

# Conceptual Review Agenda

Schedule for 12/08/14 to 12/08/14

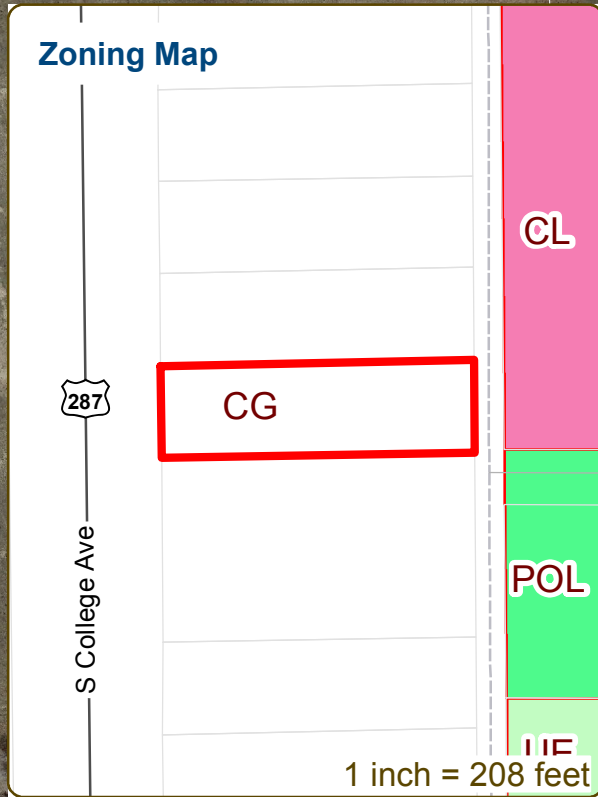
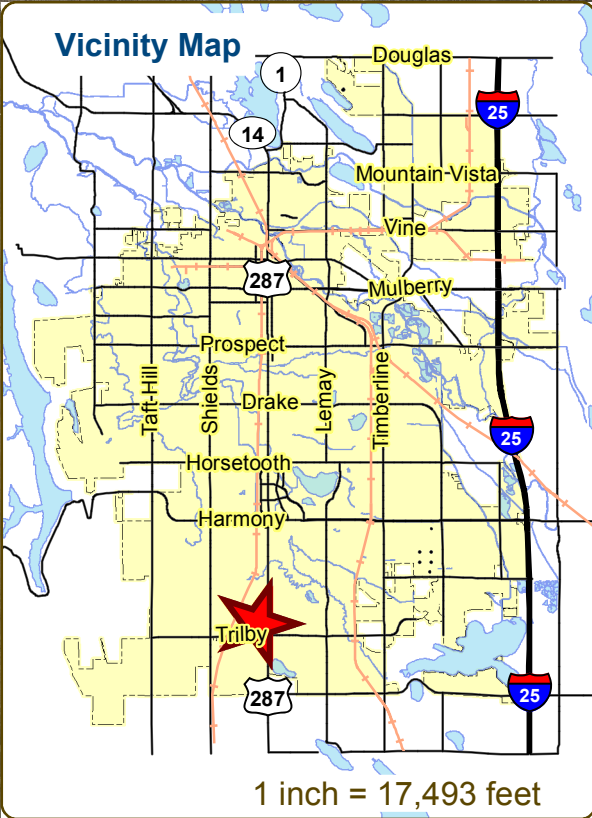
281 Conference Room A

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## Monday, December 8, 2014

Time	Project Name	Applicant Info	Project Description	Planner
<b>10:15</b>	6250 S College - Road and Fence CDR140091	Jay Haddick (303) 227-3167 <a href="mailto:jay.haddick@gypsumproducts.com">jay.haddick@gypsumproducts.com</a>	This is a request to approve a temporary road and fence at 6250 S College (Parcel #9612305012). The road leads to the Gypsum Products storage yard to the north from the former U-Pump It gas station site. The road and fence have already been constructed and there is a possible need for a retention pond and stormwater mitigation. The site is located in the General Commercial (CG) zone district. This project will be subject to Administrative (Type I) Review.	Clay Frickey
<b>11:00</b>	1912 Laporte - Solar Farm CDR140092	Dana Mosman (720) 302-3527 <a href="mailto:dana.mosman@bellaenergy.com">dana.mosman@bellaenergy.com</a>	This is a request to construct a solar farm at 1912 Laporte (Parcel #9710211002). The solar array will be approximately 3 acres in size. The remainder of the site will be open space. The site is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This project will be subject to Planning & Zoning Board (Type II) review.	Ryan Mounce

# 6250 S College Ave Road and Fence



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CONCEPTUAL REVIEW: APPLICATION

General Information

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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) **JAY HADDICK - GYPSUM PRODUCTS - MANAGER**, LESSEE FROM PEERLESS PROPERTY - 6250 S. COLLEGE

Business Name (if applicable) **ALLIED BUILDING PRODUCTS: DBA: GYPSUM PRODUCTS**

Your Mailing Address **1400 EAST 61ST AVE, DENVER CO 80216**

Phone Number **303-884-2954 cell** Email Address **JAY.HADDICK@GYPSUMPRODUCTS.COM**

Site Address or Description (parcel # if no address) **6250 SOUTH COLLEGE AVE**

Description of Proposal (attach additional sheets if necessary) **SEE ATTACHMENT**

Proposed Use **TEMPORARY ROAD** Existing Use **VACANT LAND**

Total Building Square Footage **N/A** S.F. Number of Stories **N/A** Lot Dimensions **1/2 LOT 90'x150'**

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 **RECYCLED ASPHALT - 2250 # DRIVE, 3900 # LOT** 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?

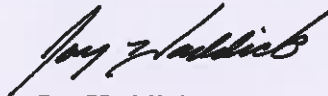
Sept 15, 2014

To City of Fort Collins;

This letter is in reference to a conceptual review planned for the property located at 6250 S. College Ave. Gypsum Products, which is located at 6220 S. College, is leasing this property from Peerless Tyre. Gypsum Products is proposing a temporary road behind the vacant U Pump It gas station owned by Peerless Tyre.

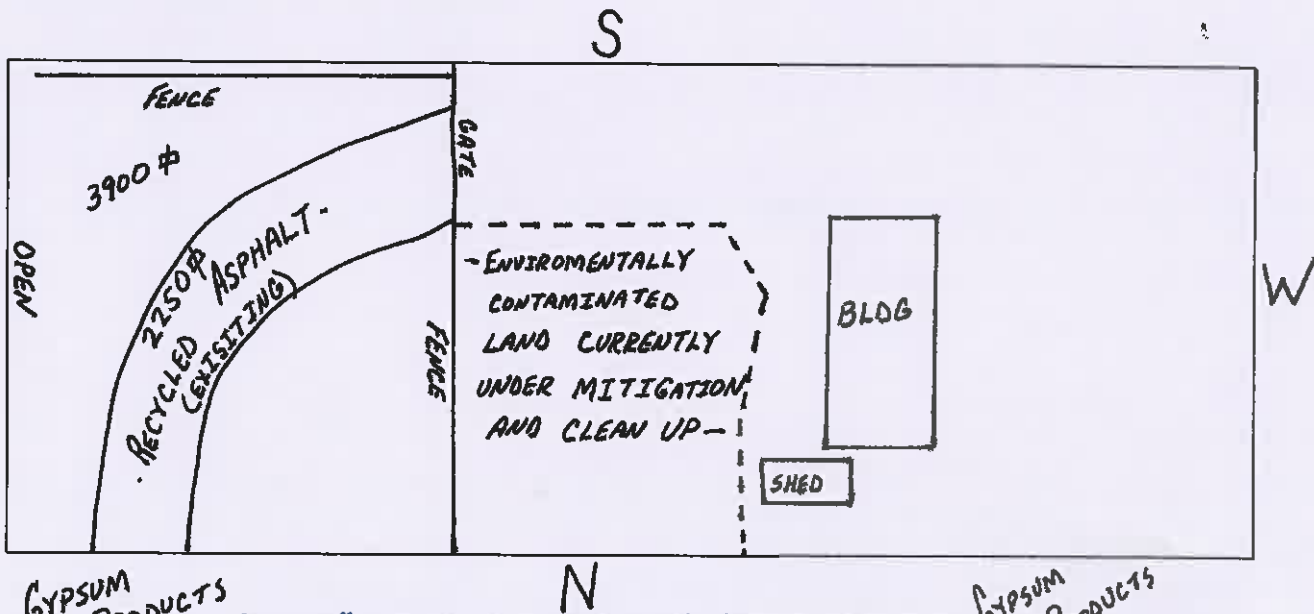
Gypsum Products leased the property in 2014 to help alleviate parking congestion on the frontage road adjacent to College Ave. During this time we painted the building along with filling all pot holes in front of the building to College Ave. For years people had been using the property as a place to dump their trash. On several occasions we had to dispose of mattresses, chairs, cushions etc. During this time we prematurely added a fence and used "recycled asphalt" to build a road on the back half of the property. In doing this we disturbed the protected resources such as native grasses. Although adding the road and fence benefits Gypsum Products, we also feel it helps clean up the south side of Fort Collins. We appreciate the opportunity to work with the City of Fort Collins to help resolve this matter.

Sincerely;



Jay Haddick  
Gypsum Products  
Branch Manager  
Denver - Fort Collins - Colo Springs

WETLANDS  
WETLANDS











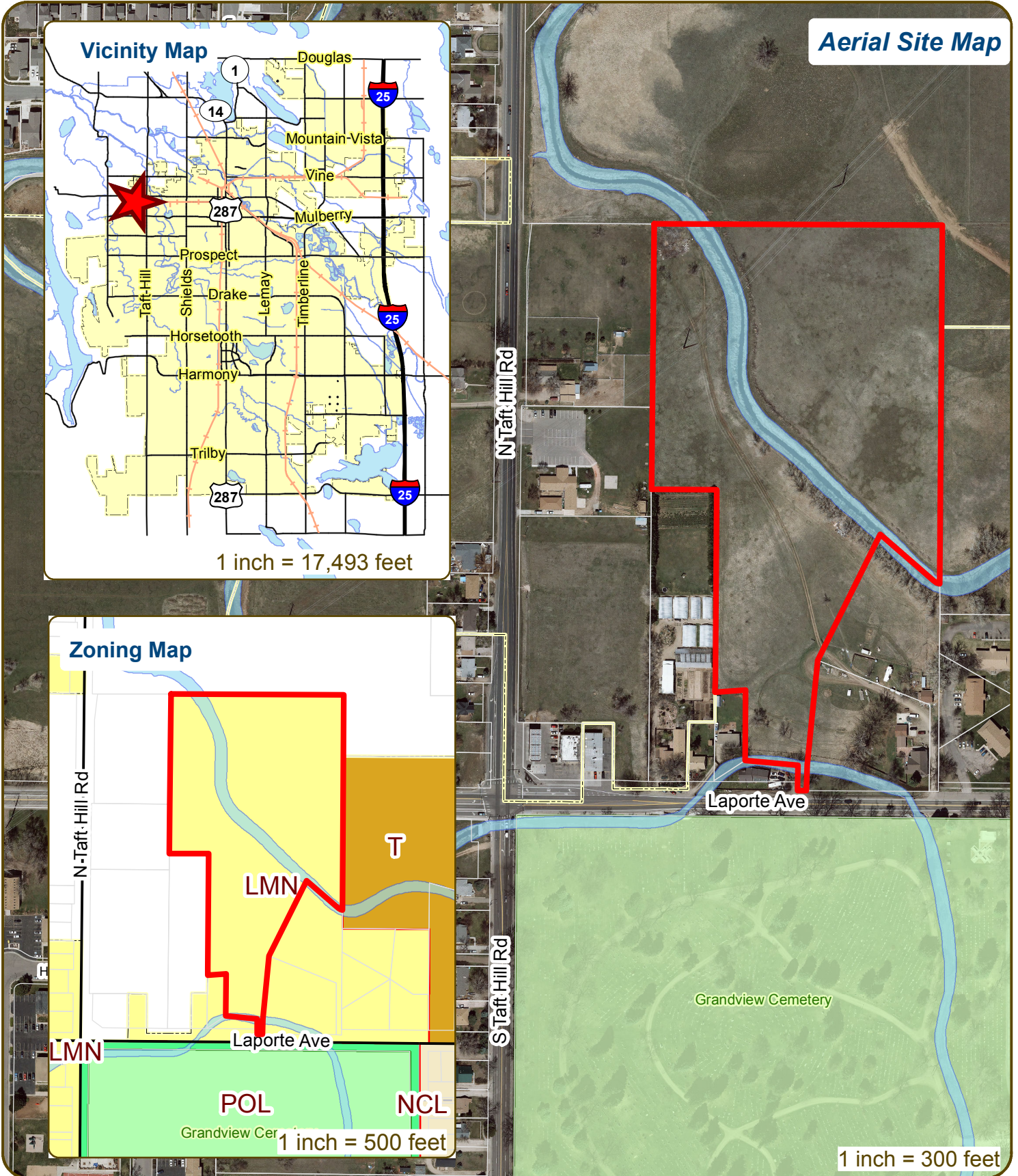








# 1912 Laporte Solar Farm



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December 12, 2014

Jay Haddick  
Gypsum Products  
1400 East 61st Ave.  
Denver, CO 80216

**Re:** 6250 S College - Road and Fence

**Description of project:** This is a request to approve a temporary road and fence at 6250 S College (Parcel #9612305012). The road leads to the Gypsum Products storage yard to the north from the former U-Pump It gas station site. The road and fence have already been constructed and there is a possible need for a detention pond and stormwater mitigation. The site is located in the General Commercial (CG) zone district. This project will be subject to Planning & Zoning Board (Type II) Review.

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

**Comment Summary:**

**Department: Zoning**

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

1. We understand an expansion of Gypsum Products onto this lot is being considered for more than just temporary access. Gypsum Products at 6220 S College may best be described as retail and supply yard with outdoor storage which in the CG zone is a type II review.
2. A full review process for a final development plan for buildings/parking, etc. would be required. This would include the temporary access request for a set period for the road and fence. Additional requirements may come in to play such as hard surfacing the temporary road. We wouldn't support outdoor storage on this lot during this temporary access phase.

**Department: Water-Wastewater Engineering**

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

1. This site is not in the City of Fort Collins service area.

**Department: Traffic Operations**

**Contact: Martina Wilkinson, 970-221-6887, [mwilkinson@fcgov.com](mailto:mwilkinson@fcgov.com)**

1. It unclear whether there is any change in use, traffic, or vehicle patterns as a part of this proposal. The summary also says this is temporary road. How long will it be there and how much traffic will it see? Answers to these questions will help determine whether any traffic related review is needed.

**Department: Stormwater Engineering**

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

1. The fence does not pose a problem form a stormwater standpoint.
2. When improvements are proposed to an existing developed site and there is an increase in impervious area greater than 1000 square feet, onsite detention is required with a 2 year historic release rate for water quantity.
3. The new impervious area is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
4. In addition, Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. For more information please refer to the City's website where additional information and links can be found at:  
<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>. This comment does not need to be met with the newly constructed roadway, as this is being treated as a temporary feature, but will need to be met if and when the site develops.
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.

**Department: Fire Authority**

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

1. PFA has no comment relative to the road and fence however additional comments may be necessary at time property is further developed.

**Department: Environmental Planning**

**Contact: Stephanie Blochowiak, 970-416-2401, [sblochowiak@fcgov.com](mailto:sblochowiak@fcgov.com)**

1. 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 (native grassland). Please note the buffer zone standard is 50 feet for these features, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process. The purpose of this Land Use Code Section is to ensure that the way in which the physical elements of a development plan are designed and arranged will protect natural habitats and features both on the site and in the vicinity of the site, as outlined in 3.4.1 (B). Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal. A letter-based ECS would be sufficient for this project. Please contact me to discuss this further and to determine the necessary scope of this letter.
2. 2.Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. 3.With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. 4.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.
5. Because this site is in proximity to a Natural Area, this project must also comply with the following standard Section 3.4.1(L) Compatibility with Public Natural Areas or Conserved Land. If the project contains or abuts a publicly owned natural area or conserved land, the development plan shall be designed so that it will be compatible with the management of such natural area or conserved land. In order to achieve this, the development plan shall include measures such as barriers or landscaping measures to minimize wildlife conflicts, setbacks or open space tracts to provide a transition between the development and the publicly owned natural area or conserved land, and educational signage or printed information regarding the natural values, management needs and potential conflicts associated with living in close proximity to such natural area or conserved land.

The Land Use Code requires that whenever a project abuts a Natural Area, then compatibility with and reasonable public access to that Natural Area is required. Please ensure your ECS addresses this code requirement, see Section 3.4.1(L)(M) for more information.

5.

**Department: Engineering Development Review**

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

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>

3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:  
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
5. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. No additional right-of-way is needed for College Avenue. Along the Aran Street frontage 6 feet of right-of-way needs to be dedicated along with a 9 foot utility easement behind that. An access easement (12 foot minimum) needs to be provided along the south property line.
6. The property is responsible for the costs of the design and construction of Aran Street along the frontage of the property, the cost of the sidewalk along College Ave and the shared driveway. For the proposed storage yard we can enter into the development agreement in which these obligations can be delayed until such time as the property is further developed. But at the time of further development the improvements will need to be made, a payment in lieu of construction provided (if appropriate), or if the improvements have already been the developments obligation repaid to the party that constructed the improvements.
7. Utility plans may be required and a Development Agreement will be entered into and recorded prior to approval of the project.
8. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The access control plan identifies that in the short term that access will be consolidated and limited points of access from the main roadway will occur that will then access onto the frontage road. One of the access point locations is shown along the south edge of this property and an access circulator is shown splitting the south property line providing a connection to Aran Drive to the east. In the long range plan the frontage road will go away, the shared access along the south property line will remain and Aran Street will provide the direct access for the lots along here. Plans will be routed to CDOT for review and approval and the applicant may need to obtain access permits from CDOT.
9. A Development Construction Permit (DCP) may need to be obtained prior to starting any work on the site.

**Department: Electric Engineering**

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

1. No comments.

**Planning Services**

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

1. Based on our conversation, it is staff's understanding that Gypsum Products is leasing space from Peerless Tyre for the fenced area and driveway on the parcel. You can continue with this arrangement or you can also re-plat if you decide to purchase that land. A re-plat will require you to go through the development review process and will be subject to Type 2 review based on your use (retail and supply yard establishments with outdoor storage) and zone district (CG - General Commercial).



2. Depending on how formal you want to make your arrangement with Peerless Tyre, you may also want to get an access easement so you can continue to use the driveway in the event there is a change in ownership.
3. If you end up platting and coming through the development review process, the fence will need to be modified or replaced. The fence can be a maximum of 6' tall and requires the fence to have a solid screen, which does not include chainlink without slats. The fence will need to comply with these fence standards and the others outlined in section 3.8.11 or you can apply for a modification to these standards.
4. Since the applicant is considering a potential future building on the property, there may be value in designing a conceptual building envelope and determining the resulting impacts to the stormwater detention area, parking area layout and site circulation. Please contact the planning staff if you desire assistance evaluating site concepts.
5. Please note the neighborhood meeting requirement for Type 2 review could be waived as the project would not have significant neighborhood impacts.
6. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
7. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
8. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
9. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
10. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.
11. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
12. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.



Development Review Guide – STEP 2 of 8

CONCEPTUAL REVIEW:  
APPLICATION

General Information

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**Contact Name(s) and Role(s)** (Please identify whether Consultant or Owner, etc) \_\_\_\_\_

Business Name (if applicable) Bella Energy

Your Mailing Address 500 S Arthur Ave #500

Phone Number 720-302-3527 Email Address dana.mosman@bellaenergy.com

Site Address or Description (parcel # if no address) ~~1912~~ 1912 Laporte, Ft Collins

Description of Proposal (attach additional sheets if necessary) 1MW (3 acre) Solar array  
This system will be ground mounted, directly feeding the utility

Proposed Use solar array Existing Use Vacant

Total Building Square Footage 140,750 S.F. Number of Stories \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

Age of any Existing Structures NA

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.

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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:**

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GENERAL SPECIFICATIONS	
SYSTEM SIZE	997.92 KWDC, 784 KWAC
MODULES	(3,024) SUNEDISON F330BYC
DC SYSTEM VOLTAGE	1000V
STRINGS	(168) STRINGS OF (18) IN SERIES
INVERTERS	(28) SOLECTRIA PVI28TL
AZIMUTH	180°
TILT	25°
RACKING	GENERIC 2-HIGH PORTRAIT

**NOTES:**

- THIS DRAWING IS INTENDED FOR PRELIMINARY SYSTEM SIZING AND/OR LAYOUT, NOT FOR CONSTRUCTION USE.



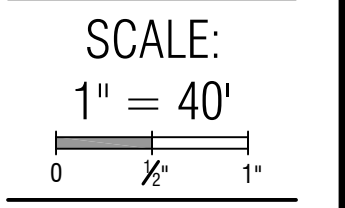
500 S. ARTHUR AVE, STE. 300  
LOUISVILLE, COLORADO 80027

PHONE: 303.665.2100  
FAX: 1.866.665.1009

REV	BY	DATE	DESCRIPTION
1	LRC	11-23-14	REVISED SIZE TO SHOW NUMBER FLOODPLAIN

**ERNEST SCHMIDTBERGER  
PHOTOVOLTAIC SYSTEM**

1912 LAPORTE AVE, FORT COLLINS, CO 80521

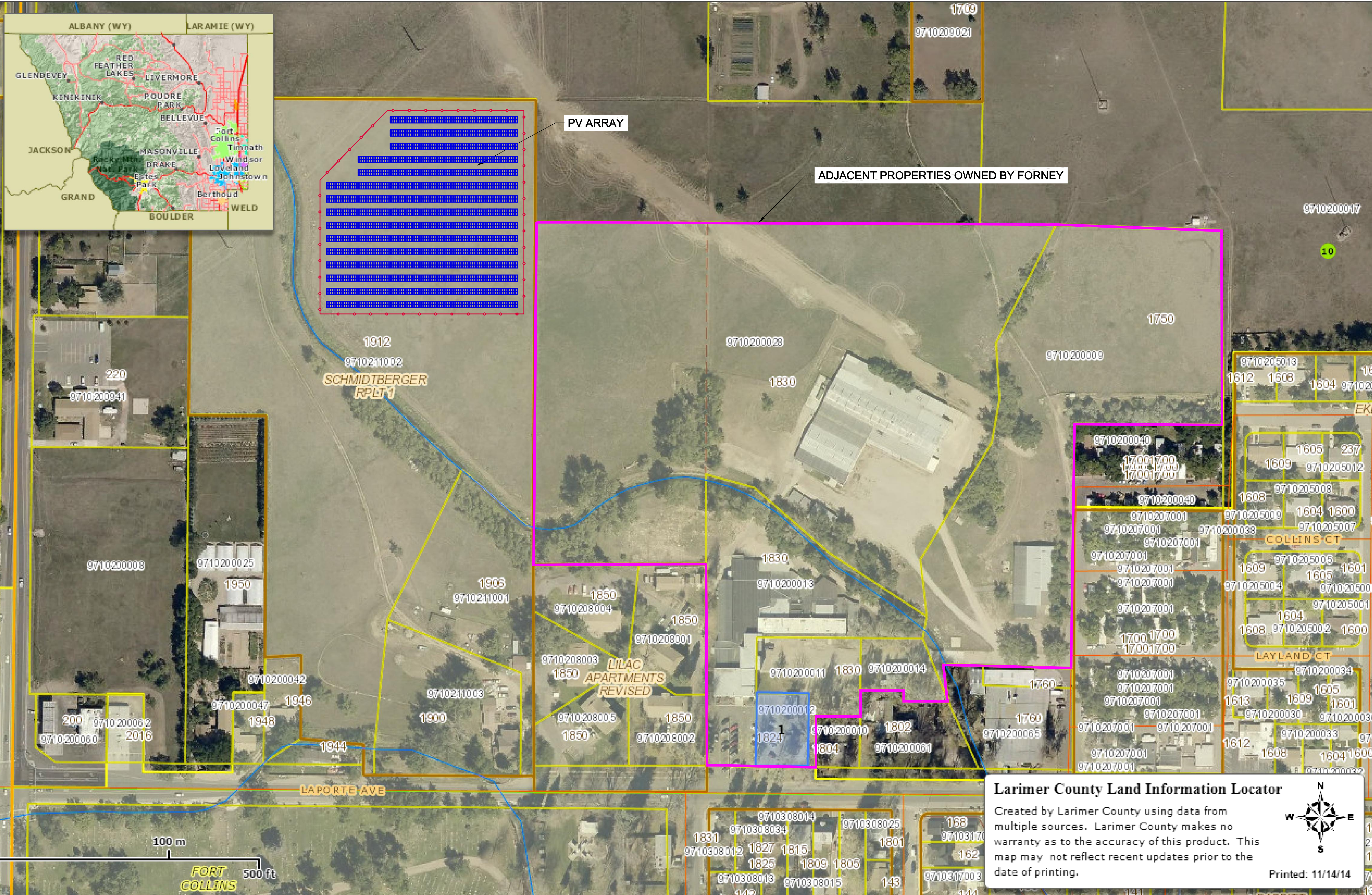


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SHEET SIZE	24x36
DESIGNED BY	LRC
DRAWN BY	LRC
CHECKED BY	N/A
DATE	11/24/14

SITE PLAN  
(1MW OPTION)

**PV1.0**



PV ARRAY

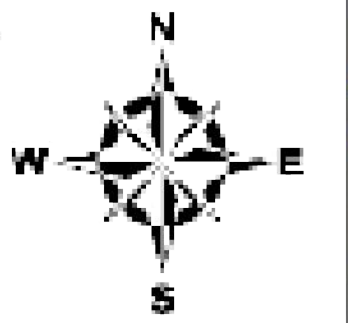
ADJACENT PROPERTIES OWNED BY FORNEY

1912  
9710211002  
SCHMIDTBERGER  
RPLT 1

1850  
9710208004  
1850  
9710208001  
9710208003  
LILAC  
APARTMENTS  
REVISED  
1850  
9710208005  
1850  
9710208002

**Larimer County Land Information Locator**

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PHONE: 303.665.2100  
FAX: 1.866.665.1009

REV	BY	DATE	DESCRIPTION
1	LRC	10-23-14	REVISED SIZE TO SHOW ADJACENT FLOODPLAIN

ERNEST SCHMIDTBERGER  
PHOTOVOLTAIC SYSTEM  
1912 LAPORTE AVE, FORT COLLINS, CO 80521

SCALE:  
NONE

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SHEET SIZE	24x36
DESIGNED BY	LRC
DRAWN BY	LRC
CHECKED BY	N/A
DATE	11/24/14

LAND INFORMATION

**PV1.1**





Community Development and  
Neighborhood Services  
281 North College Avenue  
PO Box 580  
Fort Collins, CO 80522

970.221.6750  
970.224.6134 - fax  
[fcgov.com](http://fcgov.com)

December 23, 2014

Dana Mosman  
Bella Energy  
500 S Arthur Ave  
#500  
Louisville, CO 80027

**Re:** 1912 Laporte - Solar Farm

**Description of project:** This is a request to construct a solar farm at 1912 Laporte (Parcel #9710211002). The solar array will be approximately 3 acres in size. The remainder of the site will be open space. The site is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This project will be subject to Planning & Zoning Board (Type II) review.

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

**Comment Summary:**

**Department: Zoning**

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

1. The project proposed at 3 acres is considered a Medium-Scale Solar Energy System. Specific requirements to this size are found in LUC 3.8.32(D)(2) though General Design Standards, Maintenance, Use Restrictions, and Allocation of Energy sections apply.

**Department: Water-Wastewater Engineering**

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

1. It is anticipated no water or sewer service will be required for this project. If this changes, please coordinate with the Water Utilities Engineering Department at 970-221-6700.
2. Please show all sewer lines and easements adjacent to the site on the construction plans.

**Department: Traffic Operations**

**Contact: Martina Wilkinson, 970-221-6887, [mwilkinson@fcgov.com](mailto:mwilkinson@fcgov.com)**

1. The anticipated change in traffic volume is not expected to rise to the threshold of needing a TIS. Based on section 4.2.3.D of LCUASS, the Traffic Impact Study requirement can be waived.
2. Where will the access road for the farm be located?

**Department: Stormwater Engineering**

**Contact: Mark Taylor, 970-416-2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com)**

1. A large portion of this parcel is located in the City-regulatory West Vine Basin 100-year flood fringe and must satisfy all safety requirements of Chapter 10 of City Municipal Code. A City Flood Risk Map will be distributed at the Conceptual Review meeting.
2. Any construction in the 100-year flood fringe (e.g. solar modules, transformers, driveways, fences and gates, utility work, landscaping, etc.) must be preceded by an approved floodplain use permit, the appropriate permit application fees, and approved plans. The permit form can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
3. At this time, critical facilities and essential services are not allowed in the 100-year floodplain. City Staff are proposing to amend City code language to change the classification of solar arrays from an essential service critical facility to a non-essential service. Hopefully, these changes will be finalized in late February or March.
4. Non-residential structures/equipment are allowed in the 100-year flood fringe, provided that the lowest finished floor of any structure, as well as all duct work, heating, ventilation, electrical systems, etc. are elevated---or floodproofed---18-inches above the Base Flood Elevation (BFE) This elevation is known as the Regulatory Flood Protection Elevation (RFPE = BFE + 18" for non-residential structures). All structures/equipment must be anchored to prevent floatation.
5. If floodproofing is chosen as an option rather than elevating structures, all the requirements of Section 10-38 of City Code must be met. Floodproofing Guidelines can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. FEMA Technical Bulletin 3, "Non-Residential Floodproofing - Requirements and Certification" can be found at <http://www.fema.gov/media-library-data/20130726-1511-20490-5294/job6.pdf>.
6. 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. You can contact Beck Anderson of Stormwater Master Planning at [banderson@fcgov.com](mailto:banderson@fcgov.com) for floodplain CAD line work as required per the floodplain development review check list.
7. Please contact Mark Taylor, 970.416.2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com) with any questions or comments.
8. There are no detention or water quality requirements for the solar farm itself. However, any new access roads will require mitigation.
9. If there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural

BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.

10. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate.
11. 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.
12. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. For more information please refer to the City's website where additional information and links can be found at:  
<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>. If the new access road is gravel or some other unpaved surfacing, this comment will not apply.
13. 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.

**Department: Fire Authority**

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

**1. FIRE LANES**

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. Fire lane standards shall apply.

**FIRE LANE SPECIFICATIONS**

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

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



- > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
- > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
- > Be visible by painting and/or signage, and maintained unobstructed at all times.
- > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details.

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

## SECURITY GATES

IFC 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.

## 2. GROUND-MOUNTED PHOTOVOLTAIC ARRAYS

Commercial structures and ground mounted solar arrays require a separate plan review and permit from the Poudre Fire Authority. Commercial structures and ground mounted solar arrays require a separate plan review and permit from the Poudre Fire Authority.

2012 IFC 605.11.4: Ground-mounted photovoltaic arrays shall comply with Sections 605.11 through 605.11.2 and this section. Setback requirements shall not apply to ground-mounted, free-standing photovoltaic arrays. A clear, brush-free area of 10 feet shall be required for ground-mounted photovoltaic arrays.

## 3. PREMISE IDENTIFICATION

2012 IFC 505.1: Buildings and facilities 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: Stephanie Blochowiak, 970-416-2401, [sblochowiak@fcgov.com](mailto:sblochowiak@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 (riparian forest, irrigation ditch, native grassland). Please note the buffer zone standard is 50 feet for these features, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process. Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal.
2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. 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.
5. 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. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (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: Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](mailto:slangenberger@fcgov.com)**

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. 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. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. Right-of-way along Laporte Avenue will need to be dedicated as well as the standard utility easement behind the right-of-way.
7. The property is responsible for the design and construction of the projects street frontage. Since according

to the map this parcel only has approximately 20 feet of frontage it will make more sense for the project to provide a payment in lieu for these costs rather than design and construct them now. But the project does have the option to design and construct these improvements.

8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
9. A Development Construction Permit (DCP) may need to be obtained prior to starting any work on the site.
10. Land Use Code requires a project to plan for and provide public street stubs from the development to the adjacent developable property. It may make sense to do an ODP for this site to identify what else this land might contain in the future. That way the access/ street connections can be identified, but may not need to be built at this time.
11. How will access to the back area where the solar panels are shown going to occur? If access will be across the ditch(es). You will need to work with the ditch companies, they will need to sign the plans, and you will need to provide the City with copies of any ditch crossing agreements that are entered into. If access is across other property then you will need to obtain access easements and provide a copy of the recorded easement to show that you have permission to construct an across the property and use it. If you are looking at obtaining an easement for access or utilities across City property then you will need to work with the City's Real Estate Services department.
12. The northwest subarea plan shows a trail connection from this property to the Soldier Creek Trail and the Solider Creek Trail along the north side of the property.
13. Any access location taken from Vine Drive will need to be approved by the County since Vine Drive is a county roadway.
14. The northwest subarea plan shows a trail connection from this property to the Soldier Creek Trail and the Solider Creek Trail along the north side of the property.

**Department: Electric Engineering**

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

1. Electric development fees and system modification charges will apply. Contact Light and Power Engineering, 970-221-6700, for an estimate of these charges.
2. The applicant will be responsible for acquiring any offsite easements or ditch crossing permits required to bring service to the site.
3. Contact Norm Weaver, 970-416-2312, for the interconnection requirements.

**Planning Services**

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

1. The location of inverters or other equipment should be designed to be out of public view (interior to the array), or to utilize a combination of walls, fences and landscaping to screen or mitigate visual impacts.
2. Depending on the ultimate configuration and location of the panels, landscaping may be required to assist in screening the solar energy system from nearby residences or the public right-of-way.
3. The solar energy system must be fenced. The fencing should be a minimum of 5' tall but no more than 7' tall and the fencing design should be complementary to the surrounding context to the area.

The Northwest subarea plan and existing conditions call for a fence design complementary to a semi-rural area. The fencing may not utilize razor or barbed wire.

4. At strategic locations along the fencing, knock boxes and signage may be required for emergency personnel access.
5. When the formal project submittal is made, a brief narrative or exhibits demonstrating how glare/heat are minimized or mitigated should be provided. This could include documentation of anti-glare coatings for the panels, or utilizing software/web tools that demonstrate glare will not affect adjacent property owners.
6. Given the close proximity of natural areas and features, careful consideration of the location and placement of the solar array will be important to comply with LUC 3.4.1 as further detailed in the Environmental Planning comments.
7. Access to and from the City-owned properties to the north will need to be negotiated with the City's Real Estate Services Department. Please contact Helen Matson, Real Estate Services Manager, at [hmatson@fcgov.com](mailto:hmatson@fcgov.com) or 970-221-6276.
8. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
9. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
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.