

# Conceptual Review Agenda

Schedule for 03/02/15 to 03/02/15

281 Conference Room A

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## Monday, March 2, 2015

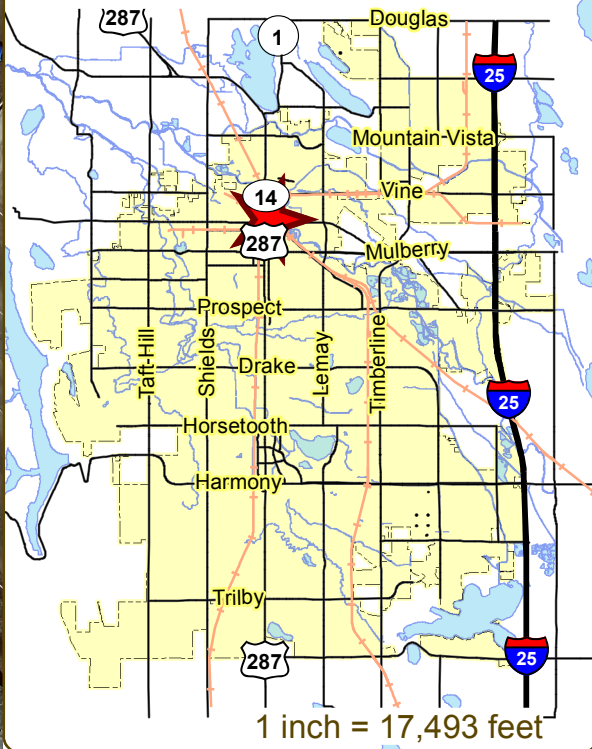
Time	Project Name	Applicant Info	Project Description	Planner
<b>9:30</b>	404 Linden - Tasting Room CDR150014	Barry Van Everen (970) 290-6098 <a href="mailto:barry@prostbrewing.com">barry@prostbrewing.com</a>	This is a request for a tasting room to locate at 404 Linden (parcel #9712208919). The tasting room will occupy approximately 1,000 sq. ft. of space currently being used as storage. As part of this proposal, the applicant wishes to move a curb cut to provide better access to the tasting room and parking lot. The site is located in the River Downtown Redevelopment (RDR) zone district. This proposal will be subject to a Minor Amendment.	Clay Frickey
<b>10:15</b>	Harmony Technology Park ODP CDR150013	Matt Rankin (970) 224-0630 <a href="mailto:matt@r4architects.com">matt@r4architects.com</a>	This is a request to construct a medical office on Parcel C of the Harmony Technology Park ODP (parcel #8604000003). The lot will be platted as a separate lot from the Harmony Technology Park ODP 7th Amendment. The office building will be between 16,000 and 20,000 square feet. The parcel is located in the Harmony Corridor (HC) zone district. This proposal will be subject to Administrative (Type I) review.	Ted Shepard

Time	Project Name	Applicant Info	Project Description	Planner
11:00	4205 Strauss Cabin - Horse Arena and Annexation CDR150012	Judi Stoddard (605) 569-1255 <a href="mailto:jbarsperformancehorses@gmail.com">jbarsperformancehorses@gmail.com</a>	This is a request to annex the property located at 4205 Strauss Cabin Rd. into the city and construct a horse arena and barn (parcel #8733400003). The barn will be approximately 18,000 square feet and two stories tall with horse stalls on the main level and storage on the second floor. The horse area will run perpendicular to the barn and will be approximately 100 feet by 200 feet. The parcel will be located in the Urban Estate (UE) zone district. This proposal will be subject to the Annexation process.	Clark Mapes

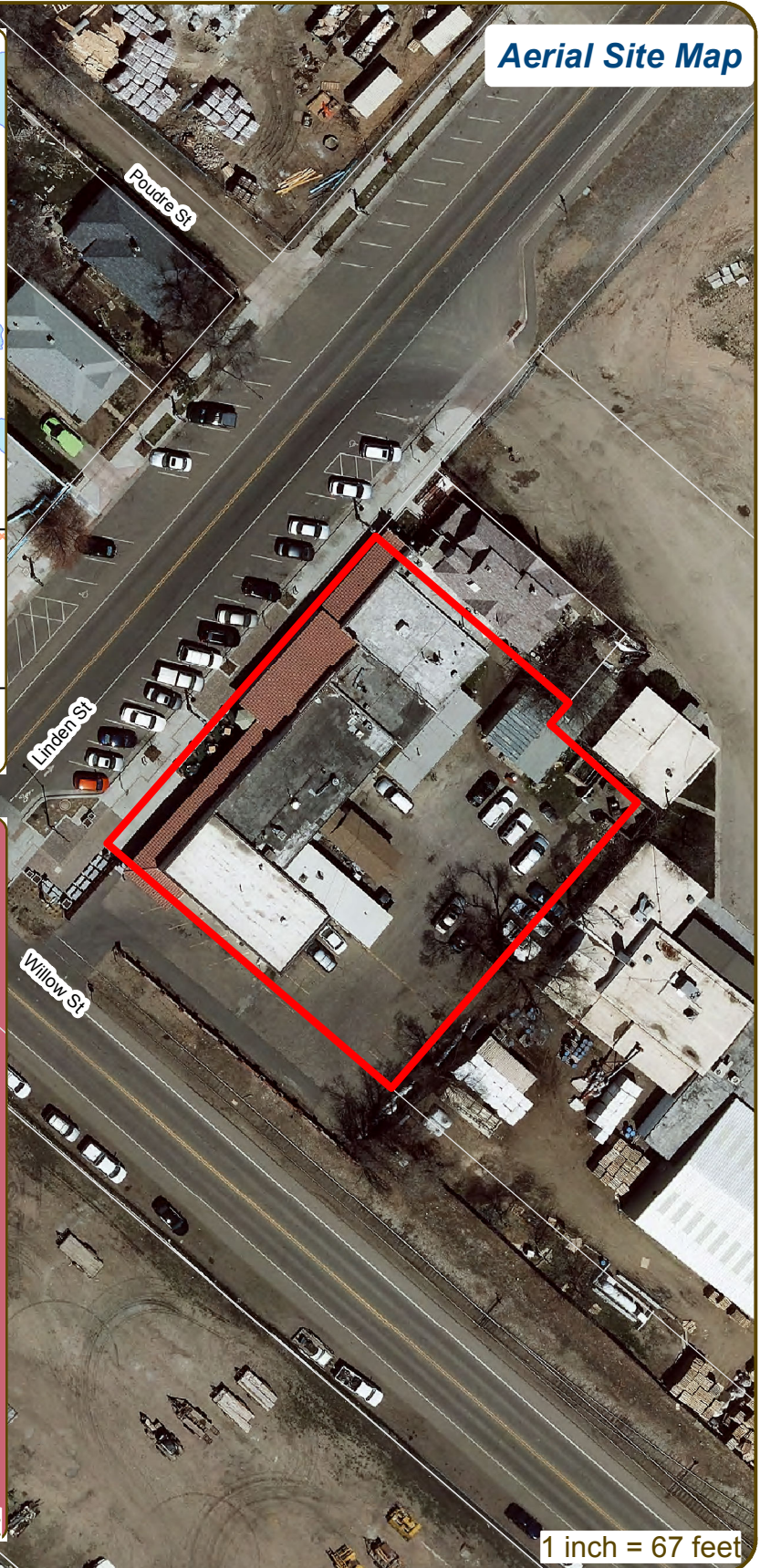


# 404 Linden Tasting Room

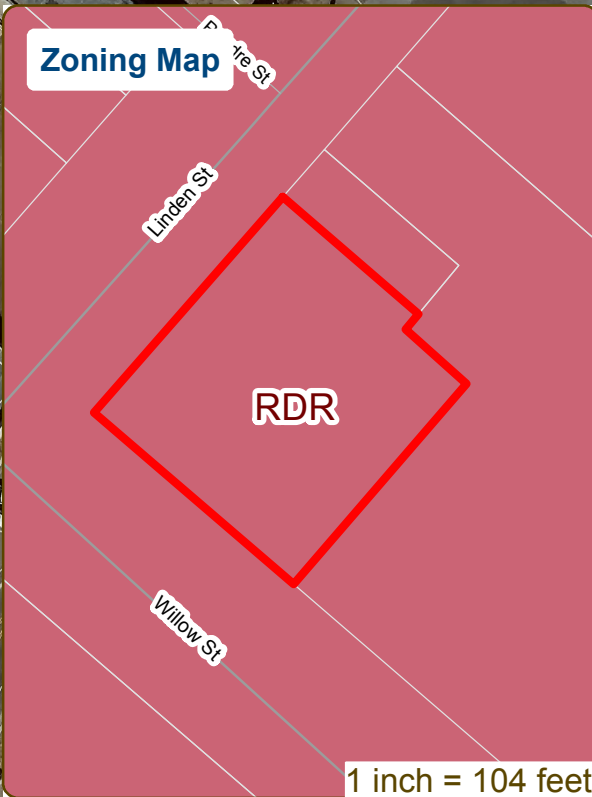
**Vicinity Map**



**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) \_\_\_\_\_

Barry Van Everen - Prost Brewing Company Owner

**Business Name** (if applicable) Prost Brewing Company

**Your Mailing Address** 2540 19th Street, Denver CO 80211

**Phone Number** 970-290-6098 **Email Address** barry@prostbrewing.com

**Site Address or Description** (parcel # if no address) El Burrito - 404 Linden Street, Fort Collins CO 80524

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

Improvements to existing space of El Burrito for a new tasting room to be occupied by Prost Brewing Company.

Space affected is approximately 1,000 sq. ft. Site improvements are also proposed to relocate the access from Willow.

**Proposed Use** Tasting Room **Existing Use** Storage

**Total Building Square Footage** area of work 1,000 **S.F. Number of Stories** 1 **Lot Dimensions** 100'x150'

**Age of any Existing Structures** 15 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** no increase in impervious area proposed. **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?

## Assessor Property Information

### Property Tax History

Click a year to view "Where My Taxes Go" and first and second half breakdown in the right column.

Year	Total Tax Liability	Property Balance	Owner Tax Liability	State Tax Liability	Total Actual Value	Total Assessed Value
<a href="#">2014</a>	\$759.96	\$759.96	\$759.96	\$0.00	\$27,290.00	\$7,910.00
<a href="#">2013</a>	\$782.20	\$0.00	\$782.20	\$0.00	\$27,680.00	\$8,030.00
<a href="#">2012</a>	\$841.43	\$0.00	\$841.43	\$0.00	\$27,460.00	\$7,960.00
<a href="#">2011</a>	\$823.17	\$0.00	\$823.17	\$0.00	\$27,530.00	\$7,980.00
<a href="#">2010</a>	\$671.82	\$0.00	\$671.82	\$0.00	\$24,520.00	\$7,110.00
<a href="#">2009</a>	\$550.17	\$0.00	\$550.17	\$0.00	\$20,750.00	\$6,020.00
<a href="#">2008</a>	\$549.92	\$0.00	\$549.92	\$0.00	\$20,770.00	\$6,020.00
<a href="#">2007</a>	\$604.04	\$0.00	\$604.04	\$0.00	\$20,850.00	\$6,050.00
<a href="#">2006</a>	\$619.23	\$0.00	\$619.23	\$0.00	\$20,850.00	\$6,050.00
<a href="#">2005</a>	\$954.17	\$0.00	\$954.17	\$0.00	\$36,080.00	\$10,460.00
<a href="#">2004</a>	\$964.17	\$0.00	\$964.17	\$0.00	\$35,770.00	\$10,370.00
<a href="#">2003</a>	\$966.92	\$0.00	\$966.92	\$0.00	\$35,880.00	\$10,410.00
<a href="#">2002</a>	\$960.68	\$0.00	\$960.68	\$0.00	\$35,950.00	\$10,430.00
<a href="#">2001</a>	\$984.94	\$0.00	\$984.94	\$0.00	\$37,240.00	\$10,800.00
<a href="#">2000</a>	\$1,004.93	\$0.00	\$1,004.93	\$0.00	\$37,295.00	\$10,820.00

### Property Tax Status

<b>Tax Liens</b>	N
<b>Treasurer's Deed</b>	N
<b>Tax Deferred</b>	N
<b>Delinquent Prior Year(s) Taxes</b>	N
<b>Certificate of Taxes Due</b>	
<b>Tax Exemption</b>	N

**NOTE:** special assessments, fees and state assessed taxes not shown here

### Nearby Sales

No nearby sales information is currently available for this property.  
Please [search again](#) or try a search below:

- [Residential Property Sales](#)
- [Commercial Property Sales](#)
- [Mobile Home Sales](#)
- [Vacant Property Sales](#)

Neighborhood Map

Search for additional sales

### Property Map

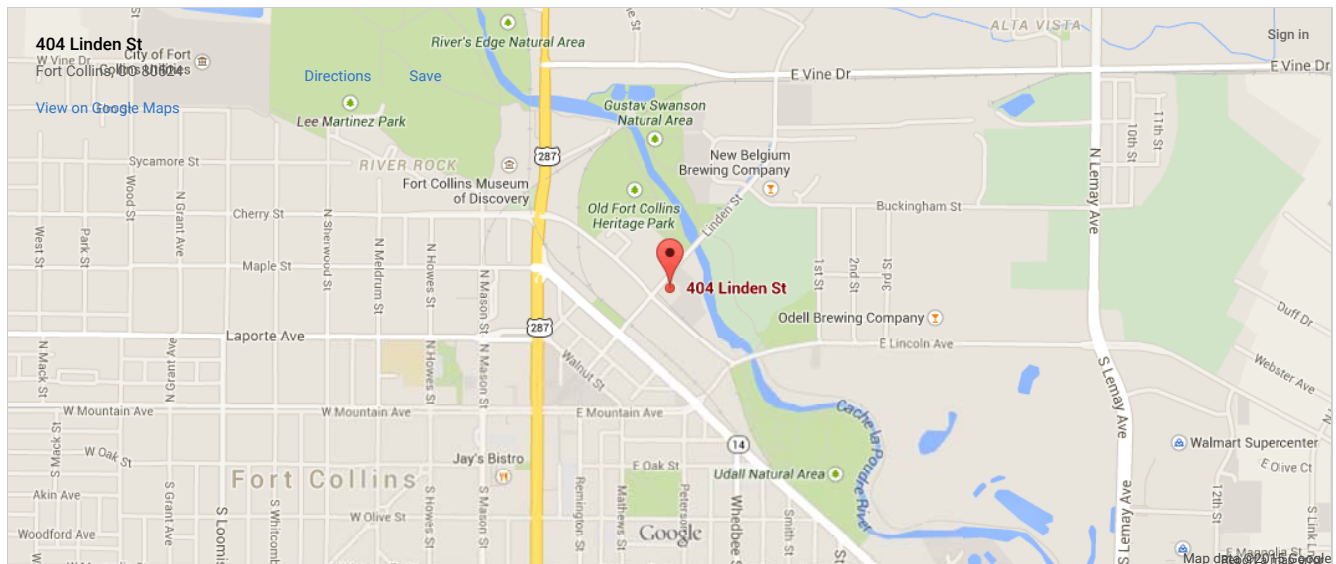
GIS Land Information Locator

GIS Web Maps Portal

This Google map below shows an approximate location of the property based on the address or coordinates where available.  
Note: Larimer County has no control of the content, operation or display of this map.

For parcel maps use one of the following links:

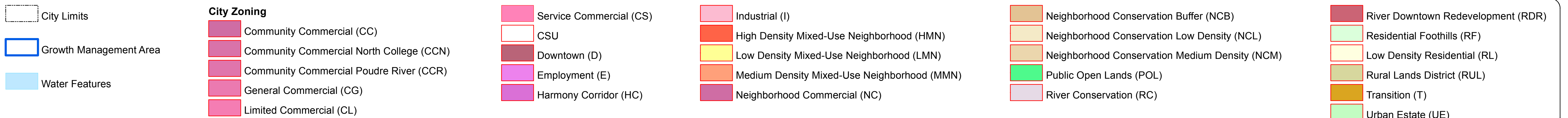
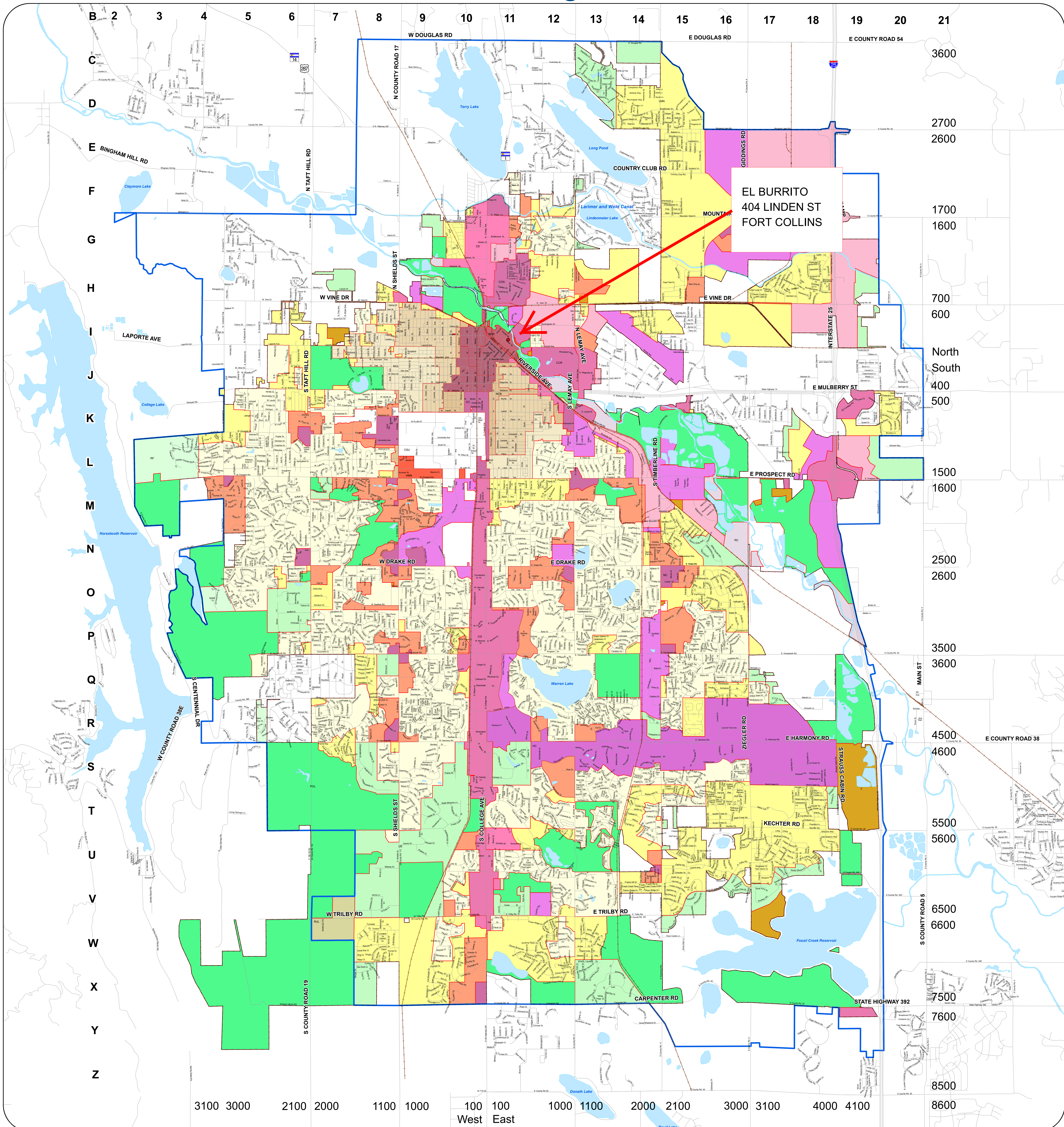
[GIS Land Information Locator](#)   [GIS Web Maps Portal](#)





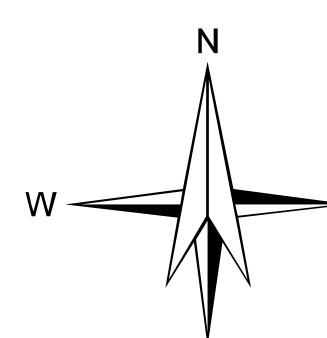
# City of Fort Collins

## *Zoning*



**CITY OF FORT COLLINS**  
**GEOGRAPHIC INFORMATION SYSTEM MAP PRODUCTS**

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Scale 1:24,000



Amended: January 20, 2015

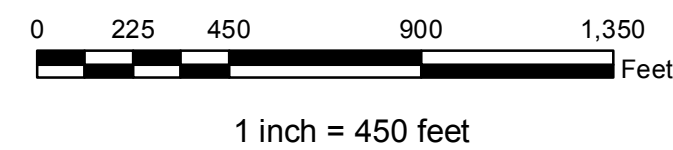
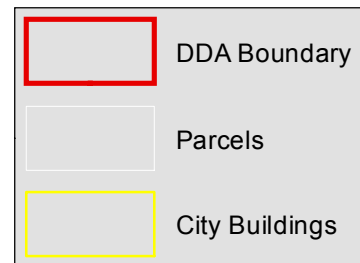
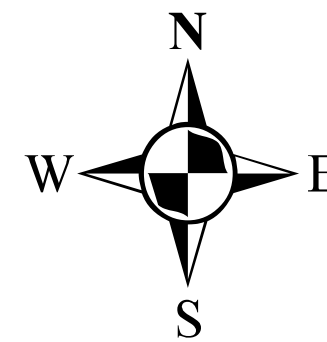
Printed: January 28, 2015







# Downtown Development Authority Boundary Map



Amended: September 17, 2013  
Note: Aerial photo from Fall 2012 flight.





BUILDING ADDRESS

EL BURRITO  
LINDEN STREET  
FORT COLLINS, CO 80524

LEGAL DESCRIPTION

PARCEL 1:

A TRACT OF LAND LOCATED IN THE SOUTH HALF OF THE NW QUARTER OF SECTION 12, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF FORT COLLINS, LARIMER COUNTY, COLORADO, WHICH CONSIDERING THE EAST LINE OF SAID SOUTH HALF BEARING S89° 18' 17" E AND ALL BEARINGS CONTAINED HEREIN, SOUTH HALF BEARING S89° 18' 17" E AND ALL BEARINGS CONTAINED HEREIN, TOWN OF FORT COLLINS AS SHOWN ON THE PLAT RECORDED AT THE OFFICE OF THE CLERK AND RECORDER OF LARIMER COUNTY AT PLAT FILE 1-3-26.

AREA OF PROPERTY

15.073 SQUARE FEET (0.36 ACRES)

PROPOSED USE SUMMARY

1. THIS PROPOSAL, GENERALLY CONSISTS OF ALTERATIONS TO AN EXISTING ATTACHED STORAGE SPACE CURRENTLY USED BY EL BURRITO. THE PROPOSED SPACE IS SINGLE STORY APPROXIMATELY 1,000 SQ. FT. NO ADDITIONAL BUILDING SQUARE FOOTAGE IS PROPOSED.
2. THE SPACE IS PROPOSED TO BE USED AS A TASTING ROOM. NO ON-SITE BEERWASHING OR BREWERY PROCESSING IS PROPOSED. BEER PRODUCTS WILL BE DELIVERED TO THIS LOCATION. NO FOOD PREPARATION IS PROPOSED EITHER.
3. RATED WALL TENANT SEPARATION AS PER CODE WILL BE CONSTRUCTED TO SEPARATE THE EXISTING RESTAURANT FROM THIS PROPOSED USE. THE RESTAURANT AND THIS PROPOSED USE WILL BE COMPLETELY SEPARATED AND OPERATED INDEPENDENTLY.
4. NEW CODE / ADA COMPLIANT RESTROOMS WILL BE CONSTRUCTED DEDICATED FOR THIS USE.
5. SITE MODIFICATIONS INCLUDE THE RELOCATION OF THE EXISTING PARKING LOT ACCESS FROM THE WEST CORNER TO THE SOUTHWEST PORTION OF THE PROPERTY.
6. AN OUTDOOR UNCOVERED SEATING PATIO AREA IS PROPOSED ON THE SOUTH SIDE OF THE AREA OF IMPROVEMENT.

EXISTING ZONING

RDR - RIVER DOWNTOWN REDEVELOPMENT

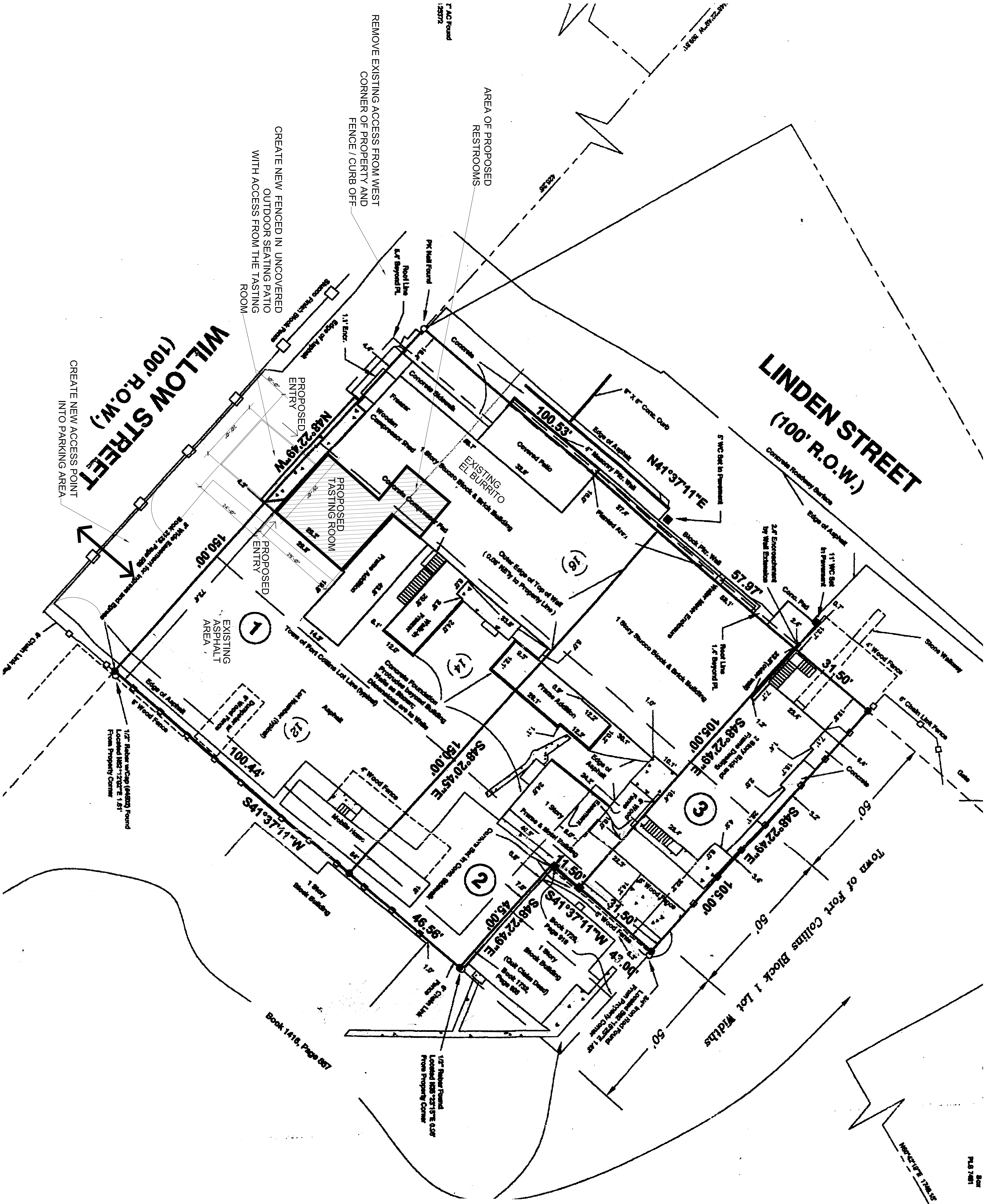
SITE IS ALSO LOCATED IN THE DOWNTOWN DEVELOPMENT AUTHORITY

CONCEPT REVIEW QUESTIONS

1. WHAT IMPLICATIONS WILL WE HAVE BY MOVING THE DRIVEWAY ENTRANCE? DO WE NEED TO OBTAIN APPROVAL FROM THE RAILROAD TO RELOCATE?
2. THE EXISTING SOLID WALL FENCE IS PROPOSED TO BE REPLACED WITH A NEW DECORATIVE METAL PANEL TYPE OF SCREENING. WHAT RESTRICTIONS OR ISSUES COULD BE POSSIBLE?
3. THE PROPOSED PATIO ENCROACHES OVER THE PROPERTY LINE. NO BUILDING STRUCTURES ARE PROPOSED. PATIO WILL GENERALLY CONSIST OF CONCRETE SLAB ON GRADE, A 42" HGT FENCE AS REQUIRED BY THE LIQUOR BOARD, TABLES AND UMBRELLAS. ARE THERE ANY ISSUES WITH THIS USE IN THE RIGHT-OF-WAY?
4. THE SOUTHWEST WALL OF THE PROPOSED IMPROVEMENT AREA THAT IS ADJACENT TO THE PATIO IS PROPOSED TO HAVE A ROLL-UP GLASS DOOR. THIS WALL IS LOCATED 5 FEET FROM THE PROPERTY LINE. ARE THERE ANY POTENTIAL CODE ISSUES SUCH AS FIRE RATING OR ENERGY CODE COMPLIANCE ISSUES?
5. WHAT OPERATIONAL PERMITS WOULD BE REQUIRED TO HAVE A TASTING ROOM WITH OUT ANY ON-SITE BREWING?
6. ARE THERE ANY RESTRICTIONS OR COMPLIANCE PROCESSES FOR A FACADE RENOVATION, I.E. PAINTING, ARCHITECTURAL EMBELLISHMENTS, ADDING OF WINDOWS AND DOOR OPENINGS, ETC.
7. WHAT ARE OUR SIGNAGE REQUIREMENTS LIKE MAXIMUM HEIGHT, SIZE AND WHERE ARE ALLOWED TO PLACE THE SIGNAGE?

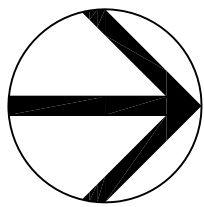


CONCEPTUAL REVIEW  
SITE PLAN



CONCEPT REVIEW SITE PLAN

1/16"=1'-0"





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)

March 09, 2015

Barry Van Everen  
Prost Brewing Company  
2540 19th Street  
Denver, CO 80211

**Re:** 404 Linden - Tasting Room

**Description of project:** This is a request for a tasting room to locate at 404 Linden (parcel #9712208919). The tasting room will occupy approximately 1,000 sq. ft. of space currently being used as storage. As part of this proposal, the applicant wishes to move a curb cut to provide better access to the tasting room and parking lot. The site is located in the River Downtown Redevelopment (RDR) zone district. This proposal will be subject to a Minor Amendment.

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

**Comment Summary:**

**Department: Zoning**

**Contact:** Ali van Deutekom, 970-416-2743, [avandeutekom@fcgov.com](mailto:avandeutekom@fcgov.com)

1. If you provide on site parking at least one needs to be a designated van-accessible handicap space.
2. LUC 3.2.2(C)(b) Restaurants have a minimum bicycle parking requirement based on the square footage of 1/1,000 SQFT, minimum of 4 spaces, all of these spaces could be fixed bicycle racks.

**Department: Water-Wastewater Engineering**

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

1. The proposal does not indicate any changes to water or sewer service. If that changes, please contact Water Utilities Engineering at 221-6700.

**Department: Traffic Operations**

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



1. The new curb cut will be across the tracks? That will need to be coordinated.
2. For bike and pedestrian information, Will there be a pedestrian connection out to Linden?  
And please note that bike racks will be required.
3. 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.

**Department: Stormwater Engineering**

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

1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required.
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.
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.
4. 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>

5. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221-6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
6. The design of this site must conform to the drainage basin design of the Cache la Poudre River Master Drainageway Plan as well 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 ACCESS & WATER SUPPLY**

The existing utility infrastructure and road system appear to support compliance with local code requirements and no additional changes are required.

**2. FIRE CONTAINMENT**

Buildings exceeding 5000 square feet 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.

**3. OCCUPANT LOAD - Group A-2 Occupancy**

The occupancy load for the tasting room shall be limited to 99 total persons without a sprinkler system. A second exit is required for an occupant load greater than 49. Code language provided below.

> IFC 903.2.1.2: An automatic sprinkler system shall be provided for Group A-2 occupancies where the fire area exceeds 5,000 SF or the fire area has an occupant load of 100 or more.

**4. PREMISE IDENTIFICATION**

If the tasting room will be a separate occupancy from the rest of the building, it needs to be addressed separately and posted on the building in an appropriate manner to allow adequate wayfinding for emergency responders. Numerical height should be 8" minimum. Code language provided below.

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

**5. ADDITIONAL COMMENTS**

Additional PFA comments may be forthcoming at time of building permit for tenant finish.

**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 (Cache la Poudre River). However, as there is an intervening parcel and a drive between the feature and this property, the ECS is waived for this site. However, please consider the use of native plants and grasses to compliment the natural feature, in accordance with Article 3.2.1 (E)(2)(3) of the Land Use Code.
2. Projects in the Vicinity of the Cache la Poudre River must also comply with Section 3.4.1(I) (1) of the Land Use Code, which states the following: "Projects in the vicinity of large natural habitats and/or natural habitat corridors, including, but not limited to, the Poudre River Corridor and the Spring Creek Corridor, shall be designed to complement the visual context of the natural habitat. Techniques such as architectural design, site design, the use of native landscaping and choice of colors and building materials shall be utilized in such manner that scenic views across or through the site are protected, and manmade facilities are screened from off-site observers and blend with the natural visual character of the area. These requirements shall apply to all elements of a project, including any aboveground utility installations."

**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 public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:  
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
4. Based upon the Development Agreement that was just entered into for the property: Any redevelopment, expansion, change of use, or any change to the property that is considered Development will trigger the remaining reimbursement due to the City for Linden Street and construction of or payment in lieu for the Willow street frontage that has not yet been improved.
5. The agreement also identifies that the wall in Willow Street right-of-way is to be removed with any more development of the site.
6. As for the driveway. We would love to see it relocated further east. To be able to move the driveway to the east the applicant and/or property owner will need to renegotiate the crossing agreement that the owner has with the Railroad. As we understand it the existing agreement is limiting on the amount of traffic that can utilize the access and changes to this access or something that adds additional traffic to this driveway may require its closure. The City also has concerns with its proximity to the intersection if there will be additional traffic utilizing it. A contact for the railroad is: Dan Wade, Division General Manager for Omnitrax Engineering Services, [dwade@omnitrax.com](mailto:dwade@omnitrax.com) or 308-352-6090
7. The outdoor seating would be permitted though an outdoor seating encroachment permit. The seating area would not be shown on the plans since the size, area, location, method and type of fencing is approved through the separate permitting process that would be done after the driveway is closed and other changes are made.
8. A sidewalk connection from the existing Linden Willow corner would be needed to the entry door for the tasting room. Unless a portion of the RR tracks can be removed this would likely be an interim sidewalk connection.
9. The existing Development Agreement will need to be amended and that amendment recorded once the project is approved.
10. A Development Construction Permit (DCP)/ permit to do work within the right-of-way will need to be obtained prior to starting any work within the right-of-way.
11. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed if the driveway is changed and how the back parking lot is striped and parking is designed in it.

**Department: Electric Engineering**

**Contact: Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)**

1. If the applicant anticipates any change to existing electric facilities please contact Light & Power Engineering @ 970-221-6700 to discuss power needs. A C-1 form and one-line diagram will be required for any change electric load.
2. Any modification or relocation to existing Light & Power facilities will be at the owners expense.

**Planning Services**

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

1. Planning has no comment.

2. The proposed development is subject to a Minor Amendment Review, please contact the Zoning Department regarding your formal submittal.
3. Save the Poudre has requested to be contacted whenever a project is proposed within 800' of the Poudre River. Please add the following address to your APO labels: Save the Poudre, c/o Gary Wockner, PO Box 20, Fort Collins, CO 80522-0020.

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

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

Applicants of new commercial or multi-family projects are advised to call 970-416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

### **Construction shall comply with the following adopted codes as amended:**

*20012 International Building Code (IBC)*  
*2012 International Residential Code (IRC)*  
*20012 International Energy Conservation Code (IECC)*  
*2012 International Mechanical Code (IMC)*  
*2012 International Fuel Gas Code (IFGC)*  
*2012 International Plumbing Code (IPC)* as amended by the State of Colorado  
*2014 National Electrical Code (NEC)* as amended by the State of Colorado

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5.

#### **Energy Code Use**

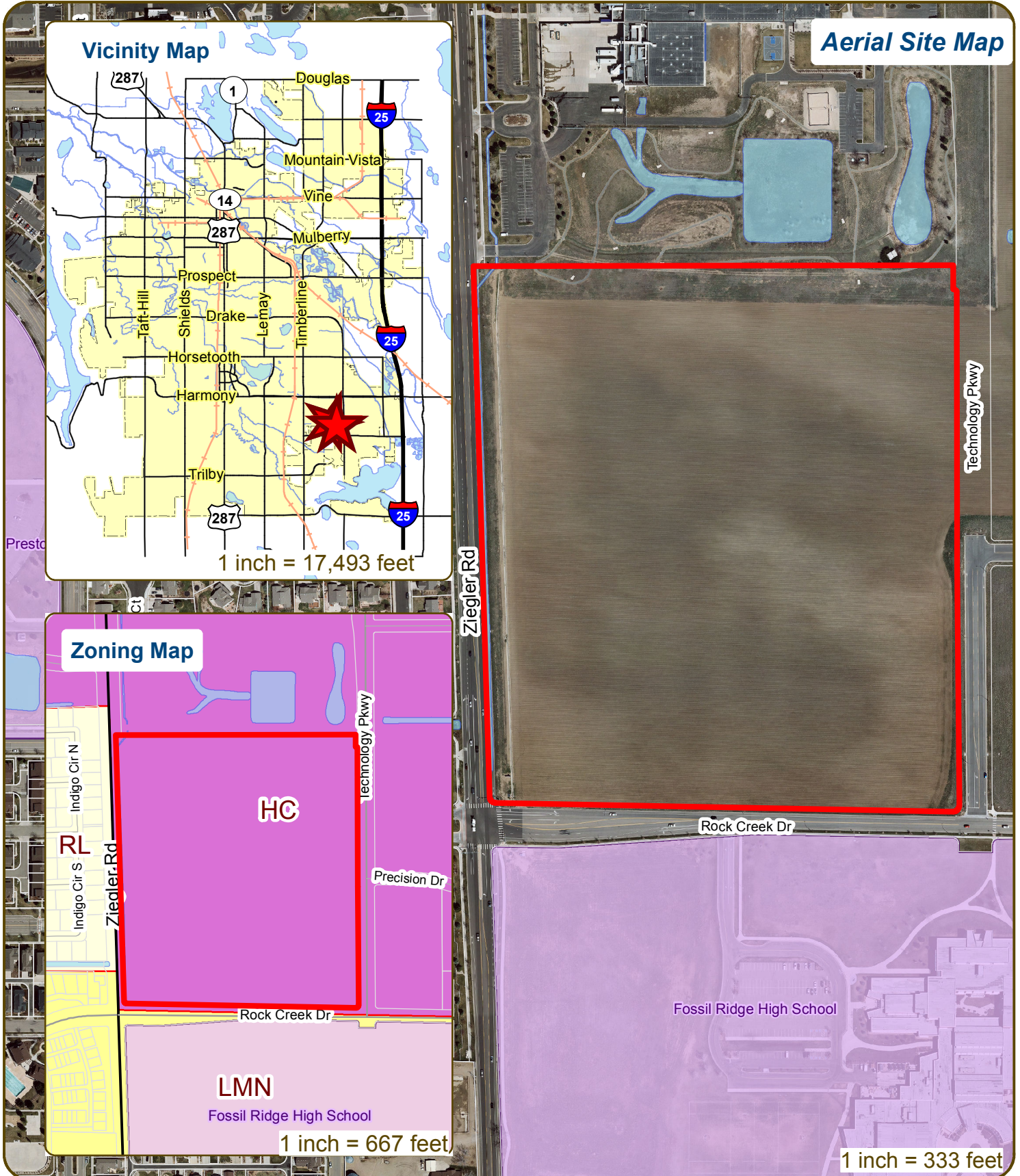
1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

Fort Collins Green Code Amendments effective starting 2/17/2014. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins  
Building Services  
Plan Review  
970-416-2341



# Harmony Technology Park ODP



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



CONCEPTUAL REVIEW:  
APPLICATION**General Information**

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

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

Matt Rankin - Consultant

**Business Name** (if applicable) r4 Architects, Inc

**Your Mailing Address** \_\_\_\_\_

**Phone Number** 970-224-0630 **Email Address** matt@r4architects.com

**Site Address or Description** (parcel # if no address) Parcel C identified on 7th Amendment to the Harmony Technology Park ODP (SE corner of Ziegler and Precision Drive (proposed drive))

**Description of Proposal** (attach additional sheets if necessary) Platting of approximately 2.45 acres from Parcel 'C' of the HTP ODP for construction of a new, medical office / clinic of between 16,000 and 20,000 GSF in a single story or partial 2-story configuration. Development includes parking, water quality and on-site detention per attached concept sketch.

**Proposed Use** Medical Office/Clinic **Existing Use** Unplatted Lot

**Total Building Square Footage** 16k-20k **S.F. Number of Stories** 1 or 2 **Lot Dimensions** 325'x300' +/-

**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.**

**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** 65,000 +/- **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?









March 09, 2015

Matt Rankin  
r4 Architects  
226 Remington St  
Unit 3  
Fort Collins, CO 80524

**Re:** Harmony Technology Park Medical Office Building - Portion of Tract C, P.D.P.

**Description of project:** This is a request to construct a medical office on a portion of Parcel C of the Harmony Technology Park ODP (parcel #8604000003) located at the southeast corner of Ziegler Road and Precision Drive. The 2.45 acre lot will be platted as a separate lot within Harmony Technology Park ODP 7th Amendment. The office building will be between 16,000 and 20,000 square feet and may contain a partial two-story component. The parcel is located in the Harmony Corridor (HC) zone district. This proposal will be subject to Administrative (Type I) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Ted Shepard, at 970-221-6343 or [tshepard@fcgov.com](mailto:tshepard@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Ali van Deutekom, 970-416-2743, [avandeutekom@fcgov.com](mailto:avandeutekom@fcgov.com)

1. The build-to lines require that if a parcel, lot or tract has multiple streets, then the building be built to the street corner.

The building should be located no more than 15 feet from Precision Dr. and between 10 to 25 feet behind Ziegler Rd.

Ziegler Rd. is an arterial, Precision Dr. is a collector street.

2. Medical Office parking requirements are:  
Minimum of 2/1000 sq. ft.      Maximum of 4.5/1000 sq. ft.
3. Medical Office bicycle parking requirements are: 1/4,000 sq. ft., minimum of 4 with 20% being enclosed and 80% being fixed racks
4. LUC 3.2.1 A landscape plan is required which includes but is not limited to street trees (see section for further details)
5. LUC 3.2.1(E)(5) A minimum of 6% of the interior space of all parking lots is required to be landscaped. Please show the calculations on how this is being met.

6. LUC 3.2.1(E)(4) Parking lot Perimeter landscaping is required (these areas are not part of the interior landscaping).

A minimum average of 15 feet along Ziegler Rd and 5 feet along the lot line. It looks like you are meeting these requirements.

7. LUC 3.2.4 A lighting plan is required that includes a photometric site plan and catalog cut-sheets.
8. We will need details of the trash enclosure. Please see section 3.2.5 for requirements.
9. The office building will be subject to an administrative review (type I)
10. LUC 3.5.1 (I) (6) All rooftop mechanical equipment shall be screened from public view from both above and below by integrating it into building and roof design to the maximum extent feasible
11. A cross access from the south boundary to the property to the south will be required.

**Department: Water-Wastewater Engineering**

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

1. Existing water mains and sanitary sewers in this area include a 12-inch water main stub in Technology Parkway and a 30-inch sanitary sewer in Ziegler Rd.
2. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
3. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

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

1. I'm a little unclear whether this is an ODP or a specific proposal. Regardless, the given uses will generate enough traffic to require an intermediate traffic study. Please have your traffic engineer contact me to scope the study
2. Adjacent street improvements will need to be constructed along Ziegler, and any improvements to Precision not made by Mainstreet Health and Wellness.

**Department: Stormwater Engineering**

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

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).

2. In the McClellands drainage basin onsite detention is required with a 0.2 cfs/ac release rate for the 10 year storm and a 0.5 cfs/ac release rate for the 100 year storm.
3. Fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs).  
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
4. 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>
5. The outfall for the site is the storm sewer at the intersection of Rock Creek Dr. and Technology Parkway.
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 McClellands Creek Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

**Department: Fire Authority**

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

1. PUBLIC-SAFETY RADIO AMPLIFICATION SYSTEM  
New buildings require a fire department, emergency communication system evaluation after the core/shell but prior to final build out. For the purposes of this section, fire walls shall not be used to define separate buildings. Where adequate radio coverage cannot be established within a building, public-safety radio amplification systems shall be designed and installed in accordance with criteria established by the Poudre Fire Authority. Poudre Fire Authority Bureau Admin Policy #07-01
2. WATER SUPPLY  
Hydrant spacing and flow must meet minimum requirements based on type of occupancy. A hydrant needs to be within 300 feet of the building and it appears the conceptual plan has provided for this. Code language provided below.  
  
> IFC 508.1 and Appendix B: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.
3. AUTOMATIC FIRE SPRINKLER SYSTEM  
The building will require an automatic fire sprinkler system under a separate permit. Please contact Assistant Fire Marshal, Joe Jaramillo with any fire sprinkler related questions at 970-416-2868.

#### 4. FIRE LANES

A fire lane shall be made available to within 150' of all portions of the building. An Emergency Access Easement will be needed and it appears the conceptual plan is providing for a fire lane. Fire lane specifications and code language provided below.

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

#### FIRE LANE SPECIFICATIONS

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

- > Shall be 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.

#### **Department: Environmental Planning**

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

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

#### **Department: Engineering Development Review**

**Contact: Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](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. Detached sidewalk will need to be installed along Ziegler and connect from Precision to Rock Creek. Detached sidewalk on Precision adjacent to the project will need to be constructed.
6. This project will be responsible for constructing Precision Drive if it has not already been constructed at the time it is desired to construct this building.
7. A sight distance easement maybe needed for the driveway.
8. 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>
9. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
10. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
11. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
12. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design. There are no issues with the plan that was submitted.

#### **Department: Electric Engineering**

**Contact: Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)**

1. Light & Power has existing electric facilities in Ziegler Rd. and along the South side of Rock Creek Dr. With the extension of Precision Drive, Light & Power will be extending facilities from Technology Parkway to Ziegler Rd.
2. Any relocation or modification to existing electric facilities will be at the applicants expense.
3. Electric capacity fee, building site charges and system modification charges, where applicable, will apply. See City website for estimate of charges and construction policies, practices and procedures.  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees>
4. A C-1 Form and an Electric One-line diagram will need to be submitted to Light & Power Engineering. Contact Light & Power Engineering @ 970-221-6700 to discuss power needs.
5. The proposed transformer location shown on the Site Concept plan does not meet Light & Power's access requirements. Please contact Light & Power Engineering @ 970-221-6700 to coordinate a transformer location within 10' of an all weather drive-over surface.

#### **Planning Services**

**Contact: Ted Shepard, 970-221-6343, [tshepard@fcgov.com](mailto:tshepard@fcgov.com)**

1. If the building comes in at 16,000 square feet with 100 parking spaces, the number of spaces exceeds the maximum allowed number of 86 spaces (this includes the 20% increase allowed if there is no on-street parking or opportunity for shared parking). Please be aware that any proposed increase over the maximum allowed would be considered under the

Alternative Compliance or Exception to the Office Standard provisions of Section 3.2.2(K)(2). Note that overall design attributes may be factored in to the evaluation under these two code provisions.

2. From the sketch, it is difficult to ascertain the location of the front entrance. The connecting walkway should tie the entrance to the nearest public sidewalk. Also, please consider adding a connecting walkway from the street that does not face the main entrance in order to better connect the site to the overall context of the Harmony Tech Park.
3. The Landscape Plan should emphasize the Harmony Oaks design concept per the Harmony Corridor Plan. Also be sure that if there are public street lights, street trees can be supplemented with Ornamental trees that may be placed within 15 feet of the street light. That way there will be no 80-foot gaps on either street.
4. The sketch plan notes that behind the right-of-way on Ziegler Road, there will be the standard 15-foot wide Utility Easement as well as a 10-foot wide Irrigation Easement resulting in 25 feet behind the sidewalk. Please indicate whether or not the Irrigation facility is a surface swale or an underground pipe. If it is a swale, would the applicant be willing to place the facility in an underground pipe and use the resulting 25 feet for an enhanced landscape feature. A width of 25 feet allows for the installation of a low, undulating earthen berm, double row of street trees, evergreen trees and/or other specimen trees that would significantly upgrade the overall appearance of the site. Note that a double row of street trees would match the Landscape Plan for Main Street Wellness to the north and by implementing such a planting scheme would create a unified streetscape along Ziegler Road.
5. The parking lot has three perimeters. Please note that Section 3.2.1(E)(4) includes specific screening and landscaping requirements for the edges of parking lots along public streets and adjoining property lines.
6. The electrical transformer, if located along either public street, must be screened with a solid enclosure meeting the clearance specifications of Light and Power, or be sufficiently landscaped to provide screening at maturity. Or, the transformer may be located behind the building as well. Also, if exterior meters, outdoor condensing units or other appurtenances are visible from the public streets, then screening must be provided. Also, please note that all rooftop mechanical equipment must be screened so as to not be visible from either public street.
7. The building is required to have a distinct base and top per Section 3.5.3(D). If a flat roof is proposed, the distinctive top may be achieved by a decorative parapet or a cornice. The architectural elevations should provide a detail so that the three dimensionality can be determined so that the top is distinctive.
8. The Landscape Architect is encouraged to work with the City's Stormwater Utility to landscape the stormwater detention pond. In the past, detention ponds that lack landscaping appear stark over time.
9. Please coordinate with M.A.V.D. on establishing an internal vehicle connection with the parcel to the south just as one is provided to the east. Such a future connection can be secured with an access easement which can be shifted in the future should the need arise.
10. Tract C of Harmony Technology Park Overall Development Plan (7th Amendment) is 42.55 acres and designated for Primary Uses. A medical office building is defined as a primary use and, therefore, in compliance with the land use designation of the O.D.P.
11. 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.

- 12.** 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.
- 13.** 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>.
- 14.** 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.
- 15.** Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
- 16.** 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.
- 17.** 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.

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5.

#### **Energy Code Use**

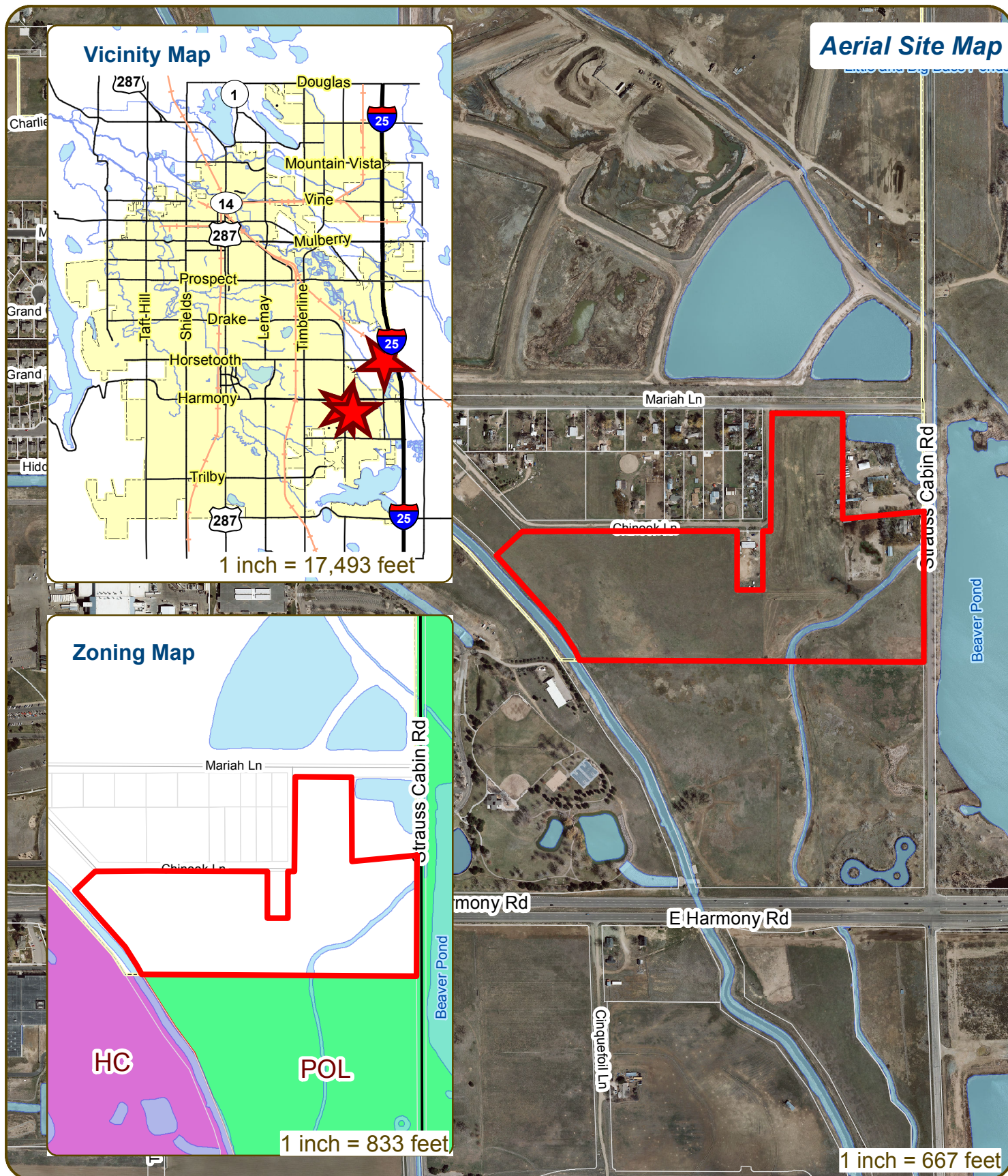
1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

Fort Collins Green Code Amendments effective starting 2/17/2014. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins  
Building Services  
Plan Review  
970-416-2341



## Horse Arena and Annexation



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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) \_\_\_\_\_

JUDI STODDARD - contact - (605) 569-1255

**Business Name** (if applicable) \_\_\_\_\_

**Your Mailing Address** 3314 ASH Ave, Loveland, Co 80538

**Phone Number** (605) 569-1255 **Email Address** jbarsperformancehorses@gmail.com

**Site Address or Description** (parcel # if no address) 4205 and 4203 STRAUSS CABIN RD  
Fort Collins, CO 80538

**Description of Proposal** (attach additional sheets if necessary) BUILDING OF BARN AND  
INDOOR ARENA

**Proposed Use** Horse Boarding/Training **Existing Use** Horse Boarding/Training

**Total Building Square Footage** \_\_\_\_\_ **S.F. Number of Stories** \_\_\_\_\_ **Lot Dimensions** 34 ACRES

**Age of any Existing Structures** \_\_\_\_\_

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? none

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

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

**Suggested items for the Sketch Plan:**

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

To Whom It Concerns,

**Re: Proposed Development for 4205/4203 Strauss Cabin Rd, Fort Collins Co 80525.**

We are seeking options for the above described property. I currently lease the property for a horse boarding/training operation. It currently has some older barns and agricultural buildings on it, of which most have been there for many years and are currently under "Non-Conforming Permit" status.

We are considering the purchase of this property, but are seeking the possibility of putting a well-needed, quality and attractive, indoor arena and barn on the property to more adequately house the horses and provide a riding area for inclement weather.

The ideal location of the building would be to have access from Mariah Lane which already has culvert-based gated access.

The barn is a proposed 24 -stall barn with varying office spaces and storage areas on the ground floor. There is a very similar barn to what we are desiring, located at Savannah Ridge Equestrian Center located at 1632 North Overland Trail, Fort Collins, Co 80521-which we are using as a similar model for this development. This ground floor would be approximately 152 feet long and 76 feet wide (11,552 square feet from wall to wall) which involves two open alley ways in the middle. A second floor above would contain a caretaker's apartment and additional storage rooms and attic area. This second floor would be approximately 48 ft wide and 152 feet long (7,296 square feet).

The indoor arena would run perpendicular to the south side of the barn and be approximately a 100 feet wide and 200 feet long.

These measurements may change when formalized, but are being submitted for this review to qualify the possibility and feasibility of making these improvements should we purchase this property.

Kindest Regards,

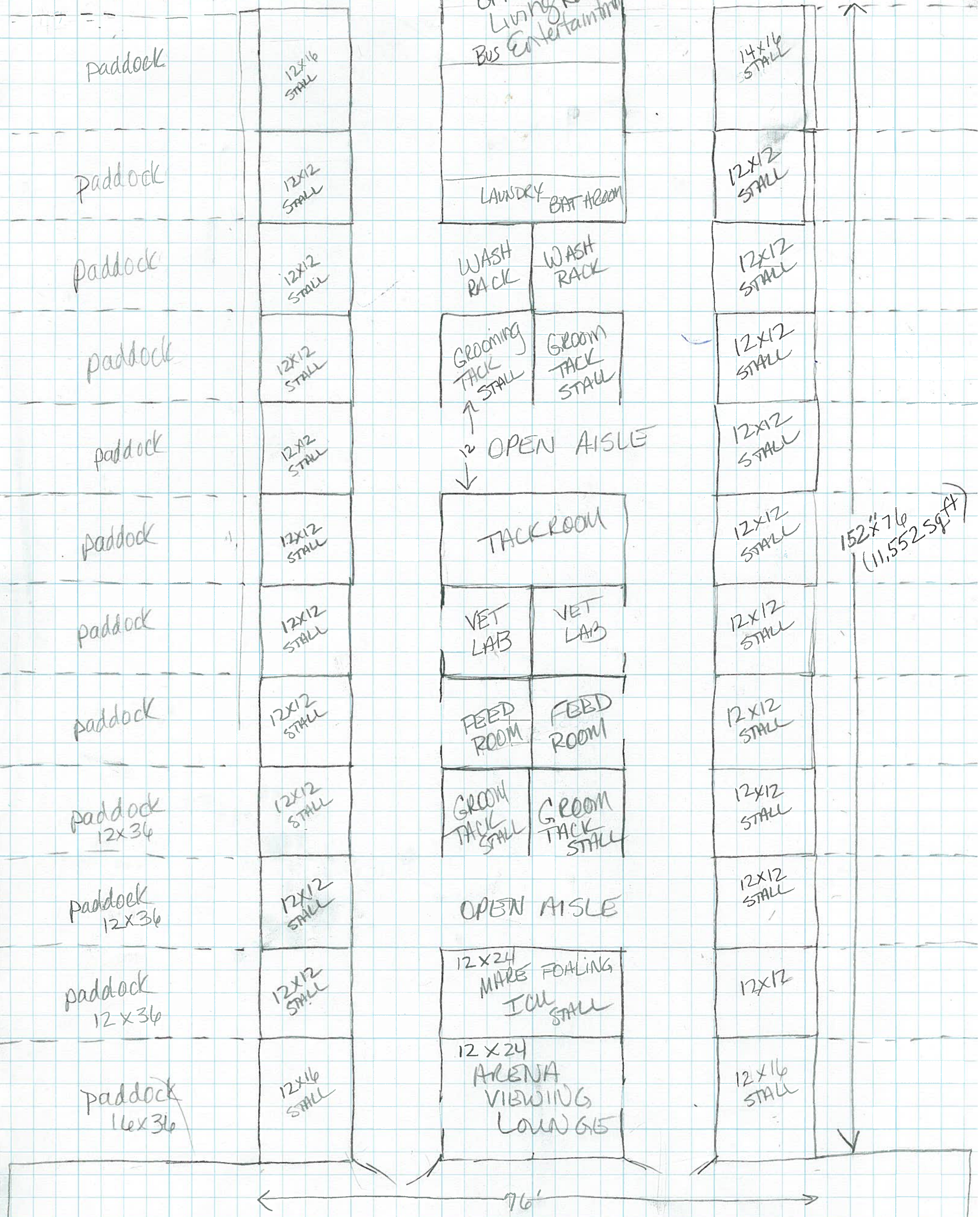
Judi Stoddard – contact

(605) 569-1255



Ground Floor

↑ N



100 X 200 INDOOR ARENA  
(20,000 sq. ft)





MARIAH LN

STRAUSS CABIN RD

MAIN HOUSE

Arena

Grain

7" Barn

MOB/ HOME

HAY SHED

ROUND FEED

Office

strip barn

SHED

property line

property line

proposed site for  
BARN

proposed site for  
INDOOR ARENA



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)

March 09, 2015

Judi Stoddard  
3314 Ash Ave.  
Loveland, CO 80538

**Re:** 4205 Strauss Cabin - Horse Arena and Annexation

**Description of project:** This is a request to annex the property located at 4205 Strauss Cabin Rd. into the city and construct a horse arena and barn (parcel #8733400003). The barn will be approximately 18,000 square feet and two stories tall with horse stalls on the main level and storage on the second floor. The horse area will run perpendicular to the barn and will be approximately 100 feet by 200 feet. The parcel will be located in the Urban Estate (UE) zone district. This proposal will be subject to the Annexation process.

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, Clark Mapes, at 970-221-6225 or [cmapes@fcgov.com](mailto:cmapes@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact: Ali van Deutekom, 970-416-2743, [avandeutekom@fcgov.com](mailto:avandeutekom@fcgov.com)**

1. Clarification on the use of the property is needed. Are the proposed buildings part of the boarding operation or a facility for events?

Urban Estate does not permit mixed use dwellings and animal boarding is not permitted as a home occupation. We will need to look at the caretaker's apartment further.

2. Once the annexation is approved, the animal boarding facility will be subject to a Planning and Zoning Board review (type II)
3. A modification will most likely be required on the parking minimum requirements.

Limited Indoor Recreation requires 3/1000 sq. ft. parking spaces

Recreational Use requires 1/2000 sq. ft. bicycle parking spaces.

- 3.

**Department: Water-Wastewater Engineering**

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

1. The site is within the City of Fort Collins service area for potable water and sanitary sewer; however no mains exist in the area. Existing water mains and sanitary sewers are in Ziegler Road west of the site and a water main exists in Harmony Road south of HP.
2. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
3. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

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

1. Please work with engineering to determine whether any Right of Way dedication, adjacent street road improvements, or paving is needed along Strauss Cabin.
2. We'll need information on the expected traffic to be generated by the proposal. This will determine whether a traffic study is needed.

**Department: Stormwater Engineering**

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

1. Portions of this property are located in the FEMA-Regulatory Poudre River 100-year floodplain, and if it is annexed into the City, development will have to conform to all of the safety requirements of Chapter 10 of City Municipal Code. As can be seen on the FEMA Flood Risk Map---which will be distributed during Monday's meeting---the eastern third of the property is in the FEMA High Risk 100-year Flood Fringe, the middle third is in the Moderate Risk 500-year floodplain, and the western third is out of the floodplain.
2. New non-residential development (horse barn and office) is allowed in the Poudre River High Risk 100-year floodplain, as long as the lowest finished floor of the building, and all duct work, heating, air conditioning, ventilation, electrical and mechanical systems, plumbing, etc. are elevated 24-inches above the Base Flood Elevation (BFE). This elevation is known as the Regulatory Flood Protection Elevation (RFPE).  $RFPE = BFE + 24\text{-inches}$ . Basements will not be allowed in the flood fringe.
3. After construction, a FEMA Elevation Certificate must be submitted to and proved by the City before a Certificate of Occupancy will be issued.
4. New residential or mixed-use structures or additions are prohibited in the Poudre River High Risk 100-year floodplain.
5. For the existing house and other buildings on the property, remodeling an existing structure is allowed in the FEMA High risk 100-year floodplain as long as the cumulative cost of the improvements over the life of the structure does not equal or exceed 50-percent of the market value of the structure. If the cost of improvements does exceed the 50-percent threshold, the building is considered to be Substantially Improved, and the elevation requirements listed above (See Comment #2) will go into effect.
6. At-Risk Population, Essential Service, Hazardous Material and Government Service critical facilities are prohibited in the Poudre River High Risk 100-year floodplain. At-Risk Population and Essential Service Critical Facilities are not allowed within the Poudre River Moderate Risk 500-year floodplain.



7. Floatable materials including vehicles, trailers, equipment, supplies, etc. related to non-residential uses (Horse barn) are prohibited in the 100-year floodplain. All floatable materials must be stored inside a building or be located outside the 100-year floodplain.
8. An Emergency Response Preparedness Plan (ERPP) will be required for any new structure, addition, or substantial improvement in the Poudre River High Risk 100-year floodplain.
9. FEMA has begun to remap the Poudre River. This is known as RiskMAP, and will be a multi-year project. Property owners near the Poudre River Floodplain need to be aware that the floodplain may be remapped and may change on their property. Furthermore, the Biggert-Waters Flood Insurance Reform Act of 2012 is removing subsidized flood insurance rates. Complete details regarding implementation by FEMA are unknown at this time. Future structures that are mapped in the floodplain may not be eligible to receive grandfathered or subsidized rates. We are encouraging you to consider elevating all structures as much as possible. We are providing you this information to help you plan for possible future changes in the floodplain mapping and already adopted changes in flood insurance.
10. Any construction activities in the high risk flood fringe (e.g. remodeling or adding on to existing structures, new structures, fences, driveways, sidewalks, utility work, landscaping, etc.) must be preceded by an approved floodplain use permit, the appropriate permit application fees, and approved plans. Forms for the floodplain use permit can be found at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
11. Development review checklists for floodplain requirements can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Please utilize these documents when preparing your plans for submittal. Please contact Beck Anderson of Stormwater Master Planning at [banderson@fcgov.com](mailto:banderson@fcgov.com) for floodplain CAD line work as required per the floodplain development review check list.
12. Please contact Mark Taylor, 970.416.2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com) with any questions.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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>

18. The drainage outfall for the site is not known and needs to be investigated. The City does not allow irrigation ditches to be storm water outfalls.
19. 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.
20. 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: Historical Preservation**

**Contact: Josh Weinberg, 970-221-6206, [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com)**

1. If the property contains any buildings or structures 50 or more years old, the demolition or exterior changes to these buildings would need to be reviewed under the City's Demolition/Alteration Review Process, Municipal Code Section 14-72, to determine if they would qualify for recognition as a landmark. The eligibility of a property for landmark designation does not, in any way, designate the property as a Landmark; it does define which of the various City review processes the development application would be reviewed under.
2. The Demolition/Alteration Review begins with current color photographs of each side of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of each building, as well as any previous alterations or additions. Digital photos are encouraged, and may be sent to [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com) or [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com). Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at the Development Review Center, 1st Floor, 281 N. College Ave., attn. Josh Weinberg.
3. If any of the buildings or structures are found to be individually eligible for Landmark designation, then the project would be reviewed for compliance with LUC Section 3.4.7. Section 3.4.7. is intended to ensure that, to the maximum extent feasible: (1) historic sites, structures or objects are preserved and incorporated into the proposed development and any undertaking that may potentially alter the characteristics of the historic property is done in a way that does not adversely affect the integrity of the historic property; and (2) new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.
4. Properties that are, or become, designated as Fort Collins Landmarks, and/or on the National or State Registers of Historic Places, qualify for financial incentives, for both interior and exterior work. These include Historic Structure Assessment grants, State Historic Fund grants, both 20% State and 20% Federal Tax Credits, and 0% -interest City Rehabilitation Loans.

**Department: Fire Authority**

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

1. OCCUPANCY GROUP CLASSIFICATION  
The barn appears to be a mixed-use occupancy (stalls, office, residence, & storage), however the occupancy group classification will be determined by the building department.

Fire code review and comment may be incomplete until such time, that determination has been made. Fire department comments may require future revision.

## 2. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. The fire code requires a hydrant to be placed within 300' of the building, however, the current utility infrastructure does not appear to support this. The closest hydrant is approximately 2,500 feet away and it is unknown if installing a hydrant is even possible. In rural applications, on-site water storage may be a conditional requirement or the building will require a fire sprinkler system as an offsetting measure. Please contact me to discuss alternative means of compliance. Code language provided below.

> IFC 508.1 and Appendix B: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.

## 3. FIRE LANES

A fire lane needs to be available to within 150' of all portions of the building. An Emergency Access Easement will be required. Fire lane specifications and code language provided below. Please contact me with any questions.

### 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.

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

## 4. PREMISE IDENTIFICATION

The building shall be addressed appropriately. Depending upon the setback distance from the road, the numerical height of the address numerals may need to be increased and/or a monument sign added at the road. Code language provided below.

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

used to identify the structure.

**5. ADDITIONAL COMMENTS**

Additional fire department comments may be needed at time of building permit.

**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 (marsh, wet meadows). Please note the buffer zone standards range from 50 - 100' 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 a 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. 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.
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. This project must also comply with the following standard, as it is adjacent to the Arapaho Bend Natural Area, 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.

**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. Improvement of the adjacent roadway would not be triggered by the annexation of the property, but would be triggered with development or redevelopment of the property. The City Code identifies that each property has the responsibility to improve the roadways adjacent to and within the property at the time of development or redevelopment (curb, gutter, sidewalks and pavement). The Land Use Code also has a provision that requires all development to have a paved improved connection to the improved City arterial street system based on where the most traffic is traveling. Likely this will mean that Strauss Cabin Road will need to be improved from the property south to Harmony Road.
5. The ditch companies will likely need to sign any utility/ grading plans for the site and you will need to obtain a permit and permission from the ditch company/owner for any driveway crossing of the ditch.
6. 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>
7. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

#### **Department: Electric Engineering**

**Contact: Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)**

1. Light & Power currently has no electric facilities near this proposed development. Light & Power has facilities along the S. side of Harmony West of Strauss Cabin Rd. and along E. Horsetooth Rd. ending approximately 2000' West of Strauss Cabin Rd.
2. At this time, there is no timeline for extension of Light & Power electric facilities along Strauss Cabin Rd.  
Contact Light & Power Engineering @ 970-221-6700 to discuss power needs.

#### **Planning Services**

**Contact: Clark Mapes, 970-221-6225, [cmapes@fcgov.com](mailto:cmapes@fcgov.com)**

1. Our understanding is that based on a conversation with Larimer County, this development requires annexation and zoning into the Fort Collins. This is a legal process that typically takes about 4 months. Please arrange a meeting with me to review the process and requirements. Zoning would be the Urban Estate (UE) zone.
2. Once the property is annexed, a Project Development Plan (PDP) hearing will be required. Preparation of the PDP can begin during the annexation process. Submittal requirements are listed online at: [fcgov.com/developmentreview/applications.php](http://fcgov.com/developmentreview/applications.php)  
Submittal requirements can be tailored to fit the PDP prior to submittal of the PDP.
3. At the meeting, clarification of Zoning questions about the official classification of the land use, will affect the process.
4. A landscape plan will be required as part of the PDP.