

Conceptual Review Agenda

Schedule for 12/16/13 to 12/16/13

281 Conference Room A

Monday, December 16, 2013

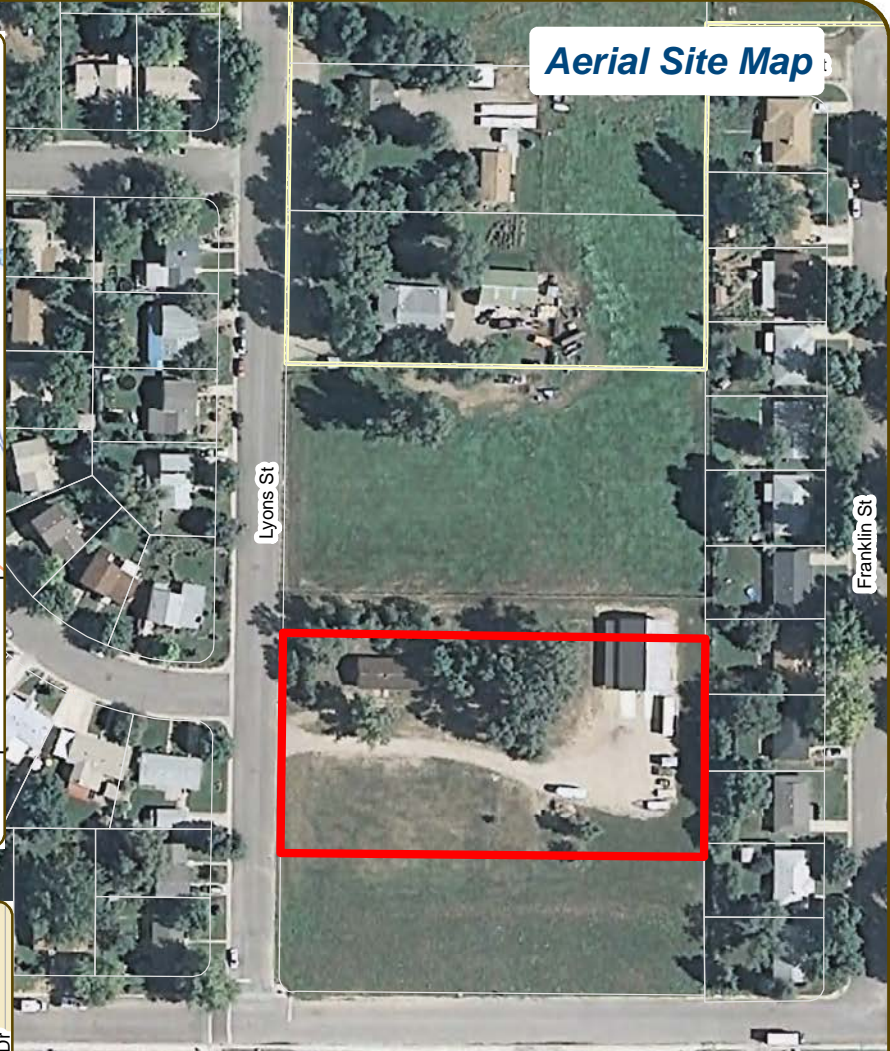
Time	Project Name	Applicant Info	Project Description	Planner
9:30	418 Lyons St - Platting/Single Family	John Mizia 970-988-0269 john.mizia@colostate.edu	This is a request to investigate platting requirements to allow for a possible demolition and reconstruction of a single family home located at 418 Lyons Street (Parcel # 97101-02-005). The existing house on the site is proposed to be either torn down and rebuilt, or remodeled with a new addition, depending on platting requirements and improvements needed. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. The platting is subject to Administrative (Type 1) review.	
10:15	520 W Oak St - Office	Brian Hurst 970-213-0009 brianhurst@comcast.net	This is a request to utilize an existing single family home for professional offices located at 520 West Oak Street (Parcel # 97114-10-020). The proposal calls for using the existing home as a counseling practice that currently operates at a reduced scope with a home occupation license at a nearby address. The site is located in the Neighborhood Conservation, Medium Density (N-C-M) Zone District. An office use would require an Addition of a Permitted Use subject to Planning & Zoning Board (Type 2) review.	
11:00	117 S Taft Hill Rd - Subdivide/Single Family	Curt Lyons 970-556-8474 curtislions@gmail.com	This is a request to subdivide existing property and construct a new single family detached home located at 117 South Taft Hill Road (Parcel # 97094-01-015). The location of the new lot and home are to the west of the existing house and accessory buildings. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. The subdivision and single family home are subject to Administrative (Type 1) review.	

418 Lyons St Platting / SF Home

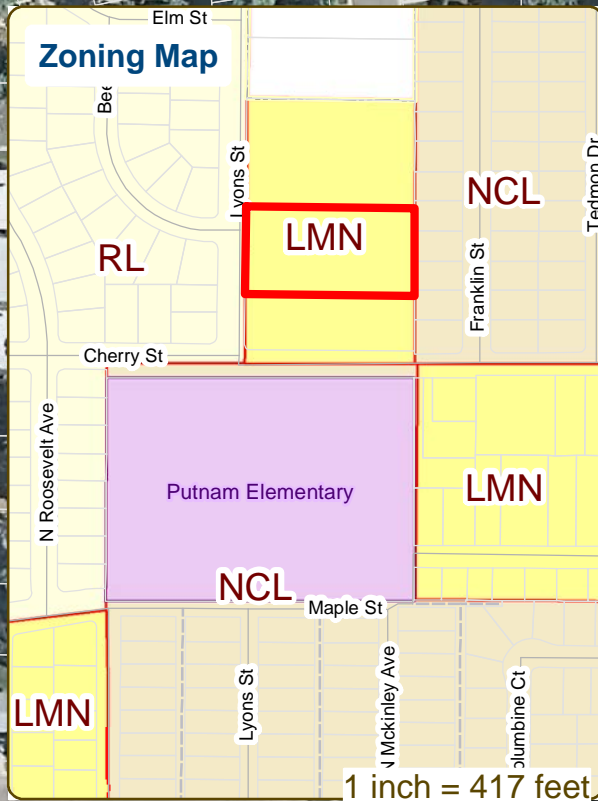
Vicinity Map



Aerial Site Map



Zoning Map



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CONCEPTUAL REVIEW: APPLICATION

General Information

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

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date. Application materials must be e-mailed to currentplanning@fcgov.com. 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) _____

John : Hillary Mizia

Business Name (if applicable) _____

Your Mailing Address 1824 Broadview Place

Phone Number 970-988-0269 Email Address John.Mizia@colostate.edu

Site Address or Description (parcel # if no address) 418 Lyons

Description of Proposal (attach additional sheets if necessary) Tear down + Rebuild

Proposed Use Single Family Existing Use Single Family

Total Building Square Footage <3000 S.F. Number of Stories 1 Lot Dimensions 2 acres

Age of any Existing Structures 99 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 [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 1000 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?

418 Lyons

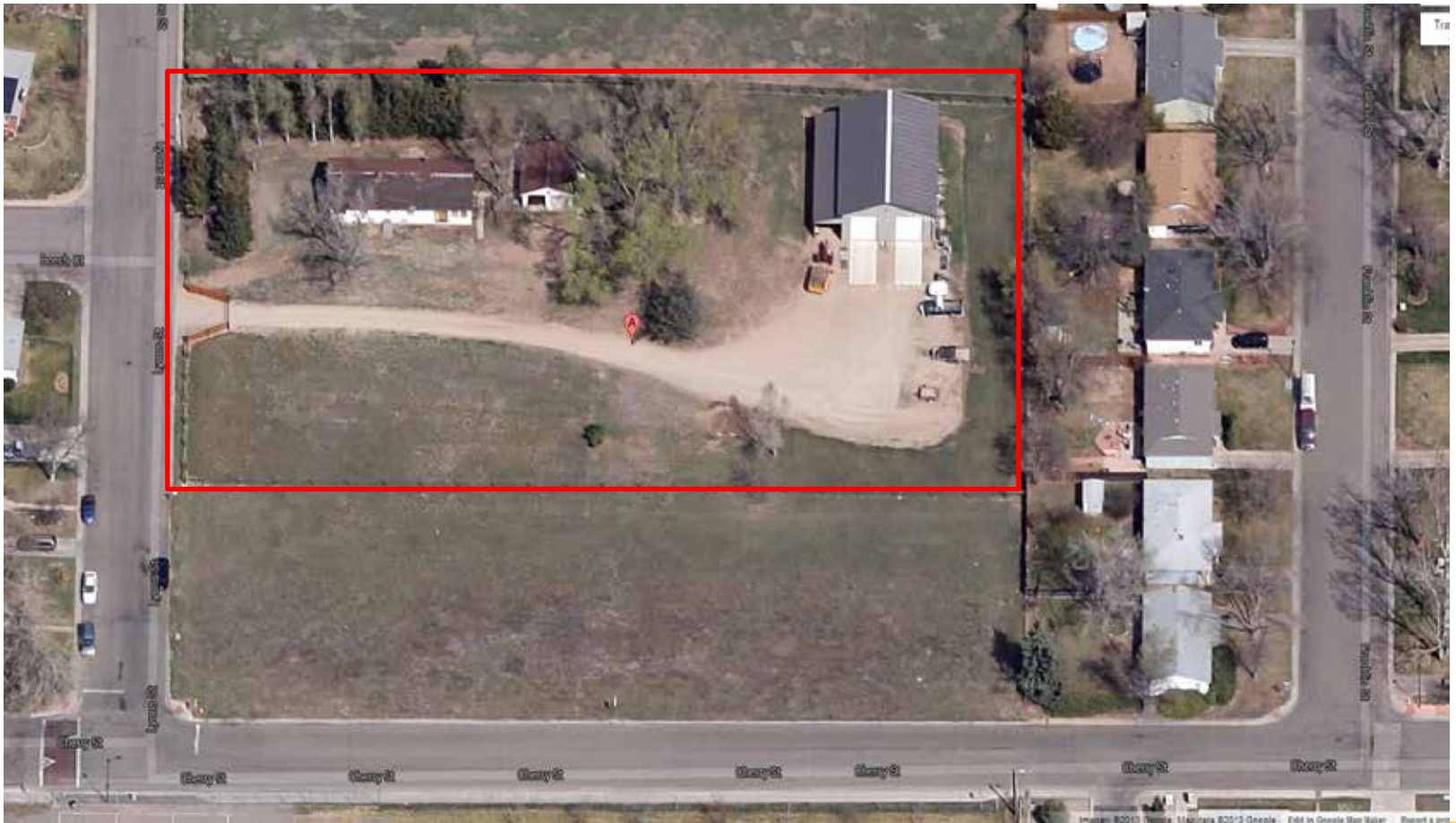
To Plat or not to Plat

12/2/2013

418 Lyons

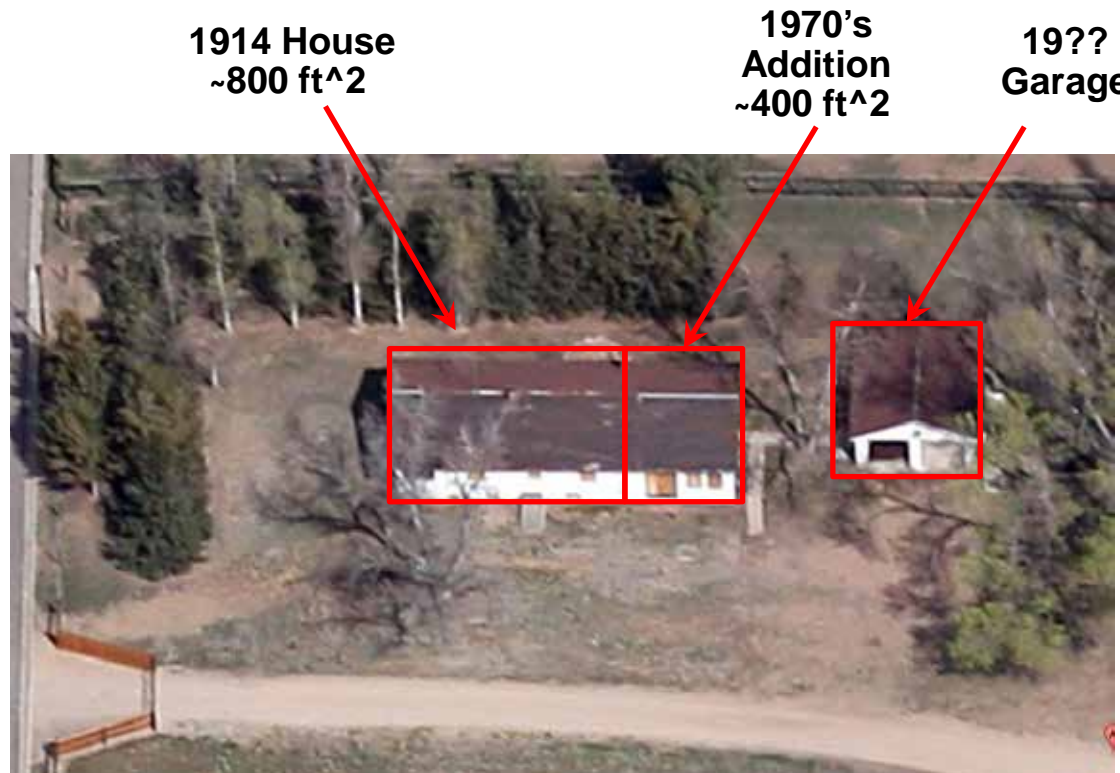
q 1.88 Acre Lot

–House, Garage, Metal Shop



Current Site

- q 1914 House is 2 course brick on brick walls without structural framing
 - Old poured foundation (Tested at 300 psi)
- q Addition is brick with 2 x 4 framing (on non-footered cinderblock)



Two Options

- q Option A: Complete tear down and rebuild
 - (We have a demo permit but hit the brakes after learning about platting)
- q Option B: Remodel original 1914 home, Remove 1970's addition and add addition to east
 - This is more difficult from an engineering standpoint – interfacing with original house is not trivial
- q Final home is essentially the same regardless of Option A or B and the location of the house does not change

**1914
footprint**

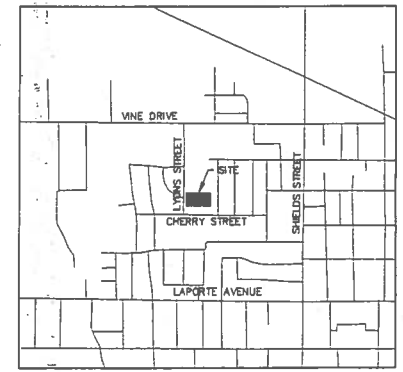
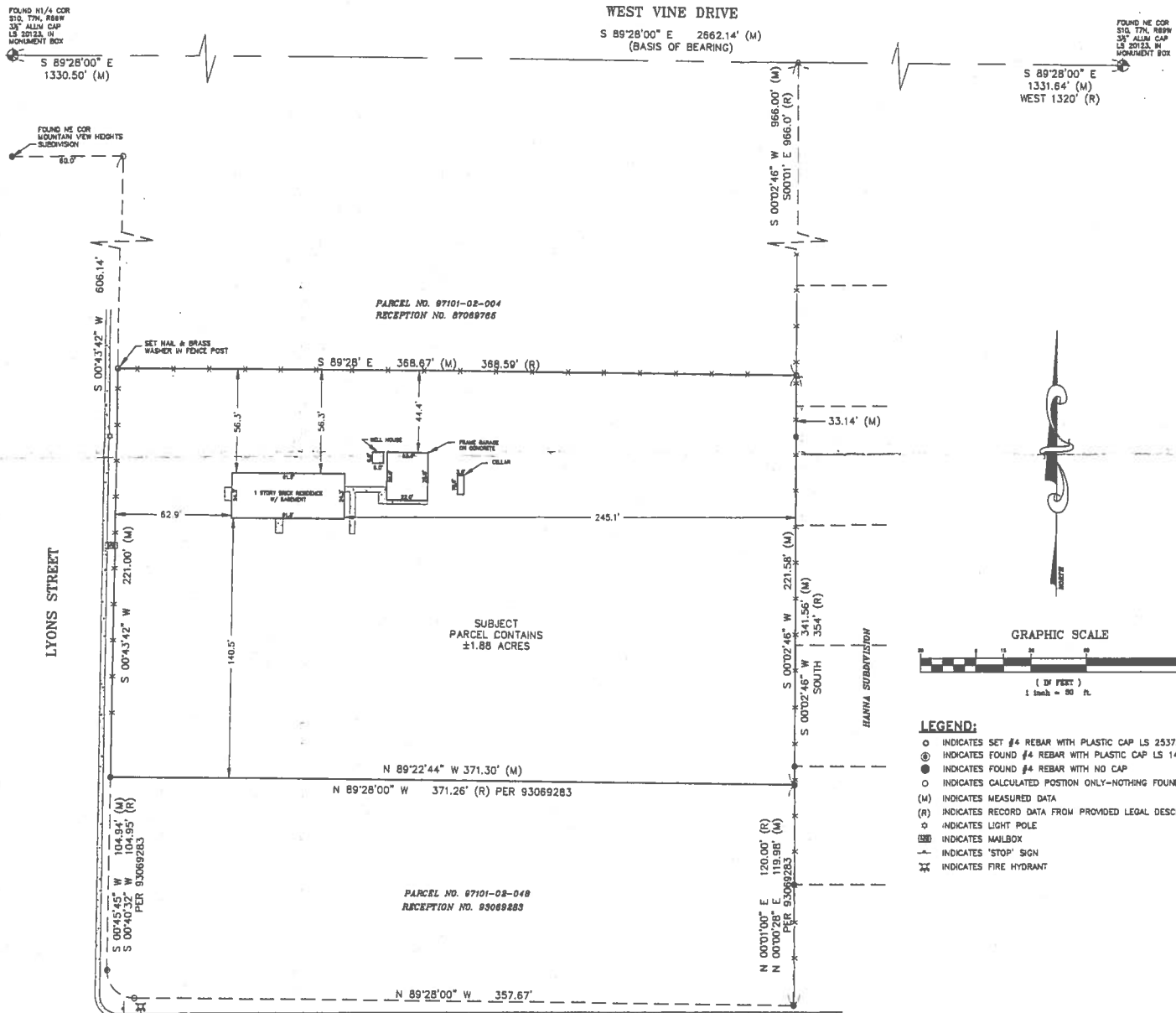


Option A

- q Option A triggers Platting – What does that mean?
 - Cost?
 - What fees are involved – application, permits, etc.
 - Process?
 - Does existing property survey work?
 - Does platting need to occur prior to building permit or is it at the same time?
 - Timeline?
 - Improvements?
 - Do we have to add sidewalks?
 - Does the existing Fence on West need to move because its close to the street (within 48")
 - Anything else to consider?

ALTA/ACSM LAND TITLE SURVEY

SITUATE IN THE NORTHEAST 1/4 OF SECTION 10, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO.



VICINITY MAP
SCALE: 1"=±1000'

LEGAL DESCRIPTION:
(FROM LAND TITLE COMMITMENT NO. 8607983)

A TRACT OF LAND SITUATE IN THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 10, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO, WHICH CONSIDERING THE NORTH LINE OF SAID NORTHEAST 1/4 AS BEARING NORTH 89 DEGREES 28 MINUTES WEST AND WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO IS CONTAINED WITHIN THE BOUNDARY LINES WHICH BEGIN AT A POINT ON THE EAST LINE OF SAID NORTHEAST 1/4 WHICH BEARS NORTH 89 DEGREES 28 MINUTES WEST 1331.50 FEET AND AGAIN SOUTH 00 DEGREES 01 MINUTES EAST 98.00 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 10 AND RUN THENCE SOUTH 00 DEGREES 01 MINUTES EAST 354.00 FEET ALONG THE SAID EAST LINE; THENCE NORTH 89 DEGREES 28 MINUTES WEST 372.87 FEET TO A POINT ON THE EAST LINE OF LYONS STREET; THENCE NORTH 00 DEGREES 40 MINUTES 32 SECONDS EAST 353.99 FEET ALONG THE EAST LINE OF LYONS STREET; THENCE SOUTH 89 DEGREES 28 MINUTES EAST 368.59 FEET TO THE POINT OF BEGINNING.

EXCEPTED THEREFROM THAT PARCEL OF LAND CONVEYED IN DEED RECORDED SEPTEMBER-24, 1993 AT RECEPTION NO. 9306889283 IN THE RECORDS OF LARIMER COUNTY.

SURVEYORS CERTIFICATE:

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS IN 2005, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 7(G), 8, AND 11(G) OF TABLE A THERETO. PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION, UNDERSIGNED FURTHER CERTIFIES THAT IN MY PROFESSIONAL OPINION, AS A LAND SURVEYOR REGISTERED IN THE STATE OF COLORADO, THE RELATIVE POSITIONAL ACCURACY OF THIS SURVEY DOES NOT EXCEED THAT WHICH IS SPECIFIED THEREIN.

RICKY J. LEWIS, PLS 25372



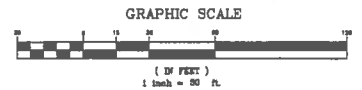
DATE

SCHEDULE-B EXCEPTIONS:

- (FROM LAND TITLE COMMITMENT NO. 8607983)
(NUMBERS CORRESPOND TO TITLE COMMITMENT EXCEPTION NUMBER)
- 1-8) STANDARD EXCEPTIONS
 - 9-10) NOT PLOTTABLE
 - 11) DOES NOT AFFECT SUBJECT PROPERTY

NOTES:

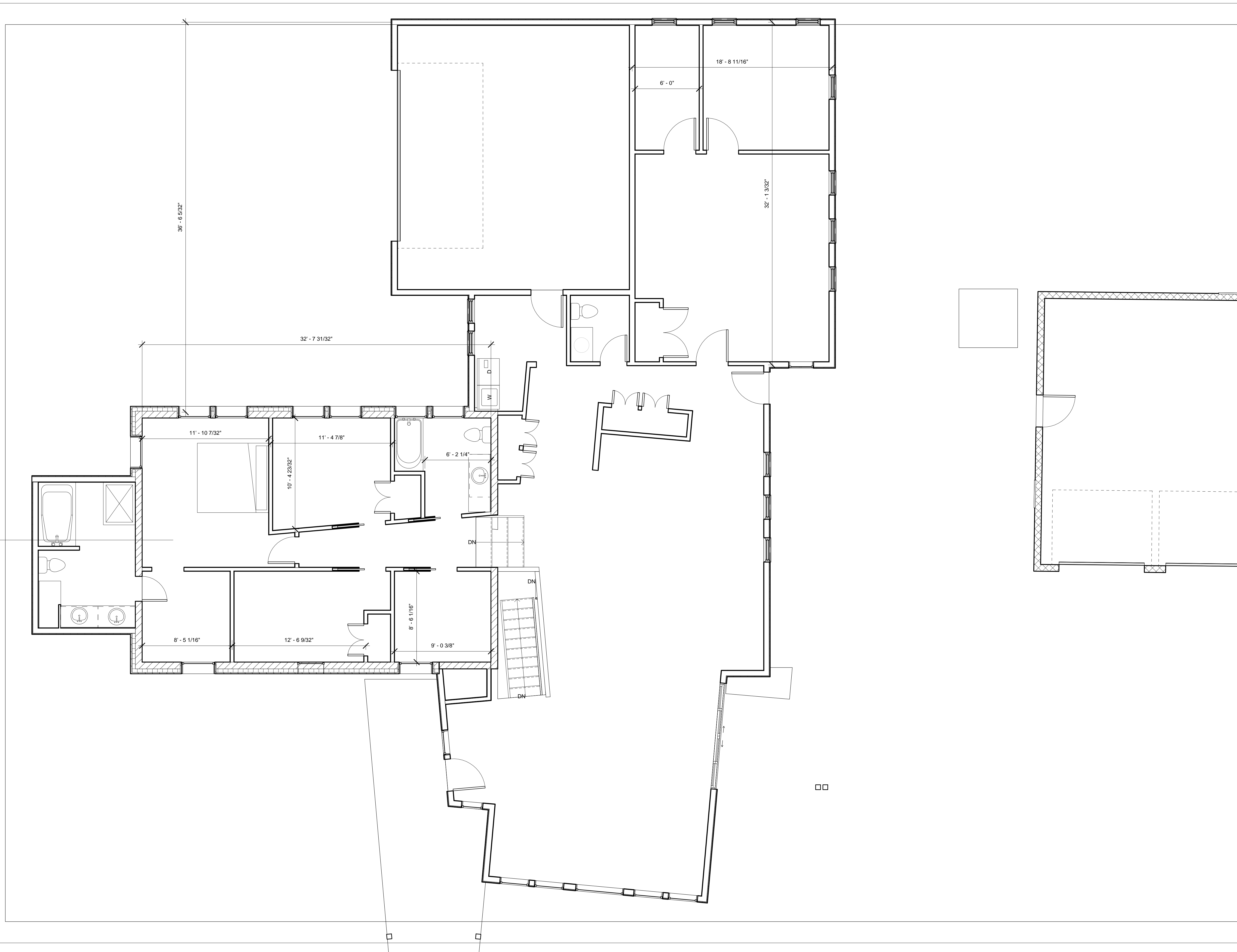
- 1.) THIS SURVEY WAS PREPARED FOR THE INTENDED USE TO SHOW THE RE-ESTABLISHMENT OF THE FOREGOING LEGAL DESCRIPTION.
- 2.) THIS PLAN SHOULD NOT BE RELIED UPON FOR LOCATION OF UNDERGROUND UTILITIES. ONLY VISIBLE EVIDENCE OF SUCH UTILITIES ARE SHOWN HEREIN AND ARE APPROXIMATE. CALL UTILITY NOTIFICATION CENTER OF COLORADO AT 1-800-922-1987 FOR THE MARKING OF UNDERGROUND UTILITIES.
- 3.) ACCORDING TO FEDERAL FLOOD INSURANCE RATE MAPS, THIS PROPERTY IS LOCATED WITHIN:
 - PANEL NO. 080102-0003-C
 - DATED MARCH 18, 1998
 - ZONE X
- 4.) BASIS OF BEARINGS - BEARINGS FOR THIS SURVEY ARE BASED ON THE NORTH LINE SECTION 10, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE 6TH P.M., BETWEEN FOUND MONUMENTS AS SHOWN AND DESCRIBED HEREIN. SAID LINE IS SAID TO BEAR S 89°28'00" E.
- 5.) EXCEPT AS SHOWN, THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES.
- 6.) NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREIN.



LEGEND:

- INDICATES SET #4 REBAR WITH PLASTIC CAP LS 25372
- INDICATES FOUND #4 REBAR WITH PLASTIC CAP LS 14823
- ⊙ INDICATES FOUND #4 REBAR WITH NO CAP
- INDICATES CALCULATED POSITION ONLY—NOTHING FOUND OR SET
- (M) INDICATES MEASURED DATA
- (R) INDICATES RECORD DATA FROM PROVIDED LEGAL DESCRIPTION
- ⊕ INDICATES LIGHT POLE
- Ⓜ INDICATES MAILBOX
- ⊥ INDICATES 'STOP' SIGN
- ⚡ INDICATES FIRE HYDRANT

PROJECT NO.	06-2684
SHEET NO.	1
NO. OF SHEETS	1
CLIENT	GLOMER PIERCE ESTATE - KAHANEK
TITLE	ALTA / ACSM LAND TITLE SURVEY
DATE	5/25/2007
SCALE	1"=30'
FIELD BOOK	
DRAWN	SLP
CHECKED	R.J.L.
APPROVED:	



u | r

urban | rural | design

urban|rural design
 2817 Cherry Lane
 Fort Collins, Colorado
 970-846-0267
 brian@urdesignarch.com

No.	Description	Date

John & Hillary Mizia

Mizia Residence

Main Floor Plan

Project number UR-12-12
 Date 9/30/13
 Drawn by bam
 Checked by bam

A2.0

Scale 1/4" = 1'-0"

9/30/2013 10:48:20 AM



December 20, 2013

John Mizia
1824 Broadview Place
Fort Collins, CO 80521

Re: 418 Lyons St - Platting/Single Family

Description of project: This is a request to investigate platting requirements to allow for a possible demolition and reconstruction of a single family home located at 418 Lyons Street (Parcel # 97101-02-005). The existing house on the site is proposed to be either torn down and rebuilt, or remodeled with a new addition, depending on platting requirements and improvements needed. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. The platting is subject to Administrative (Type 1) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, 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. Option A: LUC 3.3.1(A)(3)(b) Construction of any new principal building would require platting (type I)
2. Option A: LUC 3.5.2 These residential building standards do apply.
3. Option A: LUC 4.5(B)(2)(a)1. Single family detached dwellings are subject to an administrative hearing (type I)
4. Option A: LUC 4.5(D)(1)(a) Requires a minimum average density of 3 dwelling units per acre. A modification would be required (type I)
5. Option B: remodeling and adding an addition would simply require and building permit and the addition would have to meet current setbacks.

Department: Water-Wastewater Engineering

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

1. The existing water/sewer mains in the vicinity of this property include a 6-inch water main in Lyons, an 8-inch sewer at SW corner of property in Lyons and an 8-inch sewer NW of property in Lyons.
2. The existing water service to the property is a ¾-inch service.
3. If there are changes to the existing water or sewer services or if additional services are needed, additional development fees may be due.

Department: Stormwater Engineering

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

1. Development Review Comments:

It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.

2. Platting of the property does not affect the Stormwater requirements. They are the same even if the process is a Basic Development Review (BDR/building permit). Stormwater requirements are based on the new impervious area being added.
3. When improvements are proposed to an existing developed site and there is an increase in impervious area greater than 1000 square feet, onsite detention is required with a 2 year historic release rate for water quantity. If there is less than 1000 but more than 350 square feet of new impervious area, a site grading plan is required along with the impervious area documentation.
4. There are a couple of ways to avoid onsite detention. One is to have less than 1000 square feet on new impervious area. The other is if the total site impervious percentage is less than or equal to the impervious percentage used in the West Vine Master Drainage Plan. In this case your lot is in two different drainage sub-basins. They both allow 45% imperviousness in the future condition. (See drawing provided)
5. If the desire is for a "complete tear down" that could be considered redevelopment and would trigger all the requirements of a new development. The plan sheet A2.0 shows what looks like a 2 car garage east of the house. If that is an existing building and is to remain we could interpret that to mean the entire site was not torn down to get around the redevelopment requirements.
6. In 2008, a 2,400 square foot pole barn with a 720 square foot lean-to was built on this property resulting in 3,120 square feet of new impervious area. This was allowed because the overall impervious percentage was still less than the impervious percentage used in the West Vine drainage master plan. This was possible because of the size of the property with much of it being undeveloped. The 3,120 square of impervious area for the 2008 improvements are not grandfathered. In fact, if all existing improvements are removed, that would be considered redevelopment, and in that case there is no grandfathering of any existing impervious area.
7. A drainage letter may be sufficient to document the existing drainage patterns and to discuss the water quality measures being provided. If the site is redeveloped 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 or letter must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer 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.

8. The natural drainage outfall for the site appears to be to the south or the east except for the front on the house. The new increase in impervious area should be directed to Lyons St. If it is to drain south or east; a drainage easement from the affected properties is required.
9. Normally 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.
10. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996. Basil indicated a bio-swale on each site of the house could meet both water quality requirements. He will work with your design engineer to come up with something that meets requirements and isn't too extensive.
11. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. The PIF will be increasing to \$7,817.00/acre after January 1, 2014. 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.
12. 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.
13. Floodplain Comments:
A portion of this property is located in the City-regulatory 100-year West Vine Basin floodplain and any work performed in the floodplain must comply with the safety regulations of Chapter 10 of City Municipal Code. A City Flood Risk Map is attached.
14. It doesn't appear as if any of the existing buildings are in the floodplain, and from the description given on the application, all proposed development will be outside of the floodplain limits. If the decision is made to plat the property, the floodplain boundary and a standardized note must be shown on the plat. Please contact Shane Boyle of Stormwater Master Planning at sboyle@fcgov.com for the floodplain CAD line work to be shown on the plat.
15. The 100-year floodplain in the West Vine Basin is currently being revised and is subject to change. This may result in a change to the boundaries of the floodway and flood fringe. We anticipate having the floodplain mapping adopted later next year.
16. The Floodplain Administrator for the West Vine Basin is Brian Varrella; 970.416.2217, bvarrella@fcgov.com. Please contact Brian or Mark Taylor, 970.416.2494, mtaylor@fcgov.com with any questions.

Department: Historical Preservation

Contact: Karen McWilliams, 970-224-6078, kmcwilliams@fcgov.com

1. If the property contains any buildings or structures 50 or more years old, the demolition or exterior changes to the buildings would need to be reviewed under the City's Demolition/Alteration Review Process, Municipal Code Section 14-72.

This process begins with a determination of a building or structure's eligibility for recognition as a Fort Collins Landmark, which identifies the appropriate review process(es). This review begins with current color photographs of each side of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of each building, as well as any previous alterations or additions. Digital photos are encouraged, and may be sent to jweinberg@fcgov.com or kmcwilliams@fcgov.com. Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at the Development Review Center, 1st Floor, 281 N. College Ave., attn. Josh Weinberg.

2. The eligibility of a property for landmark designation does not, in any way, designate the property as a Landmark; it does define which of the various City review processes the development application would be reviewed under. If a building or structure is found to be individually eligible for Landmark designation, then the overall project would be reviewed for compliance with LUC Section 3.4.7. to ensure that, to the maximum extent feasible: (1) historic sites, structures or objects are preserved and incorporated into the proposed development and any undertaking that may potentially alter the characteristics of the historic property is done in a way that does not adversely affect the integrity of the historic property; and (2) new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.
3. Owners of properties that are eligible as landmarks may choose to have the property officially recognized as a landmark, and then qualify for financial incentives. Financial programs offer include 20% State Tax Credits, \$7,500 yearly no-interest loans, \$15,000 Historic Structure Assessment grants, State Historic Fund grants of \$200,000 and more, and, for income producing properties, an additional 20% Federal Tax Credit. Any work, both interior and exterior, which protects or promotes a building's historic character by meeting the Secretary of the Interior's Standards (<http://www.cr.nps.gov/hps/tps/standguide/index.htm>) can qualify. For more details on financial incentives, please contact Historic Preservation staff.
4. Because of the property's location in the Westside Neighborhood, you are encouraged to take advantage of the City's Design Assistance Program (DAP), a program to encourage quality design in the East Side and West Side Neighborhoods. The DAP pays for up to \$2,000 towards the design and building plans for alterations, additions, or new construction located in the Eastside and Westside Neighborhoods (roughly, north of Prospect, and between Taft and Lemay). The owner selects from the Design Assistance Program Consultant's Master List, and the design must meet the requirements of the City's building codes. This assistance is available to anyone, regardless of the building's age or eligibility for designation.

Department: Fire Authority

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

1. FIRE LANES

The platting of this property may prompt the need for a fire lane in order to provide access to the metal shop at the east end of the property. Further study is warranted.

The applicable fire code is provided here for your reference.

06IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building. When fire lanes cannot be provided, the fire code official is authorized to increase the dimension of 150 feet if the building is equipped throughout with an approved, automatic fire-sprinkler system.

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.
2. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "...(4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
3. Looking down the road, please include a note on the tree mitigation plan or landscape plan, as appropriate, that requires a tree removal to occur outside of the migratory songbird nesting season (February 1-July 31), or that a survey be conducted prior to removal to ensure no active nests in the area.

Department: Engineering Development Review

Contact: Andrew Gingerich, 970-221-6603, agingerich@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
5. A detached Sidewalk will be required to be built along Lyons Street to City Standards adjacent to this property.
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. From the County Assessor's website it appears right of way has already been dedicated along Lyons Street but additional could be required and will be determined at the time of a more detailed submittal and review.
7. A Development Agreement is required if this project is being platted and will be recorded once the project is finalized with recordation costs paid for by the applicant.
8. Comments and review from engineering will depend on whether or not this project is platted.

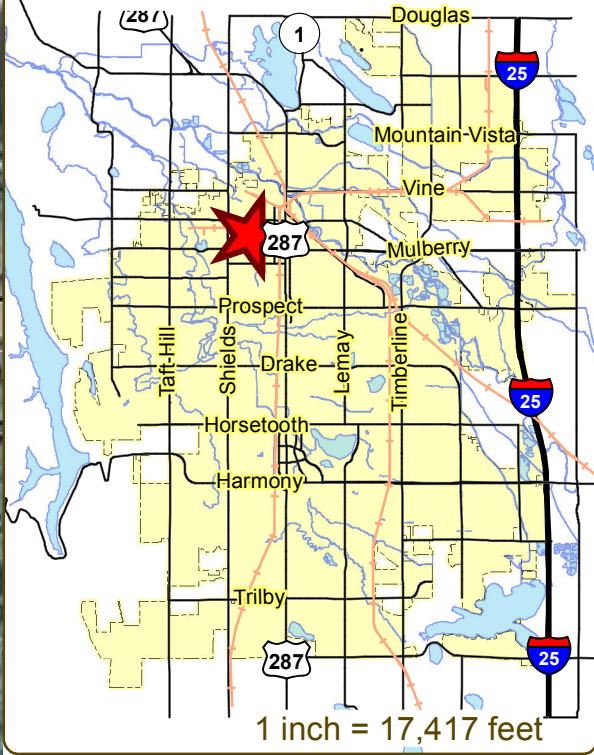
Current Planning

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

1. LUC 3.3.1(A)(3)(b) The lot is currently unplatted. Any new principal building requiring a building permit (i.e. Option A) triggers the need to plat.
2. Along with the platting, option A would require submittal and review of a site plan, and landscaping details (LUC 3.2.1) that show a building envelope.
3. LUC 4.5(D)(1)(a) The Low Density, Mixed-Use Neighborhood (L-M-N) Zone District requires a minimum density of 3 dwelling units per acre. A modification of standard is needed if only one dwelling unit is proposed.
4. Option A triggers certain improvements such as detached sidewalks and street trees. Street trees should be planted at 30' to 40' spacings. Street tree requirements can be found in LUC Section 3.2.1(D)(2).
5. LUC 3.8.11 Fences should be no more than 4 feet high between the front building line and the front property line.
6. A list of current development review fees can be found at the following link (<http://www.fcgov.com/developmentreview/fees.php>). It is likely the new project development plan would be considered a "small project" with reduced planning review fees, subject to director approval.
7. The TIS is waived for this proposal. No further comments.
8. 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.
9. 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.
10. 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>.
11. 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.
12. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.
13. 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.
14. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

520 W Oak St Office

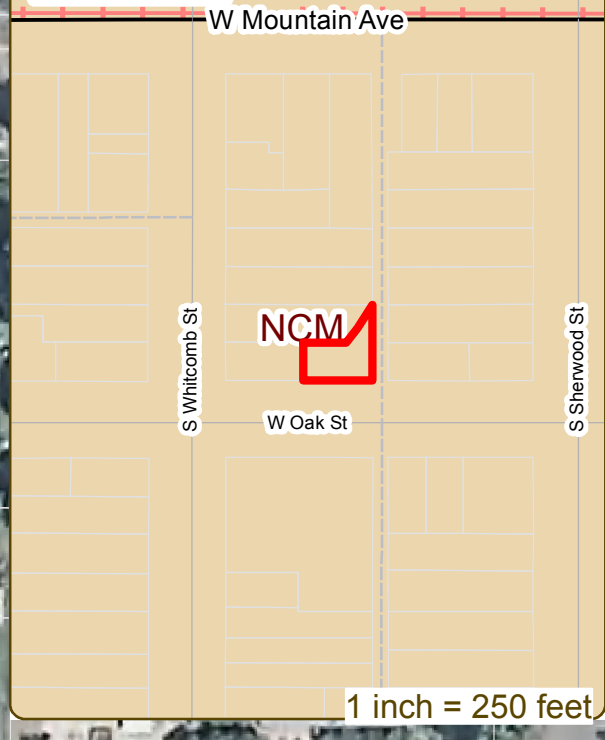
Vicinity Map



Aerial Site Map



Zoning Map



1 inch = 83 feet

These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement of location of any map features thereon. THE CITY OF FORT COLLINS MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE MAP PRODUCTS OR THE UNDERLYING DATA. Any users of these map products, map applications, or data, accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility of the use thereof, and further covenants and agrees to hold the City harmless from and against all damage, loss, or liability arising from any use of this map product, in consideration of the City's having made this information available. Independent verification of all data contained herein should be obtained by any users of these products, or underlying data. The City disclaims, and shall not be held liable for any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.





CONCEPTUAL REVIEW: APPLICATION

General Information

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

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date. Application materials must be e-mailed to currentplanning@fcgov.com. If you do not have access to e-mail, other accommodations can be made upon request.

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

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

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

Brian Hurst (Owner) _____

Business Name (if applicable) _____

Your Mailing Address 2436 Emerson St. Denver, CO 80205 _____

Phone Number 970-213-0009 Email Address Brianhurst@comcast.net _____

Site Address or Description (parcel # if no address) _____

24 520 West Oak St _____

Description of Proposal (attach additional sheets if necessary) _____

See attached letter _____

Proposed Use Counseling Office Existing Use Residence _____

Total Building Square Footage 950 S.F. Number of Stories 1 Lot Dimensions See below _____

Age of any Existing Structures 1900- Dimensions E 90 FT OF S 1/2 OF LOT 8 & PT OF N 1/2 OF LOT 8 LY E OF W LN OF DITCH, BLK 71, FTC

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 0 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?



CENTER FOR
FAMILY CARE

Nancy Renfer Smith, Ph.D., LPC, RPT/S
Michael Smith, Ph.D., LMFT, RPT/S

INDIVIDUAL, MARRIAGE & FAMILY THERAPY
PLAY THERAPY & PARENT TRAINING
CHILD & ADOLESCENT GROUPS & THERAPEUTIC TUTORING

Melinda M. Lee, M.Ed., LPC
Dori Mann, B.A., Early Childhood Educator

December 5, 2013

To: Staff of Department of Zoning, City of Fort Collins

From: Nancy R. Smith, Ph.D., LPC

Re: Consideration to Conduct Counseling Practice at 520 West Oak Street

I am interested in moving our counseling practice, dba the Center for Family Care, from 420 South Loomis to 520 West Oak Street, Fort Collins, Colorado, 80521. The house on the north side of Oak Street is just across the street from the Touchstone Mental Health Center. The house on Oak Street is next to the alley on the east and is buffered by a side yard on the east and a back yard on the west, providing a nice distance from the adjacent houses. We are intentional to protect the anonymity of our clients by maintaining a low profile (i.e., no sign displayed in the yard); therefore, I think this old town bungalow would be an ideal location for our counseling practice. I do not think it would in any way be a disturbance to nearby neighbors or distraction from the character of the neighborhood.

Description of Current Professional Counseling Practice at 420 South Loomis: In 2005, I purchased the a restored house at 420 South Loomis to be my residence and to be an office place for the Center for Family Care. Because the house has a full finished basement with egress windows, separate entrances and an addition built on the back of the house, it has provided ample private living space as well as ideal space for counseling offices and play therapy rooms.

Following the guidelines as outlined in my Home Occupation License, Melinda Lee, M.A.,LPC and I have conducted our counseling practices at the Loomis location since I moved here in the summer of 2005. We each specialize in providing therapy to children, adolescents and their families. Not only have we loved working with our clients in the comfortable setting of a house, our youth and adult clients appreciate the "homey" atmosphere it provides as compared to the more formal setting of a traditional office. The following are some particulars about our practice, which would be applicable and maintained should we be able to move the Center to the Oak location:

- The sun porch (with added floor heaters and a window air conditioner) serves as the waiting room,

- Clients (generally averaging one or two per hour) park on the street, along with CSU students since we are just two blocks from campus.
- Since many of our clients are children or adolescents, parents often drop off their youngsters for their counseling appointments and pick them at the appointed time.
- In order to protect the privacy of our clients, we have chosen not to place a sign in the yard even though a 2 foot sign is allowed when operating with a Home Occupation License. There is only a small 8" x 10" framed sign placed in the window to the right of the door. Most of the neighbors are unaware that we operate a counseling practice at the house on Loomis.
- There has not been a single complaint or even a minor concern expressed by neighbors during the past 7 1/2 years since we moved the practice to the Loomis house.
- I have driven by the property at 520 West Oak several times at various times of the day in the last two weeks and noted each time there are a few cars parked on the north side of the street. I have observed some individuals park their car on the north side of the street and then walk across the street to enter the Touchstone office building. Also, I have observed individuals parking on the south side of Oak and then enter Touchstone. Therefore, the neighbors in that block are used to having some cars parked curbside on both sides of the street due to the location of the mental health center. Because our combined practice is small and does not involve large groups of clients at one time, it is my opinion that there would be very little, if any, noticeable change in the number of parked vehicles, if zoning would allow us to operate from the property under consideration.

The owner of the Oak property and I are very interested in pursuing a modification of the zoning restrictions in order for Center for Family Care to operate as a tenant at 520 West Oak Street. We welcome you to tour CFC offices to give you a clearer understanding of our practice and how we have so successfully operated in a residential setting these past 7 1/2 years. Ms. Jean Troxell, wife of Councilman, Wade Troxell, worked as my assistant for 7 years; therefore, Wade Troxell would be a source of information regarding our operating practice concern the neighborhood.

Please feel free to contact me for more information at 970-218-2056.

Nancy R. Smith, Ph.D.

Nancy R. Smith, Ph.D., LPC

President, Center for Family Care



NO
LEFT
TURN
ON
RED







December 20, 2013

Brian Hurst
2436 Emerson St
Denver, CO 80205

Re: 520 W Oak St - Office

Description of project: This is a request to utilize an existing single family home for professional offices located at 520 West Oak Street (Parcel # 97114-10-020). The proposal calls for using the existing home as a counseling practice that currently operates at a reduced scope with a home occupation license at a nearby address. The site is located in the Neighborhood Conservation, Medium Density (N-C-M) Zone District. An office use would require an Addition of a Permitted Use subject to Planning & Zoning Board (Type 2) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, 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. There is a maximum number of parking spaces allowed. 3/1000 SQFT or .75/employee. How many employees will you have? If you do keep the parking area off the alley it will need to be paved and you will need to provide a handicap space.
2. LUC 3.2.2(C)(b) The minimum bicycle parking requirement is 4 spaces, 20% being enclosed and 80 % fixed bicycle racks.
3. LUC 3.2.2(D)(3)(c) Pavement. All open off-street parking and vehicular use areas shall be surfaced with asphalt, concrete or other material in conformance with city specifications.
4. LUC 3.2.2(K)(5) Handicap parking spaces are required in numbers per this section.
5. An addition of permitted use and Planning and Zoning Board process is required for this project. A modification to the minimum lot size will also be required as part of that process (the lot is smaller than the 6000 sf. minimum size required).

Department: Water-Wastewater Engineering

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

1. If no changes are planned to the existing water and sewer services, there are no comments at this time.

Department: Stormwater Engineering

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

1. Development Review Comments:
If there are no improvements required that will increase the impervious area; there are no Stormwater requirements for addition of a permitted use.
2. 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>)
3. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
4. If there is a requirement to add paved parking there would be an increase in runoff that could trigger other Stormwater requirements. However if there is less than 5000 but more than 350 square feet of new impervious area; a grading and erosion control plan is required instead of a complete construction plan set.
5. The drainage outfalls for the site are the curb and gutter of Oak St. or the alley.
6. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. The PIF will be increasing to \$7,817.00/acre after January 1, 2014. 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.

8. Floodplain Comments:

A portion of this property is in the City-regulated 100-year Old Town flood fringe and must comply with the safety regulations of Chapter 10 of City Municipal Code. That Code stipulates that if any part of a building is in the floodplain, the entire building is considered to be in the floodplain. A City Flood Risk Map is attached.

9. From the description of the counseling practice provided in the submittal application, this may be considered a critical facility. Critical facilities are not allowed in the 100-year floodplain. The applicant should make an appointment with Floodplain Administration staff to clarify the critical nature of the use of this building before proceeding.
10. If the applicant is considering remodeling the building, remodeling of a residential or non-residential structure is allowed in a City flood fringe as long as the cost of improvements (over a 12-month period) does not equal or exceed 50 percent of the market value of the structure. If the cost of improvements does exceed 50 percent of the building's value, the building is considered to be Substantially Improved, and the lowest floor of the structure as well as all duct work, heating, ventilation and air-conditioning systems, electrical, hot water heaters, etc. must be elevated a minimum of twelve-inches above the Base Flood Elevation (BFE) for the property. That elevation is known as the Regulatory Flood Protection Elevation (RFPE). For a building remodel, $RFPE = BFE + 12"$.
11. Any construction activities in the 100-year flood fringe must be preceded by an approved floodplain use permit, the appropriate permit application fees, and approved plans.
12. 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. Please contact Shane Boyle of Stormwater Master Planning at sboyle@fcgov.com for floodplain CAD line work as required per the floodplain development review check list.
13. The Floodplain Administrator for the Old Town Basin is Brian Varrella; 970.416.2217, bvarrella@fcgov.com. Please contact Brian or Mark Taylor, 970.416.2494, mtaylor@fcgov.com with any questions.

Department: Historical Preservation

Contact: Karen McWilliams, 970-224-6078, kmcwilliams@fcgov.com

1. If the property contains any buildings or structures 50 or more years old, the demolition or exterior changes to the buildings would need to be reviewed under the City's Demolition/Alteration Review Process, Municipal Code Section 14-72.

This process begins with a determination of a building or structure's eligibility for recognition as a Fort Collins Landmark, which identifies the appropriate review process(es). This review begins with current color photographs of each side of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of each building, as well as any previous alterations or additions. Digital photos are encouraged, and may be sent to jweinberg@fcgov.com or kmcwilliams@fcgov.com. Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at the Development Review Center, 1st Floor, 281 N. College Ave., attn. Josh Weinberg.

2. Owners of properties that are eligible as landmarks may choose to have the property officially recognized as a landmark, and then qualify for financial incentives. Financial programs offer include 20% State Tax Credits, \$7,500 yearly no-interest loans, \$15,000 Historic Structure Assessment grants, State Historic Fund grants of \$200,000 and more, and, for income producing properties, an additional 20% Federal Tax Credit. Any work, both interior and exterior, which protects or promotes a building's historic character by meeting

the Secretary of the Interior's Standards (<http://www.cr.nps.gov/hps/tps/standguide/index.htm>) can qualify. For more details on financial incentives, please contact Historic Preservation staff.

3. Due to this project's proximity to the Whitcomb Neighborhood Landmark District, the project would be reviewed for compliance with LUC Section 3.4.7., to ensure that, to the maximum extent feasible, new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.
4. Because of the property's location in the Westside Neighborhood, you are encouraged to take advantage of the City's Design Assistance Program (DAP), a program to encourage quality design in the East Side and West Side Neighborhoods. The DAP pays for up to \$2,000 towards the design and building plans for alterations, additions, or new construction located in the Eastside and Westside Neighborhoods (roughly, north of Prospect, and between Taft and Lemay). The owner selects from the Design Assistance Program Consultant's Master List, and the design must meet the requirements of the City's building codes. This assistance is available to anyone, regardless of the building's age or eligibility for designation.

Department: 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.
2. This may not apply to you, but be aware that Article 3.2.1(C) requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.

Department: Engineering Development Review

Contact: Tyler Siegmund, 970-221-6501, tsiegmund@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>

6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
9. Section 3.6.2(J)(2) of the Land Use Code require that with development, the alley would need to be paved full-width adjacent to the property out to W Oake St. The design for the alley paving would be required with the submittal and would need to meet criteria in LCUASS figure 7-11F.

Current Planning

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

1. The property is located in the Neighborhood Conservation, Medium Density (NCM) Zone District. Offices are not a permitted use in the NCM zone district; an office use at this location requires an addition of a permitted use (APU) subject to Planning & Zoning Board approval.
2. Staff does not support an addition of a permitted use for commercial office at this location and views it as an encroachment upon the neighborhood.
3. Recent applications for an addition of a permitted use have been closely watched and debated by citizens, staff and the Planning & Zoning Board. The P&Z Board is currently reviewing and evaluating the APU process and may recommend changes in the near future. Sarah Burnett, the City's Neighborhood Development Review Liaison, can provide more information on the Boards' review of the APU process (sburnett@fcgov.com, 970-224-6076).
4. LUC 4.8(D)(1) Minimum lot area is 6,000 square feet for uses other than single-family or two-family dwellings. The current lot is 5,350 square feet, requiring a modification of standard.
5. The APU application and modification of standard request will need to accompany a full project development plan (PDP) submittal, including site, landscape (LUC 3.2.1), lighting (LUC 3.2.4) and civil drawings.
6. Non-residential developments are limited to a maximum number of off-street parking spaces. General office is limited to 3/1,000 square feet or .75/employee. If off-street parking spaces are provided, at least 1 space must be a van-accessible handicap space. Please refer to LUC Section 3.2.2 for parking lot requirements, including setbacks from streets and lot lines.
7. LUC 3.3.3(C)(4)(b) Bicycle parking is required, with 4 spaces minimum, 1 of which must be enclosed.
8. Traffic Operations Comment: A TIS will not be required.
9. Traffic Operations Comment: No other comments.
10. The proposed addition of permitted use is subject to Section 1.3.4 Addition of Permitted Uses, of the LUC. The proposed use is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request will be required to hold a neighborhood information meeting prior to formal submittal of the project. Type 2 development proposals are subject to the neighborhood meeting requirement, per Section 2.2.2 of the LUC. Please contact me at 221-6750, to assist you in setting a date, time, and location for a meeting. A planner and possibly other City staff, would be present to facilitate the meeting.

11. 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.
12. 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>.
13. 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.
14. Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
15. 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.
16. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

Pre-Submittal Meetings for Building Permits

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

Applicants of new commercial or multi-family projects are advised to call 416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

Construction shall comply with the following adopted codes as amended:

2009 International Building Code (IBC)

2009 International Residential Code (IRC)

2009 International Energy Conservation Code (IECC)

2009 International Mechanical Code (IMC)

2009 International Fuel Gas Code (IFGC)

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

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

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5

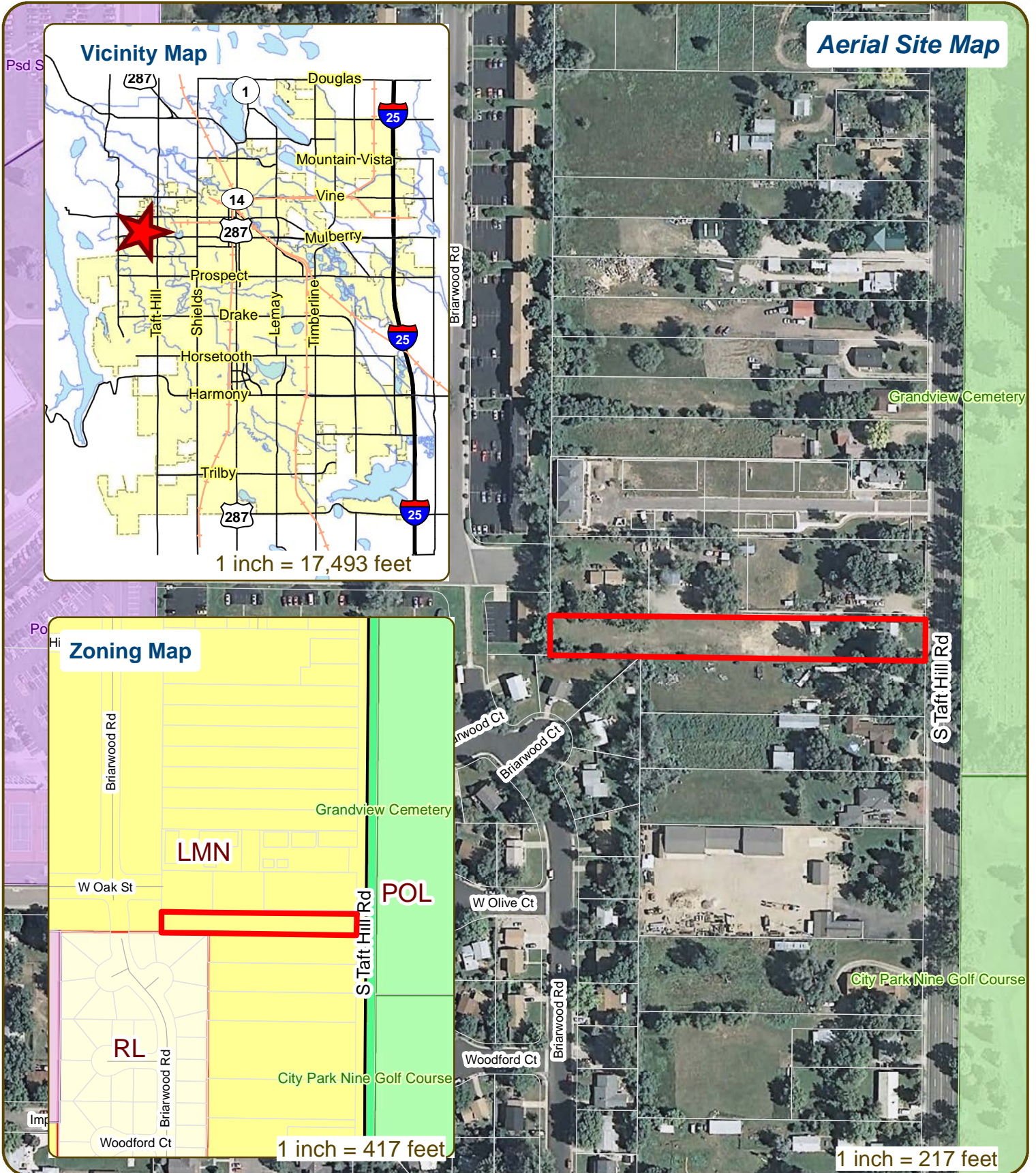
Energy Code Use

1. Single Family; Duplex; Townhomes: *2009 IRC* Chapter 11 or *2009 IECC* Chapter 4
2. Multi-family and Condominiums 3 stories max: *2009 IECC* Chapter 4.
3. Commercial and Multi-family 4 stories and taller: *2009 IECC* Chapter 5.

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

City of Fort Collins
Building Services
Plan Review
416-2341

117 S Taft Hill - Subdivide/Single Family



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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) _____

Curt Lyons, Jennifer Sunderland

Business Name (if applicable) N/A

Your Mailing Address 117 South Taft Hill Rd. Ft Collins CO 80521

Phone Number (970) 556-8474 Email Address curtislyons@gmail.com

Site Address or Description (parcel # if no address) 117 S. Taft Hill Rd FTC 80521

com at SE cor of NE 1/4 of SE 1/4 9-7-69, N 89 36 3/4' W 651.77 FT M/L TO SW cor of E 1/2 of NE 1/4 of SE 1/4

Description of Proposal (attach additional sheets if necessary) We propose to build a second, single family detached house to the west of the existing structures, approximately in the middle of our lot. 290' west of east prop. boundary and 25' north of south property boundary, LMN zone

Proposed Use infill housing Existing Use open field

Total Building Square Footage approx 800 S.F. Number of Stories 1 1/2 Lot Dimensions approx 700' e/w, 70' n/s

Age of any Existing Structures existing house built 1947, garage and barn unknown

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 approximately 640 S/F 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?

Lyons, Sunderland single family detached house proposal
117 S Taft Hill Rd, Ft.C 80521

We propose subdividing and building a second single family detached house of approximately 800s/f, with a foot print of 32'X20', oriented east/west, on the western mid section of our lot, approximately 290' west of Taft Hill property line and 25' north of southern property line.

This parcel is in LMN, so the new house plat would be at least 4,480s/f. There are currently two existing parking areas already established on property with access off of Taft and a shared access to the north. No additional parking is proposed.

Existing structures include a house off of Taft Hill, a detached garage and a barn, none of which would be connected to or affected by the proposed construction. The proposed house would be at least 75' west of the west side of barn.

Currently this property is relatively flat, with no wetlands, or irrigation ditches, current drainage appears to be west to east.

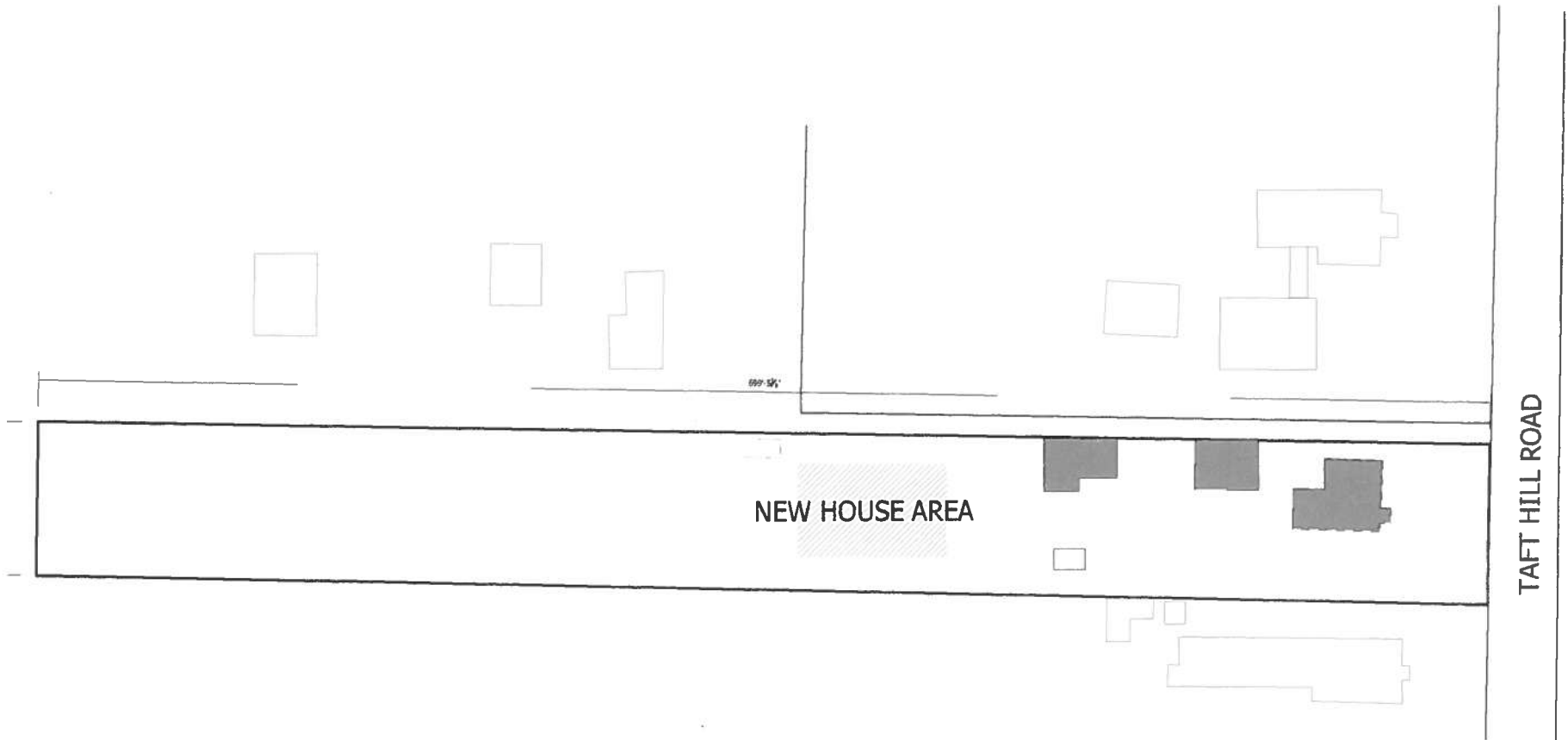
The proposed building site is roughly 50' from the nearest trees, which are on another property to the north.

There is a 10" sewer main running east/west across the property, approximately 10' north of the southern property line. The proposed house would be approximately 15' north of pipe.



urban | rural | design

1" = 30'



LYONS PROPERTY
Fort Collins . Co



December 20, 2013

Curt Lyons
117 South Taft Hill
Fort Collins, CO 80521

Re: 117 S Taft Hill Rd - Subdivide/Single Family

Description of project: This is a request to subdivide existing property and construct a new single family detached home located at 117 South Taft Hill Road (Parcel # 97094-01-015). The location of the new lot and home are to the west of the existing house and accessory buildings. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. The subdivision and single family home are subject to Administrative (Type 1) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, 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. This will require platting.
2. LUC 3.5.2 These residential building standards do apply.
3. LUC 4.5(D)(1)(a) Requires a minimum average density of 3 dwelling units per acre. A modification would be required (type I)
4. Assuming the lot is split East/West a 20' wide private drive off S. Taft Hill Rd would be required for access to the rear lot.

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers in this area include a 6-inch water main in Taft and a 10-inch sewer in an easement along the southern edge of the property.
2. An easement must be provided (or maintained) for the sanitary sewer extending 15 feet on each side of the sewer (30 feet total).

3. If Poudre Fire Authority requires a fire hydrant west of Taft, a water main may need to be extended onto the site which must be 10 feet from the sewer and will require additional easement. Contact Water Utilities if you have questions.
4. Development fees and water rights will be due at building permit.

Department: Stormwater Engineering

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

1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
2. A drainage letter should be sufficient to document the existing drainage patterns and to discuss the water quality measures being provided. The drainage letter needs to address the four-step process for selecting structural BMPs. Also standard operating procedures (SOPs) must be prepared for each of the BMPs being used on the site. They must be prepared by a Professional Engineer registered in Colorado. There would also need to be a grading plan and an erosion control report. The requirements for the erosion control report 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.
3. Normally onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate. In the West Vine drainage basin the two year historic release rate is 0.35 cfs/acre for water quantity detention. One way to avoid onsite detention is to have an impervious percentage equal to or less than 45% which is the impervious percentage used in the West Vine master drainage plan for future conditions. Each lot would need to meet this percent imperviousness.
4. Fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
5. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
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>. Both the standard and LID water quality requirements may be able to be met in one facility such as a rain garden. I suggest that you have your engineer meet with Basil Hamdan early on in the design process.
6. The only public drainage outfall for the site is the curb and gutter of Taft Hill Rd. If the runoff from the new impervious area drains onto private property a drainage easement is required.
7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at

<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. The PIF will be increasing to \$7,817.00/acre after January 1, 2014. 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: Historical Preservation

Contact: Karen McWilliams, 970-224-6078, kmcwilliams@fcgov.com

1. If the property contains any buildings or structures 50 or more years old, the demolition or exterior changes to the buildings would need to be reviewed under the City's Demolition/Alteration Review Process, Municipal Code Section 14-72.

This process begins with a determination of a building or structure's eligibility for recognition as a Fort Collins Landmark, which identifies the appropriate review process(es). This review begins with current color photographs of each side of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of each building, as well as any previous alterations or additions. Digital photos are encouraged, and may be sent to jweinberg@fcgov.com or kmcwilliams@fcgov.com. Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at the Development Review Center, 1st Floor, 281 N. College Ave., attn. Josh Weinberg.

2. The eligibility of a property for landmark designation does not, in any way, designate the property as a Landmark; it does define which of the various City review processes the development application would be reviewed under. If a building or structure is found to be individually eligible for Landmark designation, then the overall project would be reviewed for compliance with LUC Section 3.4.7. to ensure that, to the maximum extent feasible: (1) historic sites, structures or objects are preserved and incorporated into the proposed development and any undertaking that may potentially alter the characteristics of the historic property is done in a way that does not adversely affect the integrity of the historic property; and (2) new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.
3. Owners of properties that are eligible as landmarks may choose to have the property officially recognized as a landmark, and then qualify for financial incentives. Financial programs offer include 20% State Tax Credits, \$7,500 yearly no-interest loans, \$15,000 Historic Structure Assessment grants, State Historic Fund grants of \$200,000 and more, and, for income producing properties, an additional 20% Federal Tax Credit. Any work, both interior and exterior, which protects or promotes a building's historic character by meeting the Secretary of the Interior's Standards (<http://www.cr.nps.gov/hps/tps/standguide/index.htm>) can qualify. For more details on financial incentives, please contact Historic Preservation staff.
4. Because of the property's location in the Westside Neighborhood, you are encouraged to take advantage of the City's Design Assistance Program (DAP), a program to encourage quality design in the East Side and West Side Neighborhoods. The DAP pays for up to \$2,000 towards the design and building plans for alterations, additions, or new construction located in the Eastside and Westside Neighborhoods (roughly, north of Prospect, and between Taft and Lemay). The owner selects from the Design Assistance Program Consultant's Master List, and the design must meet the requirements of the City's building codes. This assistance is available to anyone, regardless of the building's age or eligibility for designation.

Department: Fire Authority

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

1. FIRE LANES

The International Fire Code requires an accessible fire lane to be within 150' of all portions of the proposed residence. In addition, a turn around will be required if the fire lane is longer than 150'. If this requirement cannot be met, a residential fire sprinkler system may be used as to offset the fire lane requirement. Fire Code requirements and fire lane specifications are provided for your reference. Please contact me at any time should you need further clarification or wish to discuss this in greater detail.

06IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building. When fire lanes cannot be provided, the fire code official is authorized to increase the dimension of 150 feet if the building is equipped throughout with an approved, automatic fire-sprinkler system.

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. Plans for the turn around shall be reviewed by the fire department.
- > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
- > Be visible by painting and/or signage, and maintained unobstructed at all times.

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

2. WATER SUPPLY

The International Fire Code requires a hydrant to be within 400' of any residence. Depending upon placement of the proposed residence on the subdivided lot, a fire hydrant may be required if the maximum allowable distance is exceeded. If a fire hydrant is to be installed, it must be the type approved by the water district having jurisdiction and the Fire Department. Hydrant spacing and flow must meet minimum requirements based on type of occupancy.

06IFC 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 proposed residence shall be addressed separately from the original residence. The premise ID shall be posted on the residence and at Taft Hill Road.

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

Department: Environmental Planning

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

1. 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.
2. It does not sound like you will be removing any trees, but be aware that Article 3.2.1(C) requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
3. You are in an area highly utilized by raptors, so please include a note on the tree mitigation plan or landscape plan, as appropriate, that requires a tree removal to occur outside of the migratory songbird nesting season (February 1-July 31), or that a survey be conducted prior to removal to ensure no active nests in the area.

Department: Engineering Development Review

Contact: Marc Virata, 970-221-6567, mvirata@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. Per comments from Traffic Operations, a traffic study for vehicular impacts would be waived for the project. The applicant would still need to contact Transportation Planning (Aaron Iverson at 416-2643) for verification of whether an alternative modes (pedestrian/bicycle/transit) portion of a traffic study is still required.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and construction of streets that are necessary for this project. Previous projects in the area have been required to dedicate a right-of-way and either construct or provide funds for the construction of a connector roadway that would parallel Taft Hill Road. This would need to be explored with additional information for the project.
7. Construction plans may be required.
8. A Development Agreement may be required and recorded once the project is finalized with recordation costs paid for by the applicant.
9. A Development Construction Permit (DCP) may need to be obtained prior to starting any work on the site.

Current Planning

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

1. The Northwest Subarea Plan identifies an extension of Pennsylvania Street, running north-south, at approximately the mid-point of the lot. The new lot and single family home should be sited in such a way to allow for reservation or dedication of right-of-way.
2. For reference, the Northwest Subarea Plan also identifies a possible extension of West Oak Street eastward across the properties to the north.
3. Setbacks for residential buildings are as follows: 15 feet from public street right-of-way for non-arterial streets, 5 feet for side yards and 8 feet for rear yards.
4. The Low Density, Mixed-Use Neighborhood (L-M-N) Zone District requires a minimum density of 3 units per acre. Depending on the proposed size of the lot, a modification of standard may be required. The Northwest Subarea Plan recommends no minimum density requirement for projects less than 20 acres in this area.
5. Improvements related to sidewalks, street trees, and curb & gutter may be necessary along South Taft Hill Road. In addition, new access points off Taft Hill Road will be limited and access points may be restricted in the future when all or part of the planned Pennsylvania Street extension is constructed.
6. The TIS is waived for this proposal. No further comments.
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.