Conceptual Review Agenda

Schedule for 05/18/15 to 05/18/15

281 Conference Room A

Monday, May 18, 2015

Time	Project Name	Applicant Info	pplicant Info Project Description Planne	
9:30	6617 S College - Marijuana Cultivation Facility CDR150028	Al Hauser (970) 669-8220 al@hauserarchitectspc.com	This is a request to locate a marijuana cultivation facility at 6617 S College (parcel #9614100010). This proposal will include expanding the existing retail marijuana storefront on-site and constructing a new 3,011 sq. ft. building for marijuana cultivation. An existing shed will be removed to accommodate the new cultivation facility. The parcel is located in the Limited Commercial (CL) zone district. This project will be subject to Administrative (Type I) review.	Ted Shepard
10:15	221 E Oak - Fourplex CDR150029	Dana McBride (970) 222-7534 <u>dmhmcbride@comcast.net</u>	This is a request to construct a fourplex at 221 E Oak (parcel #9712320020). The proposed building will be 3-stories with 9 parking spaces on the ground level. The site is vacant and is currently being used as storage for a horse carriage. The site is located in the Neighborhood Conservation - Buffer (NCB) zone district. This proposal will be subject to Administrative (Type I) review.	Clay Frickey

6617 S College Marijuana Cultivation Facility



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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. <u>Complete applications and sketch plans</u> 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 <u>currentplanning@fcgov.com</u>. 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) <u>Mark Dings - Owner</u>

Dave Watson - Kind Care of Colorado, Gregg Meisinger - Coe Construction & Al Hauser

Business Name (if applicable) Hauser Architects, P.C.

Your Mailing Address 3780 E 15th Street, Suite #201, Loveland, CO 80538

Phone Number (970) 669-8220 Email Address al@hauserarchitectspc.com

Site Address or Description (parcel # if no address) 6617 S. College Ave.

Larimer County Parcel # 96141-00-010

Description of Proposal (attach additional sheets if necessary) <u>Addition to existing medical marijuana</u> sales building and demo existing shed and construct new OPC (optional premise cultivation) facility.

Proposed Use OPC as defined above Existing Use storage shed

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

Age of any Existing Structures <u>1984 (as listed with Larimer County Assessor)</u> Info available on Larimer County's Website: <u>http://www.co.larimer.co.us/assessor/guery/search.cfm</u>

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

Increase in Impervious Area <u>minimal (refer to site plan/survey)</u> 1,080 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?





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SHEET **A1** of 5



user Architects, P.C. C: \BJD_Current dwg\Kind Care of Colorado\Kind Care Addition_PLAN.dwg, 03/17/15 11:2



IN FLOOR	ADDITION	PLAN
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FLOOR ADDITION	1,252 S.F. 288 S.F.
L MAIN FLOOR AREA	1,520 S.F.

24-O"± (MATCH EXISTING - VERIFY)		A R C H T E C T S 3780 East 15th Street, Suite 201 • Loveland, Colorado 80538 970.669.8220 HauserArchitectspc.com HauserArchitectspc.com	
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SHEET **A3** of 5





NORTH



EXISTING MAIN FLOOR MAIN FLOOR ADDITION TOTAL MAIN FLOOR AREA

1,152 S.F. 3,011 S.F. 4,163 S.F.

				olorado 80538	HauserArchitectspc.com
				3780 East 15th Street, Suite 201 • Loveland, Colorado 8053	
KIND CARE OF COLORAD	BUILDING ADDITIONS	6617 S. COLLEGE AVENUE	FORT COLLINS, COLORADO 80525		
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FRONT (SOUTH) ELEVATION











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*

June 09, 2015

Al Hauser Hauser Architects 3780 E 15th St Suite 201 Loveland, CO 80538

Re: 6617 S College - Medical Marijuana and Cultivation Facility - Expansion **Description of project:** This is a request to expand an existing medical marijuana and cultivation facility at 6617 S College (parcel #9614100010) (d.b.a. Kind Care). This proposal includes expanding the store and office building by 288 square feet, expanding the current cultivation shed by 1,285 square feet and demolishing an existing farm building and constructing a new 3,000 square feet cultivation facility. The parcel was annexed as part of the Southwest Enclave First Annexation and is located in the Limited Commercial (CL) zone district. The parcel is presently not platted.

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.

Comment Summary:

Department: Zoning Contact: Gary Lopez, 970-416-2338, <u>glopez@fcgov.com</u>

- **1.** A 15 foot landscaping strip is required across adjacent to the drive way entrance off College being tied into a 5' landscaping strip adjacent to both sides of the driveway. I'll defer to the project planner as to how far this landscaping requirement goes. Does it end just west of the proposed building or is it required to go further including the insulation business operation?
- 2. How will the site be lighted? Exterior lighting requirements are located at LUC 3.2.4.
- **3.** Is there currently a trash enclosure? It and additional enclosures should meet LUC 3.2.5 with walls similar to building exteriors in similar in color and surface. A metal door is required. A separate service entrance/gate is required allowing an individual to access without having to open the main doors.
- 4. Parking requirements are found at LUC 3.2.2(D and E). This includes hard surfacing of asphalt or concrete and a min. 16' wide van accessible handicap stall with HC upright sign . In addition standards for bicycle storage/spaces can be found at LUC 3.2.2(C)(4) so at least one bicycle rack accommodating a minimum of four (4) bicycles is required.

- **5.** All vents protruding through the exterior wall or roof of the new building shall be painted matching surface color. Similarly, all conduit, meters, utility boxes, etc., mounted on the exterior walls shall be painted to match the building wall surface color where installed.
- 6. The property is not platted. Plating is required.

Department: Water-Wastewater Engineering Contact: Shane Boyle, 970-221-6339, <u>sboyle@fcgov.com</u>

1. This site is not within the City of Fort Collins water and sewer service area.

Department: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

- 1. Please work with the engineering department on how this proposal fits into and/or needs to accommodate the South College Access Control Plan that includes a back access road. May require Right of Way dedication for a future road along the west end of the property?
- 2. Colorado Department of Transportation has jurisdiction over access points on US287. You'll need to coordinate with them on any changes in use to the access (including increased traffic).
- **3.** We'll need to get an estimate of the anticipated traffic associated with the proposal to determine whether any further traffic analysis or traffic impact study is needed.

Department: Stormwater Engineering Contact: Shane Boyle, 970-221-6339, <u>sboyle@fcgov.com</u>

- 1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
- 2. If there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.
- **3.** Onsite detention is required for any increase in impervious area over 1000 square feet for the runoff volume difference between the 100-year developed inflow rate and the 2-year historic release rate.
- 4. Fifty percent of the runoff from 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-guideli nes-regulations/stormwater-criteria) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.

5. Low Impact Development (LID) requirements 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. More information and links can be found at:

http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development

- **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 at: http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-developme nt-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 Fossil Creek Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

Department: Fire Authority

Contact: Jim Lynxwiler, 970-416-2869, <u>ilynxwiler@poudre-fire.org</u>

1. FIRE LANES

A fire access lane is required to within 150' of all portions of building perimeters. The cultivation facility will be out of access unless a fire lane is provided and dedicated as an Emergency Access Easement. A turnaround would also appear to be needed. Code language and fire lane specifications provided below:

> 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.

2. WATER SUPPLY

A fire hydrant is required within 300' of any commercial building. Hydrant spacing and flow must meet minimum requirements based on type of occupancy and the existing utility infrastructure does not meet minimum requirements. The closest hydrant is approximately 450' from the existing retail marijuana storefront and 550' from the proposed cultivation facility. The addition of a hydrant will be required in order to develop the site and meet code requirements. If a hydrant cannot be located within 300' of the cultivation facility, the building may be equipped with a fire sprinkler system to offset the deficiency. 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 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. Should the proposed 3,000 sq. ft. addition to the existing building create a total fire area of 5,000 sq. ft., a fire sprinkler system or fire containment will be required.

4. GROW FACILITIES

Grow facilities for marijuana must meet minimum fire hazard and exit requirements. The applicant is responsible for obtaining and completing a "Marijuana Check Sheet". The check sheet is available from the the City of Fort Collins at such time a business permit is obtained. The completed check sheet is to be returned to the Poudre Fire Authority as directed. This document will be reviewed with the applicant at time of final inspection. For more information, contact PFA Captain Shawn McGaffin at 416-2863.

5. HAZARDOUS MATERIALS

Hazardous materials associated with agricultural use shall be identified and quantities listed. Depending on product type and quantity, a Hazardous Materials Impact Analysis may be required at time of building permit.

6. PREMISE IDENTIFICATION

All buildings to be addressed separately. Due to setback distances, addresses to be posted on the building and 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.

Department: Environmental Planning

Contact: Kelly Kimple, , <u>kkimple@fcgov.com</u>

- With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re-landscaping and reduce bluegrass lawns as much as possible.
- 2. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "...(4) protect 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.

- **3.** An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of the North Louden Ditch, which is a known natural habitat. However, only a small portion of the southwest corner of the parcel falls within the required 50' buffer zone of this ditch. Furthmore, an ECS was conducted on a neighboring parcel where the ditch intersects the parcel in March 2013 . Therefore, the ECS is waived for this site, provided recommendations from th 2013 ECS are used to guide the landscaping plans for the buffer zone in the southwest corner of the parcel.
- 4. In lieu of an ECS, as per the previous comment, 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 landscape plans indicate the existing vegetation and identifies restoration options. The City will provide the applicant with the referenced ECS from 2013 to use in determining their buffer zone vegetation plans.

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. With the subdivision and the development of the property the project will need to dedicate right-of-way along College Ave to meet the standards (approximately 26 feet). The project will also be responsible for designing and installing sidewalk along College Ave in the ultimate location. A public access easement across the rear of the lot in accordance with the South College Access Control Plan will also need to be dedicated on the plat. This access drive will not need to be constructed at this time but the portion of the access drive across the property will be the responsibility of the property in the future at such time as it is needed. This responsibility and acknowledgement of the access control requirements will be included in the development agreement.
- **5.** Any existing signage that is located within the area being dedicated as right-of-way will need to be relocated so that the sign is not located within the right-of-way.
- **6.** Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS) and CDOT requirements. City standards 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. Known dedications are: College Avenue right-of-way, access easement for the for the future access drive and a 15 utility easement along College Ave.
- **8.** Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
- **9.** This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The access control identifies that the direct access to this property off of College Ave will be closed in the future and all access to the parcel will be provided by an

access circulator that is to be located along the western edge of the property. This is the long range access plan and does not have an identified timeline for this occurrence. Plans will be routed to CDOT for review and approval and the applicant may need to obtain and updated access permits from CDOT for the existing access point out onto College Ave.

- **10.** The access/ driveway into the site will likely need to be improved.
- **11.** A Development Construction Permit (DCP) will need to be obtained prior to starting any work on site.
- **12.** For any existing or proposed parking lot, LCUASS parking setbacks (Figure 19-6) apply and will need to be followed.

Department: Electric Engineering

Contact: Coy Althoff, , CAlthoff@fcgov.com

- Both single and three phase power is available in this area. System modification, development and capacity charges will apply at owner¿s expense. Depending on the requirements of the new facilities a transformer may need to be up-sized to accomodate the electric load. Also, please note that any new electric services will need to be underground as opposed to the existing overheads in the area.
- 2. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at http://www.fcgov.com/utilities/business/builders-and-developers

Planning Services

Contact: Ted Shepard, 970-221-6343, tshepard@fcgov.com

- 1. The applicant will be required to dedicate any additional public right-of-way that is required by either the City of Fort Collins or Colorado Department of Transportation. In addition, a 15-foot wide utility easement is required behind the right-of-way dedication. These dedications can be made by a subdivision plat.
- 2. Any public improvements required by either agency will be required to be installed. Or, as determined by the Engineering Department, required public improvements may be secured with by an escrow.
- **3.** If Engineering requires a new, detached sidewalk, then street trees must be placed in the parkway. Trees must be 2-inch caliper and the species selected from the list of street trees approved by the City Forester. Trees are to be planted on 35 to 40 foot intervals. These trees may be installed in their ultimate location prior to the construction of any road widening so as to establish maturity.
- **4.** The parking lot for the retail customer area must be re-paved. The perimeter of the parking lot must be screened or landscaped in accordance with Section 3.2.1(E)(4). The interior must be landscaped in accordance with Section 3.2.1(E)(5).
- 5. All existing trees must be preserved with the exception of Siberian Elms. If any existing trees are planned to be removed due to the new buildings, and are not Siberian Elms, then these trees must be evaluated and, if found to be healthy, then removal will require tree mitigation. The tree mitigation schedule is found in Section 3.2.1(F). The value of such trees will be determined by the City Forester.
- **6.** Any fire lane required by the Poudre Fire Authority must be kept clear of parked vehicles and other obstructions at all times. The fire lane must be posted with a sign so that it is kept free of any obstructions such as parked cars.

- **7.** If there are existing trees that are intended to be preserved and yet in close proximity to the area of demolition and new construction, then the standard Tree Protection Notes must be placed on the Landscape Plan.
- **8.** All trash and recycling receptacles must be fully screened with solid materials including the doors.
- **9.** All exterior lighting must be down-directional and fully shielded. The site inspection revealed that most of the existing exterior lighting is not properly shielded. Exterior lighting must be upgraded. The Lighting Plan should be designed so that there is no off-site glare spilling onto South College Avenue or neighboring properties.
- **10.** It appears that there may be large areas that are gravel or packed dirt where a variety of vehicles are parked somewhat randomly. Vehicle use areas should be more clearly defined. High use vehicle areas (outside the customer parking area which must be paved) should be surfaced with a base material that will support a fire truck. These areas should be reduced to the extent reasonably feasible All other areas should be vegetated in order to reduce stormwater runoff.
- **11.** A bike rack needs to be installed near the entry to the retail store.
- **12.** Larimer County records indicate that the property is not platted. A subdivision plat, therefore, will be required. All dedications for rights-of-way and easements can be made by this plat. It appears that the property is being used for three different purposes, the undeveloped gravel pad, Thermal Concepts and Kind Care. The owner and the tenants have the option of platting the parcel into three lots to accommodate the three distinct activities or as one large lot. Staff recommends that due to the unique nature of licensing for medical marijuana, that the property be platted into three separate lots.
- **13.** The request will be processed in the following manner: First, as a Minor Amendment primarily because the use will remain restricted to medical marijuana only. (If the request was to expand the use to retail marijuana, then the process would be considered a Change Of Use that would trigger a Type One Review by the Administrative Hearing Officer.) Second, however, the requirement to submit a subdivision plat will be a separate submittal and processed as a Type One review. process. The Type One review would be assessed the small project fee and is subject to review by the Administrative Hearing Officer (a plat cannot be approved by a Minor Amendment). Prior to submittal, I suggest that we meet with the applicant and the consulting team (including a registered land surveyor) and discuss the submittal documents needed for this project.
- **14.** 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.
- **15.** 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.
- **16.** 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.
- 17. 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.

- **18.** Please see the Submittal Requirements and Checklist at: http://www.fcgov.com/developmentreview/applications.php.
- **19.** 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.
- **20.** 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 <u>new commercial or multi-family projects</u> 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 <u>new commercial or multi-family projects</u> 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

221 E Oak Fourplex



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Development Review Guide – STEP 2 of 8

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. <u>Complete applications and sketch plans</u> 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 <u>currentplanning@fcgov.com</u>. 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)

VANA MEBRIDE ARCHITECT · BUILDERS (CONSULTANTS)
Business Name (if applicable) DANA MEBRIDE HOMES INC.
Your Mailing Address 1510 HILLSIDE DR. FT. COLLINS, CO 80524
Phone Number 970-222-7534 Email Address AMAMEDRIDE DEOMEDST, NET
Site Address or Description (parcel # if no address) 221 E. OAK ST

Description of Proposal (attach additional sheets if necessary) <u>4 - PLEX</u> <u>SEE DRAWINGS</u> <u>2 PLANS</u> + <u>2 ELEVATIONS</u>

Proposed Use RESIDENT	IDL.	Existing Use	HORSE	CARRAIGE	5 STORIGE
Total Building Square Footage	8800 + PRIGSEN				

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 <u>4500 STF</u>. 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?

Community Development & Neighborhood Services - 281 N College Ave - Fort Collins, CO 80522-0580





Image capture: Jun 2012 © 2015 Google





STS 4 . の 22 JUIT NIT 3 KIT * * · /--. - -2 · · · 59 33 (1) 7 H T N A 4 XV+ E A 4 5 3 6 4 (9×18) K-PROPERTY LINES 221 E. ODK ST. CONCEPTUAL DESIGN 4.26.15 Y DANA MOBRIDE ARCHITECT EXISTING APT. FT. COLLINS, COLORADO . . ×1 1







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

970.221.6750 970.224.6134 - fax fcgov.com

May 29, 2015

Dana Mcbride Dana McBride Homes Inc. 1510 Hillside Dr. Fort Collins, CO 80524

Re: 221 E Oak - Fourplex

Description of project: This is a request to construct a fourplex at 221 E Oak (parcel #9712320020). The proposed building will be 3-stories with 9 parking spaces on the ground level. The site is vacant and is currently being used as storage for a horse carriage. The site is located in the Neighborhood Conservation - Buffer (NCB) 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, Clay Frickey, at 970-224-6045 or cfrickey@fcgov.com.

Comment Summary:

Department: Zoning

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

- **1.** A handicapped stall accommodating a van or 16' wide total is required. In addition if all the units are 3-bedroom a minimum of 5 bicycles spaces need to be within an enclosed facility and accommodation for a minimum of 3 bicycles needs to be exterior by use of bike rack/racks.
- How will trash/refuse/recycling be stored? Trash enclosures walls need to match architecturally meaning they'll need to be of similar finish/color of the exterior building walls. See LUC 3.2.5 for standards.
- **3.** Exterior building and parking lot lighting must meet LUC 3.2.4 requirements.
- **4.** All vents protruding through the exterior wall or roof of the new building shall be painted matching surface color. Similarly, all conduit, meters, utility boxes, etc., mounted on the exterior walls shall be painted to match the building wall surface color where installed.

Department: Water-Wastewater Engineering

Contact: Shane Boyle, 970-221-6339, sboyle@fcgov.com

- There is an existing 6" water main in Oak St and a 4" water main in Matthews St. There is an existing ³/₄" water service from the main in Matthews that must be either used with this project or abandoned at the main. The closest sewer main to the site is an 8" line in the alley to the west. It is not clear where the sewer service enters this site so some investigation by the applicant's engineer will be required.
- **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

- 1. The anticipated change in traffic volume is not expected to rise to the threshold of needing a TIS. Based on section 4.2.3.D of LCUASS, the Traffic Impact Study requirement can be waived.
- **2.** As you work through the process we'll need to determine how this projects impacts on-street parking. You may need to lose or relocated a space on Mathews but gain one on Oak?
- **3.** Is there a spot for bike parking?

Department: Stormwater Engineering

Contact: Shane Boyle, 970-221-6339, sboyle@fcgov.com

- 1. If there is an increase in imperviousness greater than 5,000 square feet a drainage and 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 5,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 5,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.
- 2. When improvements are being added to an existing developed site onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2 year historic release rate for water quantity. The outfall for this site is the storm sewer system in Oak Street.
- Water quality treatment for 50% of the site is provided for in the Udall Natural Area water treatment facility. However additional onsite water quality treatment is encouraged as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged. (http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guideli nes-regulations/stormwater-criteria)
- 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. More information and links can be found at:

http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-develo

pment

- 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 at: http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-developme nt-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 Old Town Master Drainage Plan as well the Fort Collins Stormwater Manual.

Department: Historical Preservation

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

- 1. The property is located in the Laurel School National Register District, so the project will be subject to compliance with the standards in LUC Section 3.4.7., Historic and Cultural Resources. It is also adjacent to properties that are either individually listed as Fort Collins Landmarks, and those that are potentially eligible for designation.
- 2. LUC 3.4.7(A)(2) Purpose, states: This section is intended to ensure that, to the maximum extent feasible... new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood. LUC 3.4.7(B)(b) General Standard, states: ... to the maximum extent feasible, the development plan and building design shall protect and enhance the historical and architectural value of any historic property that is...located on property adjacent to the development site and [is designated or qualifies for designation]. New structures must be compatible with the historic character of any such historic property, whether on the development site or adjacent thereto.
- 3. LUC 3.4.7(F)(6), states, "In its consideration of the approval of plans for properties containing or adjacent to sites, structure, objects or districts that... (c) are located within a officially designated national, state or local historic district or area, the Decision Maker shall receive and consider a written recommendation from the Landmark Preservation Commission unless the Director has issued a written determination that this is not necessary. Please contact Historic Preservation staff to schedule the review before the Landmark Preservation Commission.
- **4.** In order to adequately review for compliance with LUC 3.4.7, please submit cross sections, perspectives (including from the street level), and contextual elevations, with measurements, showing the proposed building in relation to the other buildings on both the MAthews and Oak Street blockfaces. Also, please provide color photographs of the buildings on either side of this project.

Department: Fire Authority

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

 AUTOMATIC FIRE SPRINKLER SYSTEM This 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.

GROUP S-2 AUTOMATIC SPRINKLER SYSTEM REQUIREMENTS 06IFC 903.2.9 & 903.2.9.1: An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages (Group S-2 occupancy) in accordance with IBC 406.4 OR where located beneath other groups. Exception: Enclosed parking garages located beneath Group R3 occupancies.

BALCONIES AND DECKS

06IFC 903.3.1.2.1: Sprinkler protection shall be provided for exterior balconies, decks, and ground floor patios of dwelling units where the building is of Type V construction.

2. 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

Department: Environmental Planning

Contact: Kelly Kimple, , <u>kkimple@fcgov.com</u>

- With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.
- 2. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "...(4) protect significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.

Department: Engineering Development Review Contact: Sheri Langenberger, 970-221-6573, slangenberger@fcgov.com

- **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 off of Oak Street will need to be removed, the ramps at the corner will need to be updated to current ADA standards, and the existing driveway onto Mathews will need to be removed and the new driveway constructed to standards.
- **5.** The project will be responsible for the restriping needed on both Oak and Mathews for the removal and addition of striping associated with the parking stalls that will be added along Oak and the stalls that will need to be removed along Mathews to accommodate the driveway.

- 6. The minimum driveway width for multifamily is 24 feet per the LCUASS.
- 7. We will want to look at the sight lines as vehicles exit the garage. The structure may need to have the walls set back or be open in a way that cars exiting will be able to see peds and bikes that would be traveling in the right-of-way.
- 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. The utilities would need to approve and agree that the project would not be required to provide the required 9 foot utility easements behind the right of way.
- **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.** Any bike racks that are required to meet the LUC requirements cannot be placed within the right-of-way.

Department: Electric Engineering

Contact: Coy Althoff, , <u>CAlthoff@fcgov.com</u>

- **1.** Single phase power is available in the area. Dwelling unit charges and system modification charges may apply.
- 2. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at http://www.fcgov.com/utilities/business/builders-and-developers

Planning Services

Contact: Clay Frickey, 970-224-6045, cfrickey@fcgov.com

- The maximum floor area for this project will be equal to the square footage of your lot per Land Use Code 4.9(D)(1). The floor area shown on the site plan is above this threshold. You will need to seek a modification to this standard if you wish to exceed the maximum floor area.
- 2. You will need to provide a trash and recycling enclosure per Land Use Code section 3.2.5.
- **3.** Per Land Use Code section 4.9(D)(5), the allowable floor area on the rear half of a lot shall not exceed thirty-three (33) percent of the area of the rear fifty (50) percent of the lot. The proposed building will exceed this limit. You will need to seek a modification to this standard.
- **4.** The following setbacks will apply to this project. The proposal does not meet any of these setback requirements. You will need to request a modification to each of these standards:

Front yard setback - 15' Rear yard setback - 15' Side yard setback - 5' with a 15' setback along Mathews. This setback will increase by 1' for each 2' of wall height above 18' along a side yard.

These standards can be found in section 4.9(D)(6) of the Land Use Code.

5. You will need to provide one bicycle parking space per bedroom per Land Use Code section 3.2.2(C)(4). 60% of these spaces will be in enclosed locations with the remaining 40%

provided via fixed racks.

- **6.** You will be required to provide one handicap accessible parking space per Land Use Code section 3.2.2(K)(5).
- 7. This project is located in the Eastside Neighborhood, which is part of the Old Town Neighborhoods Plan update. You are also adjacent to the Downtown zone district, which will be impacted by the Downtown Plan update. We encourage you to participate in these planning processes as they will deal with issues like architectural compatibility and density of development amongst others. For more information about the project, please visit our website at fcgov.com/otnp or e-mail me at cfrickey@fcgov.com.
- **8.** The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
- **9.** Please see the Development Review Guide at www.fcgov.com/drg. This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
- **10.** This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at http://www.colocode.com/ftcollins/landuse/begin.htm.
- **11.** If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
- **12.** Please see the Submittal Requirements and Checklist at: http://www.fcgov.com/developmentreview/applications.php.
- **13.** The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
- **14.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

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 <u>new commercial or multi-family projects</u> 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 <u>new commercial or multi-family projects</u> 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.

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