

# Conceptual Review Agenda

Schedule for 05/20/13 to 05/20/13

281 Conference Room A

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## Monday, May 20, 2013

Time	Project Name	Applicant Info	Project Description	Planner
9:30	619 Grant Ave - Garage Conversion/Multifamily	Alan Strobe 970-566-3469 <a href="mailto:alan@savanthomesinc.com">alan@savanthomesinc.com</a>	This is a request to convert an existing garage into a new dwelling unit and construct a storage/laundry structure at 619 S Grant Avenue (Parcel # 97142-10-026). The proposed storage & laundry structure would connect from the existing triplex to the converted garage, creating an overall structure containing 4 units. The site is located in the Neighborhood Conservation, Medium Density (N-C-M) Zone District. Multifamily dwellings are subject to Planning & Zoning Board (Type 2) review in the N-C-M district when structural additions are made.	Jason Holland
10:15	New Hampshire Subdivision	Brian Stribley 970-223-5500 <a href="mailto:bstribley@sitzman-mitchell.com">bstribley@sitzman-mitchell.com</a>	This is a request to subdivide into three lots portions of the New Hampshire Subdivision, located west of Eastbrook Drive and east of the Union Pacific Railroad tracks (Parcel #s 87304-06-004 & 87304-06-002). The site may also be familiar as the Seven Generations Office Park or Eastbrook Office Park. The 3 new lots would be configured to isolate/surround buildings A, B and C as shown on the site plan; Building A is existing. The site is located in the Employment (E) Zone District; the subdivision is subject to Administrative (Type 1) review.	Clark Mapes

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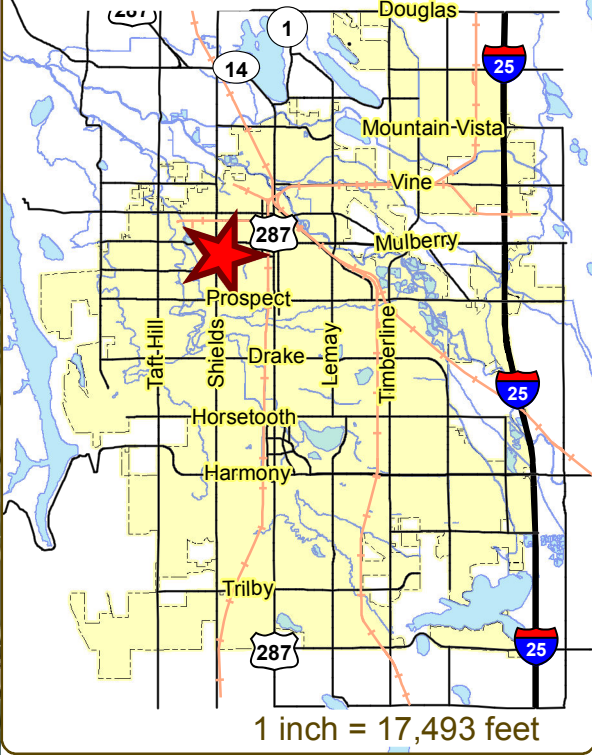
**Monday, May 20, 2013**

<b>Time</b>	<b>Project Name</b>	<b>Applicant Info</b>	<b>Project Description</b>	<b>Planner</b>
<b>11:00</b>	JFK & Boardwalk - Commercial/Restaurant	Daniel Bernth 970-221-1965 x2 <a href="mailto:danbernth@frii.com">danbernth@frii.com</a>	This is a request to construct an office building and restaurant with drive-thru located at the southeast corner of John F Kennedy Parkway and East Boardwalk Drive (Parcel# 97362-05-018). The office building would be similar to the footprint as shown on the site plan (originally submitted as Fox Pointe Plaza, 2006), but 1 story instead of 2. A restaurant with drive-thru would be located to the east of the office building. The site is located in the Employment (E) Zone District. In the Employment zone district offices are subject to Administrative (Type 1) review. Drive-in (drive-thru) restaurants are subject to Planning & Zoning Board (Type 2) review, but only if located in a convenience shopping center.	Ted Shepard

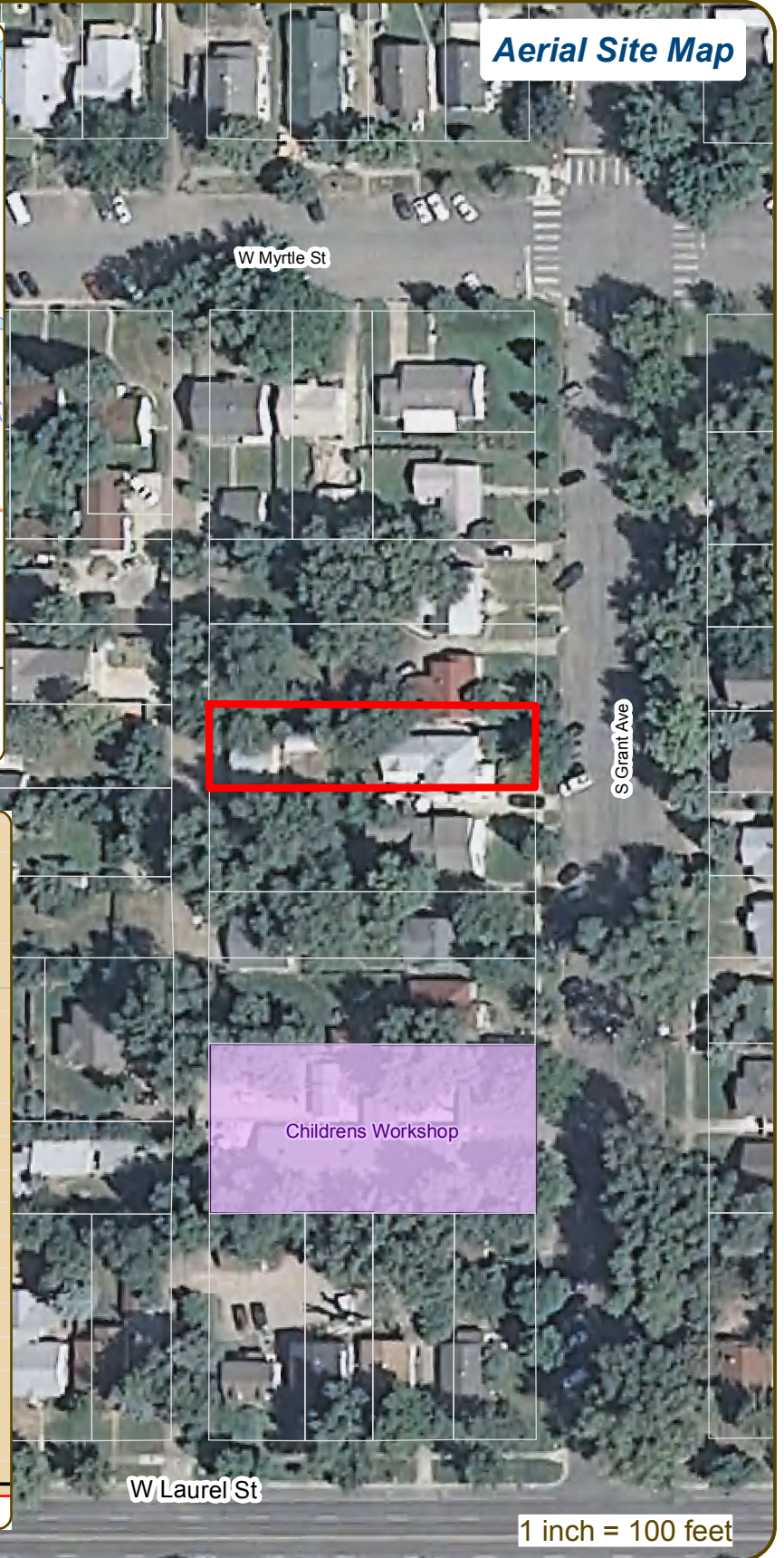
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# 619 S Grant Ave Multifamily

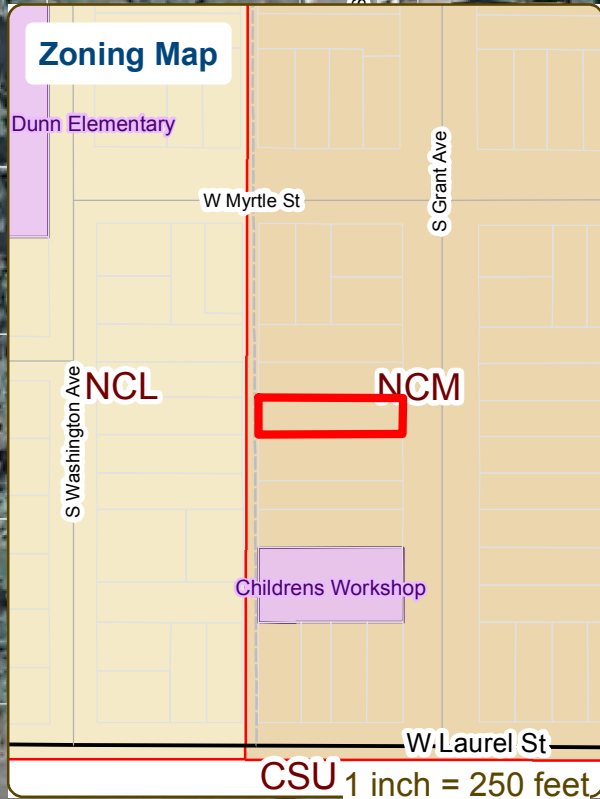
Vicinity Map



Aerial Site Map



Zoning Map



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CONCEPTUAL REVIEW: APPLICATION

General Information

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

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

Alan Strobe-Owner, Larry Strobe-Owner, Taylor Walker-Owner

Business Name (if applicable) Old Town Grant, LLC

Your Mailing Address P.O. Box 2066, Fort Collins, CO 80522

Phone Number 970-566-3469 Email Address alan@savanthomesinc.com lvstrobe@yahoo.

Site Address or Description (parcel # if no address) 619 S. Grant Street, Fort Collins, CO

Description of Proposal (attach additional sheets if necessary) Change the existing garage into a 2-bdrm apt. Add Laundry Room, add(8)storage units for the tenants, and add an additional (7)parking spaces on-site.

Proposed Use Residential 4-plex Existing Use Residential tri-plex

Total Building Square Footage 3,643 S.F. Number of Stories 2 Lot Dimensions 45'x 190'

Age of any Existing Structures 1947

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? \_\_\_\_\_

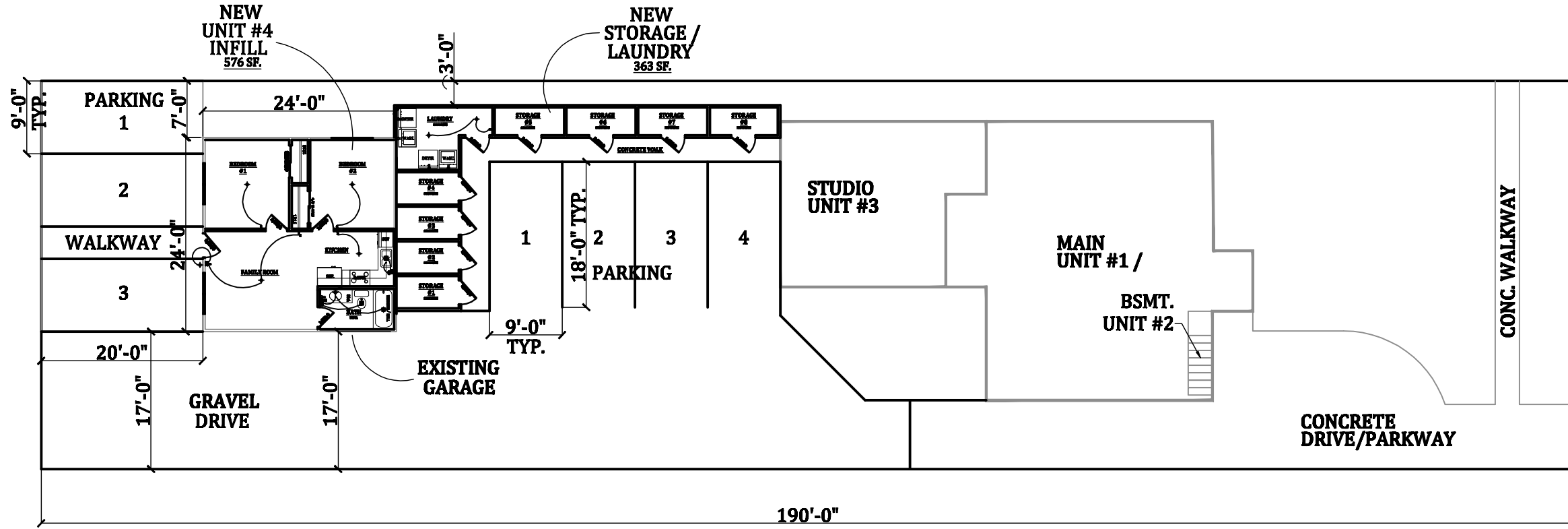
Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area 504sf 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?

ALLEY



# PROPOSED SITE AND ADDITON

SCALE: 1/16"=1'-0"



## LEGEND:

- PROPOSED NEW
- EXISTING



619 SOUTH GRANT STREET

Project **Old Town Grant**

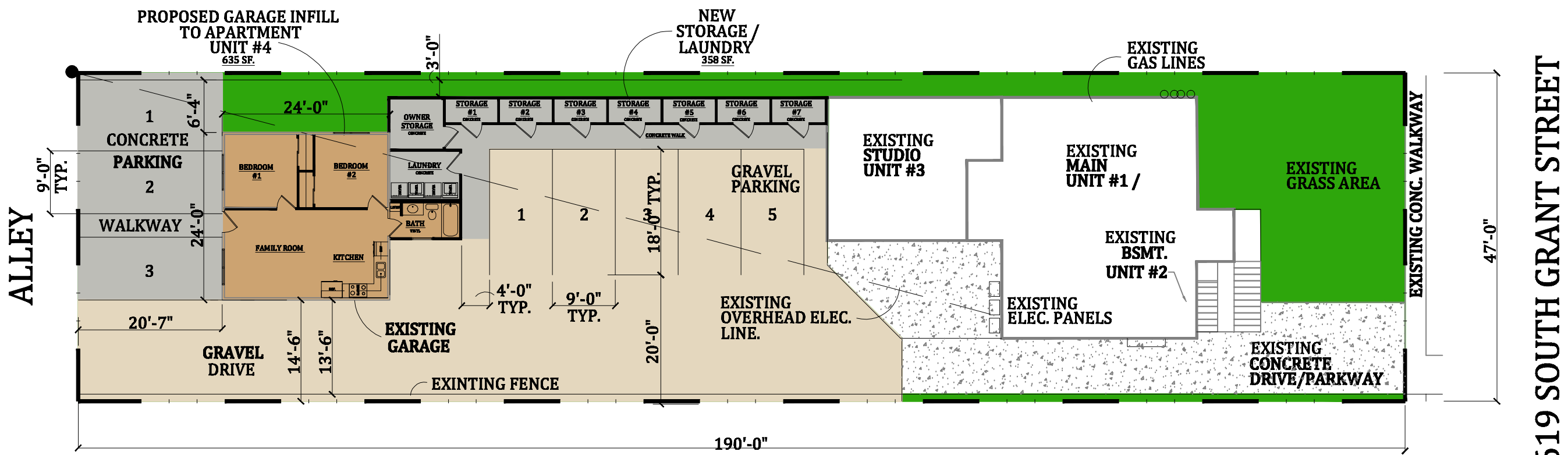
Date **4.19.13**

Scale **SEE SHEET**

Project/Parcel Address  
**619 S. Grant Street**

Project/Parcel Address  
**Old Town Grant LLC**

Sheet  
**A1.0**



**LEGEND:**

- PROPOSED NEW
- EXISTING

**PROPOSED:**

1. CONVERT EXISTING GARAGE TO APARTMENT.
2. ADD (7) ADDITIONAL PARKING SPACES.
3. ADD (1) LAUNDRY ROOM.
4. ADD (8) STORAGE UNITS FOR TENNANTS.

**PROPOSED SITE AND ADDITON**

**SCALE: 1/16"=1'-0"**



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**Proposed Address**  
**Old Town Grant LLC**  
**P.O. BOX 2066**  
**Fort Collins, Co.**

**Proposed Address**  
**OLD TOWN GRANT L.L.C.**  
**619 S. Grant Street**  
**Fort Collins, Co.**

**A1.0**  
 Conceptual  
 Revised Site Plan

**Page**  
**Old Town Grant**

**Date**  
**5/8/13**

**Sheet**  
**SEE SHEET**



6198

6198











May 29, 2013

Alan Strope  
Old Town Grant, LLC  
P.O. Box 2066  
Fort Collins, CO 80522

**Re:** 619 Grant Ave - Garage Conversion/Multifamily

**Description of project:** This is a request to convert an existing garage into a new dwelling unit and construct a storage/laundry structure at 619 S Grant Avenue (Parcel # 97142-10-026). The proposed storage & laundry structure would connect from the existing triplex to the converted garage, creating an overall structure containing 4 units. The site is located in the Neighborhood Conservation, Medium Density (N-C-M) Zone District. Multifamily dwellings are subject to Planning & Zoning Board (Type 2) review in the N-C-M district when structural additions are made.

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, Jason Holland, at 970-224-6126 or [jholland@fcgov.com](mailto:jholland@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact: Noah Beals, 970-416-2313, [nbeals@fcgov.com](mailto:nbeals@fcgov.com)**

1. Land Use Code (LUC) 4.8(D)(2)(a)(4) The total allowable Floor Area, as defined in this section, is 40% of the lot size.

It appears that the proposed Floor Area exceeds the 40%. To exceed the allowable floor area would require a modification.

2. LUC 3.2.2(J) A landscape setback of 5ft is required from the vehicle use areas along the south and west property lines.

LUC 3.2.2(D)(3)(c) Vehicle use areas shall be surfaced with either concrete or asphalt.

3. LUC 3.2.2(K)(5) The required off street accessibility parking space is required to be van accessible (8ft wide loading area with 8ft wide stall). This space shall be as close to primary pedestrian entrance as possible and designated by a standard vertical sign.
4. LUC 3.2.5 An enclosure for both trash and recycling is required. Such enclosure shall be designed with

**Department: Zoning**

**Contact: Noah Beals, 970-416-2313, [nbeals@fcgov.com](mailto:nbeals@fcgov.com)**

walk-in access without having to open the main service gate and located on a concrete at least 20ft from the public sidewalk.

5. LUC 3.2.1 A landscape plan is required (see section for details).

LUC 3.2.4 A lighting plan is required this includes a photometric site plan and catalog cut sheets.

LUC 3.5.1(l) Mechanical/Utility equipment (vents, flues, ac, meters, boxes, conduit...) locations shall be located on the plans with notes on how such equipment is screened/painted.

6. LUC 3.2.2(C)(4) Bicycle parking is required, one space per bedroom. 60% of the required bicycle spaces shall be enclosed and 40% shall be fixed.

**Department: Water-Wastewater Engineering**

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

1. Existing water mains and sanitary sewers in this area include an 8-inch water main in Grant and an 8-inch sewer in the N/S alley to the west.
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. Development fees and water rights will be due at building permit.

**Department: Stormwater Engineering**

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

1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
2. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
3. In the Old Town drainage basin when improvements are being added to an existing developed site onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2 year historic release rate for water quantity.
4. Fifty percent of the site's water quality treatment is provided for in the Udall Natural Area water treatment facility. However onsite water quality treatment is encouraged as described in the Fort Collins

**Department: Stormwater Engineering**

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

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-guidelines-regulations/stormwater-criteria>)

5. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).
6. The drainage outfalls for the site are the alley, the curb and gutter of Grant Ave., or the storm drain line in Grant Ave.
7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
8. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Manual.

**Department: Fire Authority**

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

**1. FIRE LANES**

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.

2006 International Fire Code 503.1.1

The garage-to-residence conversion places the structure out of access and as such, a sprinkler system would be necessary to offset the access requirement. Also note, the sprinkler requirement may extend to the pre-existing tri-plex if the entire property is defined as one building. Further study is required.

**2. PREMISE IDENTIFICATION**

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.

2006 International Fire Code 505.1

**Department: Fire Authority**

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

An addressing plan to include route indicators (e.g. directional arrows, etc.), is to be submitted to the fire department for approved.

**Department: Environmental Planning**

**Contact: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)**

1. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site 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.
2. 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: Marc Virata, 970-221-6567, [mvirata@fcgov.com](mailto:mvirata@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. The existing alley is not paved and with the proposal would need to be designed and constructed with paving in accordance to LCUASS abutting the property out to either Myrtle Street or Laurel Street.
7. The existing overhead utility along the alley would need to either be undergrounded abutting the property, or conduit provided along the alley to facilitate future undergrounding.
8. This project is responsible for dedicating any right-of-way and easements in accordance with LCUASS. An 8' utility easement is required to be dedicated behind the alley right-of-way. This requirement can be varied or waived if agreed to by the utility providers.

**Department: Engineering Development Review**

**Contact:** Marc Virata, 970-221-6567, [mvirata@fcgov.com](mailto:mvirata@fcgov.com)

9. The existing fence behind the sidewalk would need to be setback to provide a two foot separation from the back of walk. The existing shrub hedge between the sidewalk and street would need to be trimmed back to provide similar separation from the sidewalk.
10. The existing drive approach onto Grant Street is substandard in condition and would need to be replaced with a drive approach in accordance with LCUASS criteria.
11. Utility plans will be required.
12. A Development Agreement will be required and recorded once the project is finalized with recordation costs paid for by the applicant.
13. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

**Department: Electric Engineering**

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

1. Light & Power has existing electric facilities in the alley. This site is currently served from the alley with an underground service to the existing structure. This service will need to be field located to determine if it needs to be relocated. Any relocation or modification to existing electric facilities will be at the owners expense.
2. If this will be considered a 4-plex then the electric meters will need to be ganged in one location on the building. If this is considered a stand alone unit it will need to have its own separate electric service and meter.
3. The transformer that feeds this area will most likely need to be increased. System modification charges would apply for this.
4. Electric Capacity Fee and Building Site charges will apply to this site.  
Coordinate with Light & Power Engineering @ 970-221-6700.

**Current Planning**

**Contact:** Jason Holland, 970-224-6126, [jholland@fcgov.com](mailto:jholland@fcgov.com)

1. New ESWS Ordinance 033 would apply to this project and staff has provided the applicant with a copy at the conceptual review meeting.
2. Side Setback: The building addition would need to be set back at least 5 feet from the side property line. New ESWS Ordinance also requires that additions that result in buildings greater than 3,000 SF have increased setbacks for any portion of a north facing side facade that exceeds 14 feet in height.
3. Lot width: Multi-family uses in the NCM zone district are required to have a minimum lot width of 50 feet, and 619 South Grant Street is 47 feet, this is described in LUC 4.8(E)(1).
4. Porch Feature: The primary entrance to a dwelling, in this case unit #4, is required to have an entrance feature such as porch, landing or portico. This is described in LUC 4.8(F)(1)(b).

## Current Planning

Contact: Jason Holland, 970-224-6126, [jholland@fcgov.com](mailto:jholland@fcgov.com)

5. Eave Height at rear of lot: Per LUC 4.8(F)(2)(b) "Eave Height": The exterior eave height of an eave along a side lot line shall not exceed thirteen (13) feet from grade for a dwelling unit located at the rear of the lot or an accessory building with habitable space. If a second story has an exterior wall that is set back from the lower story's exterior wall, the eave height shall be the point of an imaginary line at which the upper story's roofline (if extended horizontally) would intersect with the lower story's exterior wall (if extended vertically). (See illustration contained in Division 4.7.)
6. FAR on rear 50%: The allowable floor area on the rear half of the lot is limited to .33 percent of the area of the rear 50% of the lot.
7. Side facade character: The new ordinance has a new section 4.8(F)(1)(i) that would apply to this project if the addition has a second story element.
8. Parking Access: Per 4.8(F)(5), Whenever a lot has frontage along an alley, any new off-street parking area located on such lot must obtain access from such adjoining alley.
9. Parking and drive isle dimensions: Long term parking stall dimensions are 18 x 8.5 minimum. At least one accessible space is required. Drive aisle width minimum is 24 feet for two-way traffic.
10. Parking Landscaping: Any vehicular use area containing six (6) or more parking spaces or one thousand eight hundred (1,800) or more square feet shall be set back from the side and rear yard lot line at least 5 feet, per 3.2.2(J). Landscaping Coverage. At least six (6) percent of the interior space of any parking lot containing at least one thousand eight hundred (1800) square feet and containing not less than six (6) or more than one hundred (100) spaces shall be landscaped.
11. Landscaped Islands. To the maximum extent feasible, landscaped islands with raised curbs shall be used to define parking lot entrances, the ends of all parking aisles.
12. Parking Lot Perimeter Landscaping. Parking lot perimeter landscaping (in the minimum setback areas required by Section 3.2.2(J) (Access, Circulation and Parking) shall meet the following minimum standards: Trees shall be provided at a ratio of one (1) tree per forty (40) lineal feet along a side lot line parking setback area. b) Screening. Parking lots with six (6) or more spaces shall be screened from abutting uses and from the street. Screening from residential uses shall consist of a fence or wall six (6) feet in height in combination with plant material and of sufficient opacity to block at least seventy-five (75) percent of light from vehicle headlights. Plant material used for the required screening shall achieve required opacity in its winter seasonal condition within three (3) years of construction of the vehicular use area to be screened.
13. The project is within the TOD Overlay boundary.
14. Per multi-family standards, 3.8.30(F)(1): Orientation and buffer yards. Buffer yards along the property line of abutting property containing single- and two-family dwellings shall be twenty-five (25) feet. Buffer Yards shall mean land area devoted to providing separation between two land uses of different intensity for the purpose of providing a transition in order to promote neighborhood compatibility. Such area may consist of passive open space, landscaping, fences, walls, earthen berms, topographic elevation changes or any combination thereof used to physically separate or screen one use or property from another so as to visually shield or block or mitigate noise, lights, or other aspects of the urban environment.
15. Sidewalks: A sidewalk is required that links all building dwelling entries to the street sidewalk along Grant Avenue per 3.2.2(C)(5)(a).



16. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
17. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
18. 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>.
19. 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.
20. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
21. 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.
22. 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

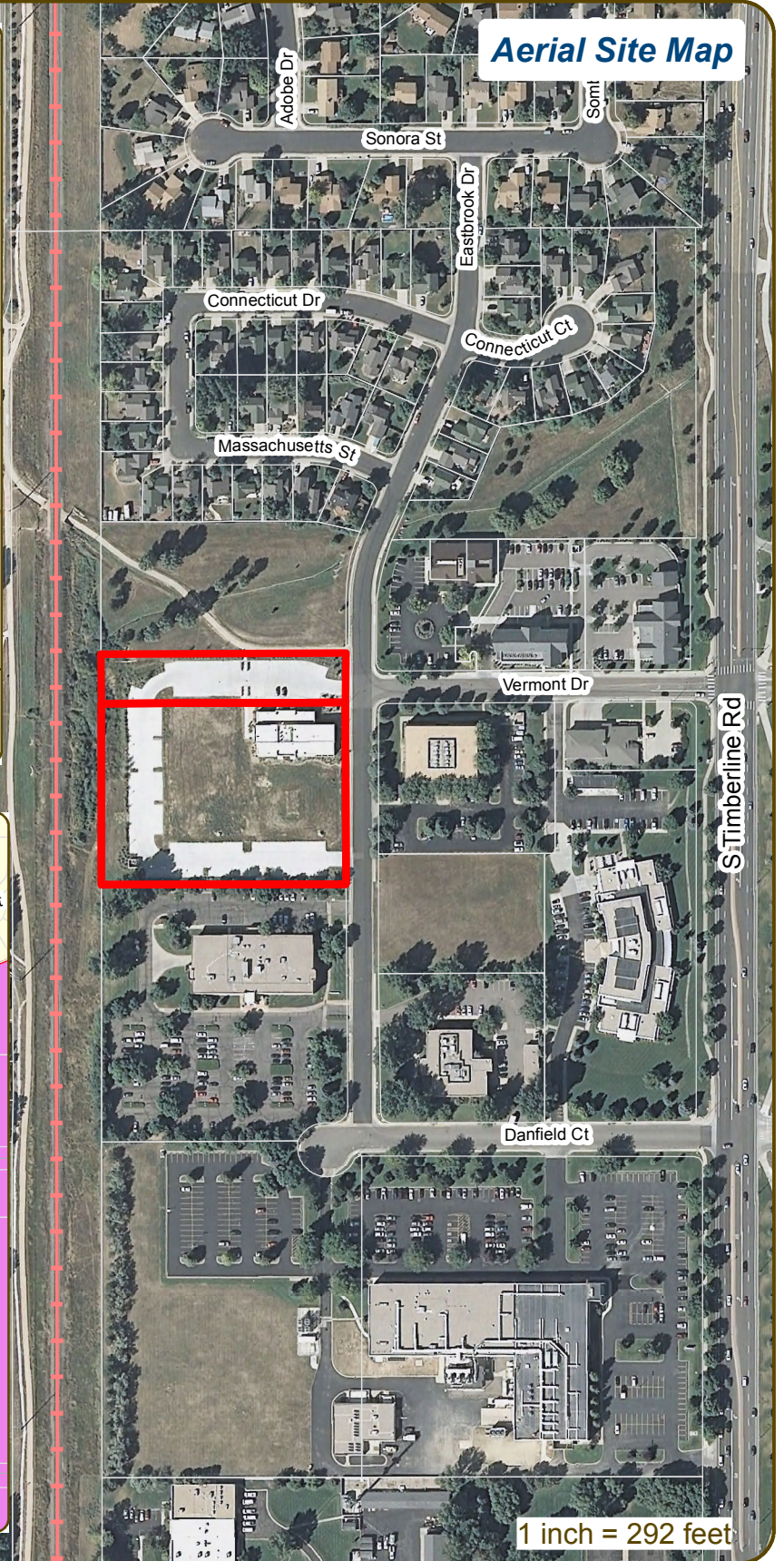
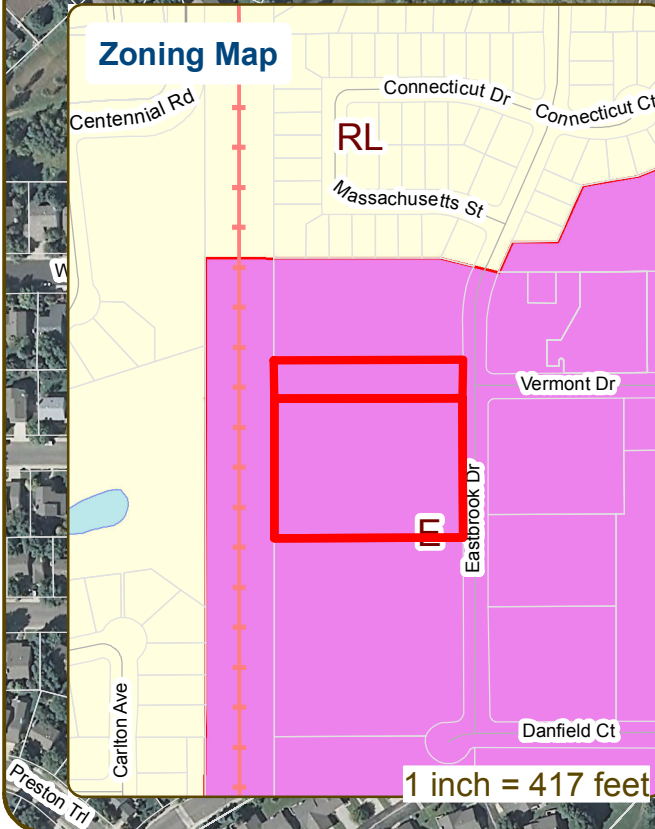
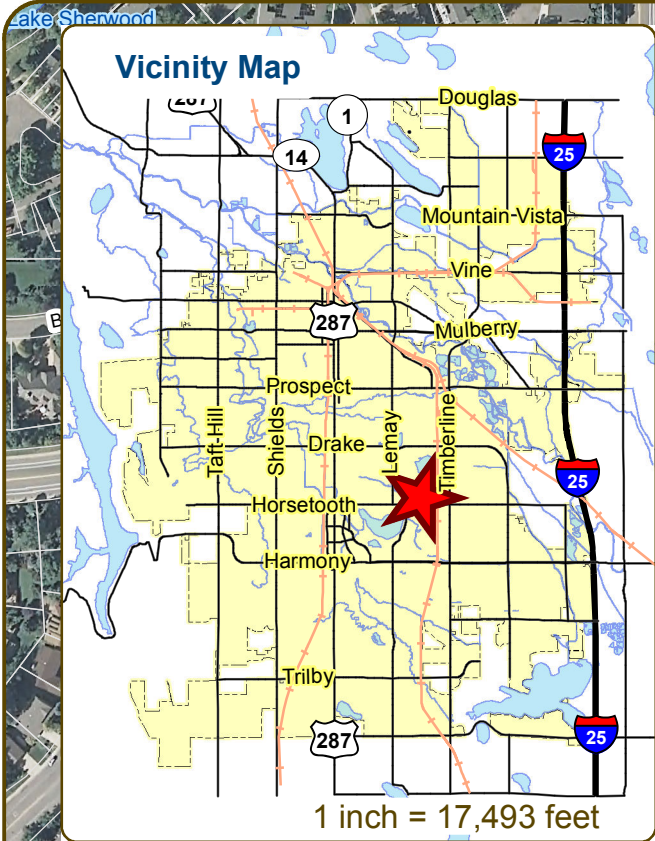
Energy Code Use

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

# New Hampshire Subdivision Replat/Subdivide



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





CONCEPTUAL REVIEW:  
APPLICATION

**General Information**

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

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

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

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

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

Brian Stribley, Owner Representative

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

**Your Mailing Address** 3500 JFK Parkway Suite 220 Fort Collins CO 80525

**Phone Number** 970-223-5500 **Email Address** bstribley@sitzman-mitchell.com

**Site Address or Description** (parcel # if no address) Lot 2, south 85' of the west 410' of Lot 4 New Hampshire subdivision, Fort Collins Colorado

**Description of Proposal** (attach additional sheets if necessary) We would like to subdivide this lot into three ~~and~~ separate lots

**Proposed Use** office **Existing Use** office

**Total Building Square Footage** No change **S.F. Number of Stories** — **Lot Dimensions** see attached

**Age of any Existing Structures** 2008

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

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

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

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

**Increase in Impervious Area** No \_\_\_\_\_ S.F.  
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

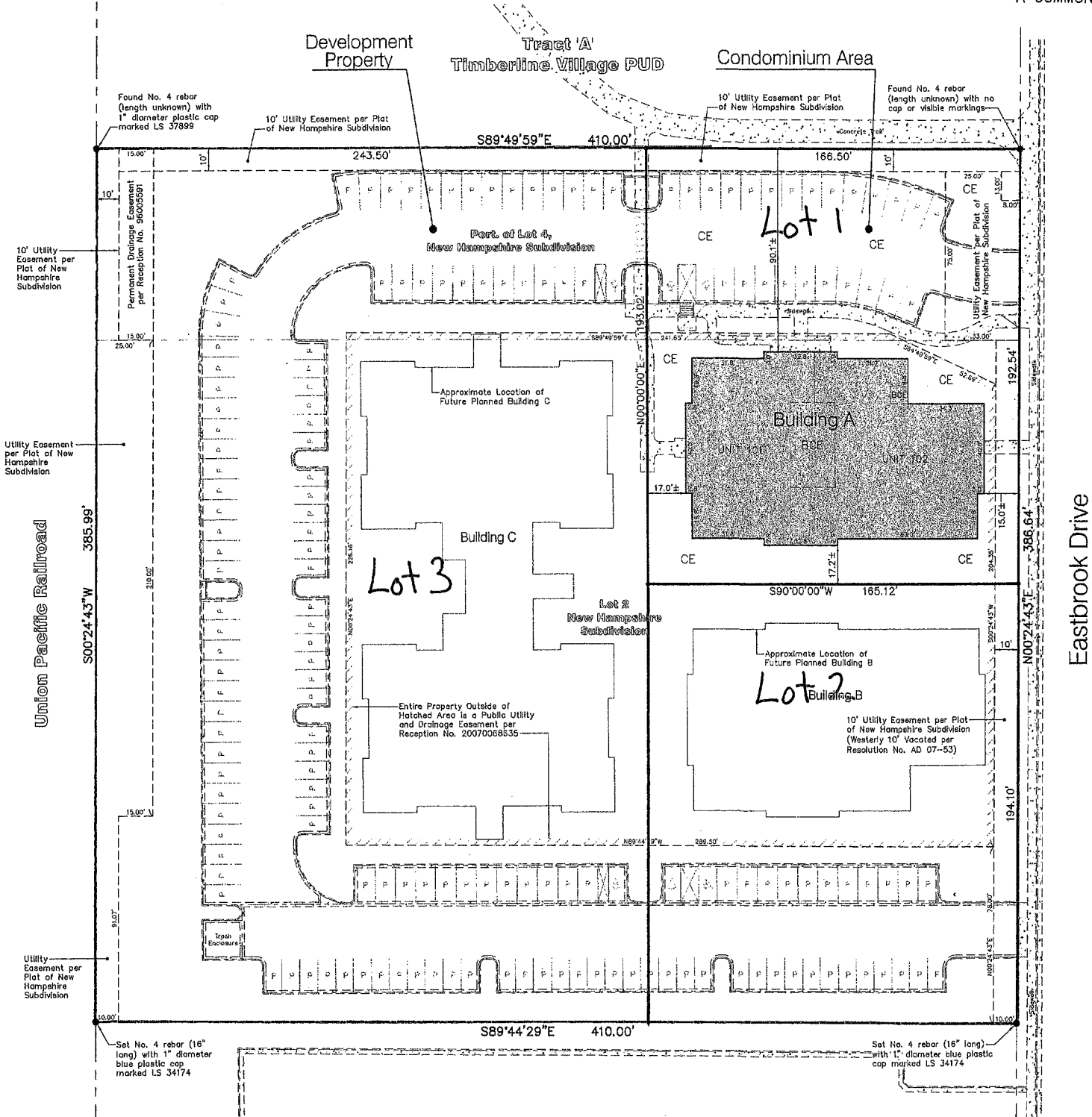
**Suggested items for the Sketch Plan:**

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?

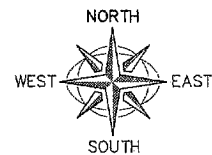
# SEVEN GENERATIONS OFF

BEING A PORTION OF LOT 2 AND THE SOUTH 85 FEET OF THE WEST 410 1 QUARTER OF SECTION 30, TOWNSHIP 7 NORTH, RANGE 68 WEST OF THE 6T

A COMMON INTEREST



Lot 1  
New Hampshire Subdivision



January 9, 2008

According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.



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

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

May 29, 2013

Brian Stribley  
3500 John F Kennedy Parkway Suite 220  
Fort Collins, CO 80525

**Re:** New Hampshire Subdivision

**Description of project:** This is a request to subdivide into three lots portions of the New Hampshire Subdivision, located west of Eastbrook Drive and east of the Union Pacific Railroad tracks (Parcel #s 87304-06-004 & 87304-06-002). The site may also be familiar as the Seven Generations Office Park or Eastbrook Office Park. The 3 new lots would be configured to isolate/surround buildings A, B and C as shown on the site plan; Building A is existing. The site is located in the Employment (E) Zone District; the subdivision is 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, Clark Mapes, at 970-221-6225 or [cmapes@fcgov.com](mailto:cmapes@fcgov.com).

**Comment Summary:**

**Department:** Zoning

**Contact:** Noah Beals, 970-416-2313, [nbeals@fcgov.com](mailto:nbeals@fcgov.com)

1. If the project is not expired the property can be replatted with just a plat.

If the project is expired the other plans are required and the plans will need to be brought into compliance with current code to develop the remainder parcels.

2. Land Use CODR 1.4.7(B) Notwithstanding any provision of Colorado law to the contrary, any parcel of land, whether larger or smaller than thirty-five (35) acres, may be conveyed by metes and bounds description or by other usual and customary method of land description, without being subject to subdivision requirements; provided, however, that no such conveyance shall imply or confer any right to develop, or create a new lot upon which development can occur unless such development has, prior to the conveyance, been approved in accordance with this Land Use Code or prior law and provided further that such conveyance shall not be made if it creates nonconformities of any nature whatsoever, or circumvents the intent or requirements of this Land Use Code.

**Department: Water-Wastewater Engineering**

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

1. Water mains and sanitary sewers were installed to serve three buildings within the Seven Generations Office Park. Easements for these mains were included on the Seven Generations plat and must be included on the new subdivision plat. In addition, an easement for the sewer service for the southeast lot must be platted across the northern lot(s).

**Department: Stormwater Engineering**

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

1. All of the Stormwater comments are based on this project being considered a new project; as if the Seven Generations Office Park had expired. We learned at the conceptual review meeting there may be another way to sell separate lots without platting in which case the project can stand as approved in 2006.

**Floodplain Comments:**

A small area in the northwest corner of this property is located in a City regulatory 100-year floodway in the Foothills Basin. Any work proposed within that floodplain must satisfy the standards of Chapter 10 of City Code. A City Flood Risk Map is attached.

2. Nonstructural development (parking lots, driveways, sidewalks, vegetation, etc.) can be built within the floodway as long it can be proven that the work will not cause a change in the Base Flood Elevation (BFE), or a change to the boundaries of the floodway. This is called a No-Rise Certification and it must be performed, and signed, by a Professional Engineer registered in the State of Colorado.
3. In addition to the No-Rise Certification, any construction activities in the 100-year floodplain must be preceded by an approved floodplain use permit, \$25 fee, and approved plans. The permit and certification forms can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
4. 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](mailto:sboyle@fcgov.com) for floodplain CAD line work as required per the floodplain development review check list.
5. The Floodplain Administrator for the Foothills Basin is Brian Varrella; 970.416.2217, [bvarrella@fcgov.com](mailto:bvarrella@fcgov.com). Please contact Brian or Mark Taylor, 970.416.2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com) to schedule a meeting at your convenience.
6. Stormwater 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.
7. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section

**Department: Stormwater Engineering**

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

1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).

8. Normally onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate. However in the Seven Generations Office Park drainage report a variance was requested and justified so it was granted. The design engineer will need to go through that process again if this variance is desired. There has been master plan updates and new staff since that variance so there is no guarantee that it will be granted this time.
9. Fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged. The Seven Generations Office Park drainage design did provide standard water quality treatment for 100% of the site which may be retrofitted to provide Low Impact Development (LID) treatment.
10. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).  
LID design information can be found on the City's web site at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
11. The drainage outfall for the site is the Foothills Channel as described in the Seven Generations Office Park drainage report.
12. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/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. The design of this site must conform to the drainage basin design of the Foothills Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

**Department: Fire Authority**

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

1. EAE

The replat/subdivide shall not affect the existing EAE so as to maintain fire access when future buildout of the site occurs.



**Department: Environmental Planning**

**Contact: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@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: Andrew Gingerich, 970-221-6603, [agingrich@fcgov.com](mailto:agingrich@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. The existing development agreement may just need to be revised but this can be determined as know more information on what is being proposed.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site. This permit is determined based on the amount of public improvements are being proposed. If there are very little public improvements than just an excavation permit may be required.
9. The handicap ramps along the existing sidewalk appear to be no longer conforming to ADA standards. These ramps will need to be brought up to ADA standards with this project.
10. Existing easements on the site may need to be revised or additional easements included as the property is subdivided into additional lots to ensure that utilities have proper easements and can be properly accessed over all lot ownerships.

**Department: Electric Engineering**

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

1. Light & Power installed electric facilities for each of the proposed buildings in approximately 2006. Any relocation or modification to the existing electric facilities will be at the owners expense.

**Department: Electric Engineering**

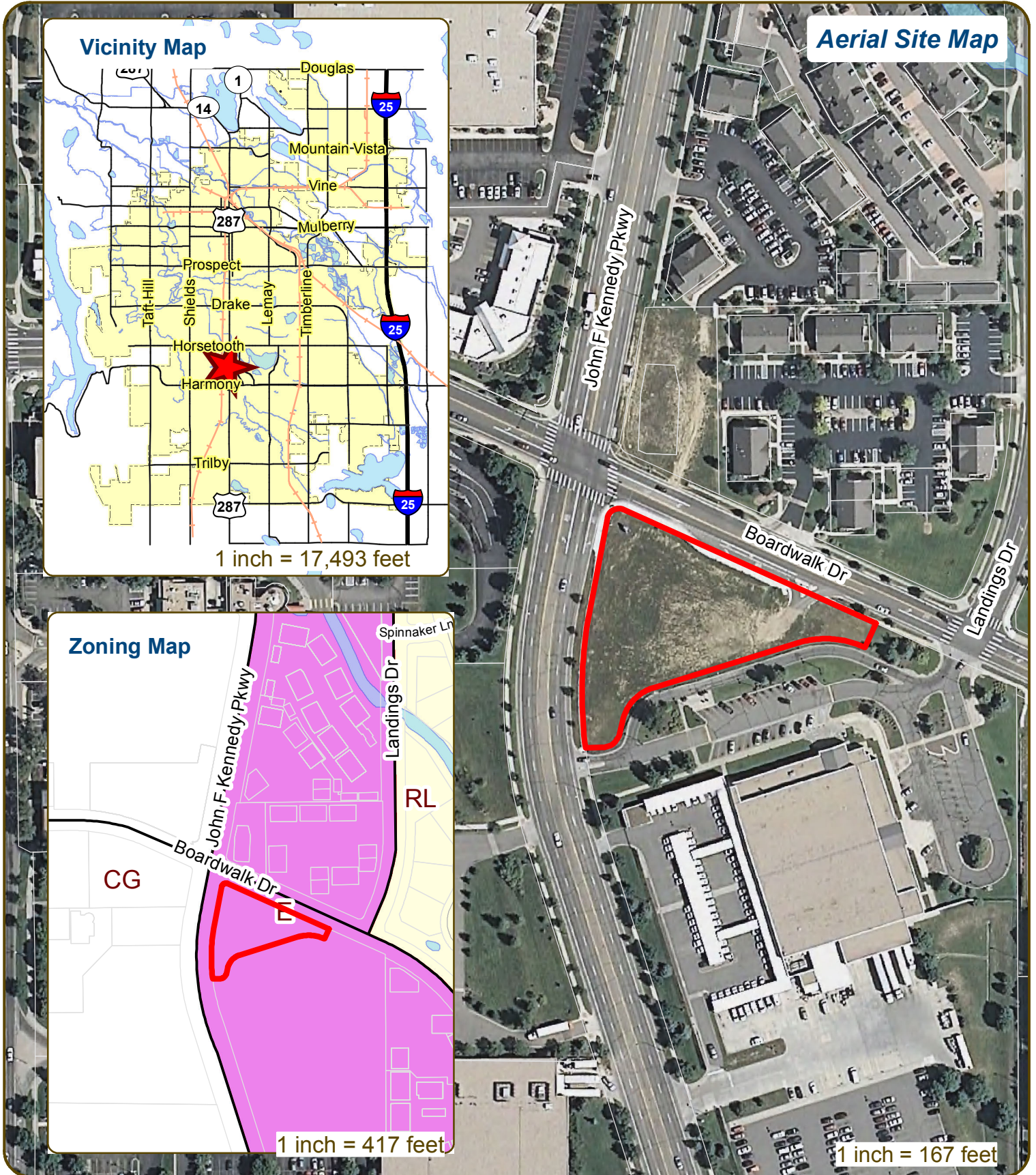
**Contact: Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)**

2. The electric line that extends to the proposed Lot 3 across the proposed Lot 2 will need to be field located and platted in a utility easement across Lot 2.
3. When future development does occur Electric Capacity Fee and Building Site charges will apply. Coordinate with Light & Power Engineering @ 970-221-6700.

### **Current Planning**

**Contact: , ,**

# JFK & Boardwalk Office & Restaurant w/ Drive Thru



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CONCEPTUAL REVIEW: APPLICATION

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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) \_\_\_\_\_

DANIEL BERNTH, CONSULTANT

Business Name (if applicable) DOBERSTEIN LEMBURG COMMERCIAL, INC

Your Mailing Address 1401 RIVERSIDE AVENUE FORT COLLINS CO 80524

Phone Number 221-1965 x2 Email Address DAN.BERNTH@FR11.COM

Site Address or Description (parcel # if no address) SEC. BOARD WALK DRIVE & JFK PARKWAY

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

Proposed Use OFFICE / DRIVE THRU Existing Use VACANT LAND

Total Building Square Footage 6000-9000 S.F. Number of Stories 1 Lot Dimensions 52000 +/- SF

Age of any Existing Structures NA

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

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

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

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

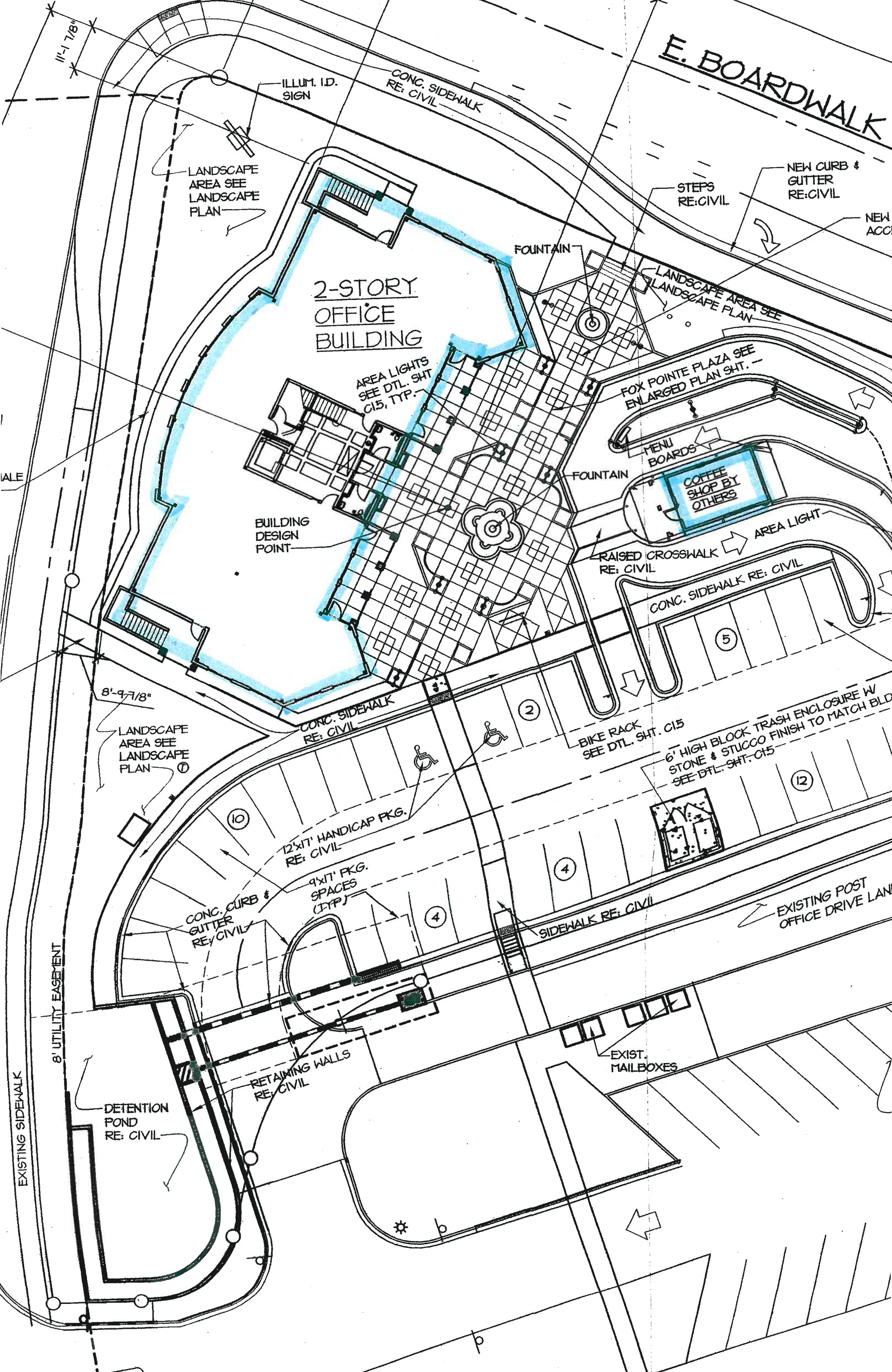
Increase in Impervious Area TBD S.F.

(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?

E. BOARDWALK



2-STORY OFFICE BUILDING

COFFEE SHOP BY OTHERS

12'x17' HANDICAP PKG. RE: CIVIL

9'x17' PKG. SPACES (TYP.)

CONC. CURB & GUTTER RE: CIVIL

RETAINING WALLS RE: CIVIL

DETENTION POND RE: CIVIL

EXIST. MAILBOXES

EXISTING POST OFFICE DRIVE LANI

6' HIGH BLOCK TRASH ENCLOSURE W/ STUCCO FINISH TO MATCH BLD SEE DTL. SHT. C15

BIKE RACK SEE DTL. SHT. C15

RAISED CROSSWALK RE: CIVIL

CONC. SIDEWALK RE: CIVIL

CONC. SIDEWALK RE: CIVIL

CONC. SIDEWALK RE: CIVIL

ILLUM. I.D. SIGN

LANDSCAPE AREA SEE LANDSCAPE PLAN

STEPS RE: CIVIL

NEW CURB & GUTTER RE: CIVIL

LANDSCAPE AREA SEE LANDSCAPE PLAN

FOX POINTE PLAZA SEE ENLARGED PLAN SHT.

MENU BOARDS

FOUNTAIN

FOUNTAIN

BUILDING DESIGN POINT

AREA LIGHTS SEE DTL. SHT. C15, TYP.

AREA LIGHT

8'-9 7/8"

11'-1 7/8"

LANDSCAPE AREA SEE LANDSCAPE PLAN

UTILITY EASEMENT

EXISTING SIDEWALK

IALE

NEW ACC



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

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

May 29, 2013

Daniel Bernth  
Doberstein Lemburg Commercial, Inc  
1401 Riverside Avenue  
Fort Collins, CO 80524

**Re:** JFK & Boardwalk - Commercial/Restaurant

**Description of project:** This is a request to construct an office building (approximately 6,800 square feet) and restaurant with drive-thru (approximately 1,500 square feet) located at the southeast corner of John F Kennedy Parkway and East Boardwalk Drive (Parcel# 97362-05-018). The office building would be similar to the footprint as shown on the site plan (originally submitted as Fox Pointe Plaza, 2006), but 1 story instead of 2. A restaurant with drive-thru would be located to the east of the office building. The site is located in the Employment (E) Zone District. In the Employment zone district offices are subject to Administrative (Type 1) review. Drive-in (drive-thru) restaurants are subject to Planning & Zoning Board (Type 2) review, but only if located in a convenience shopping center.

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

**Comment Summary:**

**Department: Zoning**

**Contact: Noah Beals, 970-416-2313, [nbeals@fcgov.com](mailto:nbeals@fcgov.com)**

1. Land Use Code (LUC) section 4.27(B)(2)(c)1. In the Employment (E) District Offices are permitted use through a TYPE 1 Review.

LUC 4.27(C) Standard Restaurants and fast food restaurants with drive-in or drive-through services are permitted use in the E zone only in a convenience shopping center, which is a Type 2 review.

If a portion of the development project is a higher level of review than other portions all portions are brought to the higher level of review.

2. LUC 4.27(D)(4)(a) Maximum height shall be four (4) stories.
3. LUC 3.5.3 Build-to lines based on a consistent relationship of buildings to the street sidewalk shall be established by development projects for new buildings and, to the extent reasonably feasible, by

**Department: Zoning**

**Contact: Noah Beals, 970-416-2313, [nbeals@fcgov.com](mailto:nbeals@fcgov.com)**

development projects for additions or modifications of existing buildings, in order to form visually continuous, pedestrian-oriented streetfronts with no vehicle use area between building faces and the street.

4. LUC 3.2.1 A Landscape plan is required (see section for details).

LUC 3.2.4 A lighting plan is required this includes a photometric site plan with catalog cut sheets.

LUC 3.2.5 An enclosure adequate for both trash and recycling is required. Such enclosure shall be designed with walk-in access without having to open the main service gate and located on a concrete at least 20ft from a public sidewalk.

5. LUC 3.2.2(K)(5) At least one of the accessibility off street parking spaces shall be van accessible (8ft wide stall adjoined to 8ft wide loading area). All accessibility spaces shall be designated by the standard vertical sign.
6. LUC 3.2.2(C)(4) Bicycle parking is required based on the total square footage of the buildings and certain percentage on the bicycle spaces will be required to be enclosed.
7. LUC 3.2.2(L) Standard Stall dimensions are 9'x19' and two-way drive aisles are required minimum of 24ft in width.
8. LUC 3.5.1(I) Mechanical/Utility equipment (vents, flues, meters, boxes, conduit, ac/rtu, transformer...) locations shall be identified on plans with notes on how such equipment is screened/painted.

**Department: Water-Wastewater Engineering**

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

1. Existing water mains and sanitary sewers in this area include 8-inch water and 8-inch sewer mains in both Boardwalk and JFK.
2. In 2007, two domestic water services (¾-inch and 1-inch) and a 6-inch fire line were extended into the site. If these services are not used, then they must be abandoned at the main.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights will be due at building permit.

**Department: Stormwater Engineering**

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

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification

**Department: Stormwater Engineering**

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

concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).

2. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate.
3. Fifty percent of the site runoff is required to be treated using standard water quality treatment methods as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
4. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).
5. The drainage outfall for the site is through the existing Post Office drainage system. The design engineer can use the Fox Pointe Plaza drainage system design as a guide line but the LID requirements and "Landscape Design Standards and Guidelines for Stormwater and Detention Facilities" are new since the project was approved in 2006.
6. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
7. The design of this site must conform to the drainage basin design of the Mail Creek Master Plan Update as well the Fort Collins Stormwater Manual.

**Department: Fire Authority**

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

**1. FIRE LANES**

Fire Lanes shall be provided to within 150' of all portions of a building, as measured by an approved route around the exterior of the building or facility.

2006 International Fire Code 503.1.1

As the office building is bordered by two busy roads, the access drive aisle on the south side of the office building will need to also serve as a fire lane and an EAE will be required.

**2. FIRE CONTAINMENT**

Buildings exceeding 5000 square feet shall be sprinklered or fire contained. If containment is used, the



**Department: Fire Authority**

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

containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation.

**3. WATER SUPPLY**

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.

2006 International Fire Code 508.1 and Appendix B

**4. PREMISE IDENTIFICATION**

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.

2006 International Fire Code 505.1

**5. FDC (for sprinkler system)**

Fire Department Connections shall be installed in accordance with NFPA standards. Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access. The location of the FDC shall be approved by the fire department.

2006 International Fire Code 912.2

**6. KEY BOXES REQUIRED**

Poudre Fire Authority requires at least one key box ("Knox Box") to be mounted in approved location(s) on every new building equipped with a required fire sprinkler or fire alarm system. The top shall not be higher than 6 feet above finished floor.

2006 International Fire Code 506.1 and Poudre Fire Authority Bureau Policy 88-20

**Department: Environmental Planning**

**Contact: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@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: Tyler Siegmund, 970-221-6501, [tsiegmund@fcgov.com](mailto:tsiegmund@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.

**Department: Engineering Development Review**

**Contact: Tyler Siegmund, 970-221-6501, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

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. The plat for the previous project at this location was never signed and filed so this project is responsible for dedicating any right-of-way and easements that are necessary. Easements and right-of-way can be dedicated by a replat of the property or the process by separate document.
7. A new set of utility plans and a new Development Agreement will be required and recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

**Department: Electric Engineering**

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

1. Light & Power has existing 3-phase electric facilities running adjacent to this site along Boardwalk Dr. There is also a 3-phase vault at the SW corner of the post office entrance that could serve as the source for this site. Any relocation or modification to existing electric facilities will be at the owners expense.
2. A transformer location will need to be determined within 10' of a paved surface. Per the landscape standards of the Land Use Code, the transformer must be screened from public view but must be within ten feet of hard surface for emergency change-out.
3. A C-1 form and a One-line diagram will need to be submitted to Light & Power Engineering showing your power needs.
4. Owner will be responsible for Electric Capacity Fee, Building Site charges and any system modification charges that apply.  
Coordinate with Light & Power Engineering @ 970-221-6700.

**Current Planning**

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

1. Drive-through restaurants are only allowed as a component of a Convenience Shopping Center. A Convenience Shopping Center is specifically defined in Section 5.1.2 and must contain four or more business establishments with separate entrances. At this time, there is no evidence that there is compliance with this definition.
2. In the Employment zone, Convenience Shopping Centers are defined as a Secondary Use and, therefore, must be integrated both in function and appearance into the larger employment district development plan that emphasizes primary uses. Further, a secondary use shall occupy no more than 25% of the total gross area of the development plan. At this time, no evidence has been presented that defines the larger development plan and how the proposed project does not exceed 25% of this larger plan.

## Current Planning

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

3. Section 3.2.2(H) contains standards that address drive-in facilities. Please note that under (H)(4), the building must provide a walk-up service as well as the drive-in service. This standard could also be achieved by providing an interior sit-down function. At this time, there does not appear to be either a walk-up or an interior sit-down options.
4. Please note that under Section 3.5.3(D), in the case of multiple building development, each individual building shall include predominant characteristics shared by all buildings in the development. Further, a standardized prototype design shall be modified as necessary to comply with these requirements.
5. Since a Convenience Shopping Center is permitted subject to consideration by the Planning and Zoning Board, a neighborhood information meeting is required.
6. Section 3.5.3(D) also requires that a each building be designed such that there is a distinctive base and top treatment. In the case of flat-roofed buildings, this requires a cornice, sloping false mansard, parapet or other architectural element that creates a distinctive top.
7. As a Convenience Shopping Center, the development is also subject to the requirements of Section 3.5.5. Please note that there are specific setbacks required that may differ from the Build-To Line requirements in Section 3.5.3. Staff is willing to work with the applicant on site design that best accomplishes the overall objectives of creating an attractive development that serves all modes of travel.
8. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
9. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
10. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
11. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
12. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
13. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
14. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

## **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