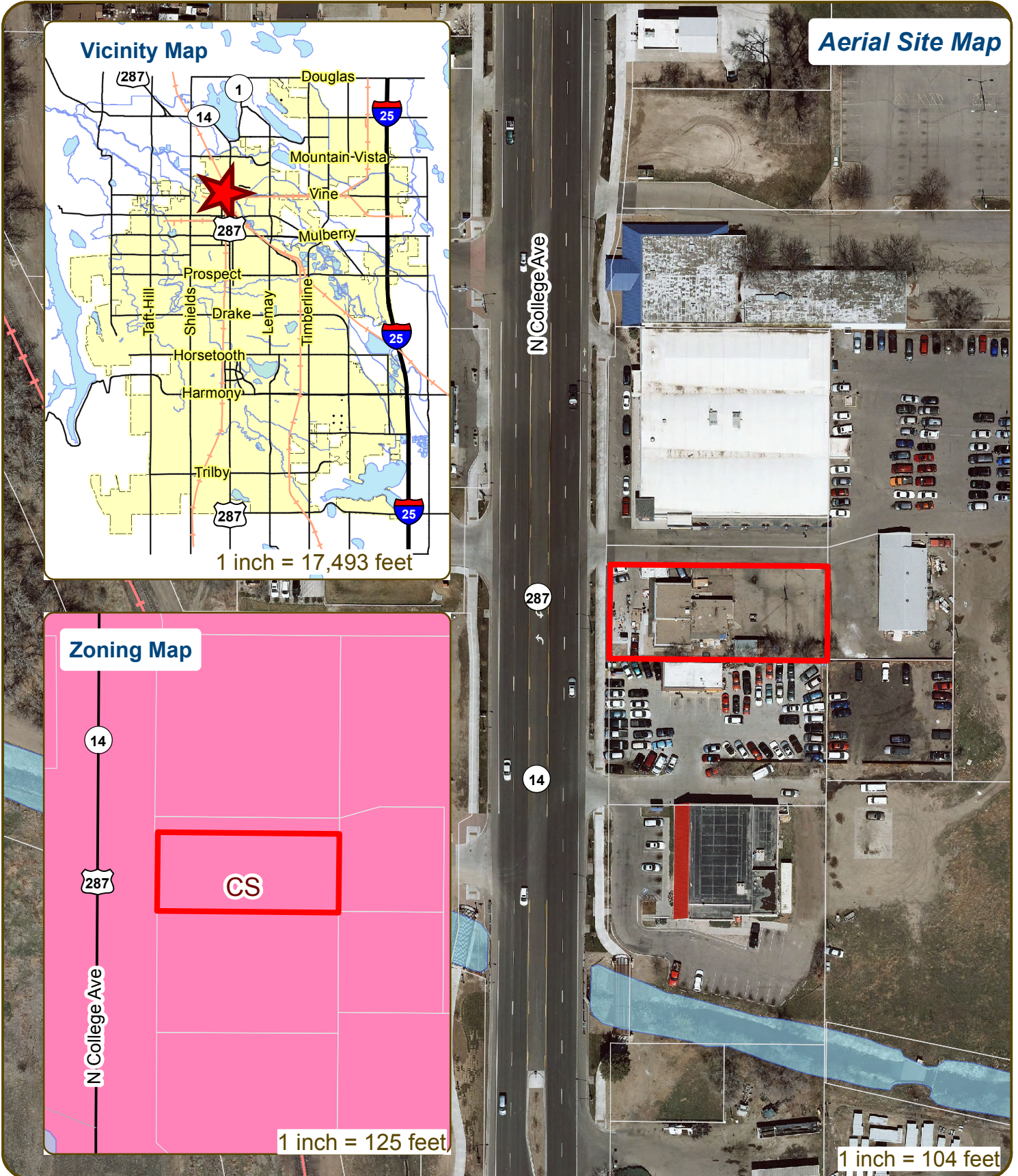
Contact: Clay Frickey, 970-224-6045, [cfrickey@fcgov.com](mailto:cfrickey@fcgov.com)

1. What is the floor area of the main building? This will help to determine what the maximum amount of parking spaces you will be allowed to build. If the floor area is 5,829 sq. ft. as indicated on the Larimer County Assessor's data, then the maximum number of parking spots based on the floor area of the church and two accessory structures will be 27 per Land Use Code section 3.2.2(K)(1)(h). Your proposal shows 64 parking spaces, which vastly exceeds the maximum. You will need to seek a modification for your proposed parking lot.
2. 6% of the interior of the parking area is required to be landscaped per Land Use Code section 3.2.1(E)(5). Please demonstrate how the proposed parking area meets this requirement.
3. You will also need to provide landscaped screening and trees around the parking area to meet code section 3.2.1(E)(4).
4. Please submit a landscape plan that shows how your proposal meets the landscaping requirements. Land Use Code section 3.2.1 outlines most of the landscaping requirements.
5. It appears the trash and recycling enclosure is proposed on top of an electric utility easement. Staff recommends moving the enclosure away from this easement as the enclosure must be located on a concrete pad. Locating this enclosure away from the easement will ensure that you won't have to rebuild the pad and enclosure if the electric company needs to dig in that area of the easement.
6. Please show how the trash and recycling enclosure can be accessed without using the main service gates on your site plan.
7. Please also submit elevations of the proposed trash and recycling enclosure. The enclosure should be constructed with high quality materials and should screen the dumpsters from public view per Land Use Code section 3.2.5(C)(5).
8. Your formal submittal will need to include a photometric plan that shows the lighting levels for the parking area. The average minimum lighting level of the parking area is 1 foot candle. All proposed lights need to be fully shielded and have sharp cut-off capability. If you are proposing LED lights, please use lights with a color temperature below 3,000 Kelvin.
9. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
10. Please see the Development Review Guide at [www.fcgov.com/drg](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.
11. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.

- 12.** If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
- 13.** Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
- 14.** The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
- 15.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

# 810 N College Ave

## Retail Marijuana Sales and Cultivation Facility



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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) \_\_\_\_\_

Owner: Speidell Real Estate Group, 700 17th St., Denver, CO 80202

Architect: Sickbert & Associates, 5375 Pennsylvania Ave., Boulder, CO 80303

Business Name (if applicable) The Green Solution

Your Mailing Address Consultant: Mike Sickbert, Sickbert & Associates, 5375 Pennsylvania Ave, Boulder, CO 80303

Phone Number 303-443-1585 Email Address mike@saboulder.com

Site Address or Description (parcel # if no address) 810 N. College Ave.

Description of Proposal (attach additional sheets if necessary) \_\_\_\_\_

Partial demolition and addition of an existing one story retail building.

Work includes demolition of detached shed and provisions for additional parking.

Proposed Use Retail & Medical Marijuana Sales Existing Use Medical Marijuana Sales & Grow Facility

existing: 2,218

Total Building Square Footage proposed: 4,700 S.F. Number of Stories 1 Lot Dimensions 230' X 75'

Age of any Existing Structures 63 Years

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? [X] Yes [ ] No If yes, then at what risk is it? Zone AE 100 yr.

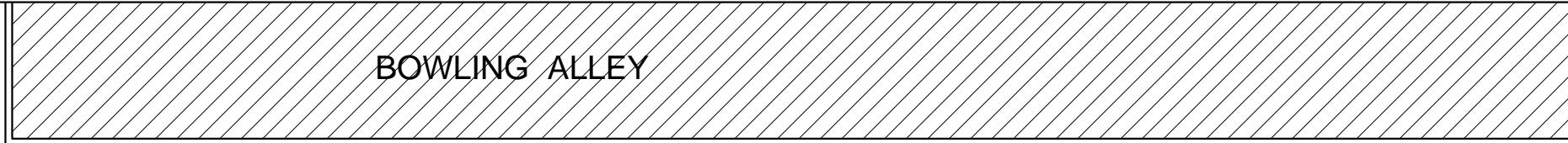
Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area site is completely paved zero 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?



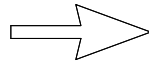
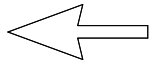


BOWLING ALLEY

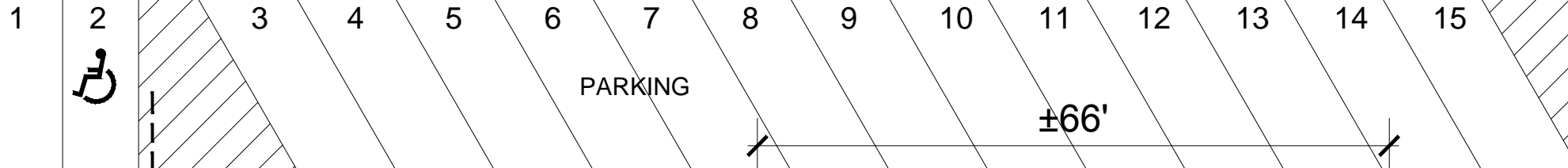
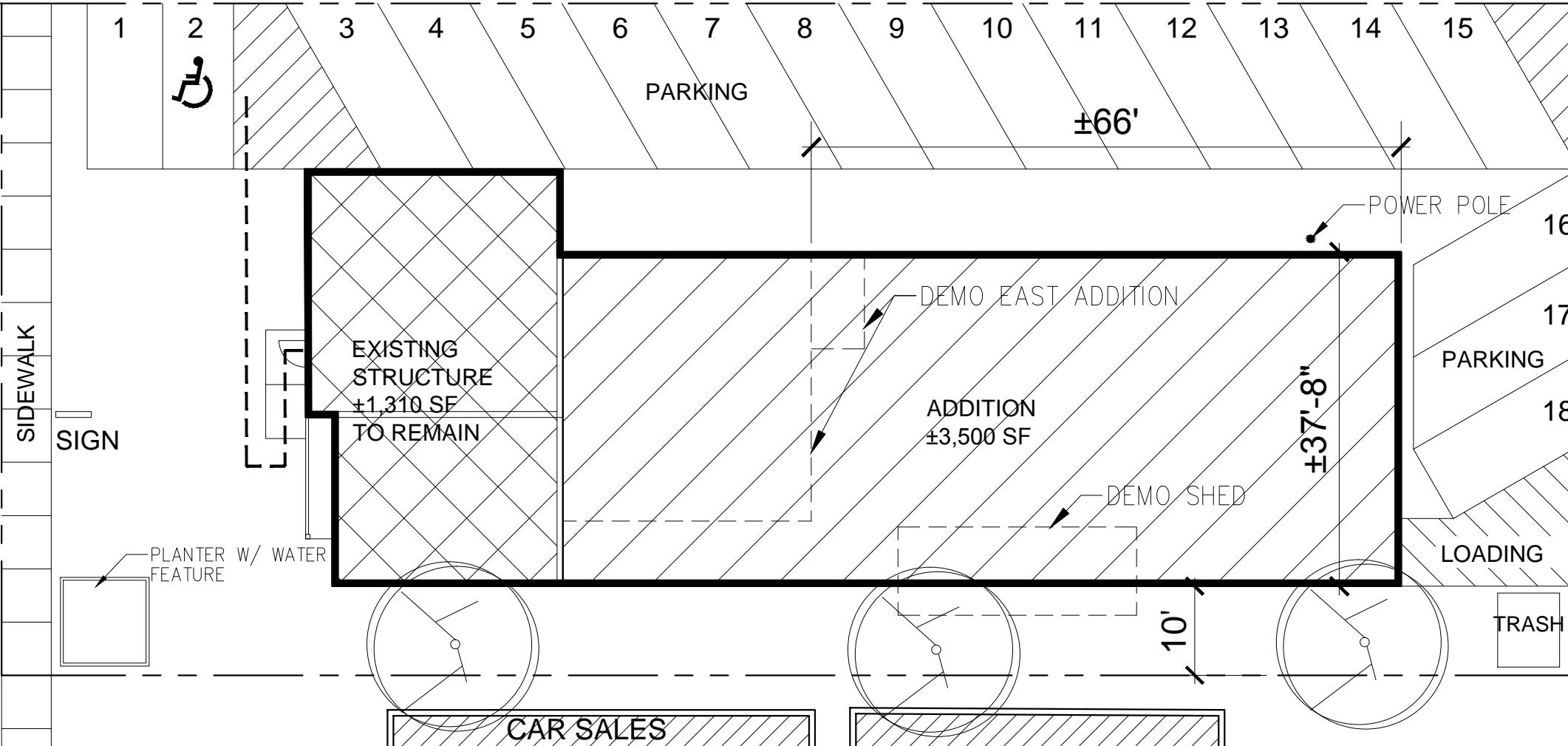


SHARED  
SITE ACCESS

SHARED DRIVE

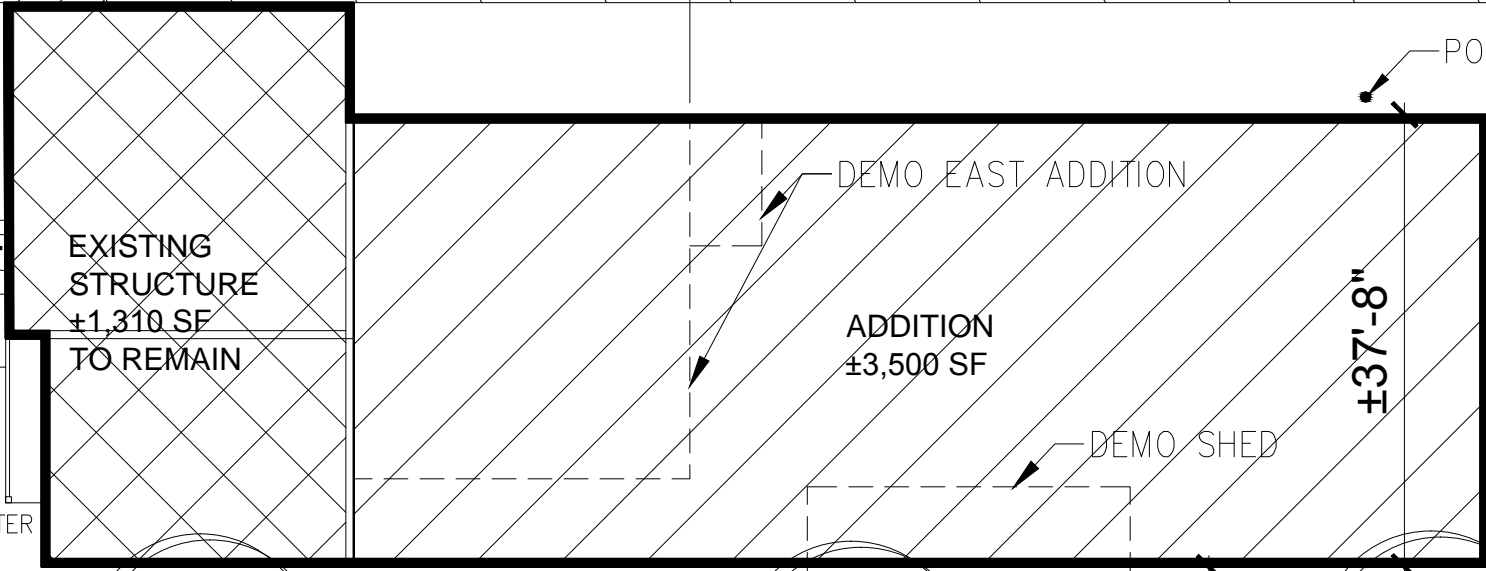


NORTH COLLEGE AVENUE



PARKING

±66'



EXISTING  
STRUCTURE  
±1,310 SF  
TO REMAIN

ADDITION  
±3,500 SF

DEMO EAST ADDITION

DEMO SHED

POWER POLE

±37'-8"

PARKING

LOADING

TRASH

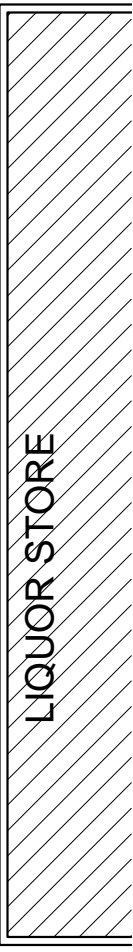
SIDEWALK

SIGN

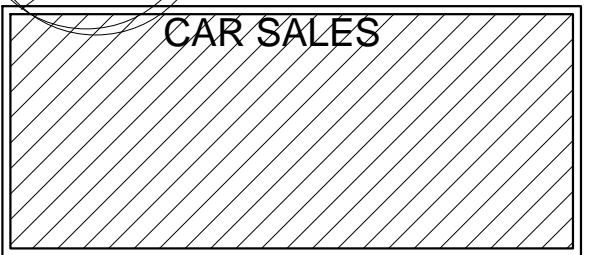
PLANTER W/  
WATER  
FEATURE



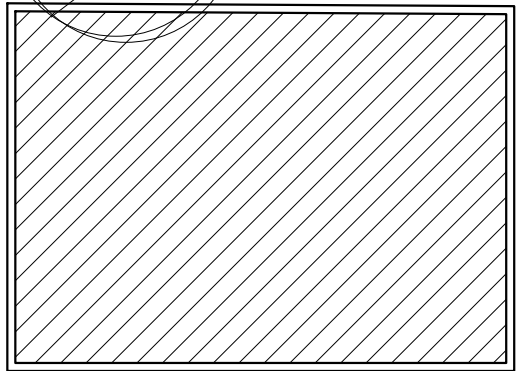
SHARED DRIVE



LIQUOR STORE



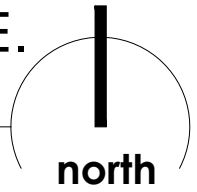
CAR SALES



CONCEPT PLAN  
810 N. COLLEGE AVE.  
FORT COLLINS

1/16"=1'-0"

9/11/15



north

BUILDING FOOTPRINT: ±4,870 SF (WITH ADDITION)  
PARKING PROVIDED: 18 CARS (3.75 PER 1,000)



January 05, 2016

Mike Sickbert  
Sickbert & Associates  
5375 Pennsylvania Ave  
Boulder, CO 80303

**Re:** 810 N College Ave – Retail Marijuana Store and Cultivation Facility

**Description of project:** This is a request to locate a medical marijuana sales and grow facility at 810 N College Ave (parcel #9701300035). The shed and a portion of the existing building will be demolished to build a 3,500 sq. ft. addition. The proposal shows 18 parking spaces that will serve the development. The site is located in the Service Commercial (CS) zone district. This proposal will be subject to Administrative (Type I) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Ryan Mounce, at 970-224-6186 or [rmounce@fcgov.com](mailto:rmounce@fcgov.com).

**Comment Summary:**

**Department: Zoning**

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

1. Engineering may not permit the 1st three parking stall including the HC stall. Either way a better location for the HC space is required considering back up conflicts with vehicles accessing the property off N College.
2. A landscaping plan is required. A couple of landscaping island should be considered to break up what is already a sea of asphalt. If parking in front of the building is eliminated the code requires that much of the asphalt be removed and replaced with grass/landscaping.
3. What is the condition of the trash enclosure. It seems by scale to be small. Trash enclosures must meet LUC 3.2.5.
4. The addition could be on the West side of the existing structure also.
5. All mechanical equipment (vents, flues, boxes conduit, RTU and so forth) have to be screened on all sides.
6. Need to create a Sidewalk from the main entrance to the public sidewalk.
7. Vehicle use areas (drives aisles and parking spaces) require f 5ft landscape setback from interior property lines.

8. The property is not platted and will be required to Plat.

**Department: Water-Wastewater Engineering**

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

1. It appears there will be no changes to the water or sewer service with this proposal. If that changes, please coordinate with Water Utilities Engineering.

**Department: Stormwater Engineering**

**Contact: Heidi Hansen, 970-221-6854, [hhansen@fcgov.com](mailto:hhansen@fcgov.com)**

1. 1. This property is located in the FEMA-regulated, 100-year Poudre River flood fringe and must comply with the safety regulations of Chapter 10 of City Municipal Code. A FEMA Flood Risk Map is attached.
2. 2. Construction of a nonresidential addition is allowed in a FEMA 100-year flood fringe, as long as the lowest finished floor of the building, and all duct work, heating, ventilation, electrical systems, etc. are elevated 24-inches above the Base Flood Elevation (BFE). This elevation is known as the Regulatory Flood Protection Elevation (RFPE).  $RFPE = BFE + 24\text{-inches}$ . An approved FEMA Elevation Certificate, completed by a licensed surveyor or civil engineer and showing that the addition is constructed to the required elevation, is required post-construction prior to a Certificate of Occupancy (CO) being issued
3. 3. In lieu of elevating the addition, it may be possible to floodproof the building. When more detail regarding this project is available, we can determine if floodproofing is a feasible option. If that option is available, 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. 4. If the cost of remodeling the existing structure will be over 50% of the value of the existing structure (the structure only, not including land or use value) this would constitute a "substantial improvement" and the existing structure must be brought into compliance with the floodplain regulations. The existing structure would need to be either elevated or floodproofed to 24-inches above the Base Flood Elevation (BFE). Substantial improvement is a cumulative value meaning that any previous building permits for remodels and improvements are added to the current one to see if the 50% threshold is exceeded. It appears that there have been 3 previous permits totaling \$14,300 and the assessor is showing a value for the structure of \$122,000 this means that the current improvements cannot total more than \$46,700 without exceeding the substantial improvement threshold and bringing the existing building into compliance. Please contact staff for guidance on options for determining the structure's value as well as the costs that must be included in the substantial improvement determination.
5. 5. Life-safety and emergency response critical facilities are not allowed in any portion of any Poudre River floodplain. Hazardous materials are not permitted in the 100-year floodplain.
6. 6. Floatable materials including trash dumpsters, vehicles, trailers, equipment, supplies, outdoor furniture (i.e. benches, tables), etc. related to non-residential uses are prohibited in the 100-year floodplain. All floatable materials, including any existing floatable materials located onsite, must be stored inside a building, be anchored per an approved engineered design or be located outside of the 100-year floodplain. This restriction does not apply to employee and customer vehicles parked on the site during business hours with an owner

onsite to move the vehicle.

7. 7. Because this project is located in the Poudre River floodplain, the developer will be required to have an Emergency Response Preparedness Plan approved prior to starting construction.
8. 8. Alternatively, the property owner has the option of obtaining a survey of the property and if the existing ground around the building and addition is higher than the Base Flood Elevation a Letter of Map Amendment (LOMA) can be applied for through FEMA which would remove the building area from the floodplain and no additional floodplain construction requirements would apply for the structure. No permits could be issued before the LOMA was approved by FEMA. Floodplain Permits may still be required for site work outside of the LOMA area (areas still considered to be within the floodplain).
9. 9. FEMA has begun to remap the Poudre River. They are calling this RiskMAP, and it will be a multi-year project. Property owners near the river need to be aware that the floodplain may be remapped and may change on their property. We are encouraging you to consider elevating the structure as much as possible. We are providing you this information to help you plan for possible future changes in the floodplain mapping.
10. 10. Any construction activities in the flood fringe (e.g. structure, sidewalk or curb & gutter installation/replacement, utility work, landscaping, etc.) must be preceded by an approved floodplain use permit, the appropriate permit application fees, and approved plans. The permit form can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
11. 11. Development review checklists for floodplain requirements can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Please utilize these documents when preparing your plans for submittal. Contact Beck Anderson of Stormwater Master Planning at [banderson@fcgov.com](mailto:banderson@fcgov.com) for floodplain CAD line work, as required per the floodplain development review check list.
12. 12. Please contact Heidi Hansen with any questions about these comments or to schedule a meeting to discuss any requirements for development in the floodplain. [hhansen@fcgov.com](mailto:hhansen@fcgov.com) 970-221-6854.
13. 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>)
14. Per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
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 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. This site is located within the Northeast College Corridor Outfall (NECCO) area, and as such, there are generally two requirements:
- The site will be assessed NECCO system charges for its portion of the NECCO pond and outfall system. The fees would be due prior to receiving a building permit.
  - This site is situated in basin 517 of the NECCO drainage basins, and will be required to restrict the amount of runoff to existing conditions if re-developed. Water quality will be provided in the regional pond and doesn't need to be provided onsite.
17. The design of this site must conform to the drainage basin design of the Dry Creek Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

**Department: Fire Authority**

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

**1. FIRE CONTAINMENT**

From the information provided, the proposed addition will create a building with an area of +/- 4810 sq. ft. Should the building exceed 5000 square feet, it will be required to 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.

**2. FIRE LANES**

Fire access is required to within 150' of all exterior portions of the building perimeter. Fire access cannot be measured from an arterial road (in this case, College Ave). If the shared access drive on the north side of the building is currently dedicated for Emergency Access, documentation of such is required to be included in future plan sets. If no Emergency Access Easement has been dedicated previously, one will be required at this time or the building will be required to be equipped with a fire sprinkler system. Code language provided below.

> IFC 503.1.1: Approved fire Lanes shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. When any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access, the fire code official is authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

**3. WATER SUPPLY**

A hydrant is required within 300' of the building. The existing utility infrastructure already available in the area indicates that this code requirement has been met. Applicant to verify hydrant location, volume and pressure. Code language provided below.

> IFC 508.1 and Appendix B: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building.

**4. GROW FACILITIES**

Grow facilities for marijuana must meet minimum fire hazard and exit requirements. The applicant is responsible for obtaining and completing a "Marijuana Check Sheet". The check sheet is available from the the City of Fort Collins at such time a business permit is obtained. The completed check sheet is to be returned to the Poudre Fire Authority as directed. This document will be reviewed with the applicant at time of final inspection. For more information, contact PFA Captain Michal Jaques at 416-2863.

**Department: Environmental Planning**

**Contact: Kelly Kimple, 970-416-2401, [kkimple@fcgov.com](mailto:kkimple@fcgov.com)**

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (Lake Canal Ditch). However, as there are intervening parcels between the ditch and this property, and the standard buffer would not extend to this project's parcel, the ECS is waived for this site. However, please consider the use of native plants and grasses to complement the natural feature, in accordance with Article 3.2.1 (E)(2) (3) of the Land Use Code.
2. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens and has many sustainability programs and goals that may benefit your project. Of particular interest may be the:
  1. Green Building and the Climate Action Plan: [fcgov.com/enviro/green-building.php](http://fcgov.com/enviro/green-building.php), contact Tony Raeker at 970-416-4238 or [traeker@fcgov.com](mailto:traeker@fcgov.com)
  2. Integrated Design Assistance Program: [fcgov.com/idap](http://fcgov.com/idap), contact Gary Schroeder at 970-224-6003 or [gschroeder@fcgov.com](mailto:gschroeder@fcgov.com)

Please consider the City's sustainability goals and ways for your development to engage with these efforts.

**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. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project.
4. A repay is due for the developments local street portion of the improvements that were installed along the frontage of the property. In addition the development is responsible for reimbursing the city for the costs of any right-of-way purchased along the frontage of the property.
5. The property is not platted and will need to include a plat as a part of the application.
6. It looks as if access to the property and to the parking is off of the adjacent property. Information on the existing access easements will need to be provided with the application. If existing access easements do not exist then this will need to be obtained as a part of the project. And letters of intent to dedicate such easements will be needed from the adjacent property owner(s) prior to being able to schedule a hearing.
7. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>

8. This project is responsible for dedicating any easements that are necessary or required by the City for this project. This shall including the standard 15 foot utility easements that are to be provided behind the right-of-way.
9. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
10. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The long term plan for this access is that it will become a right-in right-out access. This will most likely occur when the median in College Ave is constructed. Plans will be routed to CDOT for review and approval and the applicant may need to obtain a new access permit from CDOT.
11. An excavation permit will need to be obtained prior to starting any work on the site.
12. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design. This will likely impact a few of the spaces closest to College Ave.
13. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
14. In regards to construction of this site. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

**Department: Electric Engineering**

**Contact: Tyler Siegmund, 970-416-2772, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

1. Right now existing 50 KVA open delta bank feeds the existing building. System modification charges will apply if additional electrical capacity is needed. There is existing single and three phase power in the area.
2. Please provide a one line diagram and a C-1 form to Light and Power Engineering. The C-1 form can be found at:  
<http://zeus.fcgov.com/utills-procedures/files/EngWiki/WikiPdfs/C/C-1Form.pdf>
3. Any changes to the existing electric capacity and or location will initiate electric development and system modification charges
4. Please contact Tyler Siegmund at Light & Power Engineering if you have any questions at 970.416.2772. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>

**Planning Services**

**Contact: Ryan Mounce, 970-224-6186, [rmounce@fcgov.com](mailto:rmounce@fcgov.com)**

1. With the associated change of use and building addition, the parcel will need to be platted, requiring a Type 1 (Administrative) review at a public hearing.

As a Type 1 review, the site will need to meet current Land Use Code standards and requirements.

**2. Parking Access, Setbacks & Landscaping:**

To utilize the parking as currently envisioned, documentation will be needed showing this property is able to utilize the shared drives to the north and east. Coordination with the adjacent property owners will be needed during the development review process.

Current standards do not permit parking between the front of a building and the street, and standard parking setbacks from an arterial street are 15-feet. Compliance with both standards will require removing the two parking spaces closest to College Avenue. The handicap space shown will need to be relocated to the closest accessible building entrance.

Landscaped islands are needed to define the beginning and ends of parking aisles. These landscaped islands will also help fulfill requirements for parking lot interior landscaping (6% of the parking area) and tree-stocking requirements for the overall site.

A 5-foot landscaped setback is also required between the parking areas and side and rear property lines unless there is a shared parking arrangement. If access is not shared along the north or east sides of the property, these landscaped setbacks will need to be added.

**3. Vehicle & Bike Parking Requirements:**

For medical & retail marijuana sales, general retail parking requirements would apply, requiring a minimum of 2 spaces per 1,000 square feet on any net increase in the building size and up to a maximum of 4 spacer per 1,000 square feet for the overall building. This would require between 7 and up to 20 vehicle spaces for the site, assuming up to a 5,000 square foot building.

Retail bicycle parking requirements are for a minimum of 4 spaces, one of which must be sheltered or enclosed.

**4. For reference, if any addition is planned to the front of the structure, the addition should meet the City's "build-to line" standards. Along an arterial street, this would require the front building face to sit anywhere from 10-to-25 behind the front property line.**

The area between the building should be landscaped with a walkway to the front entrance with several additional trees to complete tree-stocking requirements.

**5. As design for the building addition develops, please take note of Sections 3.5.1 and 3.5.3 of the Land Use Code which detail requirements for building/wall articulation, materials, and base/top treatments.**

Important considerations will be avoiding long stretches of blank walls and continuing to utilize a stronger building base of brick/masonry/stone.

**6. 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.**

**7. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.**

**8. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.**



- 9.** If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
- 10.** Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
- 11.** The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
- 12.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.
- 13.** Save the Poudre has requested to be contacted whenever a project is proposed within 800' of the Poudre River. Please add the following address to your APO labels: Save the Poudre, c/o Gary Wockner, PO Box 20, Fort Collins, CO 80522-0020.

## **Pre-Submittal Meetings for Building Permits**

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

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Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2009.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5.

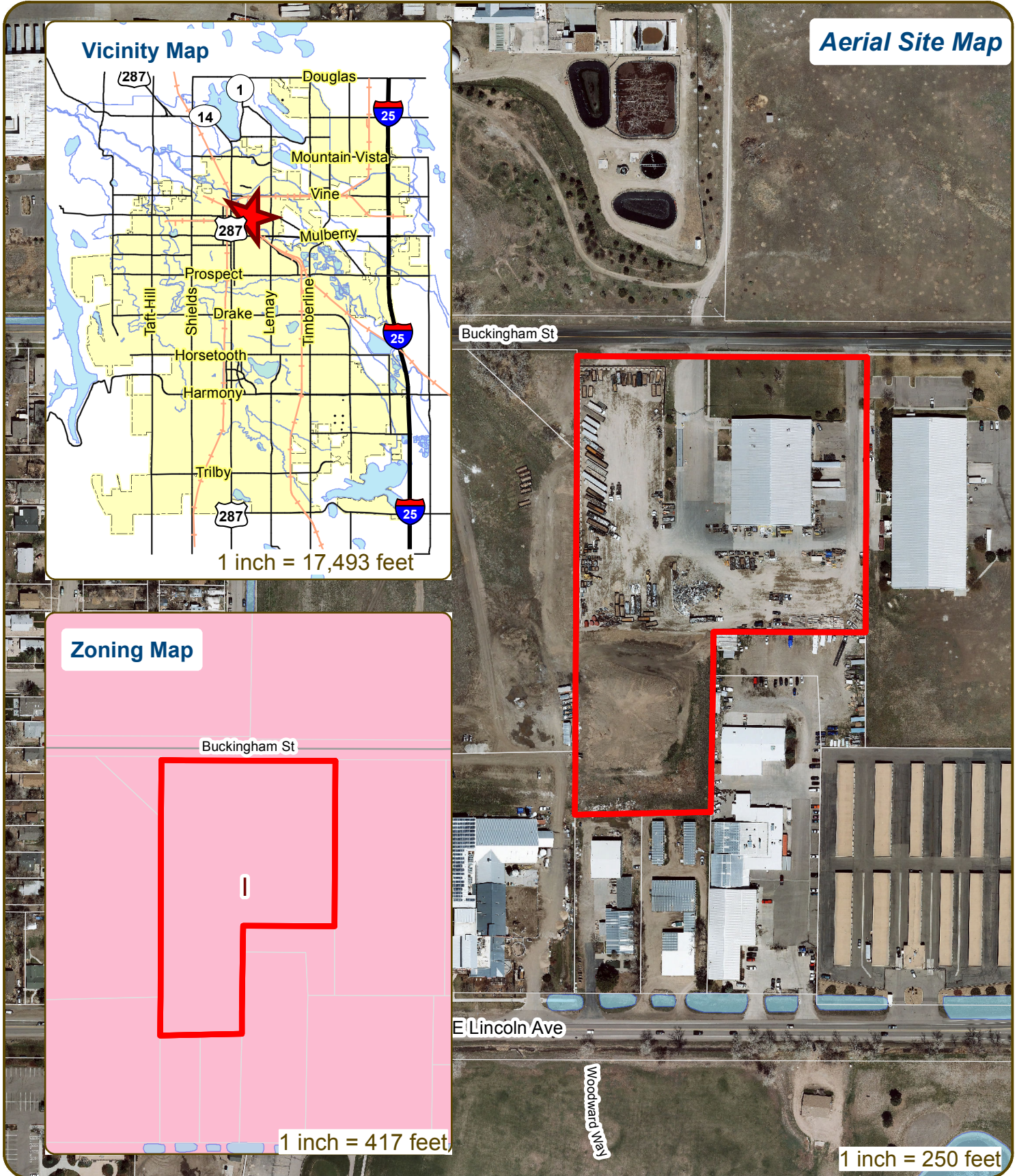
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1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
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City of Fort Collins  
Building Services  
Plan Review  
970-416-2341

# 903 Buckingham St Wireless Telecommunications Facility



**Aerial Site Map**

**Vicinity Map**

1 inch = 17,493 feet

**Zoning Map**

1 inch = 417 feet

1 inch = 250 feet

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**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) \_\_\_\_\_  
Ken Bradtke - Agent / Tower Operator

**Business Name** (if applicable) Atlas Tower Holdings, LLC

**Your Mailing Address** 4450 Arapahoe Ave., suite 100, Boulder, CO 80210

**Phone Number** 303.448.8896 **Email Address** Kbradtke@athtowers.com

**Site Address or Description** (parcel # if no address) 903 Buckingham St., Fort Collins, CO 80524 (Parcel # 9712159001)

**Description of Proposal** (attach additional sheets if necessary) 85' communications tower and accompanying 50'x50' fenced facility

**Proposed Use** WCF / Communications Tower **Existing Use** Metal Manufacturing / Industrial

**Total Building Square Footage** 2,500 **S.F. Number of Stories** N/A **Lot Dimensions** 50'x50'

**Age of any Existing Structures** 18 years (Storage Warehouse built in 1998)

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** Appx 1,250 sq ft. **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?

Buckingham St

N Lemay Ave

Access Route

Cell Site/Lease Area





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 26, 2015

Ken Bradtke  
Atlas Tower Holdings, LLC  
4450 Arapahoe Ave.  
Suite 100  
Boulder, CO 80210

**Re:** 903 Buckingham St - Wireless Telecommunications Facility

**Description of project:** This is a request to build a wireless telecommunications facility at 903 Buckingham St (parcel #9712159001). The tower will be 85 feet in height and will be located in the southeast corner of the site. There will also be an accompanying 50' x 50' fenced facility with ground equipment. The site is located in the Industrial (I) zone district. This proposal will be subject to Administrative (Type I) review.

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

**Comment Summary:**

**Department: Zoning**

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

1. Ground equipment will need to be screened with both solid fencing and plant material on 4 sides.
2. The tower will need to be stealth structure. Such structure will need to be in context with the neighborhood.

**Department: Water-Wastewater Engineering**

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

1. It doesn't appear that this project will impact water or sewer facilities in this area nor does it appear that there are any proposed modifications to the water or sewer with this proposal. If that changes, please coordinate with Water Utilities Engineering.

**Department: Stormwater Engineering**

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

1. If there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.
2. 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. 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.
3. If there is an increase in imperviousness greater than 1000 square feet and a detention pond is required, per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
4. Fifty percent of the new imperbious area 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 are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Standard operating procedures (SOPs) for all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
6. 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 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.
7. The design of this site must conform to the drainage basin design of the Dry Creek Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.
8. After the conceptual review meeting on 10/19/15, we had learned that there are final site plans already in place for this property (Colorado Iron and Metal) that were approved by the City 3/2013. These plans are set to expire in 3/2016 unless the public infrastructure portion of these plans is built before then. There are three choices moving forward:
  1. Incorporate the cell tower pad and access road into the already approved plans under a

major amendment process. A major amendment process would then include LID requirements for the entire site.

2. Provide plans for just the cell tower pad and access road and void the previously approved plans. Comments above regarding amounts of imperviousness and stormwater detention requirements would be applicable, LID requirements would not.

3. Install the public infrastructure portion of the already approved project by 3/2016 and then submit the cell tower pad and access road changes to the existing plans. This would be considered a minor change from a stormwater perspective, so drainage analysis and plans would need to be updated, but LID would not be required.

**Department: Fire Authority**

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

**1. FIRE LANES**

Fire access is required to within 150' of all portions of the facility. An Emergency Access Easement will be required to connect with the existing EAE already serving the business facility to the north. Code language and fire lane specifications will apply.

> IFC 503.1.1: Approved fire Lanes shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. When any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access, the fire code official is authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

**FIRE LANE SPECIFICATIONS**

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

- > Shall be designated on the plat as an Emergency Access Easement.
  - > Maintain the required 20' minimum unobstructed width & 14 foot minimum overhead clearance.
  - > Be designed as a flat, all-weather driving surface capable of supporting 40 tons. Compacted road base is acceptable in this application.
  - > 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.
- International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

**2. PREMISE IDENTIFICATION**

The telecommunications facility is required to be addressed separately. The address is to be posted on the structure and/or access fence as well as at Buckingham St. Code language provided below.

> IFC 505.1: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible, visible from the street or road fronting the property, and posted with a minimum of six-inch numerals on a contrasting background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.



**Department: Environmental Planning**

**Contact: Kelly Kimple, , [kkimple@fcgov.com](mailto:kkimple@fcgov.com)**

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(3), requires that you use low-water-use plants and grasses in your landscaping or re-landscaping and reduce bluegrass lawns as much as possible.

**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. The proposed tower location is within an existing drainage easement as this area has been designed as the detention pond for the future development. The location where the structure and fencing are located will need to be vacated. Information on the vacation process, timeline and cost can be found here: <http://www.fcgov.com/engineering/dev-review.php>
4. Revisions to the utility plans are likely needed to show how the detention pond will need to be changed to accommodate the tower and enclosure and the access road out to it.
5. This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project.

**Department: Electric Engineering**

**Contact: Tyler Siegmund, 970-416-2772, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

1. Light and Power has electric facilities on the south side of Buckingham St. that could be utilized to provide power.
2. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>
3. Please contact Tyler Siegmund at Light & Power Engineering if you have any questions at 970.416.2772. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>

**Planning Services**

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

1. The tower or monopole needs to be set back from property lines a minimum of one foot for every foot of height, or be able demonstrate that the structure will collapse rather than topple.
2. At ground-level, the facility and any equipment shelter(s) will need to be screened with high-quality, durable fencing and landscaping. Consider using some coniferous elements for year-round screening.
3. The facility and equipment should be designed to be consistent with the surrounding architecture and natural environment. The tower or monopole should employ stealth technology, and appropriate colors/materials to help mitigate visual impacts.

Recent examples of stealth technology for monopoles have included disguising them as flag poles and use of canister or sheathed antenna designs.

4. As part of the development submittal, please include site/landscape plan, elevations, and photo-simulations of the proposed monopole/tower.
5. How will service vehicles get access to the site? From the aerial it looks like service vehicles will have to go through the parcel to the north to get to the tower. If so, you will need to show an access easement that allows service vehicles to get to the tower site.
6. Staff recommends conducting a neighborhood meeting given the location of the proposed tower. This will head off any neighborhood issues and could lead to an enhanced tower design that best fits the character of the existing neighborhood.
7. 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.
8. 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.
9. 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>.
10. 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.
11. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.
12. 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.
13. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

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