

Conceptual Review Agenda

Schedule for 11/03/14 to 11/03/14

281 Conference Room A

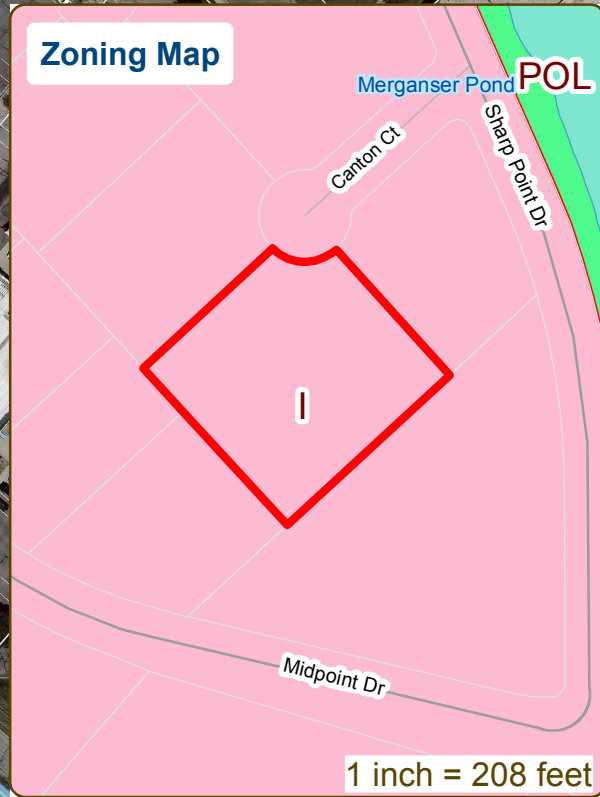
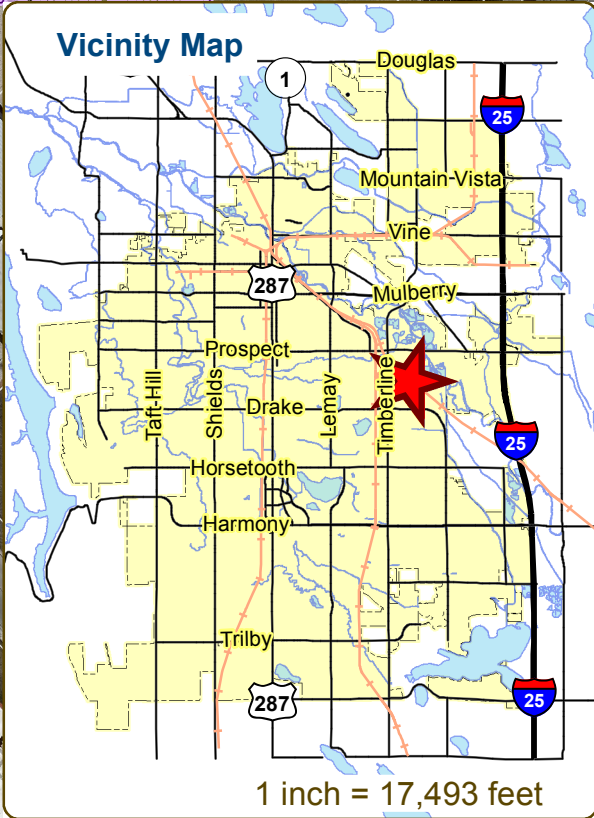
Monday, November 3, 2014

Time	Project Name	Applicant Info	Project Description	Planner
9:30	2601 Canton Ct. - Plant Nursery CDR140084	Daniel LaValley (970) 682-4785	This is a request to build a plant nursery at 2601 Canton Ct (parcel #8720105011). The site will include an office and equipment storage building, tree and landscape plants, landscape materials, a greenhouse and a fence surrounding the property. The parcel is located in the Industrial (I) zone district. This project will be subject to Administrative (Type I) review.	Ryan Mounce
10:15	504 S Whitcomb - Carriage House CDR140085	Robert Kirkpatrick (970) 222-4272 rkirkpatrick1@hotmail.com	This is a request to build a carriage house at 504 S Whitcomb (parcel #9714109007). The carriage house will be two stories with a 500 sq. ft. building footprint. The parcel is located in the Neighborhood Conservation Buffer (NCB) zone district. This project will be subject to Administrative (Type I) review.	Pete Wray

2601 Canton Ct. Plant Nursery

Liberty Common Elementary

Aerial Site Map



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CONCEPTUAL REVIEW: APPLICATION

General Information

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

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At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

BOLDED ITEMS ARE REQUIRED *The more info provided, the more detailed your comments from staff will be.*

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) Daniel R. LaValley - Owner

Business Name (if applicable)

Your Mailing Address

Phone Number (970) 682-4785 Email Address

Site Address or Description (parcel # if no address) 2601 Canton Ct Fort Collins CO 80525

Description of Proposal (attach additional sheets if necessary) The lot will be used as a tree and landscape plant nursery and headquarters for treecare/arborist operations. We will have an office and equipment storage building, trees and landscape plants, landscape materials (mulch, stone, etc.), greenhouse and a fence surrounding the property.

Proposed Use Urban Agriculture/Commercial Existing Use Commercial

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

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 No If yes, then at what risk is it?

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

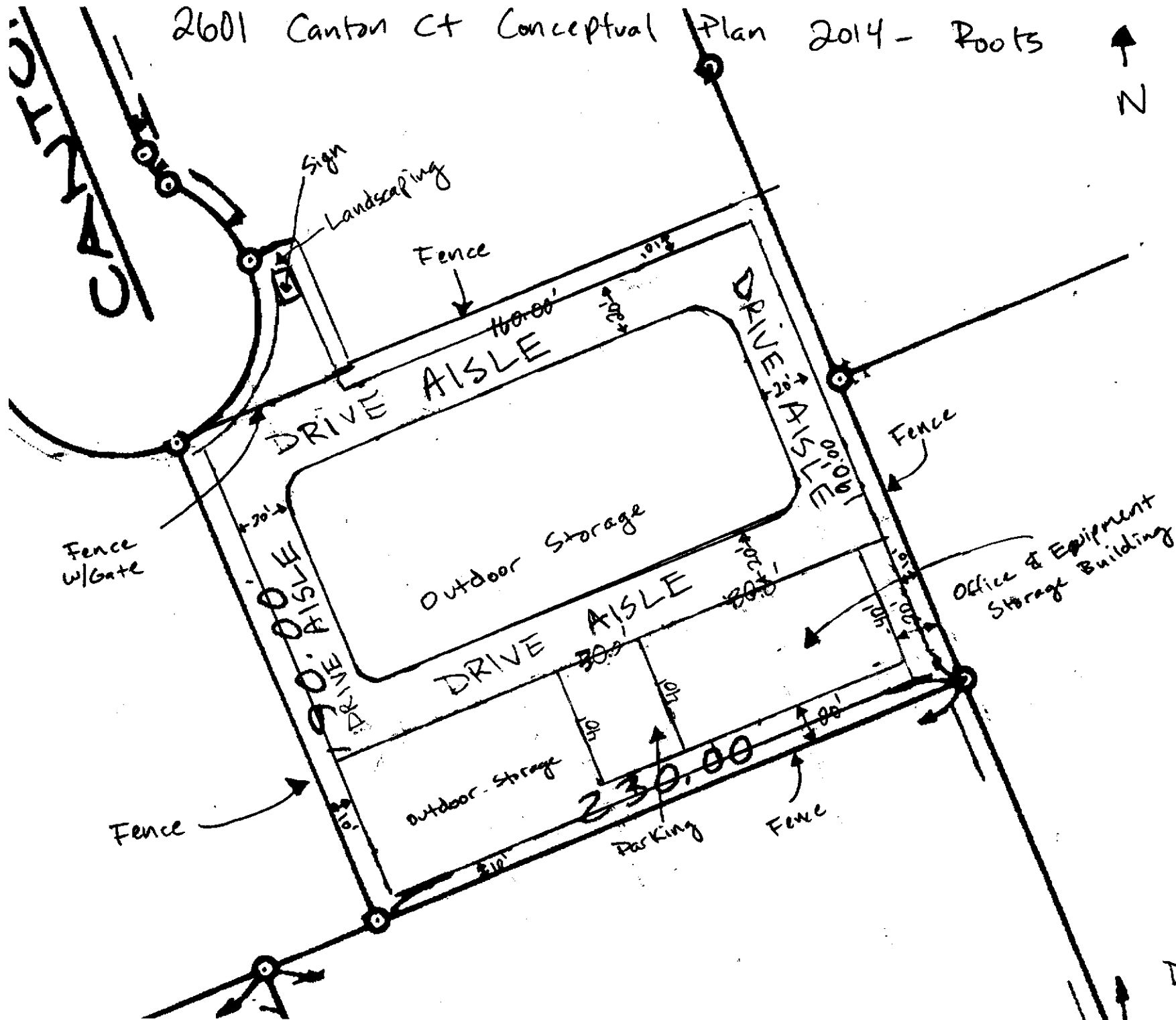
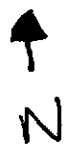
Increase in Impervious Area S.F.

(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?

2601 Canton Ct Conceptual Plan 2014 - Roots



DRL



November 14, 2014

Daniel Lavalley
Fort Collins, CO

Re: 2601 Canton Ct. - Plant Nursery

Description of project: This is a request to build a plant nursery at 2601 Canton Ct (parcel #8720105011). The site will include an office and equipment storage building, tree and landscape plants, landscape materials, a greenhouse and a fence surrounding the property. The parcel is located in the Industrial (I) zone district. This project 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.

Comment Summary:

Department: Zoning

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

1. See the planning comments for parking requirements. LUC 3.2.2(K)(5) Handicap parking spaces are required in numbers per this section. If you have 1-25 parking spaces you'll need one van accessible handicap space.
2. LUC 3.2.2(L) Table A and B
Standard 90 degree parking stall is 19'x 9'
3. LUC 3.2.1 A landscape plan is required
4. LUC 3.2.5 All development, to the extent reasonably feasible, shall provide adequately sized conveniently located, accessible trash and recycling enclosures.
5. LUC 3.2.1(E)(5) A minimum of 6% of the interior space of all parking lots is required to be landscaped. Please show the calculations on how this is being met.
6. LUC 3.2.1(E)(4) Parking lot Perimeter landscaping is required (these areas are not part of the interior landscaping). This would be 5 feet along the lot line.

Department: Water-Wastewater Engineering

Contact: Shane Boyle, 970.221.6339, sboyle@fcgov.com

1. Existing water mains and sanitary sewers in this area include a 12" water main in Canton Ct. and an 8" sewer main that runs along both the northeast and southeast property lines.
2. The building must not encroach into the existing sewer easements, which need to be shown on the site plan. Field locates should be completed so the sewer can be accurately shown on the site plan.
3. It does not appear there are currently water or sewer services serving this site so new services will be needed.
4. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
5. Development fees and water rights will be due at building permit.

Department: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. We'll need to discuss the expected traffic to/from the site. Is this a retail facility? Is it for employees only? Please contact me and we can determine based on expected traffic whether the requirement for a traffic impact study can be waived.
2. You'll need to complete the sidewalk along your frontage on the cul-de-sac.
3. The internal circulation looks very tight. The parking area between storage and office appears too small for a drive aisle and car. The turning radius for the drive aisle may not accommodate any large vehicles.

Department: Stormwater Engineering

Contact: Shane Boyle, 970.221.6339, sboyle@fcgov.com

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or jschlam@fcgov.com.
2. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate. The outfall for this site is the curb & gutter of Canton Court. If a conveyance is provided for the 100 year runoff release to the Natural Area pond east of the site it could provide quantity detention for your improvements but the water quality treatment extended detention would still need to be onsite.
3. 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. The applicant asked about a new product with a binding agent for crushed rock that was pervious. The acceptance of this product in lieu of pavers would need special approval by the City's Stormwater Quality Coordinator or the Manager of Water Field and Engineering

Services.

4. Low Impact Development (LID) requirements are required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Information can be found on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
5. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
6. The design of this site must conform to the drainage basin design of the Cache la Poudre River Master Drainage Plan as well the Fort Collins Stormwater Manual.

Department: Fire Authority

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

1. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. A fire hydrant is to be within 300 feet of any commercial building. The closest hydrant to the property is on the corner of Canton Ct. and Sharp Point Dr. Applicant is to verify the proposed site plan complies with IFC requirements.

> 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.

2. FIRE LANES

Fire lanes shall extend to within 150' of all portions of the building(s) and facility. This shall apply to future greenhouse building as well. Fire lane standards apply. See below for details.

> 2012 IFC 503.1.1: Approved fire Lanes shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. When any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access, the fire code official is authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

> FIRE LANE SPECIFICATIONS

A fire lane plan shall be submitted for approval prior to installation. In addition to the design criteria already

contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- > Shall be dedicated 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.

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.

3. SECURITY GATES

Gates shall provide a means of firefighter access and entry. Code language provided for your reference and planning purposes.

> 06IFC 503.6: The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.

Gates securing fire apparatus access roads shall comply with all of the following criteria:

1. The minimum gate width for vehicle access shall be 20 feet.
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the fire code official.
6. Manual opening gates shall not be locked with an unapproved padlock, or chain and padlock, unless they are capable of being opened by means of forcible entry tools or when a key box containing the key(s) to the lock is installed at the gate location.
7. Gate design and locking device specifications shall be submitted for approval by the fire code official prior to installation.

4. PREMISE IDENTIFICATION

The site plan has the office building set back from the road. As such, the address shall be posted both at the road and on the building.

> 2012 IFC 505.1: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible, visible from the street or road fronting the property, and posted with a minimum of six-inch numerals on a contrasting background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

5. HAZARDOUS MATERIALS - GENERAL STANDARD

The storage and use of hazardous materials (fertilizers, pesticides, etc.) shall comply applicable regulations. A Hazardous Materials Impact Analysis may be needed at time of building permit.

> FCLU 3.4.5(B): If any use on the development site may entail the use or storage of hazardous materials

(including hazardous wastes) on-site, the project shall be designed to comply with all safety, fire and building codes for the use and storage of the hazardous materials involved. Adequate precautions shall be taken to protect against negative off-site impacts of a hazardous materials release, using the best available technology.

Department: Environmental Planning

Contact: Lindsay Ex, 970-224-6143, lex@fcgov.com

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (pond). However, as there is an intervening parcel and a road between the pond 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 compliment the natural feature, in accordance with Article 3.2.1 (E)(2)(3) of the Land Use Code.

Department: Engineering Development Review

Contact: Sheri Langenberger, 970-221-6573, slangenberger@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. The project is subject to street cut fees for any cuts into the street for utility connections, driveway installation, sidewalk culvert installation, or curb and gutter repairs.
5. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if they need to be reconstructed so that they do.
6. The sidewalk along this lot needs to be completed. It is the last piece in this cul-de-sac to be built and needs to be built along the current lot frontage (which is greater than the frontage you show on your plan).
7. Fencing needs to be outside of the right-of-way and a minimum of 2 feet behind the sidewalk (whichever is greater). If you want to gate the driveway into the site we will need to look at how that will work. The gate cannot swing out into the right-of-way and may have to be set back so that you do not have to sit in the street blocking other driveways while you have to get out to unlock the gate. All signage will also need to be placed outside of the right-of-way.
8. Any drainage from the site out to the street cannot flow out the driveway over the sidewalk. A sidewalk culvert will need to be designed and installed in order to get any drainage flows out to the street that go that way.
9. 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>

10. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. If you are replatting they can be dedicated as a part of the replat, if you are not replatting these will need to be dedicated by separate document. Additional information that process can be found at:
<http://www.fcgov.com/engineering/dev-review.php>
11. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
12. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
13. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.

Department: Electric Engineering

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

1. Power will come from the existing transformer at 2619 Canton Ct. The transformer sits within an easement so no additional easement will be needed. We may need to change the transformer out should the additional load require it.
2. We'll need an approved site plan and C-1 form as the project progresses. Normal development charges will apply

Planning Services

Contact: Ryan Mounce, 970-224-6186, rmounce@fcgov.com

1. What is the nature of the existing parking located on the northern portion of the lot? Is this a shared parking area that could be utilized or expanded by this proposal?
2. On lots located within the interior of the Industrial Zone District, areas for outdoor storage should be located to the side or rear of the lot to the extent reasonably feasible.
3. Fences located between the front of buildings and the front property line should be no higher than 4' unless there is a demonstrated security need; however, areas used for outdoor storage such as the landscaping materials need to be fully screened and out of view of adjacent properties.

Keep in mind chain link or chain link fencing with slats cannot be utilized for screening purposes.

4. Given the requirements for fire access, fencing and screening, and the location of outdoor storage areas, moving the office/storage building closer to Canton Court should be investigated. This would allow the outdoor storage areas to be located to the side and rear of the lot with taller fencing to act as screening. Buildings located closer to Canton Court would also facilitate a shorter walkway connection from the building to the street sidewalk.
5. Parking Standards:

A minimum of 4 bicycle parking spaces will be required and vehicle parking spaces will be limited to a maximum number of spaces. Industrial uses are limited to .75 spaces per employee or custom small industry is limited to 2 spaces per 1,000 square feet of building area.

Parking and vehicle use area setbacks are 5' from side and rear lot lines, and 10' from Canton Court. If these areas about the minimum setback areas, perimeter trees would be required at an average spacing of

40'.

Depending on the status of the existing parking area, additional landscaping (both interior and perimeter) may be needed to upgrade this to current standards.

A handicap space will be required and parking spaces and drive aisles will need to meet dimensional requirements. A standard parking stall is 9' x 19' and a two-way parking lot drive aisle is 24' wide.

6. Street trees may be needed along Canton Court depending on where access to the site is taken from and sidewalk installation.
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. 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.
14. 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.

Applicants of new commercial or multi-family projects are advised to call 970-416-2341 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:

20012 International Building Code (IBC)

2012 International Residential Code (IRC)

20012 International Energy Conservation Code (IECC)

2012 International Mechanical Code (IMC)

2012 International Fuel Gas Code (IFGC)

2012 International Plumbing Code (IPC) as amended by the State of Colorado

2014 National Electrical Code (NEC) as amended by the State of Colorado

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.

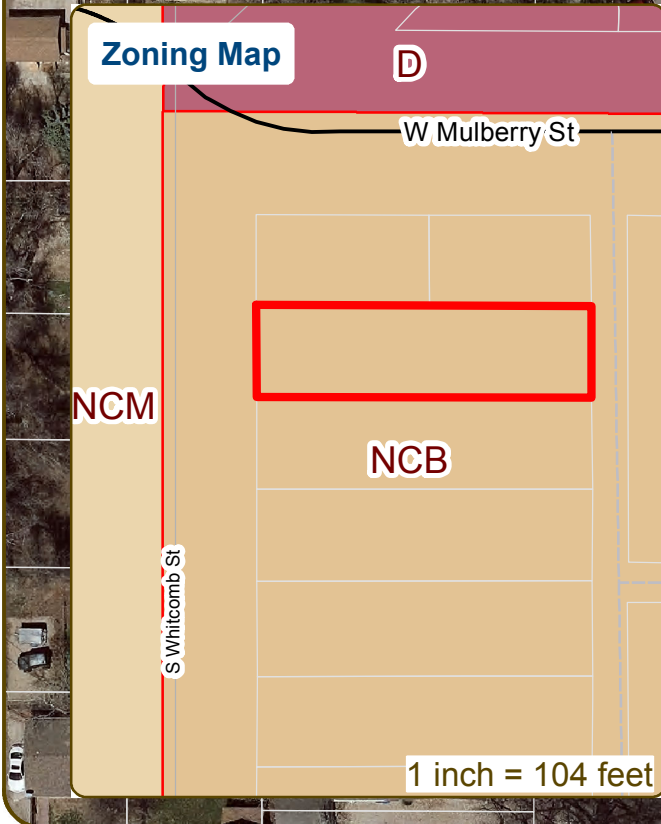
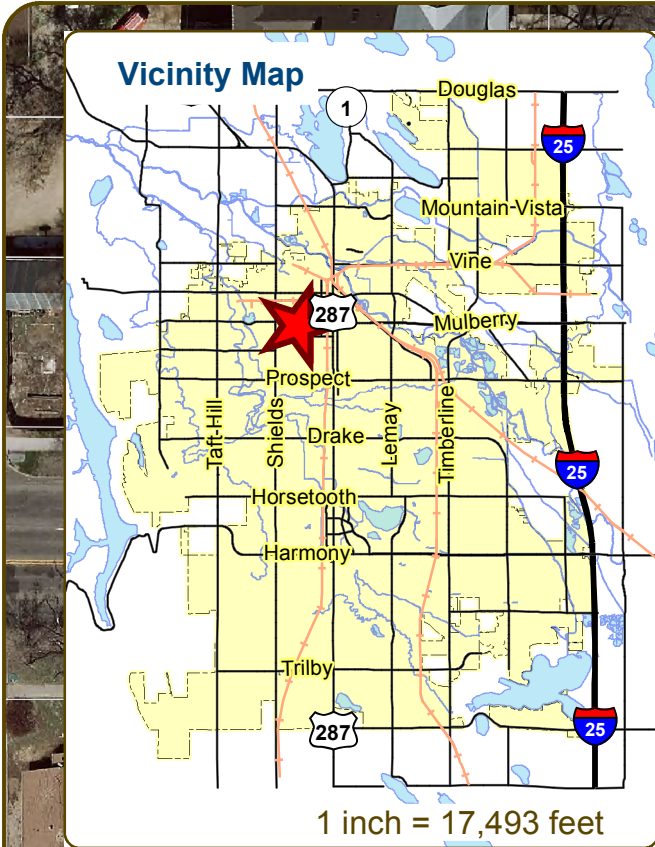
Energy Code Use

1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

Fort Collins Green Code Amendments effective starting 2/17/2014. 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
970-416-2341

504 Whitcomb Carriage House



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At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

BOLDED ITEMS ARE REQUIRED *The more info provided, the more detailed your comments from staff will be.*

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) _____

Robert and Kristin Kirkpatrick Property Owners

Business Name (if applicable) _____

Your Mailing Address 504 S. Whitcomb St. Fort Collins, CO 80521

Phone Number 970-222-4272 Email Address rkirkpatrick1@hotmail.com

Site Address or Description (parcel # if no address) 504 S. Whitcomb St. Fort Collins, CO 80521

Description of Proposal (attach additional sheets if necessary) Addition of 1000 SF carriage house in rear yard

Proposed Use Residential Existing Use Single family residential

Total Building Square Footage 2200 S.F. Number of Stories 2 Lot Dimensions 50' x 180'

Age of any Existing Structures 101 Years old

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

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

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

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

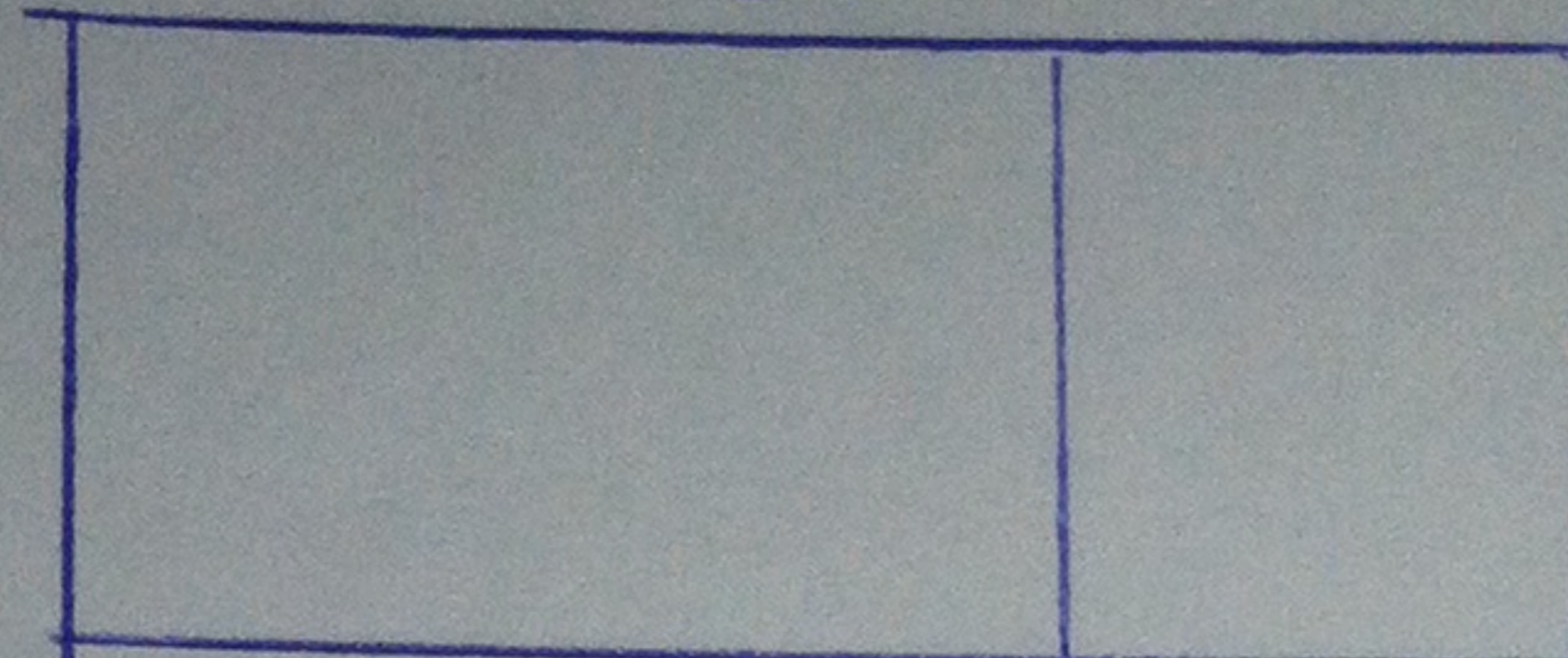
Increase in Impervious Area 500 S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

Suggested items for the Sketch Plan:

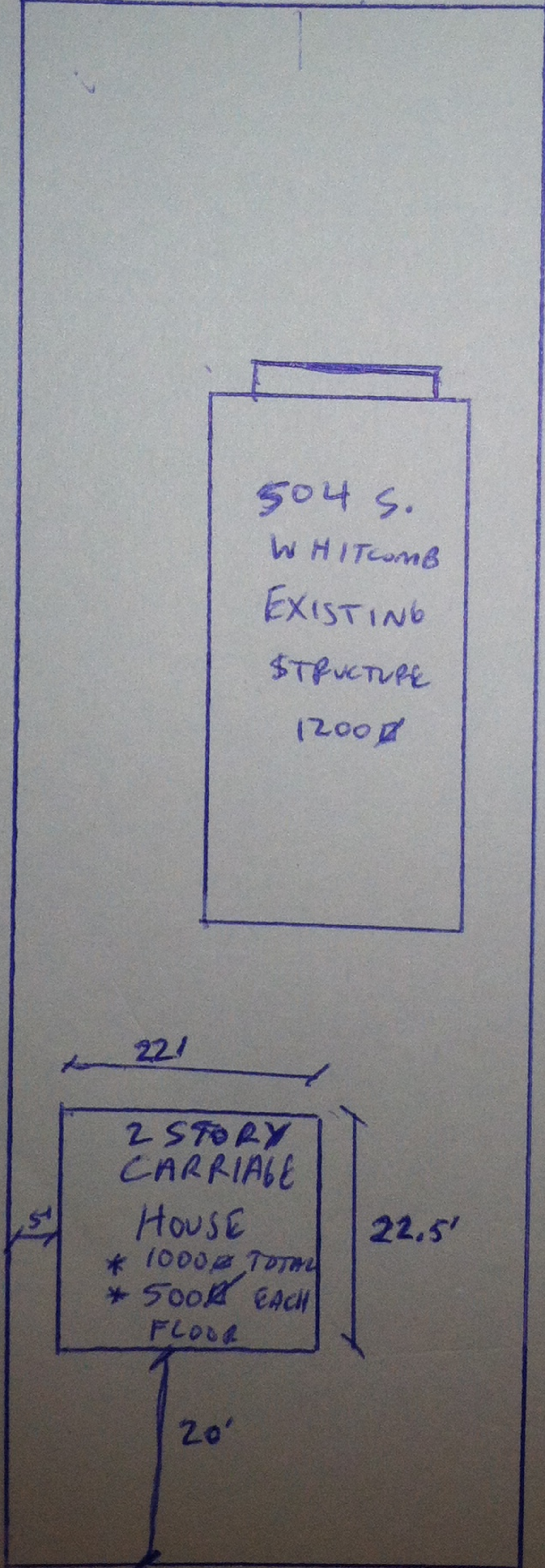
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility 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?

504 SOUTH
S. WHITCOMB ST.

50'

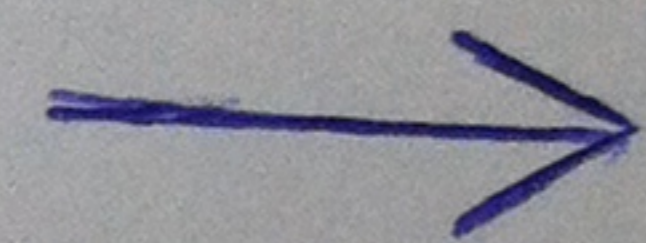


SIDEWALK



180'

N









TRACK

ESB







November 14, 2014

Robert Kirkpatrick
504 S. Whitcomb St.
Fort Collins, CO 80521

Re: 504 S Whitcomb - Carriage House

Description of project: This is a request to build a carriage house at 504 S Whitcomb (parcel #9714109007). The carriage house will be two stories with a 500 sq. ft. building footprint. The parcel is located in the Neighborhood Conservation Buffer (NCB) zone district. This project 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, Pete Wray, at 970-221-6754 or pwrap@fcgov.com.

Comment Summary:

Department: Zoning

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

1. A modification would be required to add a second dwelling unit on a lot that is less than 10,000 SF (5,000 per unit is required).
2. A ten foot separation between the main house and new carriage house is required.
3. The maximum height is 24 feet.
4. One parking space for every bedroom in the carriage house is required.
5. A minimum 120 SF separate yard must be provided. Please include this on the site plan.
6. The square footage allowed on the rear half would be 1,485 SF. The existing structure on the rear half would need to be less than 485 SF in order to build a 1,000 SF carriage house.

Department: Water-Wastewater Engineering

Contact: Shane Boyle, 970.221.6339, sboyle@fcgov.com

1. Existing water mains and sanitary sewers in this area include a 4" water main and 8" sanitary main in

Whitcomb.

2. There is an existing sewer service and ¾" copper water service that serve the existing house. These services may be extended to supply service to the proposed carriage house as long as all conditions in Sections 26-94 and 26-256 of City Code are met (see attachment).
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights will be due at building permit.

Department: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. No comments from Traffic Operations or Transportation Planning

Department: Stormwater Engineering

Contact: Shane Boyle, 970.221.6339, 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.
2. If there is an increase in imperviousness greater than 5000 square feet a drainage report, erosion control report and construction plans are required and must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 5,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns.
3. When improvements are proposed to an existing developed site and there is an increase in impervious area greater than 5000 square feet, onsite detention is required with a 2 year historic release rate for water quantity. Water quality treatment for 50% of the site can be provided using extended detention in the water quantity detention pond. The total pond volume provided must be the quality volume plus the quantity volume. Parking lot detention for water quantity is allowed as long as it is not deeper than one foot.
4. Low Impact Development (LID) is 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. Information can be found on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
5. The outfall for the site is the curb & gutter in Remington Street and the alley to the east. If the alley is used as an outfall, the design engineer needs to verify the alley drainage does not cross another property before it gets to the street right-of-way. If it does it cannot exceed historic runoff rates or the alley can be improved to keep runoff in the alley until it gets to a street right-of-way.

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 on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or by contacting Jean Pakech at 221-6375. 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 Old Town 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

Fire access is required to within 150' of all side of the carriage house as measured from S. Whitcomb St. Alleys and arterial roads cannot be used to measure fire access. When a building is determined to be out of access, a residential fire sprinkler system is an allowable offset for lack of access. Code reference provided.

IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building. When fire lanes cannot be provided, the fire code official is authorized to increase the dimension of 150 feet if the building is equipped throughout with an approved, automatic fire-sprinkler system.

2. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. Per residential requirements, a hydrant shall be within 400' of the carriage house however, a rough estimate places the closest hydrant at approximately 500' away. If site conditions cannot support the code, the carriage house would be required to have a residential fire sprinkler system. Code reference provided.

> IFC 508.1 and Appendix B: RESIDENTIAL REQUIREMENTS: Within the Urban Growth Area, hydrants to provide 1,000 gpm at 20 psi residual pressure, spaced not further than 400 feet to the building, on 800-foot centers thereafter.

3. PREMISE IDENTIFICATION

The carriage house shall be addressed separately from the main residence at 504 S. Whitcomb. The address of the carriage house shall be posted at the street and on the building. Code reference provided.

> 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: Lindsay Ex, 970-224-6143, lex@fcgov.com

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.

Department: Engineering Development Review

Contact: Sheri Langenberger, 970-221-6573, slangenberger@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if they need to be reconstructed so that they do.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. Provided that this proposal meets the criteria for a Carriage House per the LUC no alley improvements are required of this project. If it doesn't meet the standards for a Carriage House then alley improvements from the south edge of the property to Mulberry would need to be designed and installed.
7. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
8. Utility plans may be required and a Development Agreement may be entered into and recorded once the project is finalized.
9. A Development Construction Permit (DCP) or excavation permit (permit type is dependent on the amount of public infrastructure to be installed) will need to be obtained prior to starting any public infrastructure work on the site.

Department: Electric Engineering

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

1. Development fees will apply to the new building. Relocation of the existing service will be an additional owner expense if necessary.
2. Power is available at the NE corner of the lot although we may need to change out the transformer (around \$560.00)

Planning Services

Contact: Pete Wray, 970-221-6754, pwray@fcgov.com

1. An update to the existing Eastside and Westside Neighborhood Plans will be initiated in January with a goal to address density transitions and standards.
2. The minimum lot area is 10,000 SF for principal building plus proposed carriage house. The existing lot area is (50' x 180') 9,000 SF, not in compliance with this requirement. A modification would be required to exceed the density standard. The modification review criteria can be found at Section 2.8 of the Land Use Code. Staff is unaware of a modification of this type being granted since the standard was adopted in 1997.
3. Need to clarify if water and sewer will be provided to carriage house and intent for habitable space. A minimum of one off-street parking space must be provided for each bedroom.
4. The site plan shall include a separate yard area of at least 120 SF to serve both the carriage house and existing principal building.
5. Any new single-family dwelling that is proposed to be located behind a street-fronting principal building shall contain a maximum of one thousand (1,000) SF of floor area. The allowable floor area on rear half of lot shall not exceed 33% of the area of the rear 50% of the lot.
6. See additional standards contained in LUC Section 4.9 (E) (1) (2) for more information on building standards, bulk and height requirements.
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. 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.