

# Conceptual Review Agenda

Schedule for 02/10/14 to 02/10/14

281 Conference Room A

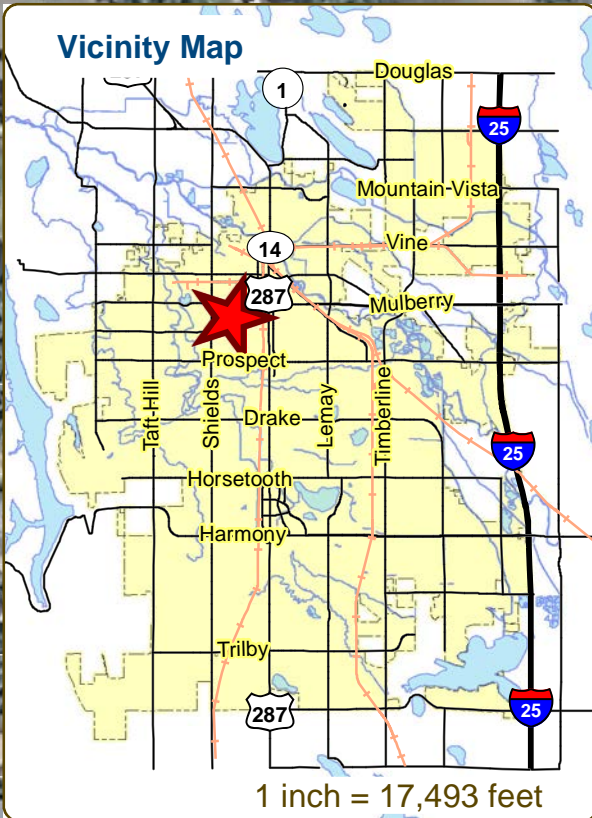
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## Monday, February 10, 2014

Time	Project Name	Applicant Info	Project Description	Planner
<b>9:30</b>	626 S Whitcomb St - 4 Plex CDR140004	Dick Anderson 970-484-0506 <a href="mailto:andersonarch@aol.com">andersonarch@aol.com</a>	This is a request to add two residential units to an existing duplex located at 626 South Whitcomb Street (Parcel # 97141-10-023). The new residential units would be added at the rear (east) side of the duplex along with additional parking spaces. The site is located in the Neighborhood Conservation, Buffer (N-C-B) Zone District. Multifamily dwellings up to 4 units with additions or alterations made to the existing building are subject to Administrative (Type 1) review.	Ryan Mounce
<b>10:15</b>	1308 Riverside Ave - Office/Warehouse/Retail CDR140005	Mark O'Donnell 970-221-1965 <a href="mailto:idmark@comcast.net">idmark@comcast.net</a>	This is a request to change the use of an existing structure located at 1308 Riverside Avenue (Parcel # 87182-13-001). Portions of the structure may be leased individually for potential office, retail or warehouse uses. Existing uses on the site include warehouse and custom small industry. The site is located in the Industrial (I) Zone District. The ultimate type of uses planned will determine the exact processing requirements.	Ryan Mounce

# 626 S Whitcomb - 4 Plex

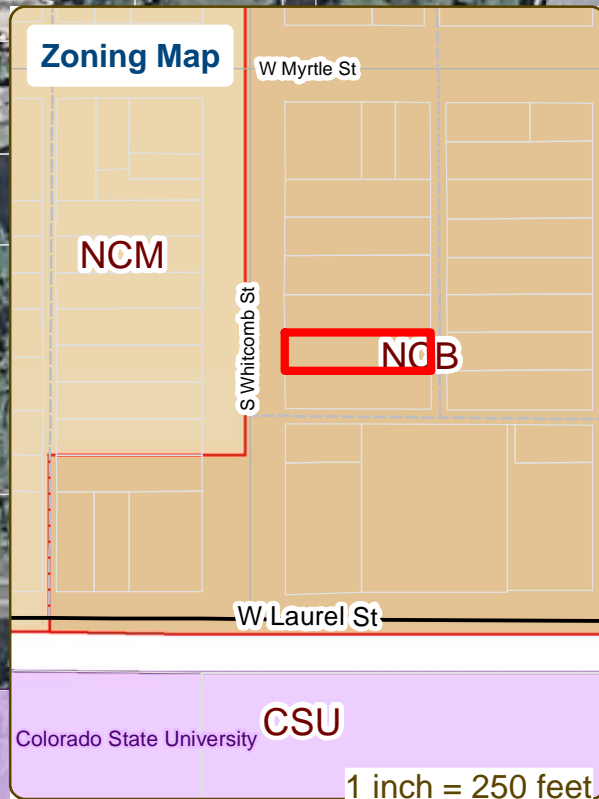
**Vicinity Map**



**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](mailto:currentplanning@fcgov.com). If you do not have access to e-mail, other accommodations can be made upon request.

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

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

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

*owner - Jamie & Rob Rice Architect - ANDERSON Assoc.*

**Business Name** (if applicable) *Anderson Assoc. Arch/Engineers*

**Your Mailing Address** *422 E Oak St. Ft Collins, Co. 80524*

**Phone Number** *970 484-0306* **Email Address** *andersonarch@aol.com*

**Site Address or Description** (parcel # if no address) *626 S. Whitcomb*

**Description of Proposal** (attach additional sheets if necessary) *2 unit addition to existing 2 unit building.*

**Proposed Use** *Residential* **Existing Use** *Residential*

**Total Building Square Footage** *4300* **S.F. Number of Stories** *1 1/2* **Lot Dimensions** *50 x 190*

**Age of any Existing Structures** *65 years*

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

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

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

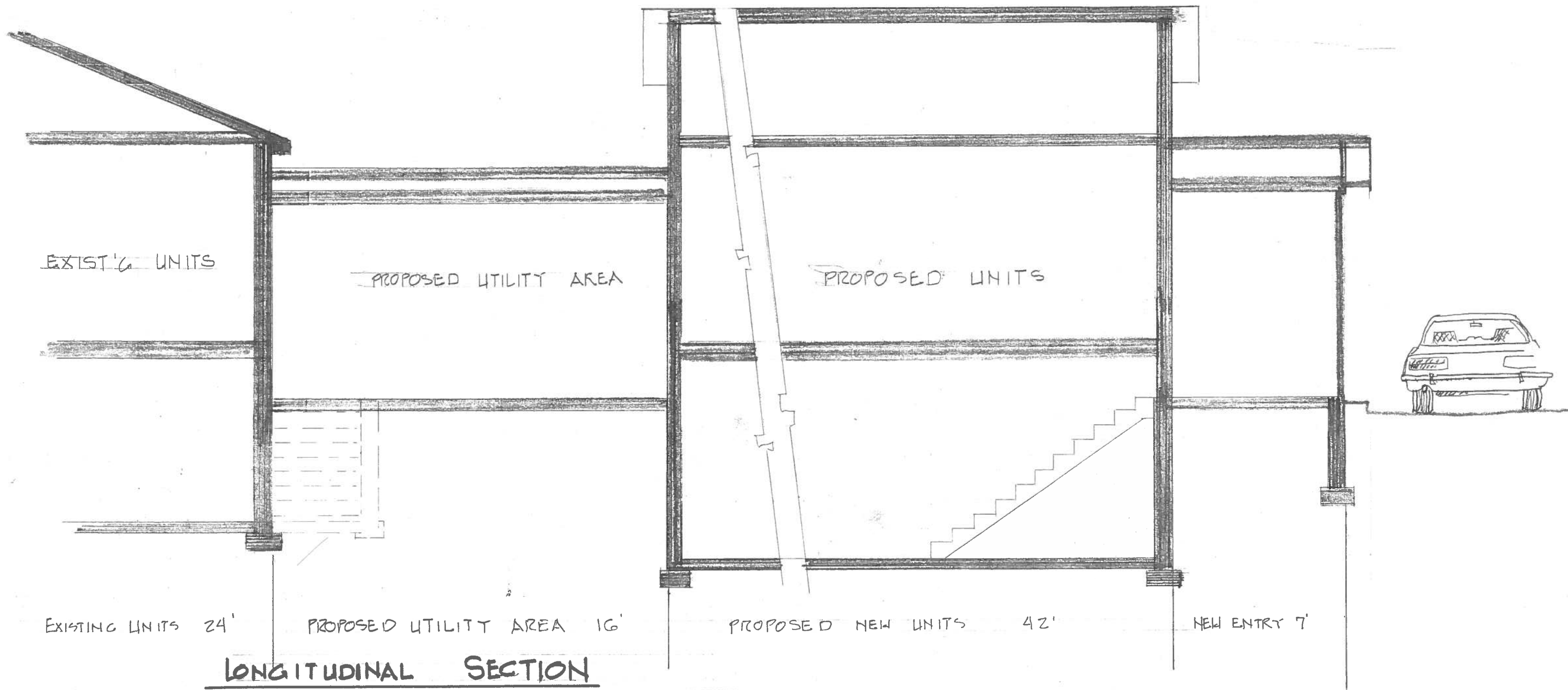
Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>.

**Increase in Impervious Area** *2500 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:**

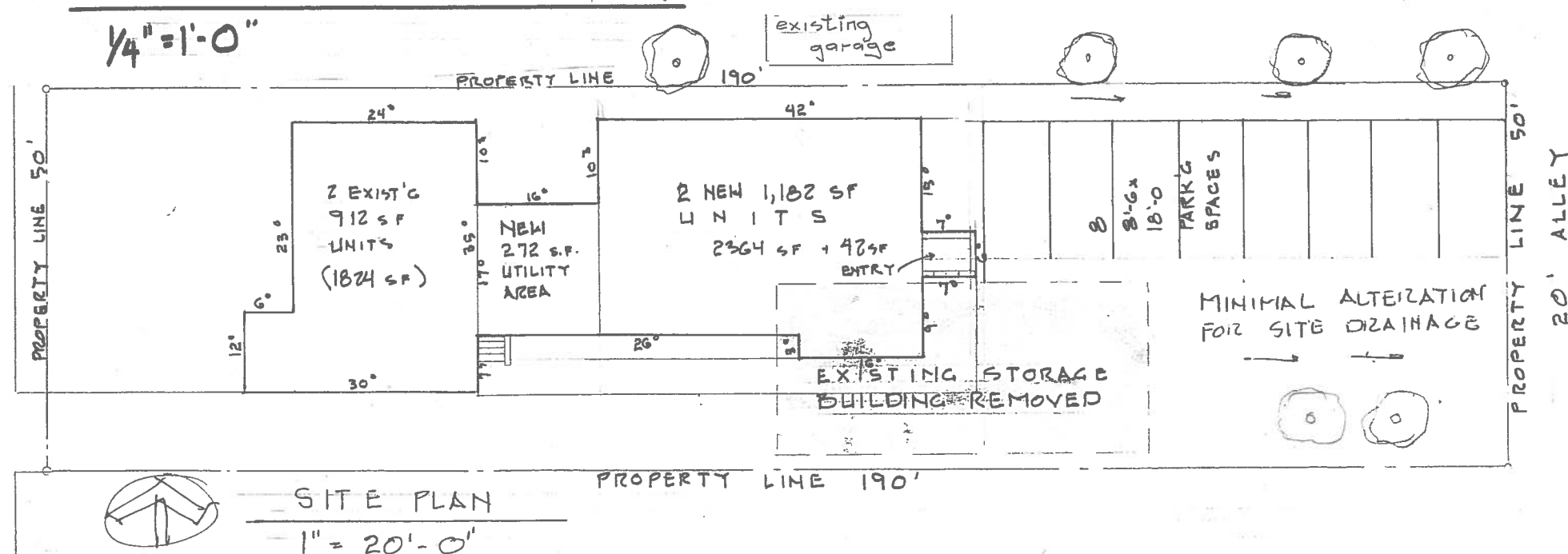
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility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



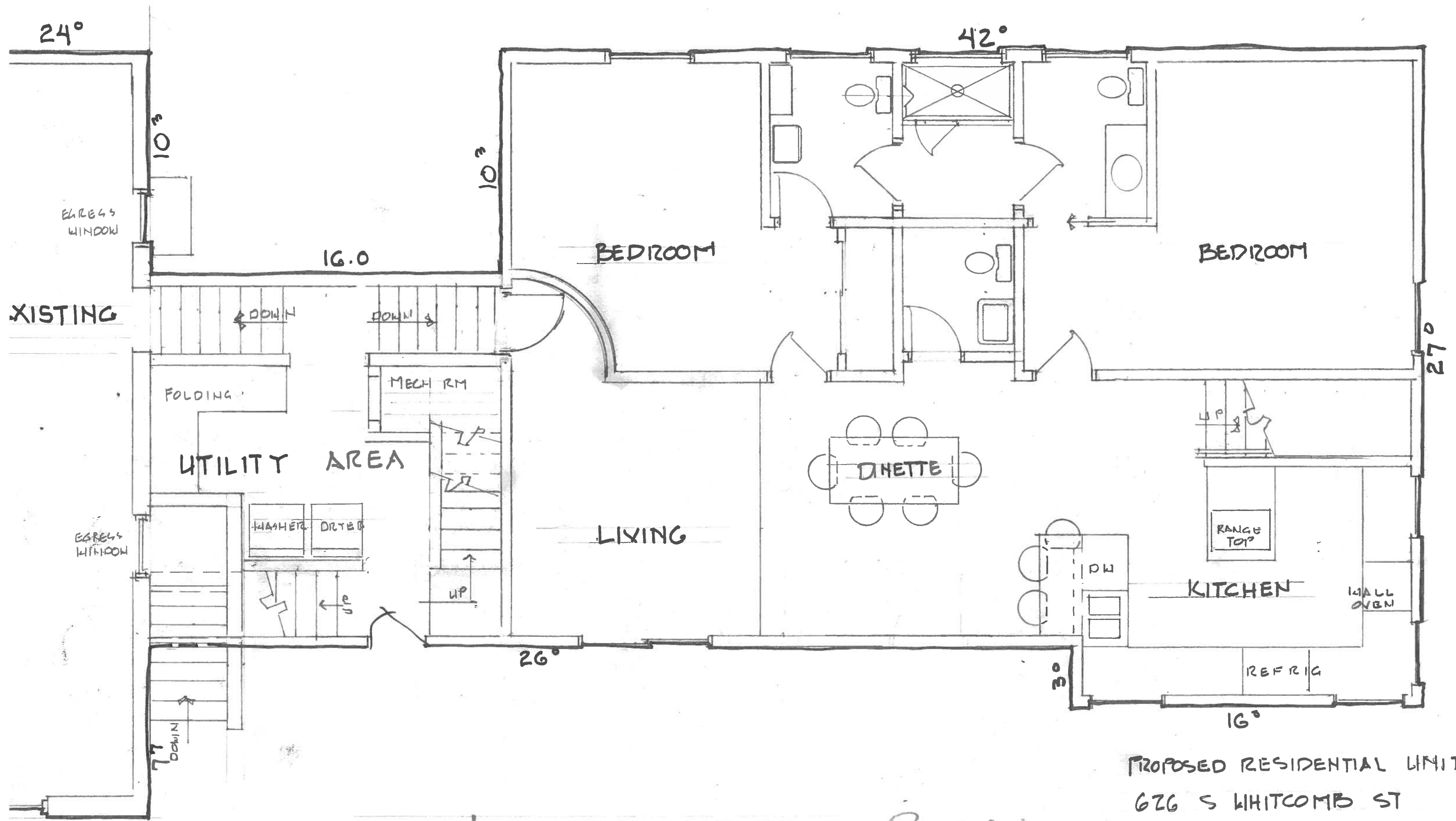
# LONGITUDINAL SECTION

1/4" = 1'-0"

626 S WHITCOMB



2 UNIT RESIDENTIAL BUILDING  
626 SOUTH WHITCOMB ST  
OWNER: ROB & JAMIE RICE



# LOWER LEVEL PLAN

1/4" = 1'-0"

PROPOSED RESIDENTIAL UNITS  
626 S WHITCOMB ST  
ROB & JAMIE RICE - OWNER



626 S WHITCOMB

Rob & Jamie RICE - OWNER



AA

Anderson Associates

Phone: (970) 484-0306



WEST (FRONT)



SOUTH SIDE & REAR



626 S. WHITCOMB

ROB & JAMIE RICE - OWNER



Anderson Associates

Phone: (970) 484-0308



EAST (REAR)



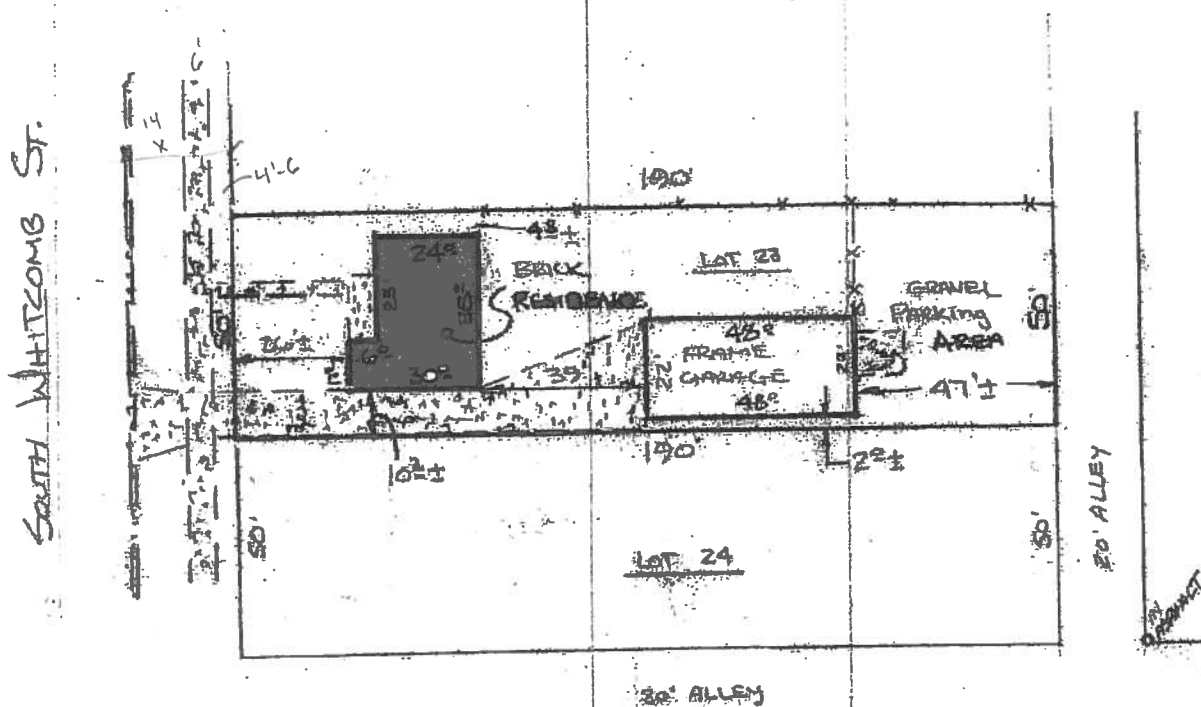
NORTH (LEFT SIDE)

**IMPROVEMENT LOCATION CERTIFICATE**  
**Legal Description**

LOT 23, BLOCK 76, CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO.

Source: THE GROUP

Address: 626 SOUTH WHITCOMB STREET, FORT COLLINS



**NOTES:**

- 1) The exact location of property lines and fence lines can only be determined by a monumented boundary survey. The fence locations shown on this sketch are approximate. Ownership of fences cannot be determined by an Improvement Location Certificate.
- 2) Unless otherwise noted, all easements shown hereon are obtained from recorded Plat.

**PURCHASER:**      **LENDER:**      **TITLE CO:**

**CERTIFICATE:** I hereby certify that this Improvement Location Certificate was prepared for THE GROUP; that it is not a Land Survey Plat or Improvement Survey Plat; and that it is not to be relied upon for the establishment of fence, building or other future improvements. I further certify that the improvements on the above described parcel on this date, 6-15-2010, except utility connections, are entirely within the boundaries of this parcel, except as shown; that there are no encroachments upon the described premises by improvements on any adjoining premises, except as indicated; and that there is not apparent evidence or signs of any easement crossing or burdening any part of said parcel, except as noted.

**SCALE:** 1" = 40'      **DRAWN:**       **FILE NO.:** C0217      **REVISED:**

**LANDSTAR SURVEYING, LLC** 6127 Panoramix Dr. Loveland CO 80537 (970) 667-3294 FAX (970) 744-2087  
www.landstarllc.com







February 14, 2014

Dick Anderson  
Anderson Associates  
422 E Oak Street  
Fort Collins, CO 80524

**Re:** 626 S Whitcomb St - 4 Plex

**Description of project:** This is a request to add two residential units to an existing duplex located at 626 South Whitcomb Street (Parcel # 97141-10-023). The new residential units would be added at the rear (east) side of the duplex along with additional parking spaces. The site is located in the Neighborhood Conservation, Buffer (N-C-B) Zone District. Multifamily dwellings up to 4 units with additions or alterations made to the existing building 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](mailto:rmounce@fcgov.com).

**Comment Summary:**

**Department:** Zoning

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

1. A 5' x 20' landscape island required between parking lot and alley adjoining the stalls. A min. 5' landscaping strip required where the driveway/parking lot adjoins the the north and south property lines. LUC 3.2.2(J)
2. How many bedrooms are in each unit of the existing duplex? This is to determine the min. parking requirements. As the property is located in the TOD LUC 3.2.2(K)(1)(a)(1) will apply. If 4 - 2-bedroom units apply then a min. of 5 parking stalls (including HC stall) are required.
3. Two of the proposed parking stalls will need to accommodate a van accessible HC stall space with 8' access aisle and signed on a fence or pole. LUC 3.2.2(K)(5)
4. How will waste/trash be handled? As a four-plex residential individual containers (per apartment) must be stored inside until the day of trash pickup. A minimum 6' high trash enclosure adequately sized to support both trash and recyclables is required for corporate collection system. Enclosures walls must be similar to the finish and color of the building addition with metal doors and individual walk in "man" opening. LUC 3.2.5

5. Building elevations required along with landscape plan for entire property including parkway.
6. It appears that LUC 4.9(D)(5) of rear 50% of lot FAR is met even if both floors of addition is counted showing 1122 s.f. proposed and 1567.5 s.f. allowed.
7. LUC 3.2.2(C)(4)(a) applies for minimum bicycle enclosed and fixed parking/storage spaces. As a multi-family residential one bicycle parking/storage space is required per bedroom with 60% provided for enclosed (indoor) and 40% fixed (outdoor).
8. Readdressing the number of parking spaces and possible trash enclosure: If the existing driveway was near the new rear parking lot a portion of the driveway could be used for a trash enclosure and one parking space. That space would be accessible from Whitcomb and the enclosure from the alley. The new parking lot would have to take access from the alley only. While only one vehicle space would count for the existing driveway though a number of vehicles could utilize if parked in tandem.

**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)

1. Existing water mains and sanitary sewers in this area include an 4-inch water main and an 8-inch sewer in Whitcomb.
2. The existing water service to the site is a ¾-inch service.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights for the additional living units will be due at building permit.

**Department: Stormwater Engineering**

**Contact:** Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto: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. Since the existing buildings are to remain, 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.
3. When improvements are being added to an existing developed site onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2 year historic release rate for water quantity.
4. Water quality treatment for 50% of the site is provided for in the Udall Natural Area water treatment facility. However additional onsite water quality treatment is encouraged as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs). The use of any of the BMPs is encouraged. (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>).



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](mailto: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](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>.
6. The drainage outfall for the site is the street and alley since there are no storm drains in the area. If the alley will convey new or increased runoff the design engineer will need to verify that the runoff stays in the alley and doesn't drain onto other private property.
7. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
8. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Manual.

**Department: Park Planning**

**Contact: Craig Foreman, 970-221-6618, [cforeman@fcgov.com](mailto:cforeman@fcgov.com)**

1. 1. 2/07/2014: No comments

**Department: Fire Authority**

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

**1. FIRE ACCESS**

Fire access for the property will be measured from Whitcomb St. and all portions of the proposed addition need to be within 150' of Whitcomb otherwise the addition will be determined to be "out of fire access." From available documentation provided with the application, it would appear the project scope would place the furthest portions of the addition out of access and as such, the project would be required to have a fire sprinkler system installed. Further review with a detailed site plan is advised. The applicable code reference is provided for your information.

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.

**2. RESIDENTIAL AUTOMATIC FIRE SPRINKLERS**

06IFC 903.2.7: An automatic sprinkler system installed in occupancies in accordance with Section 903.3

shall be provided throughout all buildings with a Group R (Residential) fire area. Exceptions: Detached one and two-family dwellings and multiple single-family dwellings (townhomes) not more than three stories above grade plane in height with a separate means of egress.

### 3. PREMISE IDENTIFICATION

An address plan shall be submitted for review. Each unit is to be addressed separately, with each address also visible from the front of the property. The applicable code reference is provided for your information.

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:** Kate Rentschlar, 970-224-6086, [krentschlar@fcgov.com](mailto:krentschlar@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.
4. Please be aware, the creation or enforcement of covenants that prohibit or limit xeriscape or drought-tolerant landscapes, or that require primarily turf-grass are prohibited by both the State of Colorado and the City of Fort Collins.

#### **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. 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 plan may be required and a Development Agreement if needed will be recorded once the project is finalized.
8. The alley adjacent to this site is already paved, so improvements to the alley are not required unless they are needed for drainage or the alley has to be cut to install utilities.
9. There is a driveway off of Whitcomb, do you plan on closing this or will this be a driveway linking the street and the alley? If the driveway is to be closed it will need to be done in accordance with City standards and a permit will be needed.
10. Some separation is needed between the parking stall closest to the alley and the alley.
11. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

**Department: Advance Planning**

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

1. Electric development and system modification charges will apply. Contact Light and Power Engineering at 970-221-6700 for an estimate of these charges. Each unit will need to be individually metered, this includes the existing two units. Please coordinate the meter locations with Light and Power Engineering.

**Current Planning**

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

1. LUC 4.9(D)(5) There is a maximum allowable floor area on the rear half of the lot of 33% (1,567 square feet on a 9,500 square foot lot). It appears this standard is being met; when submitting plans please show or demonstrate the square footage located on the rear half of the property.
2. LUC 4.9(D)(6)(c) On lots with alley access, a 5 foot minimum rear setback is required. One of the parking spaces is located within this setback area and will need to be removed.
3. LUC 3.2.2(K)(1)(a)(1) The site is located within the Transit Oriented Development (TOD) Overlay Zone. Minimum parking requirements are based on the number of bedrooms per dwelling unit, beginning at 1.1 spaces per unit and increasing with each additional bedroom.
4. LUC 3.2.2(C)(4)(b) A minimum of one bicycle space per bedroom is required, with 60% of the parking spaces enclosed.
5. LUC 3.8.30(F)(1) Multifamily dwellings require a 25 foot buffer yard along adjacent property lines of single family and two-family dwellings. As these buffer yards would encompass the entirety of the lot, a modification of standard is required.
6. In evaluating a modification request, thoughtful elevation design, including an examination of building height, the number of windows and their size and placement, as well as other site plan elements such as generous landscaping and screening can help achieve a level of buffering equal to or better than the original standard.

7. TRAFFIC OP's: A Traffic Impact Study will not be required.
8. Traffic Op's: sight distances at the site's driveway with the public street and alley will need to be maintained whether existing and/or new landscaping (LCUASS, 7.4.1.C. 5 & 6).
9. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
10. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
11. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
12. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
13. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
14. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
15. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.



### **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.

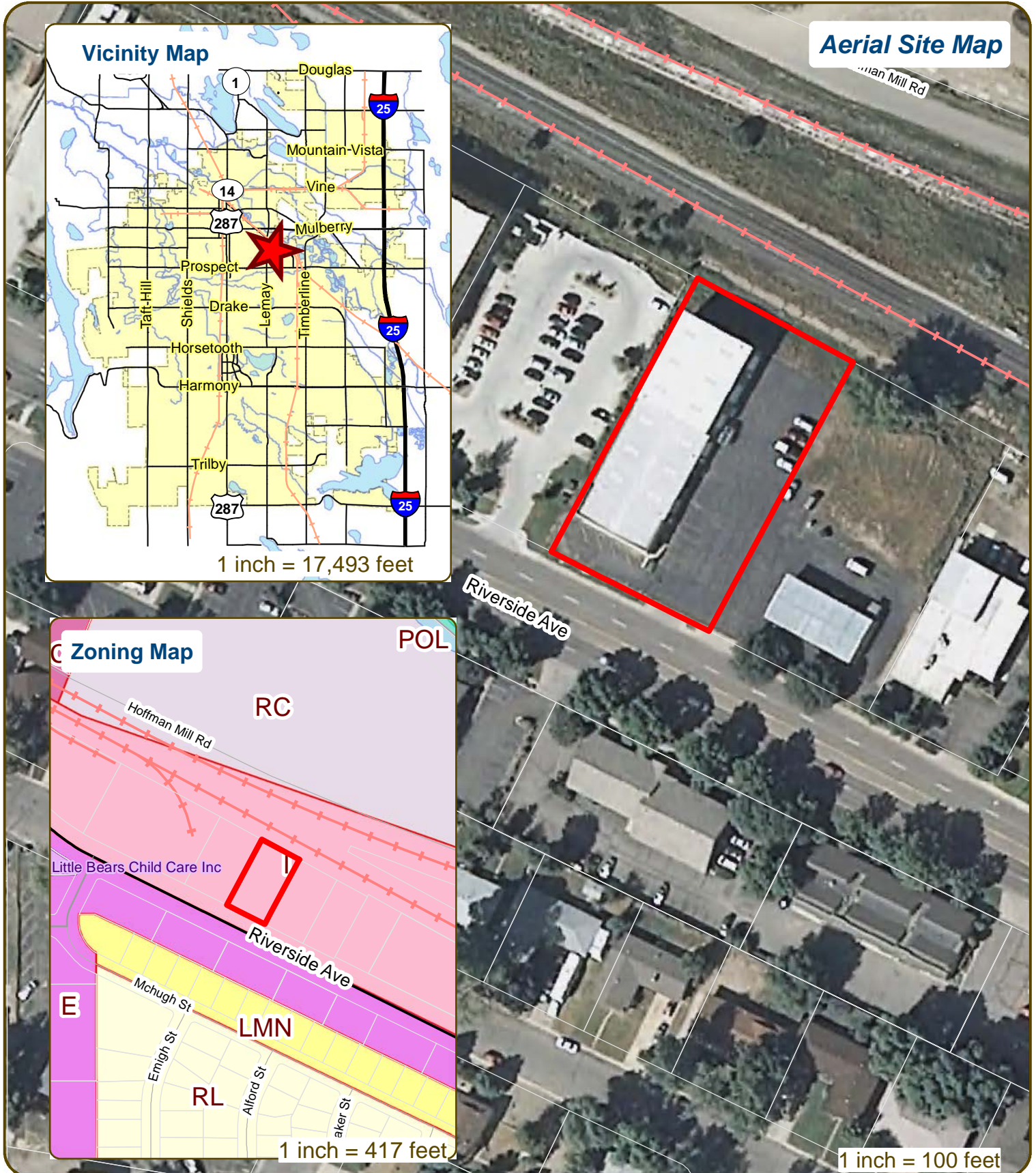
City of Fort Collins

Building Services

Plan Review

416-2341

# 1308 Riverside Ave - Office/Warehouse/Retail



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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](mailto:currentplanning@fcgov.com). If you do not have access to e-mail, other accommodations can be made upon request.

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

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

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

\_\_\_\_\_ 1308 Riverside Avenue Ownership Group (Potential Buyers / Owners)

Business Name (if applicable) Doberstein Lemburg Commercial, Inc.

Your Mailing Address 1401 Riverside Avenue, Suite A, Fort Collins, CO 80524

Phone Number 970-221-1965 (X-1) Email Address idmark@comcast.net

Site Address or Description (parcel # if no address) 1308 Riverside Avenue, Fort Collins, CO 80524

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

\_\_\_\_\_ Purchase the property as an Investment and lease to 1 -3 Retail / Office / Warehouse Tenants.

**Proposed Use** Retail / Office / Warehouse **Existing Use** Retail / Office / Warehouse

Total Building Square Footage 10,800 S.F. Number of Stories 1 Lot Dimensions 136' x 239'

**Age of any Existing Structures** Built in 1978

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 To be determined 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?



THE COLORADOAN  
NEWSPAPER

SUBJECT PROPERTY

FORT  
COLLINS  
GLASS  
AND  
PAINT

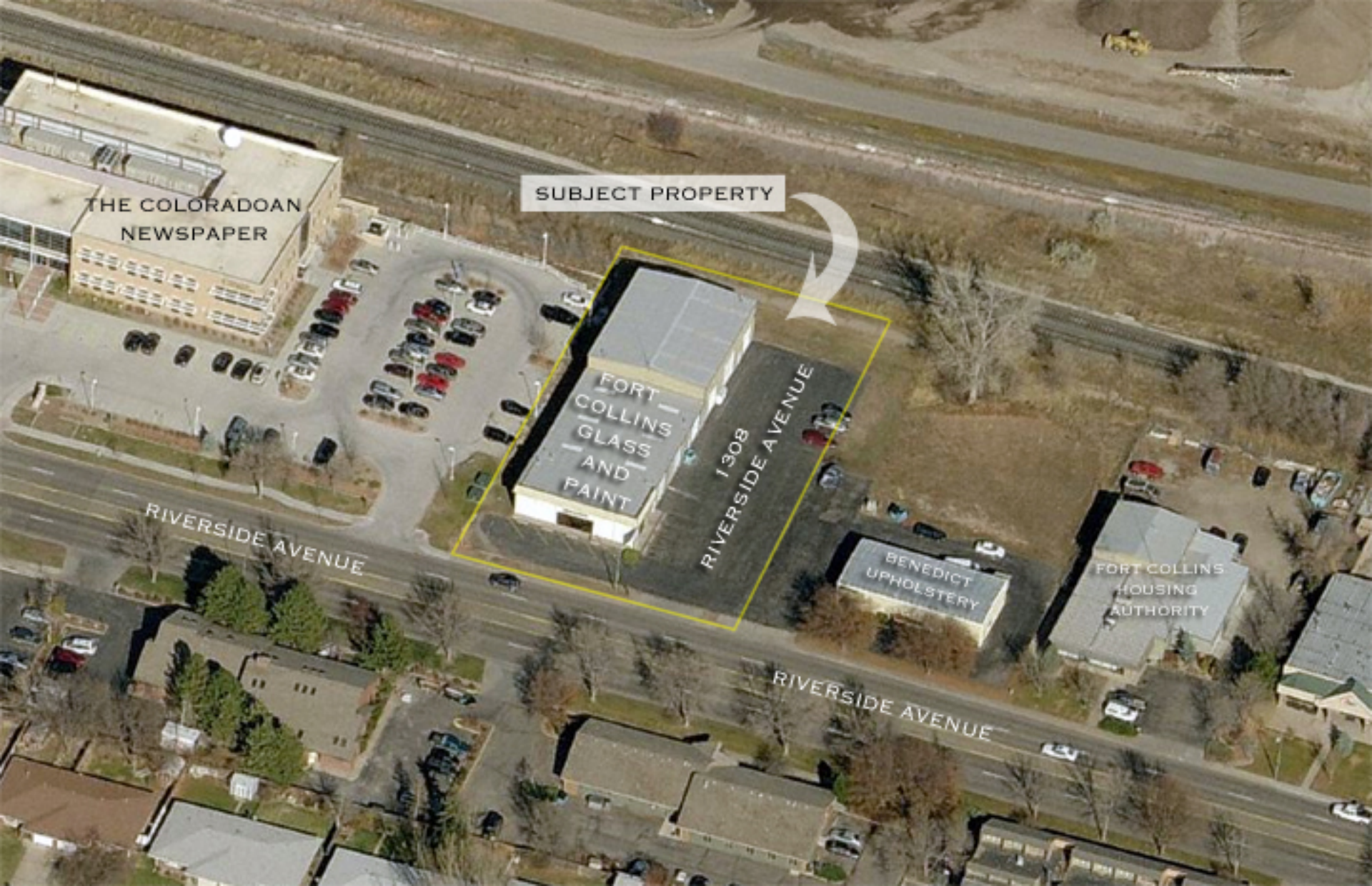
1308  
RIVERSIDE AVENUE

BENEDICT  
UPHOLSTERY

FORT COLLINS  
HOUSING  
AUTHORITY

RIVERSIDE AVENUE

RIVERSIDE AVENUE





WAREHOUSE  
Crane at 20',  
up to 25" clear

10' OHD

WAREHOUSE  
14' Clear

Warehouse  
RR  
Office  
RR  
Office  
RR

TWO PRIVATE  
OFFICES  
plus  
sales counter  
and open  
work area

SHOWROOM/OFFICE  
9' drop ceiling  
gas forced air heat & A/C





February 14, 2014

Mark O'Donnell  
1308 Riverside Avenue Ownership Group  
1401 Riverside Avenue, Suite A  
Fort Collins, CO 80524

**Re:** 1308 Riverside Ave - Office/Warehouse/Retail

**Description of project:** This is a request to change the use of an existing structure located at 1308 Riverside Avenue (Parcel # 87182-13-001). Portions of the structure may be leased individually for potential office, retail or warehouse uses. Existing uses on the site include warehouse and custom small industry. The site is located in the Industrial (I) Zone District. The ultimate type of uses planned will determine the exact processing requirements.

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. There appears to be a shared access easement beginning at the driveway entrance of both 1308 and 1320 Riverside. If the paved area behind the access easement is to be used for parking then a min. 5' landscaping strip is required along the s-e property line adjoining the parking lot. The n-e property line to the parking lot appears to be grass however at least two (2) trees will need to be planted there. LUC 3.2.2(J)
2. Any areas used for exterior storage including trash enclosures must be screened from view with minimum 6' walls constructed of similar materials/color of bldg. Trash enclosures must meet LUC 3.2.5 standards.
3. The asphalted areas in front of the building or between it and the public sidewalk Riverside must be removed. Grass and other landscaping required here. There is an existing retaining wall that may need to be removed in this area. At least two deciduous street trees of min. 2" caliper and B&B required in parkway or between sidewalk and building to be determined by any right of way improvements required. LUC 3.2.1 & 3.5.3(C)(2)
4. A separate concrete pedestrian walk with minimum 5' width must be placed within the new landscaped area from the building entrance to the public walk for pedestrian access. LUC 3.2.2(D)(1)

5. Based on the various uses proposed bicycle parking is required per LUC 3.2.2(C). These may include enclosed bicycle storage as well.
6. All rooftop mounted mechanical systems must be screened. All exterior wall and parking lot pole fixture lighting must be down directional meeting the design standards of 3.2.4(D).
7. Parking lot layout must meet requirements found in LUC 3.2.2(D through M) which includes stall dimensions, minimum HC spaces, landscaping, etc. 6% of the interior of the parking lot needs to be in landscape islands.
8. The existing freestanding sign appears to be out of compliance and must be replaced per the City's sign code found in LUC 3.8.7(G). Any proposed signs on the building must also comply and a sign permit must be obtained.
9. There was some question whether add'l trees could be planted along the left side of the building to break up the long wall effect. After speaking with stormwater engineering there doesn't appear to be a culvert or similar device under that area. Thus deciduous trees of 30' intervals are requested there.
10. Straight retail uses are allowed only in a convenience shopping center (at least 4 separate businesses). Otherwise, an 'addition of permitted use process' will be required to allow the use. Offices and warehouses can be processed as a minor amendment. A detail shop is classified as a 'minor vehicle repair' facility, and would also be a change of use, subject to a minor amendment.

**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)

1. Existing water mains and sanitary sewers in this area include a 12-inch water main and a 12-inch sewer in Riverside, a 6-inch water main extending onto the site in an easement along the southeast property and an 8-inch sewer in an easement on the property to the southeast.
2. The existing water service to the building is a ¾-inch service connecting to the main to the southeast of the building.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. If a larger water service or additional water services are needed, development fees and water rights will be due at building permit.

**Department: Stormwater Engineering**

**Contact:** Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto: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. 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.

3. When improvements are proposed to an existing developed site and there is an increase in impervious area greater than 1000 square feet, onsite detention is required with a 2 year historic release rate for water quantity. Parking lot detention for water quantity is allowed as long as it is not deeper than one foot. If there is less than 1000 but more than 350 square feet of new impervious area, a site grading plan is required along with the impervious area documentation
4. 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>).
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](mailto: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](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>.
6. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
7. The design of this site must conform to the drainage basin design of the Cache la Poudre River Master Drainageway Plan as well the Fort Collins Stormwater Manual.

**Department: Park Planning**

**Contact: Craig Foreman, 970-221-6618, [cforeman@fcgov.com](mailto:cforeman@fcgov.com)**

1. 1. 2/07/2014: No comments

**Department: Fire Authority**

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

1. FIRE LANES  
A change of use will prompt the site to be brought up to current fire code standards. As such, and Emergency Access Easement will be required. Applicable fire code with fire lane standards are provided 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.

#### 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.
  - > 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. FIRE CONTAINMENT

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

#### Department: Environmental Planning

Contact: Kate Rentschlar, 970-224-6086, [krentschlar@fcgov.com](mailto:krentschlar@fcgov.com)

1. No comments

#### 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. 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. Dedication of 1 foot or right-of-way is needed along the frontage of this property to meet the constrained arterial standard. The standard deed of dedication format and information on this process can be found at: <http://www.fcgov.com/engineering/dev-review.php>
7. The sidewalk along the frontage of the property either needs to be widened (minimum 8 foot attached) or detached as was done on the Coloradoan site next door. The driveway will also need to be modified as the ramp from the sidewalk across the driveway that exists does not meet ADA criteria.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the sidewalk.
9. The sidewalk changes can be shown on a site plan if there are not any other reasons to have utility plans.
10. Parking stall setback will be reviewed and needs to meet the standards identified in Larimer County Urban Area Street Standards.

**Department: Electric Engineering**

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

1. If changes need to be made to the electric service, contact Light and Power Engineering at 970-221-6700.

**Current Planning**

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

1. The specific type and number of uses will determine the appropriate review process for this proposal. The current uses on site include custom small industry and warehouse. There is the potential to add an office use through the minor amendment process.
2. General retail uses not associated with vehicle servicing are not permitted in the Industrial Zone District unless they are part of a convenience shopping center. Convenience shopping centers contain 4 or more establishments with separate entrances, but are managed as a single unit. Convenience shopping centers are subject to Planning & Zoning Board (Type 2) review.
3. Any change of use requires the building and site to be brought into compliance with current standards. Please see Zoning's comments for a summary of building and site elements requiring upgrades.
4. TRAFFIC OP's: A traffic impact study will most likely not be required but more information is needed to make the determination. Once it's worked out as to what the planned uses will be and their size, the determination can be made. It will also be advantageous to know the existing use(s) and the amount of area devoted to each use. Please contact Ward Stanford @ 970-221-6820 once the uses and square footages for each use is determined, and with the existing use(s) information.

### **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