

Conceptual Review Agenda

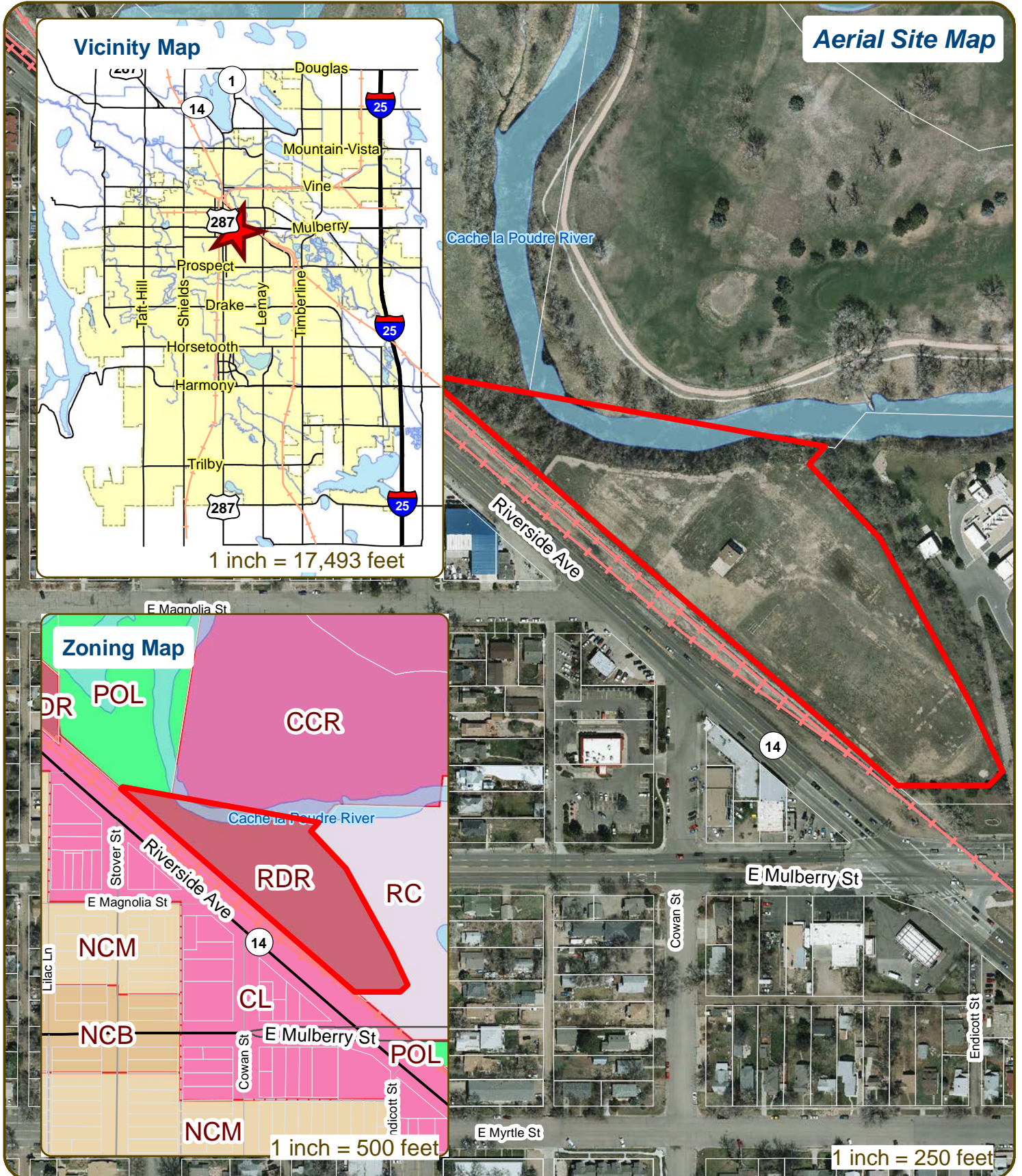
Schedule for 04/07/14 to 04/07/14

281 Conference Room A

Monday, April 7, 2014

Time	Project Name	Applicant Info	Project Description	Planner
9:30	500 Riverside Ave - Solar Energy Facility CDR140018	Norm Weaver 970-416-2312 nweaver@fcgov.com	This is a request to construct a solar energy collection facility at 500 Riverside Avenue (Parcel # 97124-00-907). The facility would consist of ground-mounted solar panels generating up to 600 kilowatts for Fort Collins Utilities. The site is located in the River Downtown Redevelopment (R-D-R) Zone District.	Ryan Mounce
10:15	829 S Shields St - Microbrewery CDR140019	Will Overbagh 970-988-7688 will@road34.com	This is a request to utilize an existing building as a microbrewery and tap room located at 829 South Shields Street (Parcel # 97151-50-001). The microbrewery and restaurant/bar is planned in the northern, 1-story portion of the building, with no structural additions planned. The site is located in the Community Commercial (C-C) Zone District. Microbreweries and restaurants/bars are subject to Administrative (Type 1) review.	Noah Beals
11:00	706 E Stuart St - Small Scale Reception Center CDR140020	John Clarke 970-482-0724 clarkestrategies@comcast.net	This is a request to add a small scale reception center use to an existing building located at 706 East Stuart Street (Parcel # 97241-43-001). The building's current residential use would remain, but the structure's center atrium and backyard would be used for small events such as weddings and conferences. The site is located in the Low Density, Mixed-Use Neighborhood (L-M-N) Zone District. A small scale reception center requires an addition of a permitted use, subject to Planning & Zoning Board (Type 2) review	Ryan Mounce

500 Riverside Ave Solar Power Generation



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CONCEPTUAL REVIEW:
APPLICATION

General Information

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

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

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

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

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) MARK ZwiEG - Clean Energy Collective Land Manager, Norm Weaver - Fort Collins Utilities Project Manager

Business Name (if applicable) Clean Energy Collective and Fort Collins Utilities

Your Mailing Address 700 Wood Street, Fort Collins, CO 80521

Phone Number 970-416-2312 Email Address nweaver@fcgov.com, mark.zwiEG@easycleanenergy.com

Site Address or Description (parcel # if no address) 500 Riverside Avenue, Corner of Riverside Avenue and Mulberry Street

Description of Proposal (attach additional sheets if necessary) Community Solar Garden
No structures, Access off Mulberry Street

Proposed Use Solar Field Existing Use None

Total Building Square Footage 0 S.F. Number of Stories 0 Lot Dimensions _____

Age of any Existing Structures 80+ 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>.

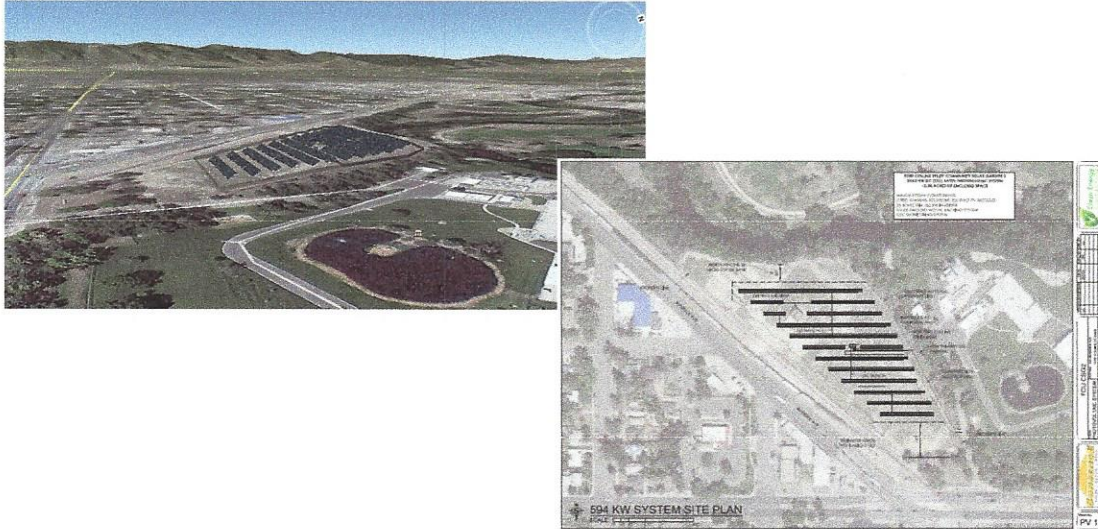
Increase in Impervious Area 4-500 S.F.
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

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

Fort Collins Community Solar Garden Project

Conceptual Review Narrative, 3/25/2014

Old Pickle Plant Site, 500 Riverside



The potential project is known as the **Fort Collins Community Solar Garden Project**. The proposed site of the solar garden is located at the northeast corner of East Mulberry Street and Riverside Avenue and was formerly the site of the Dreher pickle plant.

The intent of this project is to expand small-scale renewable options for the benefit of Fort Collins Utility customers who do not have favorable sites for their own roof-top or ground mounted solar energy systems. Community members participate by purchasing panels in the project and receiving credits on their Fort Collins Utilities electric bill.

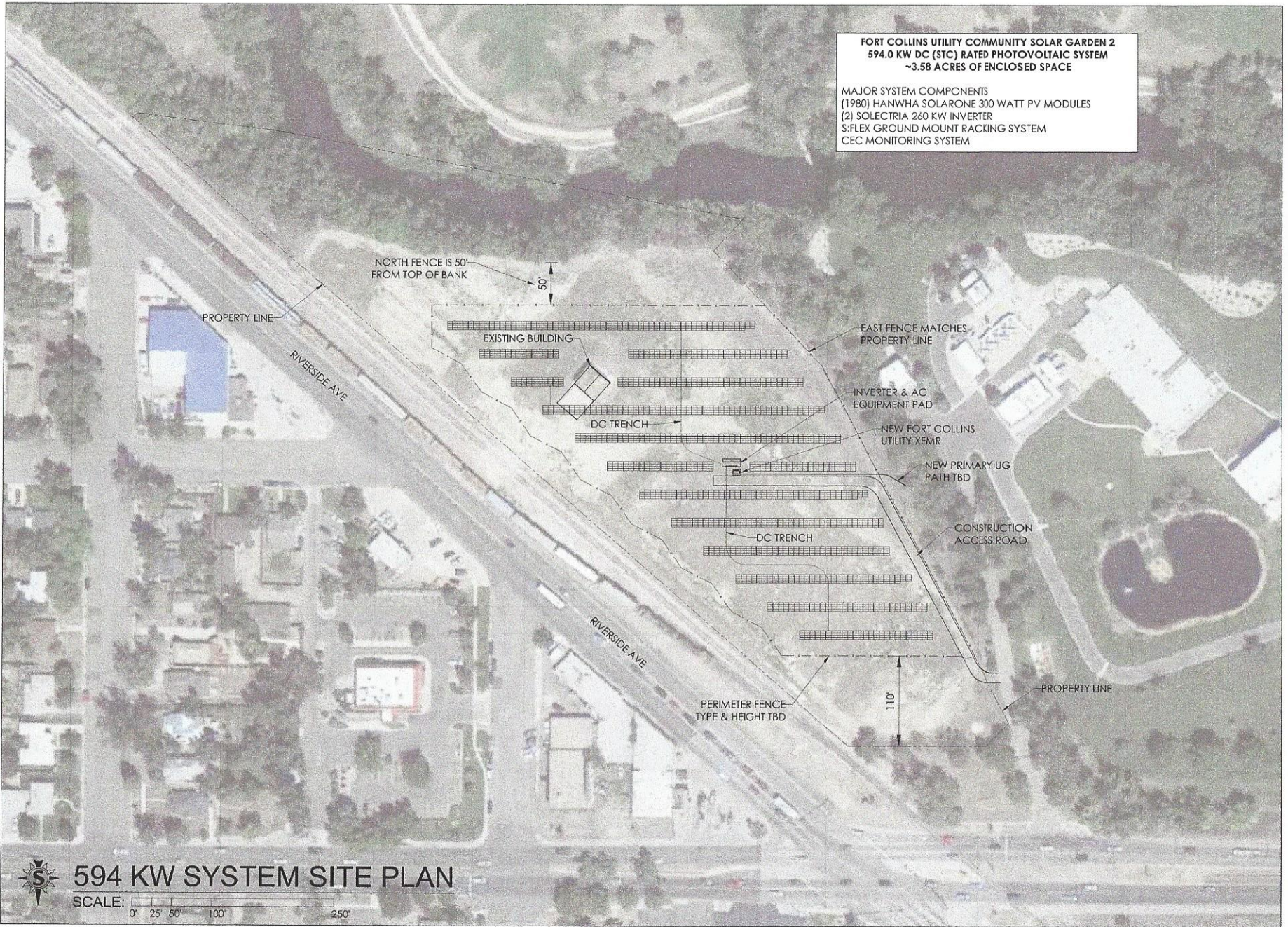
The lot is owned by the City of Fort Collins. The applicant, Clean Energy Collective, is proposing to lease, build, operate, and maintain a community solar garden facility consisting of up to 600 kilowatts of ground mounted solar modules. The solar modules will harvest solar energy to supplement the Ft. Collins Utilities energy grid. In addition, the applicant will work with the City's Art in Public Places Program to investigate how the development of a solar energy facility on this parcel can serve as a visual gateway to the community.

Access to the site will be from East Mulberry Street, with minimal traffic impacts (1-2 times per year for maintenance). There will be no exterior lighting at the proposed facility. The property is in the River Downtown Redevelopment District (RDR) zone district, and the proposed project is classified as a "minor public facility", subject to a Type 1, Administrative review.

Supporting Documentation:

- Site Plan
- Site 3D views
- Flood Plain Map
- Images of Typical Solar Arrays

- Prior site studies available upon request:
 - 1996 Environment Assessment
 - 2008 Phase 2 Environmental Assessment
 - 2011 Ecological Characterization Study
 - 2007 soils evaluation
 - 2011 conceptual review results for 1MW solar array



FORT COLLINS UTILITY COMMUNITY SOLAR GARDEN 2
594.0 KW DC (STC) RATED PHOTOVOLTAIC SYSTEM
 ~3.58 ACRES OF ENCLOSED SPACE

MAJOR SYSTEM COMPONENTS
 (1) 1980 HANWHA SOLARONE 300 WATT PV MODULES
 (2) SOLECTRIA 260 KW INVERTER
 S:FLEX GROUND MOUNT RACKING SYSTEM
 CEC MONITORING SYSTEM



REV. DESCRIPTION	DATE	DRN. BY	CHK. BY
1.0	2/27/14	JWL	

FCU CSG2
 Project: **PHOTOVOLTAIC SYSTEM**
 Address: 500 RIVERSIDE AVE
 FORT COLLINS, CO 80522
 Sheet No. **PV 1.1** REV. 1.0
 Drawing: **594 KW SITE PLAN**



594 KW SYSTEM SITE PLAN
 SCALE: 0' 25' 50' 100' 250'

Sheet No.
PV 1.1

Clean Energy Collective Community Solar Garden Project Looking East



Clean Energy Collective Community Solar Garden Project Looking West



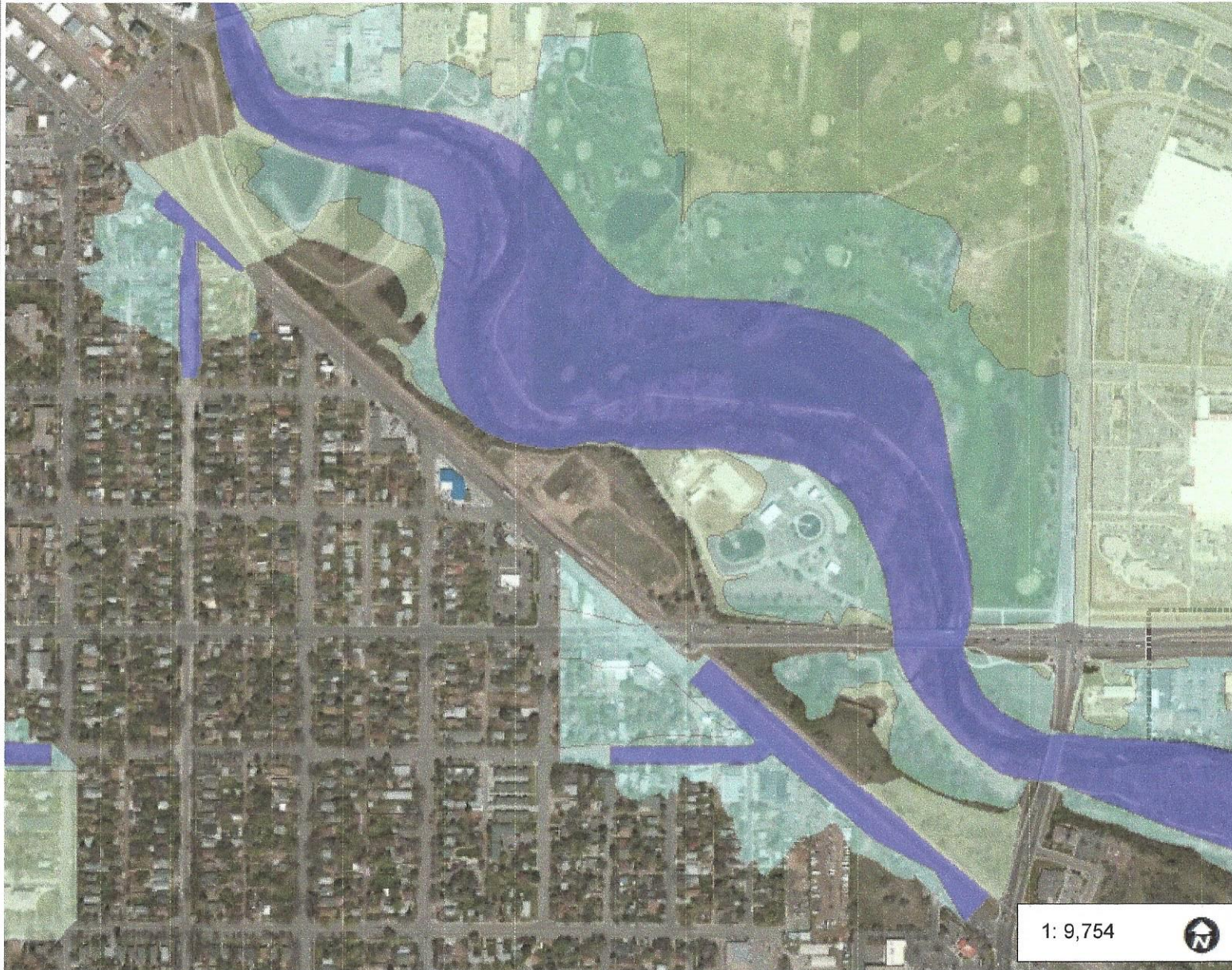
Clean Energy Collective Community Solar Garden Project Looking West



Clean Energy Collective Community Solar Garden Project Looking South



Subject Area Flood Plain Map



Legend

FEMA Floodplain

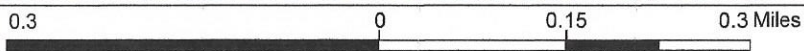
- FEMA High Risk - Floodway
- FEMA High Risk - 100 Year
- FEMA Moderate Risk - 100 / 500 Y.

City Floodplains

- City High Risk - Floodway
- City High Risk - 100 Year
- City Moderate Risk - 100 Year

City Limits

1: 9,754



WGS_1984_Web_Mercator_Auxiliary_Sphere
City of Fort Collins - GIS

This map is a user generated static output from the City of Fort Collins FCMaps Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Notes

CLEAN ENERGY COLLECTIVE
COMMUNITY SOLAR GARDEN PROJECT
PICKLE PLANT BUILDING, NE FACADE
(LOOKING SW)



CLEAN ENERGY COLLECTIVE
COMMUNITY SOLAR GARDEN PROJECT
PICKLE PLANT BUILDING, SW FACADE
(LOOKING NE)



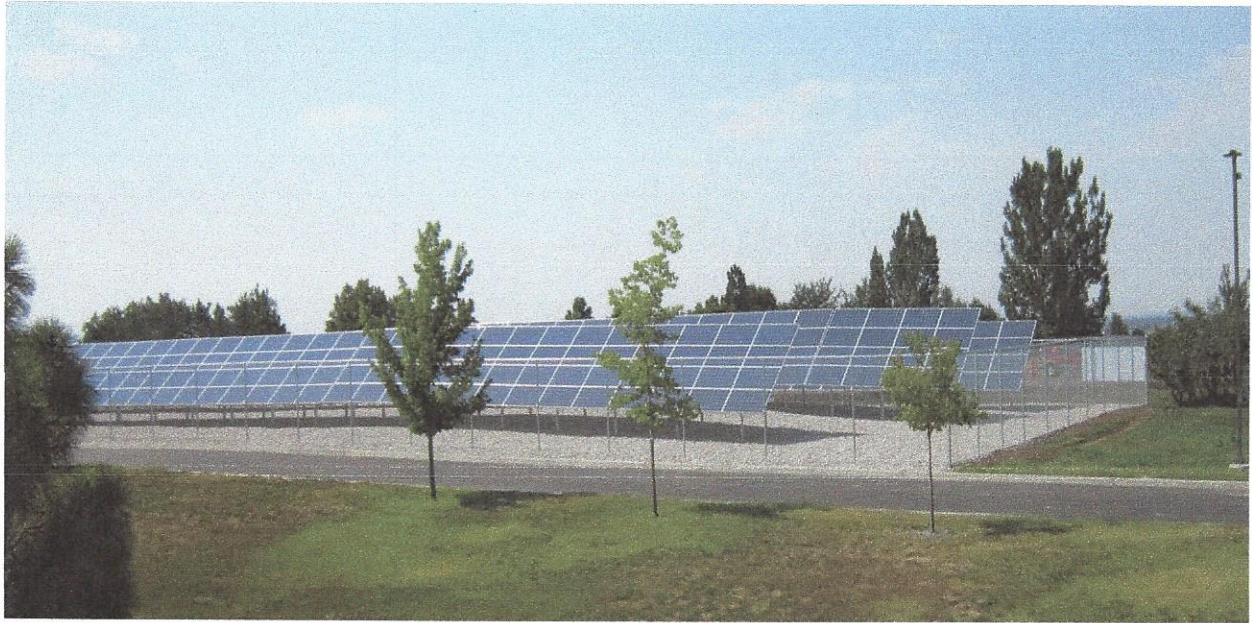
CLEAN ENERGY COLLECTIVE
COMMUNITY SOLAR GARDEN PROJECT
PICKLE PLANT BUILDING, SE FACADE
(LOOKING NW)



CLEAN ENERGY COLLECTIVE
SOLAR GARDEN PROJECT
PICKLE PLANT BUILDING, NW FACADE
(LOOKING SE)



Clean Energy Collective Array at PVREA Headquarters



Clean Energy Collective Array in Boulder County





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

April 14, 2014

Norm Weaver
Clean Energy Collective & Fort Collins Utilities
700 Wood Street
Fort Collins, CO 80521

Re: 500 Riverside Ave - Solar Energy Facility

Description of project: This is a request to construct a solar energy collection facility at 500 Riverside Avenue (Parcel # 97124-00-907). The facility would consist of ground-mounted solar panels generating up to 600 kilowatts for Fort Collins Utilities. The site is located in the River Downtown Redevelopment (R-D-R) Zone District.

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

Comment Summary:

Department: Zoning

Contact: Gary Lopez, 970-416-2338, glopez@fcgov.com

1. Planning is presently writing and proposing regs. for solar fields which should address Zoning concerns. See Ryan Mounce's Planning comments.

Department: Water-Wastewater Engineering

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

1. There is an existing 4-inch water main between the points where Magnolia and Cowan intersect with Riverside. In addition, there is a 10-inch sanitary sewer in Riverside southeast of the intersection with Magnolia.
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. If water or sewer service is needed, there may be credits available from the time the pickle factory was located at this site.

Department: Stormwater Engineering

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

1. Floodplain Comments:
A small portion of this lot is located in the FEMA-regulatory Poudre River 100-year floodplain, and the proposed project must satisfy all safety requirements of Chapter 10 of City Code. A FEMA Flood Risk Map is attached.
2. The majority of this property is elevated 30 - 40 feet above the Poudre River, and is not located in any portion of the floodplain. The proposal submitted for this review indicates that all development will take place on the elevated part of the lot and not in the floodplain. As long as all development is confined to that elevated portion of the lot that is not in the floodplain, there will be no floodplain construction standards for development.
3. The Floodplain Administrator for the Poudre River Floodplain is Marsha Hilmes-Robinson; 970.224.6036, mhilmesrobinson@fcgov.com. Please contact her with any questions or comments.
4. Development Review comments:
The existing impervious area should be documented including the area of the building recently removed from the site. This impervious area is grandfathered so can be used to reduce or eliminate drainage fees should the project cause an increase in impervious area.
5. A drainage letter should be sufficient to document the existing and proposed drainage patterns. The drainage letter needs to address the four-step process for selecting structural BMPs. Also if water quality features are being built onsite standard operating procedures (SOPs) must be prepared for each of the BMPs being used. They must be prepared by a Professional Engineer registered in Colorado.
6. There is no indication that the land will be disturbed but if it will be there will need to be a grading plan prepared by a PE. There isn't an indication of the proposed surface treatment of the land. Is it to be reseeded?
7. If the solar panels are to be pole mounted with no concrete pad below them the site drainage should be similar to the existing condition. There may be a slight increase in impervious area with the control or electric transformer boxes. Also some of the drawings submitted show additional buildings on the site. The "Looking West" rendering more clearly shows an additional structure than the others. The panels may produce a possible erosion concern below the bottom edge similar to a roof line without gutters. This should be addressed in some way. I believe there is at least one concentrated drainage outfall draining toward the river that flows through the sewage treatment plant. That outfall and any others will need stabilization and if any new ones are proposed as part of the grading plan, an offsite drainage easement would be required.
8. 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.
9. The design of this site must conform to the drainage basin design of the Cache la Poudre River Master

Department: Historical Preservation

Contact: Josh Weinberg, 970-221-6206, jweinberg@fcgov.com

1. The remaining building on the site was determined not individually eligible for designation as a Fort Collins Landmark per the process outlined in Municipal Code Section 14-72. Therefore, there is no further Historic Preservation review of its demolition.

Department: Fire Authority

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

1. FIRE LANES

The fire code requires a fire lane be provided to within 150' of the remaining portion of the old pickle plant building. Should the building remain as part of the final site plan, its intended use and/or contents would influence how the code would be applied to this site. Further discussion is recommended.

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. 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. A turnaround within the Solar Energy Facility would be needed.
- > When a turnaround is required, 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 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.

3. SOLAR PHOTOVOLTAIC POWER SYSTEMS

The Poudre Fire Authority is poised to adopt the 2012 IFC and as such, the installation of SPV systems shall be required to comply with the 2012 edition. 12IFC 605.11: Solar photovoltaic power systems shall be installed in accordance with Sections 605.11.1 through 605.11.4, the International Building Code and NFPA 70. A clear brush-free area of 10 feet shall be required for ground-mounted photovoltaic arrays.

4. PREMISE IDENTIFICATION

While the preliminary address is shown as 500 Riverside Ave., the point of access to the site suggests the property should be addressed off of Mulberry. Further discussion will determine address details including how and where the address is posted.

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

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 (Poudre River).
2. Projects in the River Downtown Redevelopment District are required to "establish, preserve or improve a continuous landscape buffer along the River as an integral part of a transition between development and the River" as per Section 4.17(D)(1)(a) of the Land Use Code. On this site we would like to see the removal of the pavement that runs along the trees on the river and native plantings between the river and the northern fence line.
3. If the new solar regulations are approved, and landscaping is required to screen the facility from major roads, glare or heat build-up, then the landscaping should consist of native plantings in accordance with Section 3.4.1(I)(1) which requires projects within the vicinity of the Poudre River to "be designed to complement the visual context of the natural habitat."
4. 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) and (M) for more information.
5. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat." Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. A review of the trees shall be conducted with Tim Buchanan, City Forester (221-6361) to determine the status of the significant existing trees and any preservation or mitigation requirements as the result of the proposed development impacts.

Department: Engineering Development Review

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

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

6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The access control plan doesn't show where access to the site will occur, but per prior discussions with CDOT access would likely be allowed off of the Mulberry Frontage since it is unlikely that an agreement with the Railroad for a crossing out to Riverside would occur. Plans will be routed to CDOT for review and approval and the applicant may need to obtain access permits from CDOT.
9. In accordance with the approved access control plan, a 10 foot bike and pedestrian trail is to be installed on the north side of the railroad tracks on this property. This will serve as the sidewalk along this portion of Riverside since a sidewalk cannot be placed between the back of the curb and the railroad tracks due to the close proximity of the tracks to the street. This trail will need to be constructed with the property and an access easement provided for this sidewalk.
10. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

Department: Electric Engineering

Contact: Justin Fields, 970-224-6150, jfields@fcgov.com

1. Electric development and system modification will apply. Contact Light and Power Engineering, 970-221-6700, for an estimate of these charges.

Current Planning

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

1. Fort Collins is currently crafting new solar energy system Land Use Code standards. These standards are yet to be formally adopted and still require a recommendation from the Planning & Zoning Board and approval by City Council. The standards listed below are subject to change.
2. At 3.58 acres, the solar energy system would be classified as a Medium-Scale Solar Energy System, subject to Administrative (Type 1) review in the River Downtown Redevelopment (R-D-R) Zone District.
3. To the extent reasonably feasible, building and accessory structure materials, textures and colors should complement and blend into the nearby area and existing environment.
4. The perimeter fencing should have a maximum height of 7 feet. The fencing should include knock boxes and keys for emergency personnel access and appropriate warning signage should be placed along the perimeter and at the entrance.
5. Perimeter fencing along Riverside Avenue and Mulberry Street should also be made visually interesting with additional landscaping, varied alignments or integrating architectural elements. Fencing and landscape screening will also play an important part in reducing potential impacts of glare and heat build-up on adjacent properties.
6. As the proposal progresses, we can also work with Art in Public Places to incorporate public art and design into aspects of the project given the site's location as a gateway feature to the community and downtown.
7. Consider the current environmental quality of the site; high saline soils are likely present given the past use as a pickle plant.

8. The lot will also need to be platted as part of the development review process.
9. TRAFFIC OPERATIONS: Please contact Ward Stanford at 970-221-6820, to discuss traffic aspects of the project.
10. TRAFFIC OPERATIONS: Applicant should contact Gloria Hice-Idler at 970-350-2198, regarding the access point on Mulberry as it is a state highway.
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. 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.
18. 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 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

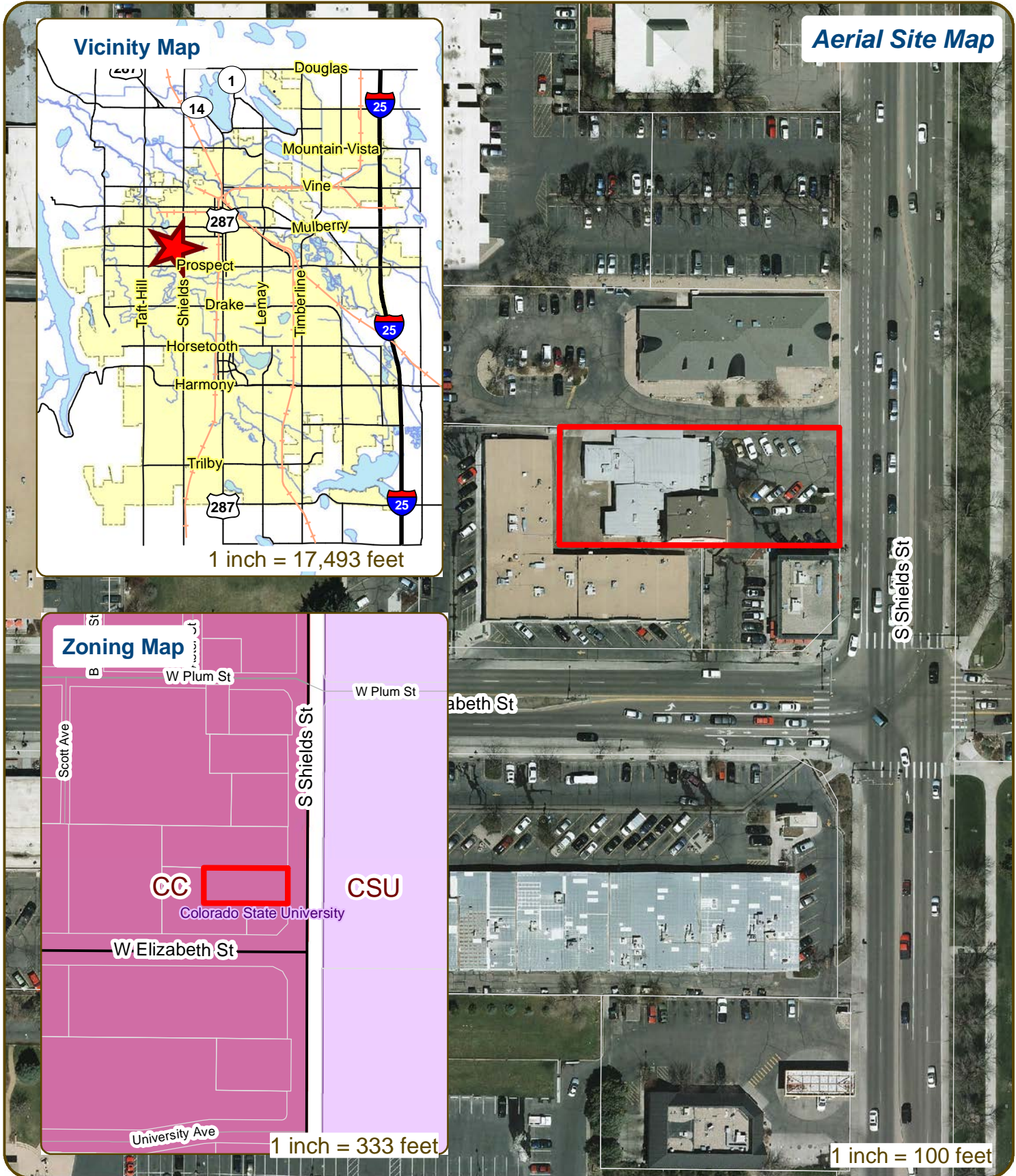
Energy Code Use

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

829 S Shields St Microbrewery



Aerial Site Map

Vicinity Map

1 inch = 17,493 feet

Zoning Map

1 inch = 333 feet

1 inch = 100 feet

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CONCEPTUAL REVIEW: APPLICATION

General Information

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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) _____

Will Overbaugh - Owner

Business Name (if applicable) _____

Your Mailing Address _____

Phone Number 970.988.7688 Email Address will@ROAD34.com

Site Address or Description (parcel # if no address) 829 S Shields St #100

Description of Proposal (attach additional sheets if necessary) _____

Proposed Use Brew Pub, Tap Room Existing Use Retail

Total Building Square Footage 3345 S.F. Number of Stories 1 Lot Dimensions _____

Age of any Existing Structures 1957 - 57 years old

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

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

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

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

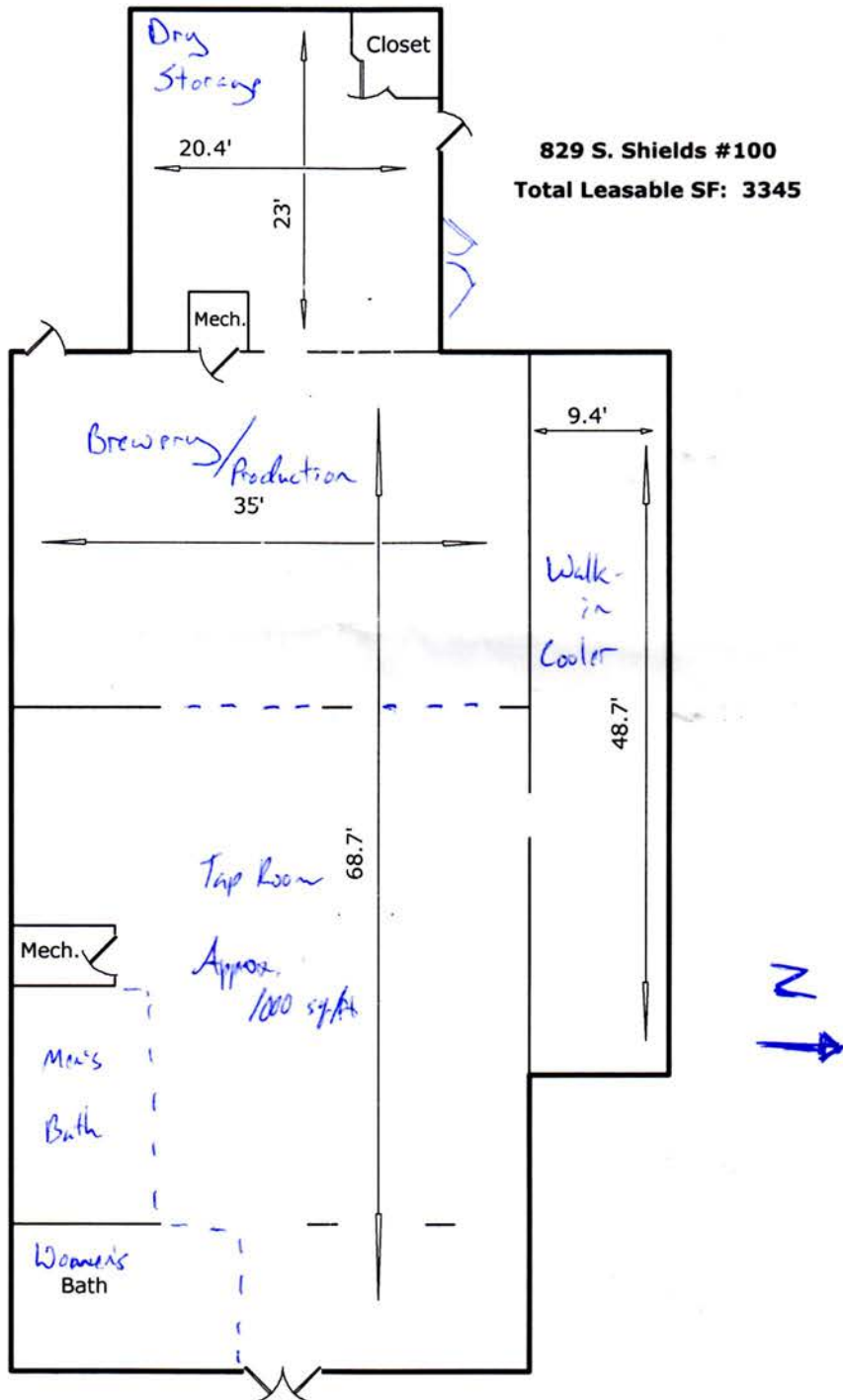
Increase in Impervious Area _____ S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

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?

FLOORPLAN SKETCH

Borrower: _____ File No.: c0913shields
Property Address: 829 S. Shields St Case No.: _____
City: Fort Collins State: CO Zip: 80521
Lender: Nicol Enterprises





PRIVATE
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FOR
BIG DOGS
TEXTBOOKS

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Sperry Van Ness
COBBEY NISS 970.691.1140
970.207.0700





TERIYAKI
YOK II
KOREAN & JAPANESE FOOD

AVAILABLE
Sperry Van Ness
978.807.6700





April 14, 2014

Will Overbagh

Re: 829 S Shields St - Microbrewery

Description of project: This is a request to utilize an existing building as a microbrewery and tap room located at 829 South Shields Street (Parcel # 97151-50-001). The microbrewery and restaurant/bar is planned in the northern, 1-story portion of the building, with no structural additions planned. The site is located in the Community Commercial (C-C) Zone District. Microbreweries and restaurants/bars 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, Noah Beals, at 970-416-2313 or nbeals@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Gary Lopez, 970-416-2338, glopez@fcgov.com

1. The existing property was developed as a use-by-right under the previous code. Therefore, the proposed Type 1 change of use will require the property to be brought into compliance with the applicable standards in Articles 3 and 4 of the Land Use Code (parking lot design, landscaping, trash enclosure, bike parking, sidewalks, etc).
2. Compliance with the perimeter and interior parking lot landscaping standards will likely result in the loss of parking unless modifications are requested and approved. (A 10' minimum landscape area behind the front lot line, 5' wide landscape area along the sides, and 6% interior parking lot landscaping)
3. There doesn't appear to trashh/recyc. liquids/materials enclosure on-site. It appears that the dumpsters located at 1104 W Elizabeth may be serving 829 S Shields. Please see LUC 3.2.5. for requirements. A enclosure could be constructed off the 829 S Shields site and shared as the dumpsters appear to be. However written agreements must exist for the sharing of a common enclosure. If this cannot be accomodated an enclosure must be constructed at 829 S Shields.
4. New and existing roof-top and/or ground-mounted mechanical units must be screened from view.

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers in this area include a 6-inch water main and a 12-inch sewer in Shields.
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. If a larger or additional water service is needed, development fees and water rights will be due at building permit. Additional wastewater fees will be due for the higher strength waste from the microbrewery.

Department: Stormwater Engineering

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

1. Floodplain Comments:
A portion of this address and the existing building are located in the City-regulatory Canal Importation 100-year flood fringe, and must satisfy all safety requirement of Chapter 10 of City Code. A City Flood Risk Map is attached.
2. Remodeling of a non-residential structure is allowed in a City flood fringe as long as the cost of improvements (over a 12-month period) does not equal or exceed 50 percent of the market value of the structure. If the cost of improvements does exceed 50 percent of the building's value, the building is considered to be Substantially Improved, and the lowest floor of the structure as well as all duct work, heating, ventilation and air-conditioning systems, electrical, hot water heaters, etc. must be elevated a minimum of twelve-inches above the Base Flood Elevation (BFE) for the property. That elevation is known as the Regulatory Flood Protection Elevation (RFPE). For a building remodel, RFPE = BFE + 12".
3. Critical Facilities are not allowed in the 100-year floodplain. Depending upon what liquids, materials, gases, solids, etc.---as defined in the Uniform Fire Code---are used or stored on-site, a brewery may be considered a critical facility. MSDS sheets for all liquids, materials, gases, solids, etc. used in the brewery process will have to be submitted to determine if the brewery is a critical facility.
4. Any construction activities in the 100-year flood fringe (e.g. building remodel, sidewalk or curb & gutter replacement, utility work, landscaping, etc.) must be preceded by an approved floodplain use permit, the appropriate permit application fees, approved plans, and in the case of a building remodel an itemized list of the cost of improvements.
5. Development review checklists for floodplain requirements can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Please utilize these documents when preparing your plans for submittal. Please contact Shane Boyle of Stormwater Master Planning at sboyle@fcgov.com for floodplain CAD line work as required per the floodplain development review check list.
6. The Floodplain Administrator for the Old Town Basin is Brian Varrella; 970.416.2217, bvarrella@fcgov.com. Please contact Brian or Mark Taylor, 970.416.2494, mtaylor@fcgov.com with any questions.
7. Development Review Comments:
It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
8. 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.

9. 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>)
10. The existing storm water outfall for the site is the curb and gutter of Shields St. There is a storm drain line on the east side of Shields St. and an inlet at the corner of Elizabeth and Shield Streets.
11. If there is an increase in impervious area 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.
12. If there is an increase in impervious area 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.
13. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.

Department: Fire Authority

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

1. AUTOMATIC FIRE SPRINKLER SYSTEM - Group A-2 Occupancy
A fire sprinkler systems shall be required if the occupant load is to exceed 99 persons.

06IFC 903.2.1.2:An automatic sprinkler system shall be provided for Group A-2 occupancies where one of

the following conditions exists:

1. The fire area exceeds 5,000 SF;
 2. The fire area has an occupant load of 100 or more; or
 3. The fire area is located on a floor other than the level of exit discharge.
2. DUST PRODUCTION
- At time of building permit, a grain handling and processing plan may be requested in order to determine the potential for dust production related to brewing processes.
3. COMMERCIAL KITCHEN HOODS
- 06IFC 609.2: A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.

Department: Environmental Planning

Contact: Kate Rentschlar, 970-224-6086, 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.

Department: Engineering Development Review

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

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans may be needed and a Development Agreement may be needed, if so the development agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work public infrastructure on the site (as applicable).
9. There are standards for the distance that parking stalls are to be located from the street based on the street volume and the parking lot volume. As you are relaying out the parking and providing the parking lot landscaping we will want to look at this and make sure that we either meet these standards or work to

minimize conflicts due to backing vehicles and vehicles stopping in the street trying to get into the parking lot.

Department: Electric Engineering

Contact: Justin Fields, 970-224-6150, jfields@fcgov.com

1. Additional electric load cannot be added to the existing transformers that serve the building. If the electric service needs to be upgraded, a new transformer will need to be set. The location of this transformer will need to be coordinated with Light and Power Engineering, 970-221-6700. Electric development and system modification charges will apply if the electric service is upgraded. Contact Light and Power Engineering for an estimate of these charges.

Department: Advance Planning

Contact: Ward Stanford, ,

1. Please contact Ward Stanford at 970-221-6820 to discuss the traffic characteristics of your proposal.

Current Planning

Contact: Noah Beals, 970-416-2313, nbeals@fcgov.com

1. Land Use Code (LUC) Section 4.18(B)(2)(c)26. Microbrewery is subject to a Type 1 review (public hearing with hearing officer as the decision maker).
2. LUC 4.18(E)(1) Primary ground floor entrances shall orient to pedestrian oriented streets, connecting walkways, plazas, parks or similar outdoor spaces, not to interior blocks or parking lots.
3. LUC 4.18(E)(1)(b) Requires to identify a central feature or gathering place within the CC zone district. If such area does not exist then one would be required.
4. LUC 4.18(E)(2) Minimum of 40% of each block shall consist of either building frontage, plazas or other functional open space. Parking lot is not a functional open space.
5. LUC 3.5.3 Other standards in this section may apply if the application includes alterations to the exterior building.
6. LUC 3.2.1 A landscape plan is required to meeting the standards of LUC. In particular the parking lot landscape interior and perimeter landscape standards(15ft setback along arterial street and 5ft setback along side lot lines).
7. LUC 3.2.2(C)(4) Bicycle parking is Minimum of 4 fixed spaces.

LUC 3.2.2(K)(2)(a) A maximum of 33 off street vehicle parking spaces is allowed for 3345 square foot building. Standard off street parking stalls start in size at 9ft x 19ft.

LUC 3.2.2(K)(5) For less than 26 spaces there shall be at least one accessibility space that is van accessible identified by a vertical sign.

8. LUC 3.2.5 A trash/recycling enclosure is required. Such enclosure shall be designed with walk-in access that does not require opening the main service gate and located 20ft from a public sidewalk on a concrete pad.

9. LUC 3.5.1(l) Any mechanical/utility equipment shall be screened from public view and adjoining properties. This does include existing equipment.
10. LUC 3.2.4 A lighting is required for both new and existing on site lighting. This typically includes a photometric site plan with catalog cut-sheets of fixtures.
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. 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.

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

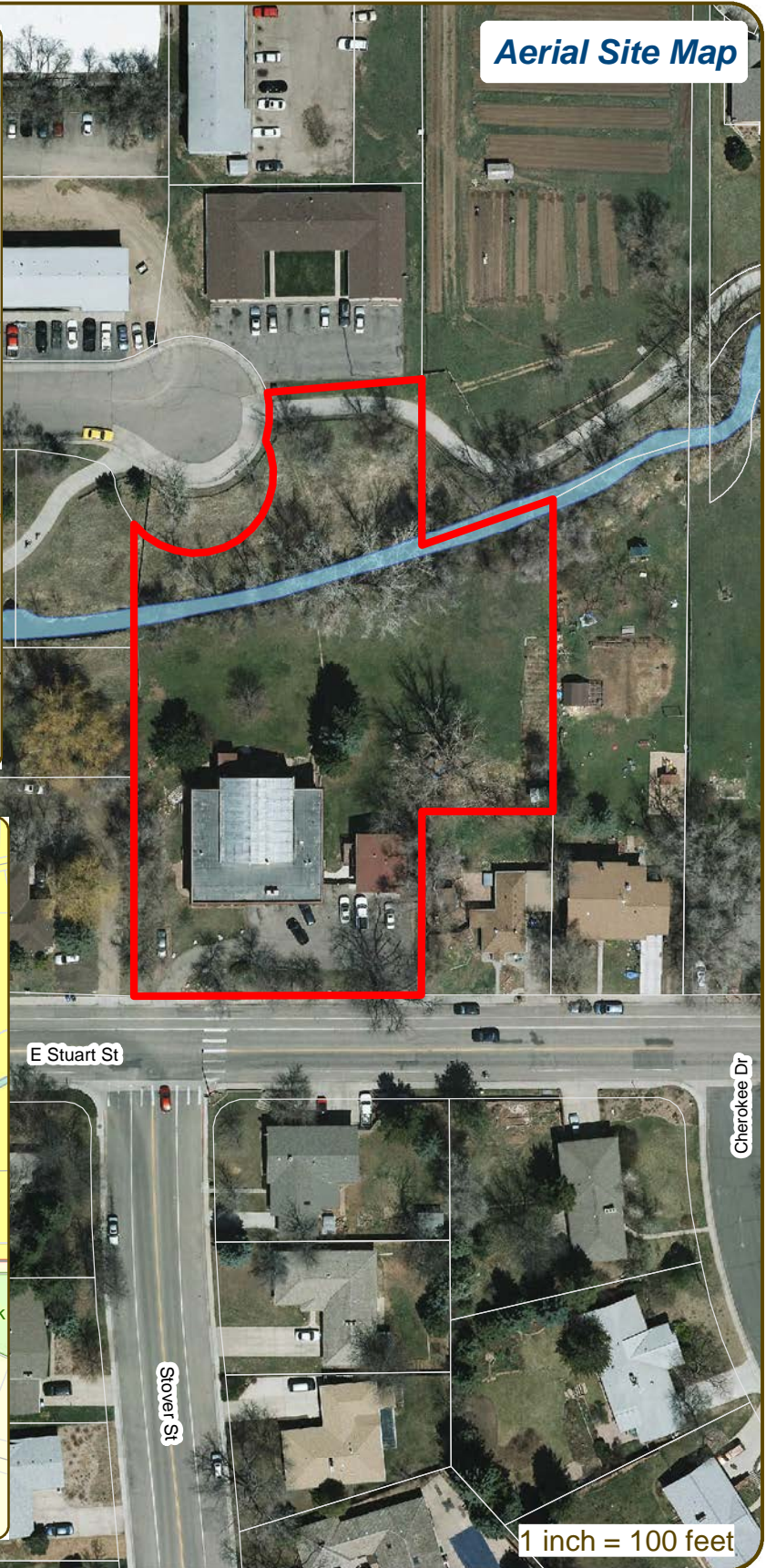
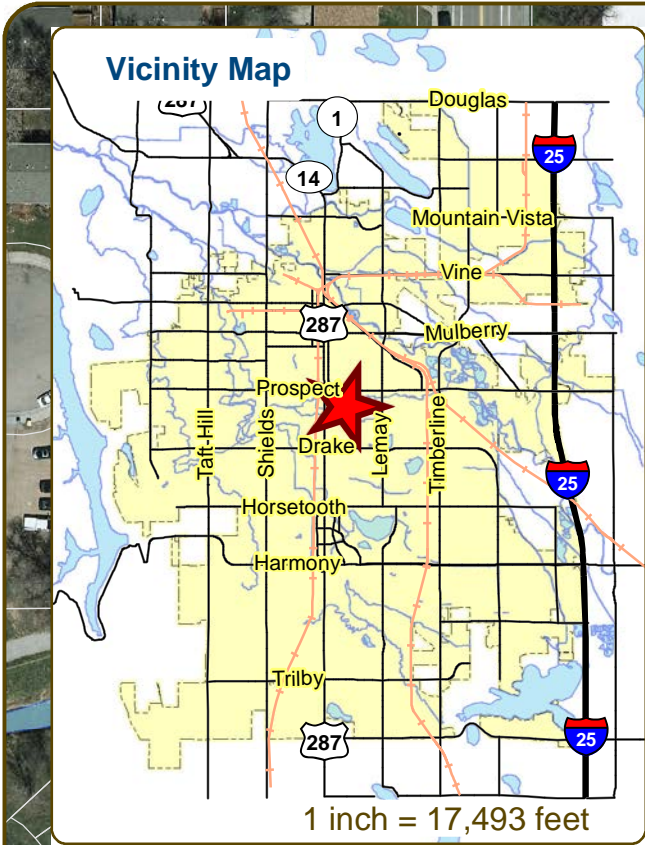
Energy Code Use

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

706 E Stuart St Residential & Small Scale Event Ctr.



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CONCEPTUAL REVIEW: APPLICATION

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

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

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

John Clarke – Consultant

Business Name (if applicable) _____

Clarke Strategies

Your Mailing Address _____

2208 Nancy Gray Ave

Phone Number _____ Email Address _____

970-482-0724

Clarkestrategies@comcast.net

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

706 East Stuart Street

Description of Proposal (attach additional sheets if necessary) _____

Change; Additional use in LMN Zone to accommodate low impact small events center

Proposed Use _____ Existing Use _____

Residential, school & occasional small events Residential & school

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

5000 sq ft 2 1.5 ac

Age of any Existing Structures _____

1979 + garden level

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? _____

structures no-void yes not impacted by

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

Increase in Impervious Area _____ S.F.

TBD based on new parking required

(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 27, 2014

Ryan Mounce
City of Fort Collins
Planning Department
281 North College Avenue
Fort Collins, CO 80524

Dear Ryan,

The following narrative is provided as you requested for the upcoming Conceptual Review for The Atrium. It is based on the original approval of the Springwood Institute PUD.

We are looking forward to our meeting at 11:00am on Monday, April 7.

Springwood Institute PUD
Added use in a zone request

Background:

Springwood was first developed in 1979 by John and Lolly Clarke and used as their home and home occupation photography studio. The Springwood Institute PUD was approved in 1992 to allow a school of art and photography. Since that time, the property has changed hands several times and before the most recent sale, the property included a massage therapy spa, a non-profit counseling organization and residential units. The current owners desire to maintain the residential uses and also use the large tropical atrium for small weddings, small conferences, and instructional uses such as yoga classes. Springwood is a unique property in Fort Collins. It is situated on 1.5 acres of land with Spring Creek gracing the backyard. The property north of the building is in the flood plain which precludes additional structures. The Spring Creek Trail is adjacent to the north property line and the private open space between the building and the trail provides the general public with a pleasant, natural environment as they use the trail.

The use of the atrium for small gatherings is important to maintain the flexible and affordable housing units. The residents have access to the atrium and grounds. While our specific request is to add this property to the LMN Zone as a Small Scale Events Center, the uniqueness of this property and manner in which it will be operated make it compatible with the neighborhood. We believe this request is in keeping with the spirit and letter of City Plan and will provide specific details as the process progresses. The use will be less intense than if the facility were a place of worship, which is allowed in the LMN zoning district.

This brief overview is provided in anticipation of a Conceptual Review to be held at 11:00am on Monday, April 7, 2014.

Respectfully submitted,
John Clarke, for the owners



April 14, 2014

John Clarke
Clarke Strategies
2208 Nancy Gray Ave
Fort Collins, CO 80525

Re: 706 E Stuart St - Small Scale Reception Center

Description of project: This is a request to add a small scale reception center use to an existing building located at 706 East Stuart Street (Parcel # 97241-43-001). The building's current residential use would remain, but the structure's center atrium and backyard would be used for small events such as weddings and conferences. The site is located in the Low Density, Mixed-Use Neighborhood (L-M-N) Zone District. A small scale reception center requires an addition of a permitted use, subject to Planning & Zoning Board (Type 2) review

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

Comment Summary:

Department: Zoning

Contact: Gary Lopez, 970-416-2338, glopez@fcgov.com

1. The property is in the LMN zone and is the location of an approved PUD known as the Springwood Institute. The proposed small scale reception center will require the "addition of permitted use" process.
2. Section 3.8.27 of the Land Use Code establishes standards for small scale reception centers in the Urban Estate district. Some of these standards are intended to address concerns associated with impacts on adjacent residential uses. Even though this property is not in the UE zone, the properties around the subject site are residential. It's likely that the manner in which compatibility issues is addressed will be key. Certainly noise and parking will be a big concern.
3. The site will need to be improved to comply with current parking lot design standards, landscaping, bike parking, trash enclosures, etc.
4. If a trash dumpster is going to be used an 6' solid enclosure is required meeting LUC 3.2.5.

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers in this area include an 8-inch water main and a 10-inch sewer in Stuart.
2. The existing water service to the property 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. If a larger water service is needed for the proposed use, additional development fees and water rights will be due at building permit.

Department: Stormwater Engineering

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

1. Floodplain Comments:
The northern portion of this address is located in the FEMA-regulatory Spring Creek 100-year floodway and flood fringe, and must satisfy all safety requirements of Chapter 10 of City Code. A FEMA Flood Risk Map is attached.
2. The existing building is not in the floodplain, and the applicant indicates that there are no plans for any new development. Be aware, that if in the future there are plans to develop (including filling, grading, storage of equipment or materials, building construction, etc.) in the floodplain, floodplain construction standards and Chapter 10 safety standards will apply.
3. The Floodplain Administrator for the Poudre River Floodplain is Brian Varrella; 970.416.2217, bvarrella@fcgov.com. Please contact Brian or Mark Taylor, 970.416.2494, mtaylor@fcgov.com with any questions.
4. Development Review Comments:
It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
5. 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.
6. 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.
7. Fifty percent of the site runoff from any new impervious area is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs).
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the

use of any of the BMPs is encouraged.

8. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
9. The drainage outfalls for the site are Spring Creek or the Stuart St. There are no storm drains near the site.
10. 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.
11. The design of this site must conform to the drainage basin design of the Spring Creek Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

Department: Fire Authority

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

1. CHANGE OF USE

An event center will be classified as a Group A-3 occupancy. The change of use would require the site to be brought up to current fire code standards relative to occupant loads, exiting, etc.

2. AUTOMATIC FIRE SPRINKLER SYSTEM - Group A-3 Occupancy

06IFC 903.2.1.3: An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists"

1. The fire area exceeds 12,000 SF;
2. The fire area has an occupant load of 300 or more; or
3. The fire area is located on a floor other than the level of exit discharge.

3. 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. If adequate fire separation has been provided and is already present within the existing structure, plans detailing fire separation shall be provided for review. Contact the building department for minimum fire separation standards.

4. PREMISE IDENTIFICATION

If not already provided, all residences within the complex shall be addressed separately.

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

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 (Spring Creek). The standard buffer zone for this feature is 100'. Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal. However, if I had a better idea of what landscape improvements you may be doing on your land or where events outside would occur, it could potentially be waived. Are outside events going to be held by the creek? Are you going to be re-doing any landscaping in the backyard?
2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. 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) and (M) for more information.
5. Since your project is in the vicinity of Spring Creek, landscaping for the project should consist of native vegetation to complement the context of the natural habitat as per Section 3.4.1(I)(1) of the Land Use Code. A guide to planting native plants can be found on our website.

Department: Engineering Development Review

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

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. It is likely that the sidewalk crossing the driveways doesn't meet ADA standards and requirements. If they do not meet ADA standards the driveways will need to be updated and reconstructed so that the sidewalk as it crosses the driveway meets ADA standards. It also looks as if there may be portions of the sidewalk that have been compromised by landscaping and may not meet the minimum ADA widths. The sidewalk along the frontage of the property may need to be widened or even reconstructed as a detached sidewalk in order to meet ADA standards and a pedestrian ramp installed at the ped crossing across Stuart.
5. 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.

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>
Included in these standards are parking setback requirements and the site would need to be meet these requirements for all parking area/ lots.
7. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. It looks like right-of-way along Stuart Street is needed to allow for the standard of a detached sidewalk with a parkway. The right-of-way line should be located 13 feet back from the flowline of the street.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any public infrastructure (sidewalk) work on the site.
9. Drainage for the parking areas are not allowed to drain over the sidewalk.

Department: Electric Engineering

Contact: Justin Fields, 970-224-6150, jfields@fcgov.com

1. Contact Light and Power Engineering, 970-221-6700, if changes need to be made to the electric service.

Current Planning

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

1. Small scale reception centers are not a permitted use in the Low Density Mixed Use Neighborhood (L-M-N) Zone District and require review and approval for an Addition of a Permitted Use by the Planning & Zoning Board.
2. A crucial finding the Planning & Zoning Board would need to make is that the use and added intensity is compatible with the existing neighborhood and purpose of the LMN Zone.
3. The proposed types of gatherings (weddings, conferences, classes) have a strong potential for creating additional neighborhood impacts in terms of parking, noise, and traffic generation. Is more information available on the scale of the events, how often they would be occurring, and how many attendees are expected?
4. Parking: Are there plans for where event guests will park? Without compromising the required number of parking spaces for the existing residential use, where will guests park to access the venue? Places of worship/assembly and recreational uses in residential areas are required to provide a minimum amount of parking based on certain operational and size characteristics in LUC 3.2.2(K)(1)(g) & 3.22(K)(1)(h). In examining parking needs and impacts, these standards may serve as a baseline for evaluation.

The current amount of on-site parking appears short of meeting the needs for the proposed events without creating spillover effects.

The parking shown along the west side of the building in the original Springwood Institute PUD includes a parking easement on the neighboring property. This may trigger the need for certain site upgrades of this property as well.

5. Noise: Will any of the proposed events be taking place in whole or in part outside? The site is located in the middle of an established residential neighborhood and abuts natural areas and Spring Creek. Any activity on site will need to be compatible with the existing residential character of the area and ensure the City's Noise Control Ordinance is not violated.
6. A vital first step in consideration of the proposal will be to hold a neighborhood meeting to collect information and input from nearby residents and property owners.
7. The proposed addition of permitted use is subject to Section 1.3.4 Addition of Permitted Uses, of the LUC. The proposed use is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request will be required to hold a neighborhood information meeting prior to formal submittal of the project. Type 2 development proposals are subject to the neighborhood meeting requirement, per Section 2.2.2 of the LUC. Please contact me at 221-6750, to assist you in setting a date, time, and location for a meeting. A planner and possibly other City staff, would be present to facilitate the meeting.
8. Please see the Development Review Guide at www.fcgov.com/drg. This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
9. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
10. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
11. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.
12. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
13. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

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