

Conceptual Review Agenda

Schedule for 06/16/14 to 06/16/14

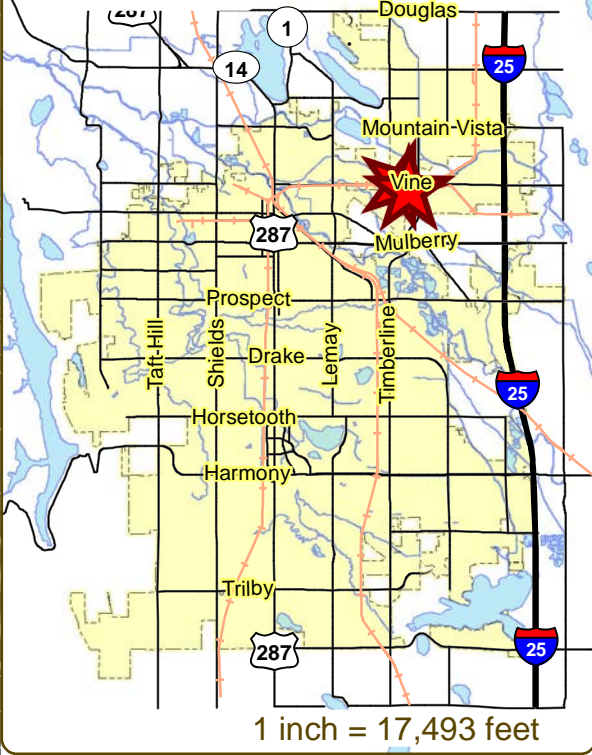
281 Conference Room A

Monday, June 16, 2014

Time	Project Name	Applicant Info	Project Description	Planner
9:30	Liberty Farms - Single-Family Homes CR140041	Joe Ryk (970) 310-9790 jryk@thegroupinc.com	This is a request to subdivide a vacant portion of the Liberty Farms annex into 8 single-family lots (Parcel #8705407001). The proposal calls for the 8 lots to be situated around a cul-de-sac. The parcel is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This project will be subject to Administrative (Type I) review.	Pete Wray
10:15	209 Plum St. - Young Peoples Learning Academy Expansion CDR140039	Heather Griffith (970) 482-1212 info@youngpeopleslc.com	This is a request to expand the 2nd story of the Young Peoples Learning Center on 209 E. Plum Street (Parcel #9713221009). The proposed addition would add approximately 1700 square feet of office space to the second story of the building. The parcel is located in both the Neighborhood Conservation - Medium Density (NCM) zone district and the Neighborhood Conservation - Buffer (NCB) zone district. This project will be subject to Planning & Zoning Board (Type II) review.	Rebecca Everette
11:00	4205 Strauss Cabin Rd. - Annexation and Reception Center CDR140040	Steve Kimball (303) 980-9040 suekimball1@msn.com	This is a request to annex into the City and construct a small scale reception center at 4205 Strauss Cabin Road (Parcel #8733400003). The proposed structure would be roughly 35,000 square feet and would host weddings, parties and other social gatherings. A 94 year old house exists on the site currently. The parcel is anticipated to be located in the Urban Estate (UE) zone district once annexed into the city. This project will be subject to Planning & Zoning Board (Type II) review.	Clark Mapes

Liberty Farms Single-Family Homes

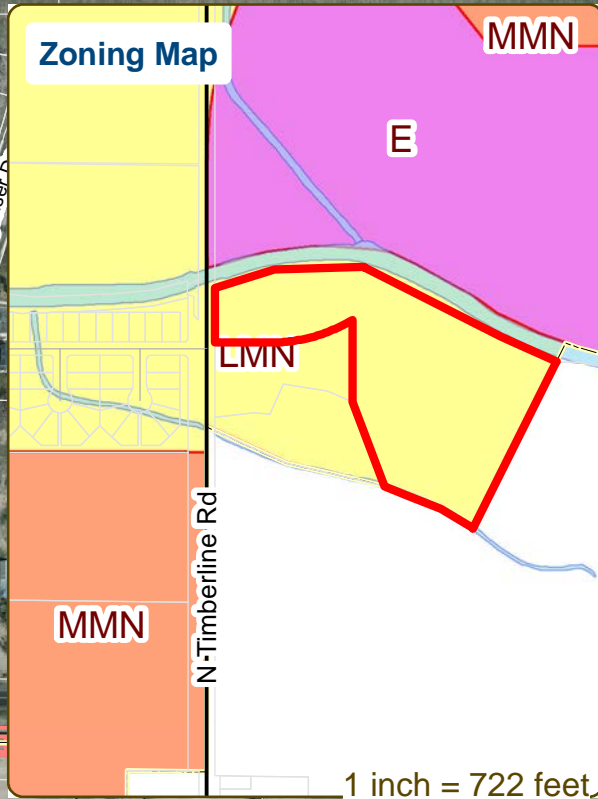
Vicinity Map



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) _____

Joe Ryk (Owner)

Business Name (if applicable) _____

Your Mailing Address 3618 Hansetooth Ct, Fort Collins, CO 80526

Phone Number 970-310-9790 **Email Address** jryk@thegroupinc.com

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

Outlot A, Dix Amended Plat (Liberty Farms)

Description of Proposal (attach additional sheets if necessary) _____

Divide into 8 small acreage lots

on cul-de-sac approx 1000 ft. Long

Proposed Use Residential Small Acreage **Existing Use** Pasture

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

Age of any Existing Structures No Structures

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

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

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

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

Increase in Impervious Area Approx 2 Acres = 87120 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:

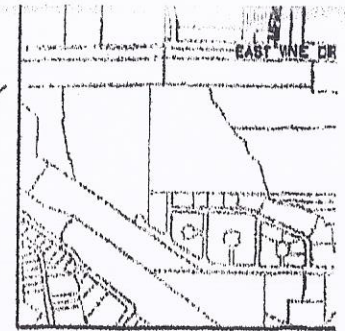
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility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

LOW DENSITY - MIXED
USE NEIGHBORHOOD
DISTRICT

EAST VINE DRIVE 7TH
ANNEXATION TO THE CITY OF
FORT COLLINS

R. & M. COMPANY
BOOK 2164 PAGE 154

ZONED LMN:
MEDIUM DENSITY - MIXED
USE NEIGHBORHOOD

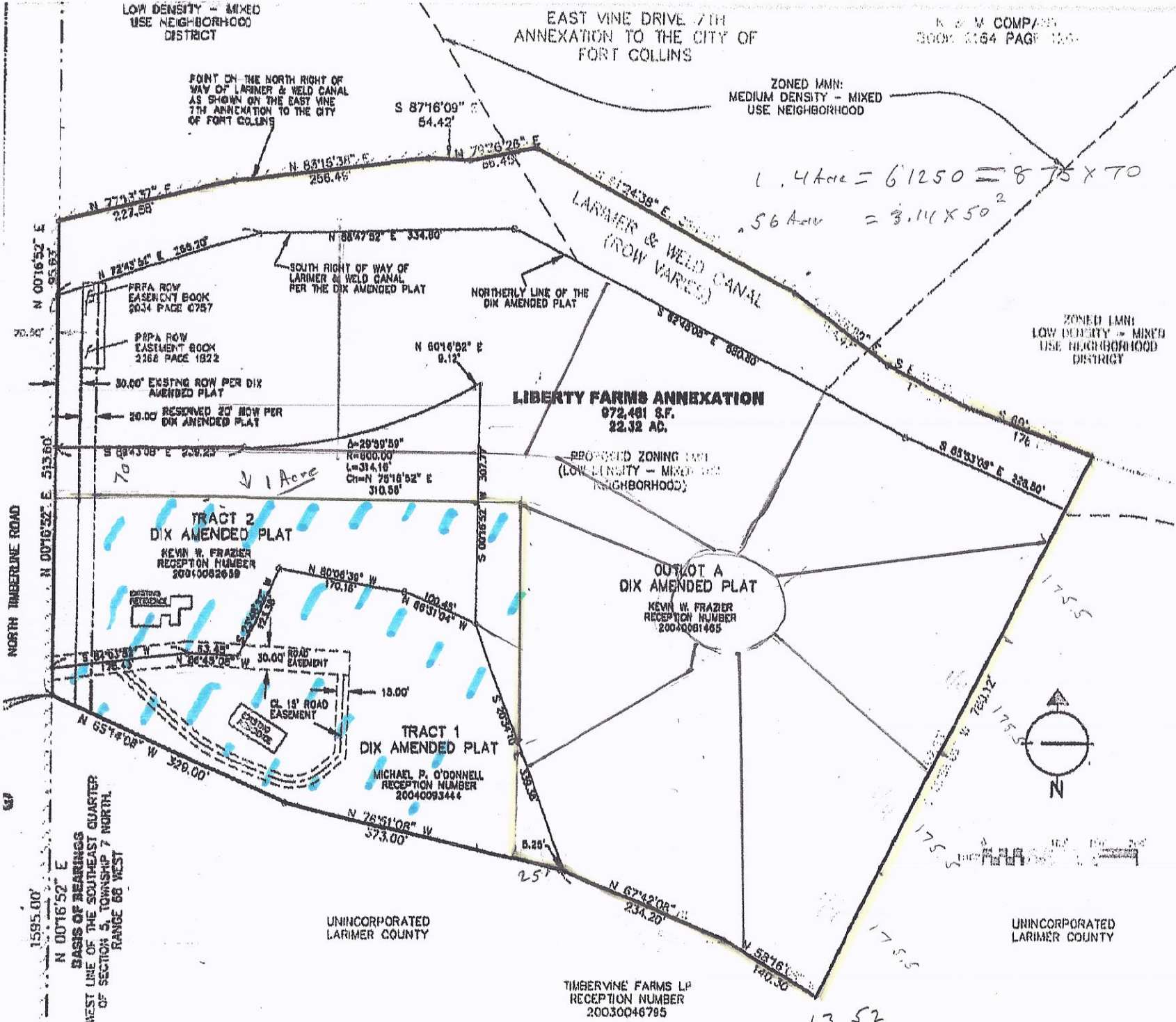


8

POINT ON THE NORTH RIGHT OF
WAY OF LARIMER & WELD CANAL
AS SHOWN ON THE EAST VINE
7TH ANNEXATION TO THE CITY
OF FORT COLLINS

S 87°16'09" E
54.42'

1.4 Acre = 61250 = 8 75 x 70
.56 Acre = 2.44 x 50²



LIBERTY FARMS ANNEXATION
072,481 S.F.
22.32 AC.

PROPOSED ZONING LINE
(LOW DENSITY - MIXED USE
NEIGHBORHOOD)

**OUTLOT A
DIX AMENDED PLAT**

KEVIN W. FRAZIER
RECEPTION NUMBER
20040081465

**TRACT 2
DIX AMENDED PLAT**

KEVIN W. FRAZIER
RECEPTION NUMBER
20040082659

**TRACT 1
DIX AMENDED PLAT**

MICHAEL P. O'DONNELL
RECEPTION NUMBER
20040093444

UNINCORPORATED
LARIMER COUNTY

UNINCORPORATED
LARIMER COUNTY

TIMBERVINE FARMS LP
RECEPTION NUMBER
20030046795

NORTH TIMBERLINE ROAD

67

1595.00'
N 00°16'52" E
BASIS OF BEARINGS
WEST LINE OF THE SOUTHEAST QUARTER
OF SECTION 5, TOWNSHIP 7 NORTH,
RANGE 68 WEST

POINT OF

SURVEYOR'S STATEMENT
I, DAVID L. SWANSON, A COLORADO
SURVEYOR, DO HEREBY CERTIFY THAT
IS A REASONABLY ACCURATE DEPICTION
DESCRIBED HEREON, AND TO THE EXT
ONE SIXTH (1/6) OF THE PERIPHERAL
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THE MAP WAS COMPILED USING EXIST
AND OTHER DOCUMENTS AND IS NOT
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DAVID L. SWANSON
COLORADO REGISTERED PROFESSIONAL

NOTICE: ACCORDING TO COLORADO L
ACTION BASED UPON ANY DEFECT ON
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BASED UPON ANY DEFECT IN THIS 30
YEARS FROM THE DATE OF SURVEY S

APPROVED:
THIS PLAT TO BE KNOWN AS LIBERTY
CITY OF FORT COLLINS, STATE OF CO.
AND ZONING BOARD OF THE PASSED .
A REGULAR MEETING OF THE CITY FOR
REGULAR MEETING HELD ON THE ____
2007.

SECRETARY OF THE PLANNING AND ZC

APPROVAL AS TO FORM

DIRECTOR OF ENGINEERING

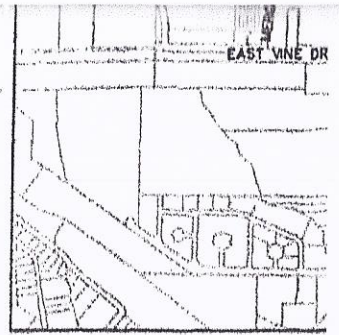
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LOW DENSITY - MIXED
USE NEIGHBORHOOD
DISTRICT

EAST VINE DRIVE 7TH
ANNEXATION TO THE CITY OF
FORT COLLINS

R. & M. COMPASS
BOOK 3164 PAGE 100



ZONED MMN:
MEDIUM DENSITY - MIXED
USE NEIGHBORHOOD

ZONED LMN:
LOW DENSITY - MIXED
USE NEIGHBORHOOD
DISTRICT

POINT ON THE NORTH RIGHT OF
WAY OF LARIMER & WELD CANAL
AS SHOWN ON THE EAST VINE
7TH ANNEXATION TO THE CITY
OF FORT COLLINS

S 87°16'09" E
54.42'

N 83°15'38" E
256.45'

N 78°26'26" E
55.45'

N 77°13'37" E
227.68'

N 72°43'52" E 286.20'

SOUTH RIGHT OF WAY OF
LARIMER & WELD CANAL
PER THE DIX AMENDED PLAT

NORTHERLY LINE OF THE
DIX AMENDED PLAT

LARIMER & WELD CANAL
(ROW VARIED)

N 00°16'52" E
95.63'

PRPA ROW
EASEMENT BOOK
2034 PAGE 0757

PRPA ROW
EASEMENT BOOK
3268 PAGE 1822

30.00' EXISTING ROW PER DIX
AMENDED PLAT

20.00' RESERVED 20' ROW PER
DIX AMENDED PLAT

N 60°16'52" E
9.12'

LIBERTY FARMS ANNEXATION
972,481 S.F.
22.32 AC.

PROPOSED ZONING MAP
(LOW DENSITY - MIXED USE
NEIGHBORHOOD)

D=29°39'59"
R=600.00'
L=314.10'
Ch=N 78°16'52" E
310.58'

TRACT 2
DIX AMENDED PLAT

KEVIN W. FRAZIER
RECEPTION NUMBER
20040062659

OUTLOT A
DIX AMENDED PLAT

KEVIN W. FRAZIER
RECEPTION NUMBER
20040061465

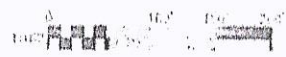
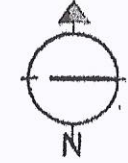
TRACT 1
DIX AMENDED PLAT

MICHAEL P. O'DONNELL
RECEPTION NUMBER
20040093444

NORTH TIMBERLINE ROAD

50'

1595.00'
N 00°16'52" E
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WEST LINE OF THE SOUTHEAST QUARTER
OF SECTION 5, TOWNSHIP 7 NORTH,
RANGE 66 WEST



UNINCORPORATED
LARIMER COUNTY

UNINCORPORATED
LARIMER COUNTY

TIMBERVINE FARMS LP
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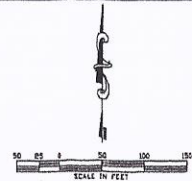
DIRECTOR OF ENGINEERING

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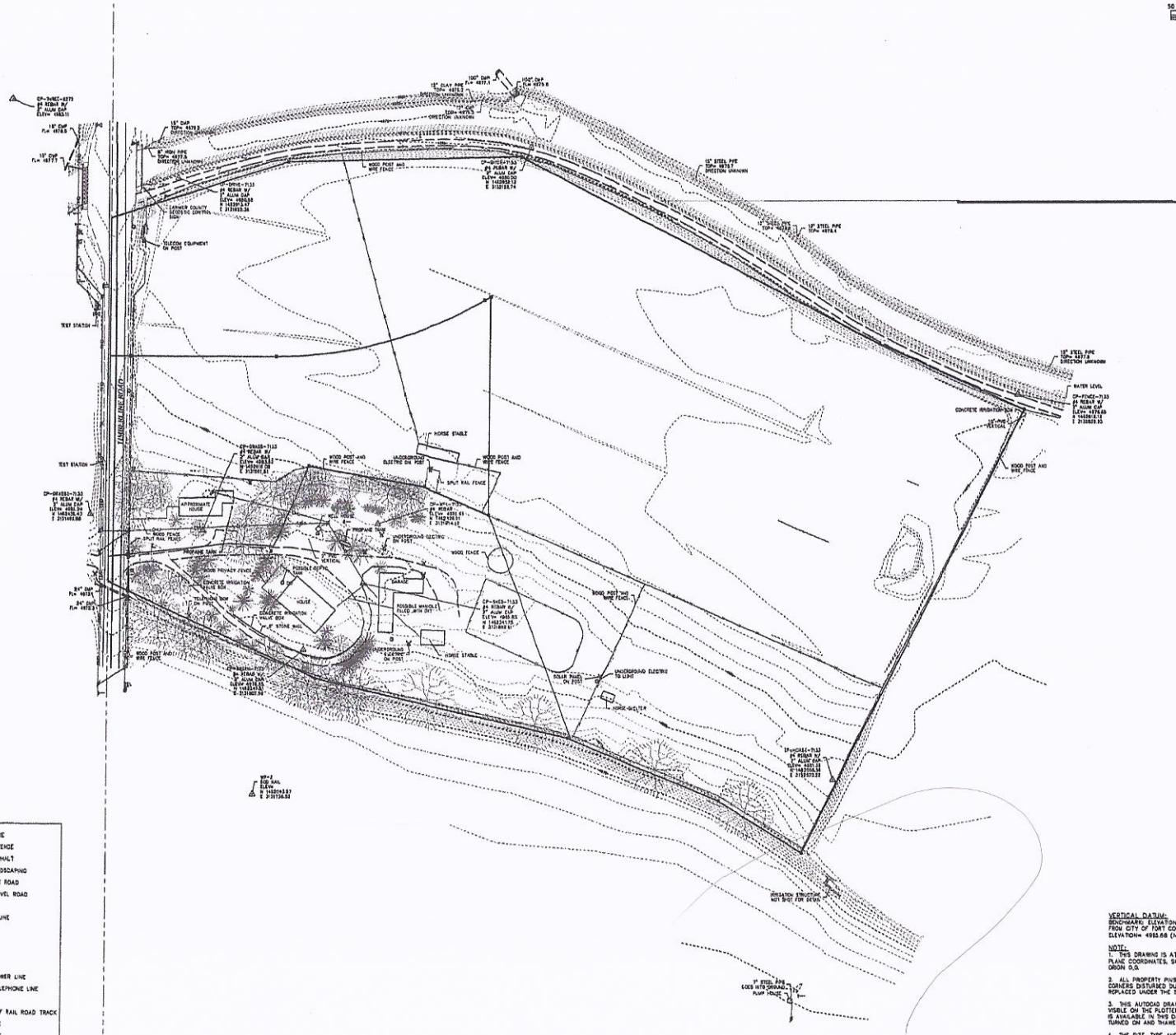
TOPOGRAPHIC SURVEY

LIBERTY FARMS

FORT COLLINS, COLORADO



DATE: 6/11/07
 FILE NAME: 2007133TOP
 SCALE: 1" = 50'
 DRAWN BY: RLW
 CHECKED BY: MA



LEGEND

SPOT	—CH—	CABLE TV LINE
WATER VALVE	—D—	CHAIN LINK FENCE
AR VALVE	—A—	EDGE OF ASPHALT
PINE TREE	—P—	EDGE OF LANDSCAPING
DECIDUOUS TREE	—D—	EDGE OF DIRT ROAD
DOG	—D—	EDGE OF GRAVEL ROAD
CLEAN OUT	—C—	ROWLINE
POWER POLE	—P—	FIBER OPTIC LINE
GRY WIRE	—G—	FENCE LINE
WOOD POST	—W—	GAS LINE
TELEPHONE PEDESTAL	—T—	GUARD RAIL
ELECTRIC PEDESTAL	—E—	WATER LINE
WATER METER	—M—	OVERHEAD POWER LINE
WATER MARKER	—M—	OVERHEAD TELEPHONE LINE
TELEPHONE MARKER	—M—	MFE
ELECTRIC MARKER	—M—	CENTRALISE OF RAIL ROAD TRACK
LIGHT POLE	—L—	UNIDENTIFIED LINE
CONTROL POINT	—C—	BRAINISE LINE
FOUND PIN	—F—	UNDERGROUND POWER LINE
NOS CONTROL	—N—	UNDERGROUND TELEPHONE LINE
	—487—	ONE FOOT CONTOUR
	—483—	5 FOOT CONTOUR

VERTICAL DATUM:
 BENCHMARK ELEVATIONS SHOWN ARE BASED ON AN ELEVATION TAKEN FROM CITY OF FORT COLLINS BENCHMARK 24-1 (ELEVATION= 4983.88 (NAD83 UNADJUSTED))

NOTE:

- THIS DRAWING IS AT UNIFIED STATE PLANE. TO REDUCE TO STATE PLANE COORDINATES, SCALE AT 0.9997332 (1.0022667) ABOUT THE GROUND.
- ALL PROPERTY PINS, INTERSECTION MONUMENTS, AND SECTION CORNERS DESTROYED DURING CONSTRUCTION MUST BE REPLACED AND REPLACED UNDER THE SUPERVISION OF A LICENSED SURVEYOR.
- THIS AUTOCAD DRAWING CONTAINS INFORMATION THAT IS NOT VISIBLE ON THE PLOTTED COPY. TO OBTAIN ALL THE INFORMATION THAT IS AVAILABLE IN THIS DRAWING, ALL THE AUTOCAD LAYERS MUST BE TUNED ON AND THAWED.
- THE SIZE, TYPE AND LOCATION OF ALL KNOWN UNDERGROUND UTILITIES ARE APPROXIMATE WHEN SHOWN ON THESE DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXISTENCE OF ALL UNDERGROUND UTILITIES IN THE AREA OF THE WORK BEFORE COMMENCING NEW CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL BE RESPONSIBLE FOR ALL UNKNOWN UNDERGROUND UTILITIES.
- ALL PROJECT CONTROL POINTS LISTED HEREON AS PROVIDED AS A COURTESY. IT IS THE RESPONSIBILITY OF THE RECORD TO VERIFY THE ACCURACY OF THE COORDINATES AND ELEVATIONS SHOWN HERE TO USE FOR ANY PURPOSES.

KING SURVEYORS, INC.
 650 Garden Drive | Windsor, Colorado 80550
 phone: (970) 686-2011 | fax: (970) 686-5821



DATE	DESCRIPTION

TOPOGRAPHIC SURVEY
 LIBERTY FARMS
 NEWLY PLACED

PROJECT # 2007133

1

SHEET 1 OF 1



July 07, 2014

Joe Ryk
3618 Horsetooth Court
Fort Collins, CO 80526

Re: Liberty Farms - Single-Family Homes

Description of project: This is a request to subdivide a vacant portion of the Liberty Farms annex into 8 single-family lots (Parcel #8705407001). The proposal calls for the 8 lots to be situated around a cul-de-sac. The parcel is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. This project will be subject to Administrative (Type I) review. The applicant is requesting a down zoning to accomodate large lots.

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, Pete Wray, at 970-221-6754 or pwray@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Peter Barnes, 970-416-2355, pbarnes@fcgov.com

1. The proposed density is far less than the minimum density required. A minimum density of 3 dwelling units per net acre is required.

Department: Water-Wastewater Engineering

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

1. Water and wastewater services in this area are provided by the ELCO Water District (493-2044) and the Boxelder Sanitation District (498-0604).

Department: Stormwater Engineering

Contact: Glen Schlueter, 970-224-6065, 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 and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or jschlam@fcgov.com.

2. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate with the 2 year historic release rate. In the Dry Creek basin the two year historic release rate is 0.2 cfs/acre. The previously approved project on this site proposed temporary onsite retention at 2 times the volume of the 100 year storm. The water was then to be pumped into the Larimer & Weld Canal so that there was no water standing more for than 72 hours in the 100 year event. This proposal would have less volume to retain/detain since it appears to have less impervious area. However the use of a pump and temporary retention are both variances. Since this project has expired those variances would have to be requested and approved by the Manager of Water Engineering and Field Services in a formal request. We can no longer approve variances by simply documentation in the report. Also pumping variances now have more requirements as far as back up pumps and power requirements. I suggest the design engineer read that section of the design criteria and contact us with his proposal.

3. The Larimer & Weld Canal will have to approve the project and specifically have an agreement to discharge into the canal. The contacts are:

WINDSOR RESERVOIR AND CANAL COMPANY Poudre Valley Canal, Annex 8, No 8,
Elder Reservoir, Douglas Reservoir, Cobb Lake, Eaton Ditch (Larimer-Weld Canal)
Bill Johnston, Superintendent 222-0090 (Cell)

Eaton Office number

Butch Sommermeyer 498-9900 (Dow Law Firm)
mayosomm@q.com
Russ Leffler, President 1-(970) 454-3377

4. 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 - 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.
5. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
6. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the

design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

7. The design of this site must conform to the drainage basin design of the Dry Creek Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

Department: Historical Preservation

Contact: Karen McWilliams, 970-224-6078, kmcwilliams@fcgov.com

1. If the property contains any buildings or structures 50 years old or older, the project would need to be reviewed for compliance with LUC Section 3.4.7, and if appropriate, the demolition/alteration review process. If so, please contact Historic Preservation staff for submittal information.

Department: Fire Authority

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

1. FIRE LANES

IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of all buildings, as measured by an approved route around the exterior of the building. When fire lanes cannot be provided, the fire code official is authorized to increase the dimension of 150 feet if the building is equipped throughout with an approved, automatic fire-sprinkler system. Fire lane specifications shall apply.

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.

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. DEAD-END FIRE LANES

The proposed dead-end access road appears to exceed 660' and as such, a second point of access will be required. More detailed information will be required from the applicant. Should a second point of access not be feasible, all homes will be required to have a residential fire sprinkler system.

FCLUC 3.6.2(B)2006; IFC 503.2.5 and Appendix D: Dead-end fire apparatus access roads cannot exceed 660 feet in length. Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.

3. CUL-DE-SACS

FCLUC 3.6.2(B): Cul-de-sacs are permitted only if they do not exceed 660 feet in length and have a turnaround at the end with a minimum outside turning radius of 50 feet (100 foot diameter).

4. WATER SUPPLY

Fire hydrants must be the type approved by the water district having jurisdiction and the Fire Department. Hydrant spacing and flow must meet minimum requirements based on type of occupancy.

IFC 508.1 and Appendix B: RESIDENTIAL REQUIREMENTS: Within the Urban Growth Area, hydrants to provide 1,000 gpm at 20 psi residual pressure, spaced not further than 400 feet to the building, on 800-foot centers thereafter.

5. PREMISE IDENTIFICATION

IFC 505.1: New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.

Department: Environmental Planning

Contact: Lindsay Ex, 970-224-6143, lex@fcgov.com

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (Larimer and Weld Canal). Please note the buffer zone standard of 50' for this feature, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process.

Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal.

2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to 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.
4. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
5. Please be aware, the creation or enforcement of covenants that prohibit or limit xeriscape or drought-tolerant landscapes, or that require primarily turf-grass are prohibited by both the State of Colorado and the City of Fort Collins.

Department: Electric Engineering

Contact: Jim Spaulding, 970-416-2772, jspaulding@fcgov.com

1. Electric development and system charges will apply. Please go to <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees/electric-development-fee-estimator> to estimate development fees for residential neighborhood. For this development, coordination between water and electric needs to be prioritized to ensure adequate room for

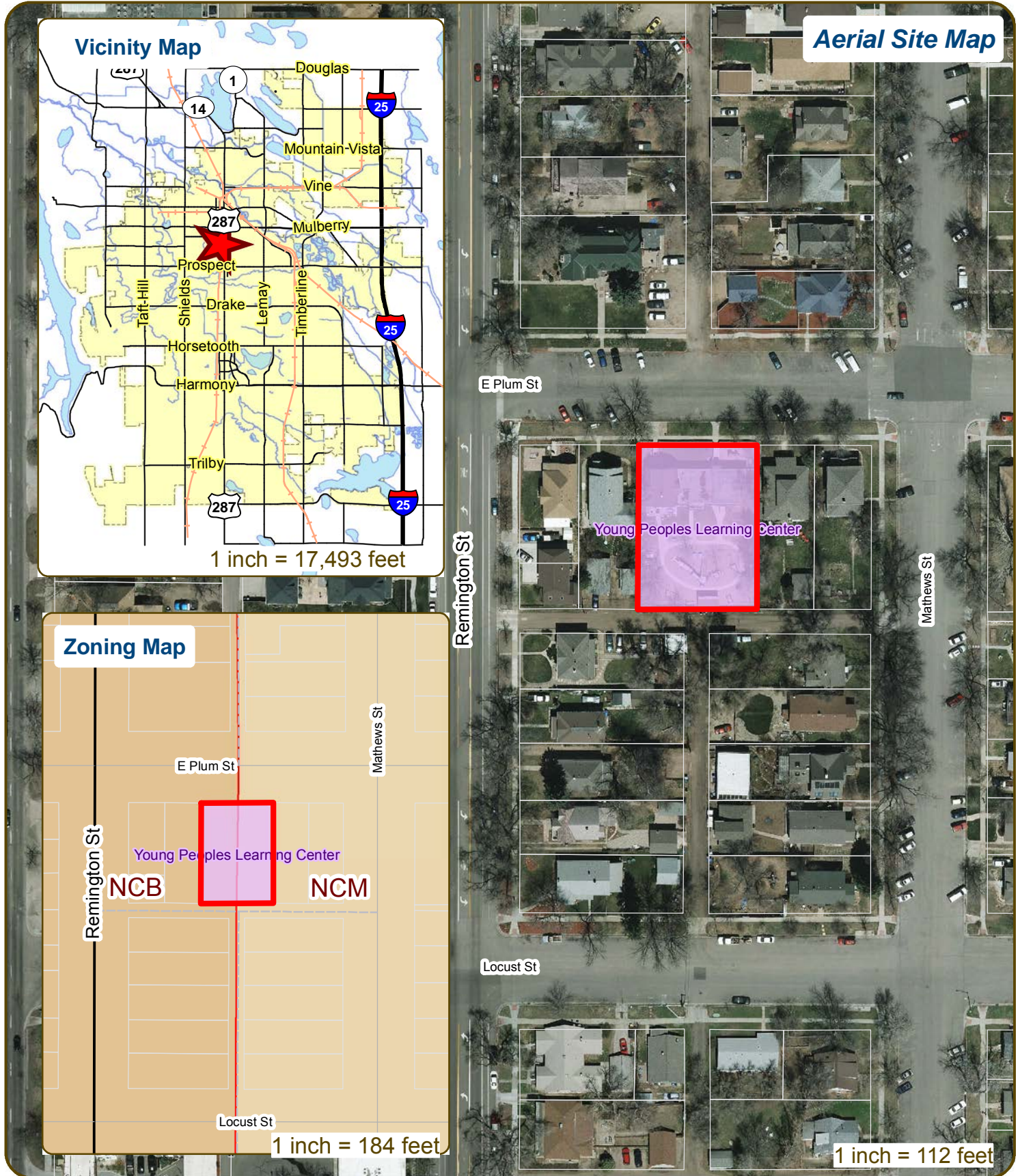
assets are realized. Also, streetlight clearances between tree canopies should be 40' for large shade trees and 15' for smaller ornamental trees. Please coordinate with Light & Power for streetlight layout. If you have any questions please call Electrical Engineering at (970) 221-6700.

Planning Services

Contact: Pete Wray, 970-221-6754, pwray@fcgov.com

1. CR application lacking sufficient detail to provide thorough staff review comments.
2. Mountain Vista Subarea Plan shows future LMN land use designation east and south of this site. Staff will not support a down zoning necessary to accomplish the submitted conceptual site plan. A future street stub-out connection will need to be provided to allow for neighborhood connectivity. The driveway connection to Timberline Road should be aligned with the street connection across to the west that is part of the Waterfield project.
3. The proposed subdivision will need to comply with the Low Density Mixed-use Neighborhoods standards including but not limited to minimum density, lot size etc.
4. TRAFFIC OPERATIONS: The anticipated change in traffic volume is not expected to rise to the threshold of needing a standard TIS. However because the development will impact the intersection of Timberline and Vine Drive, please contact Martina Wilkinson in Traffic Operations (221-6887) to discuss what level of analysis and documentation (likely a memo or variance request) is needed for this location with operational difficulties.
5. 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.
6. 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.
7. 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>.
8. 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.
9. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.
10. 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.
11. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

209 Plum St. Young Peoples Learning Academy 2nd Story Expansion



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. 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)

Heather Griffith, Executive Director, email: info@youngpeopleslc.com, cell: (970) 691-0487

Dennis Griffith, Owner, email: djaha1@aol.com, cell: (970) 566-0058

Cynthia Reffler, Builder (CJR Homes), email: cynthia@cjr-homes.com, cell: (970) 215-6118

Business Name (if applicable): Young Peoples Learning Center

Your Mailing Address 209 E. Plum Street

Phone Number (970) 482-1212 **Email Address** info@youngpeopleslc.com

Site Address or Description (parcel # if no address) 209 E. Plum Street, Fort Collins CO 80524

Description of Proposal (attach additional sheets if necessary) We are remodeling our preschool building this year. One of the changes we feel needs to be made is adding a second story to the one story level of our building. It is best-practice for child care centers to provide behavioral and medical screenings for children as well as to provide support for parents and families. Having providers that perform these services on site is essential for us to provide the level of quality care we would like. In addition, the energy efficiency of our building, the overall appearance of the structure and our ability to maintain as a business will be greatly improved by this change.

Proposed Use Office space for child speech and language services, behavioral interventionists, family therapists and occupational therapists.

Existing Use This part of the building does not exist, the rest of the building is a preschool and child care center. These services currently come into our building and utilize our office and teacher spaces.

Total Building Square Footage 5,000 S.F.

Number of Stories Building currently has a partial 2nd story

Lot Dimensions 50 X 150

Age of any Existing Structures 104 years

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

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

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

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

Increase in Impervious Area None

(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

Front of Building



Back of Building

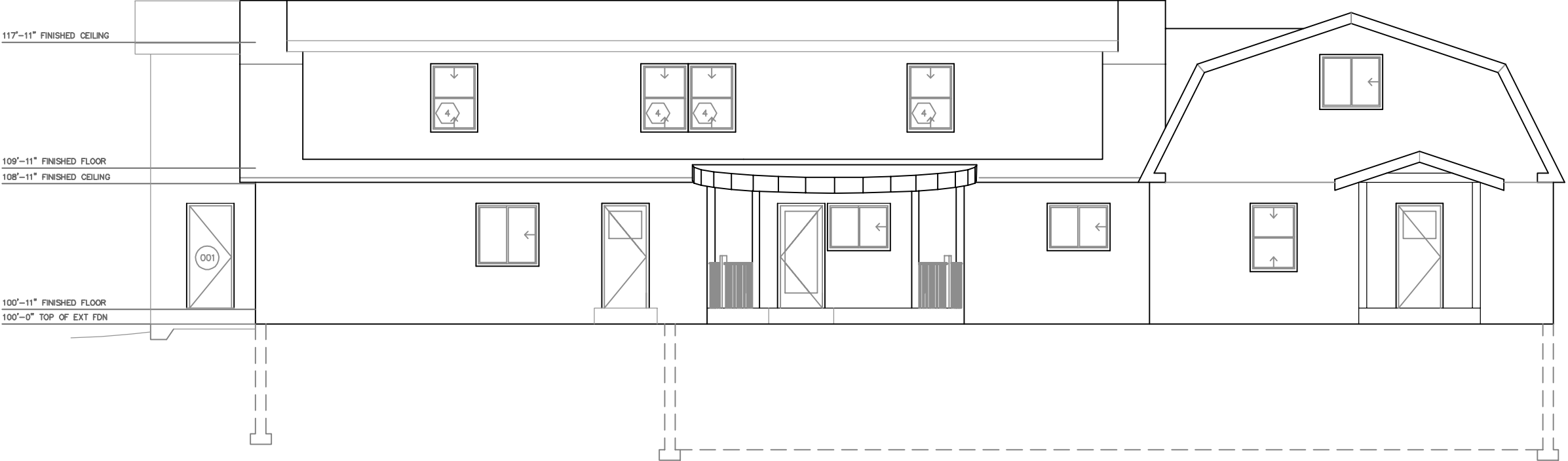


Sides of Building



FIELD VERIFY ALL MEASUREMENTS

Exterior finish:
cover existing brick and CMU walls
with 2" R14 Polyiso foam
with Hard Coat Stucco typ



General Notes



Exterior cladding:
Hardibacker lap siding.
Reveal to match existing
Roof: composite 30year
shingle
with continuous ridge
vent.
Drought tolerant
landscape with irrigation
system

No.	Revision/Issue	Date

Firm Name and Address
Cynthia Reffler
CJR Homes, LLC
124 Fishback Avenue
Fort Collins, CO 80521
(970)490-2962 Office
(970)215-6118 Mobile

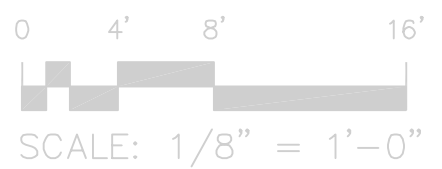
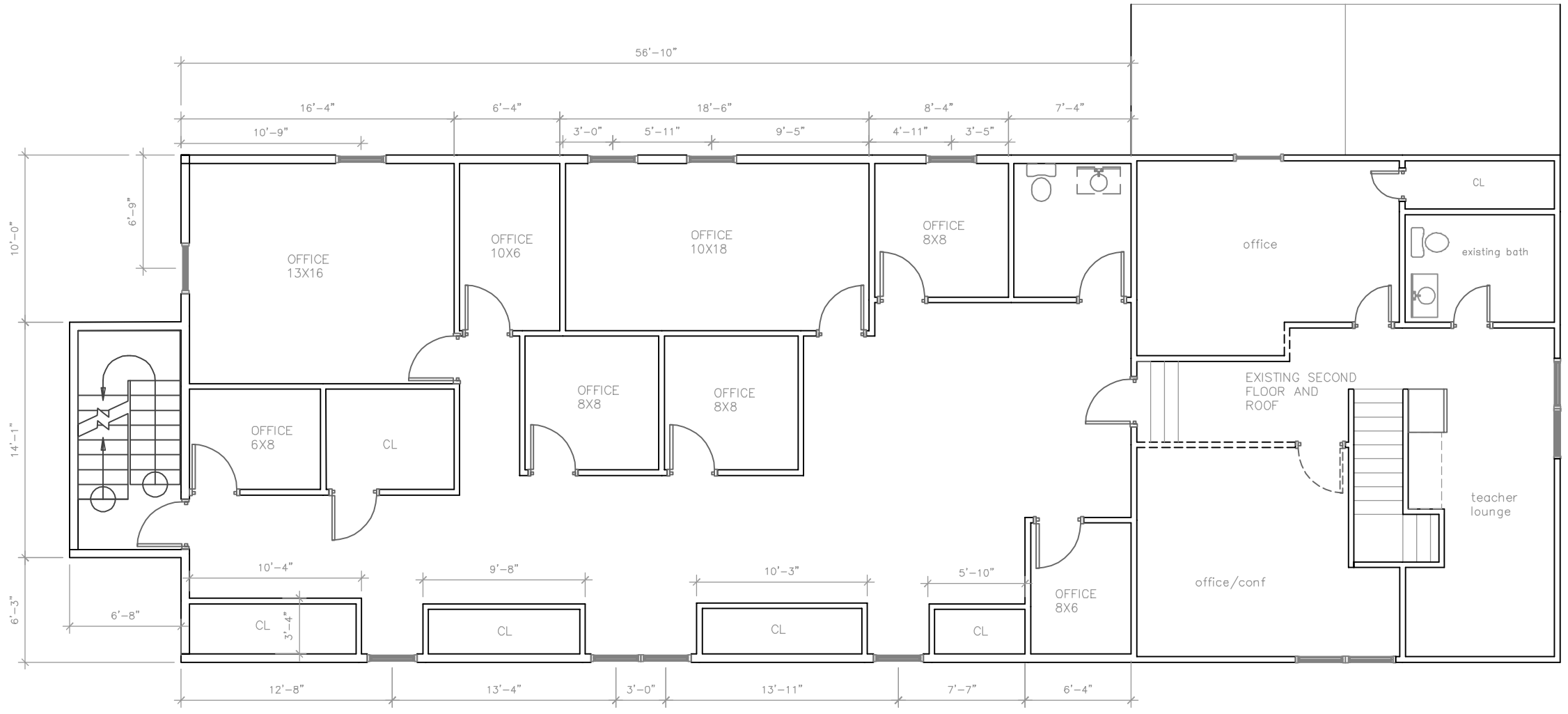
Project Name and Address
Young Peoples Learning
Center
209 Plum Street
Fort Collins, CO 80524

Project FRONT ELEVATION	Sheet A5
Date May 12, 2014	
Scale On Drawing	

FRONT-ELEVATION

SCALE: 1/8"=1'-0"

FIELD VERIFY ALL MEASUREMENTS



SECOND-FLOOR-PLAN
SCALE: 1/8"=1'-0"

General Notes



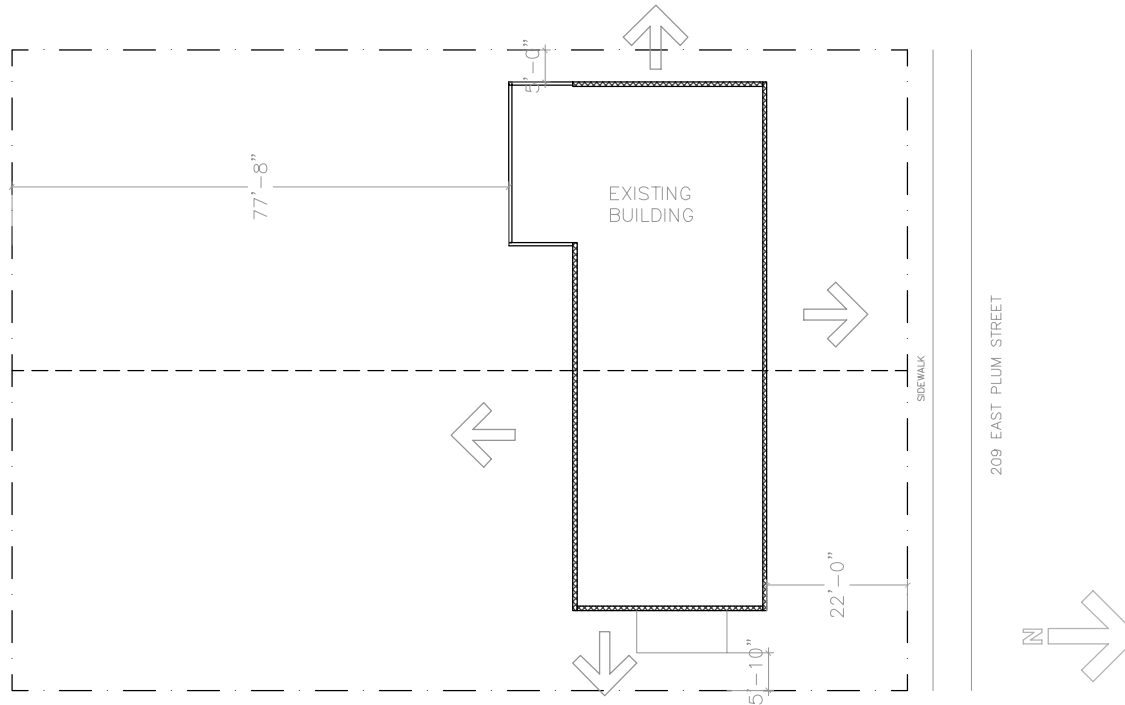
No.	Revision/Issue	Date

Firm Name and Address
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 CJR Homes, LLC
 124 Fishback Avenue
 Fort Collins, CO 80521
 (970)490-2962 Office
 (970)215-6118 Mobile

Project Name and Address
 Young Peoples Learning
 Center
 209 Plum Street
 Fort Collins, CO 80524

Project SECOND FLOORPLAN	Sheet A4
Date May 12, 2014	
Scale On Drawing	

New Roof space:
250 sf



LEGAL DESCRIPTION:
LOTS 8 & 9, BLK 138, FTC

SITE-PLAN

SCALE: 1"=20'-0"

General Notes



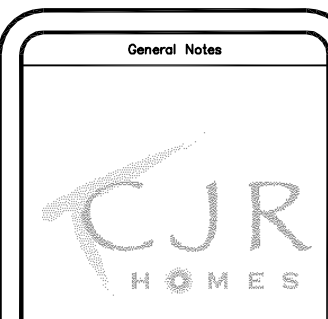
No.	Revision/Issue	Date

File Name and Address
 Cynthia Reffler
 CJR Homes, LLC
 124 Fishback Avenue
 Fort Collins, CO 80521
 (970)490-2962 Office
 (970)215-6118 Mobile

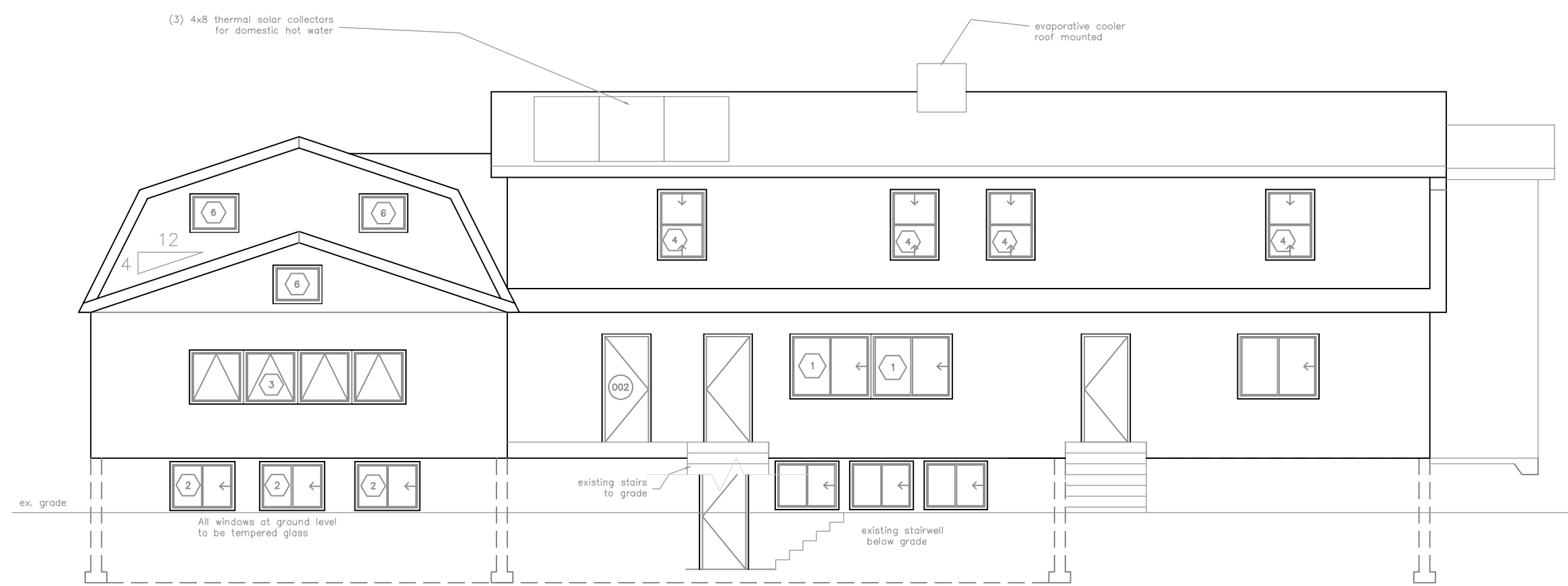
Project Name and Address
 Young Peoples Learning
 Center
 209 Plum Street
 Fort Collins, CO 80524

Project	Sheet
SITE PLAN	SITE
Date	
Scale	

January 23, 2014
 On Drawing



General Notes



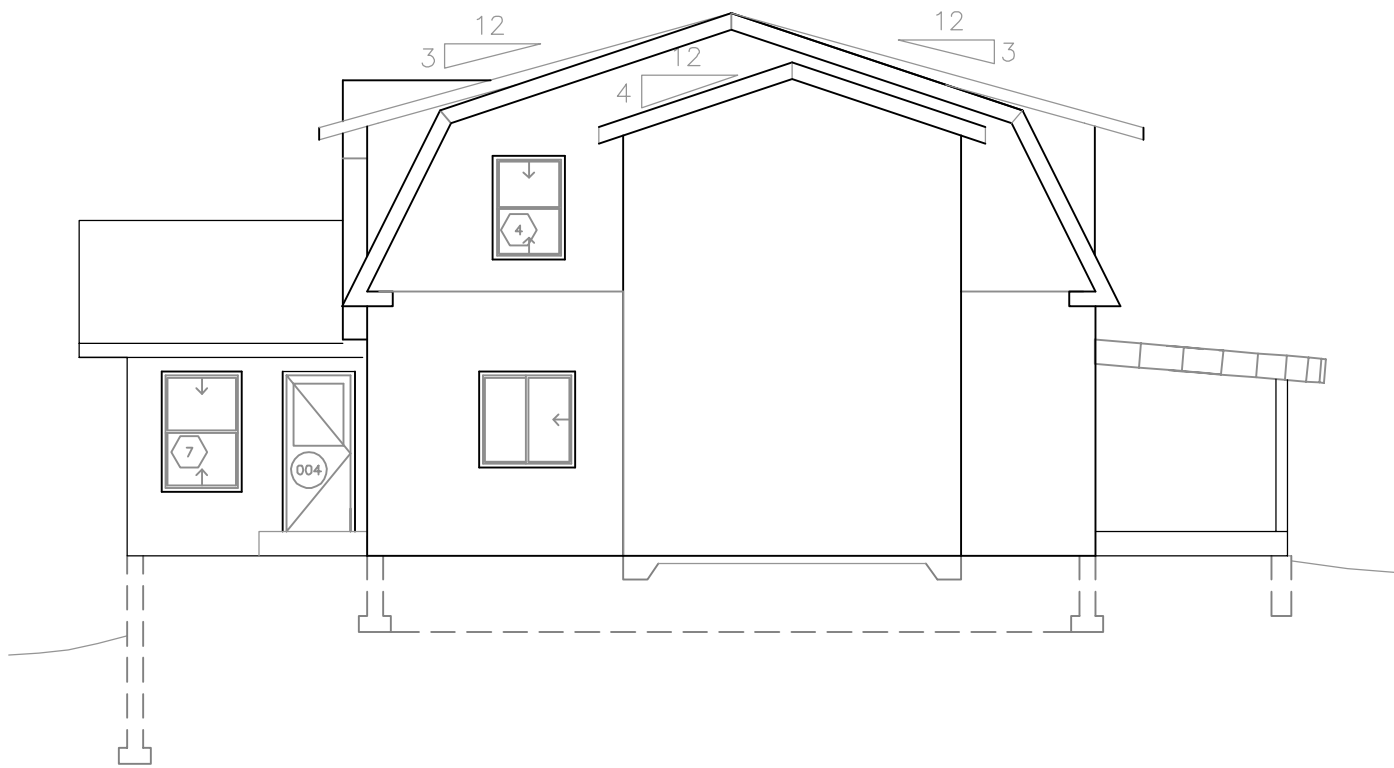
No.	Revision/Issue	Date

Firm Name and Address
 Cynthia Reffler
 CJR Homes, LLC
 124 Fishback Avenue
 Fort Collins, CO 80521
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Project Name and Address
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 209 Plum Street
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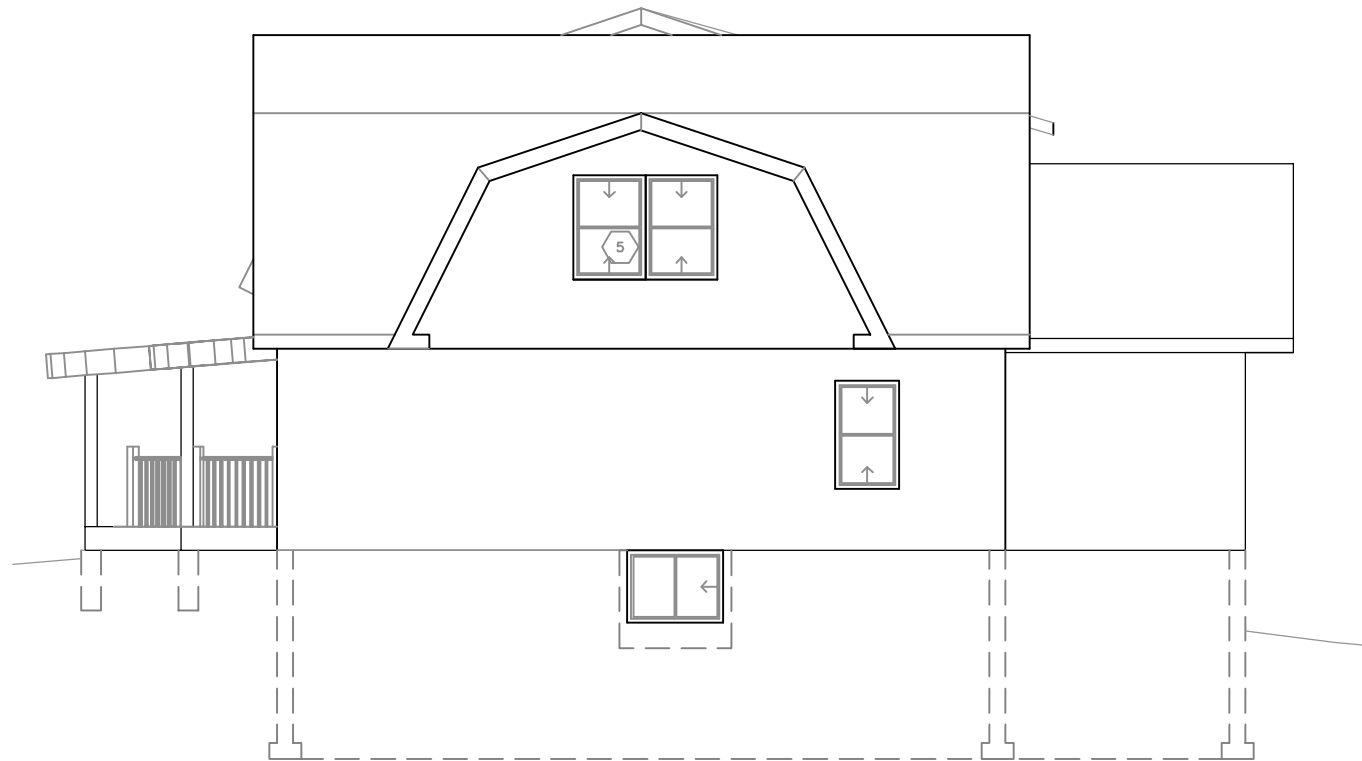
Project SOUTH ELEVATION	Sheet A6
Date May 12, 2014	
Scale On Drawing	

SOUTH-ELEVATION
 SCALE: 1/8"=1'-0"



EAST-ELEVATION

SCALE: 1/8"=1'-0"



WEST-ELEVATION

SCALE: 1/8"=1'-0"

General Notes



No.	Revision/Issue	Date

Firm Name and Address
 Cynthia Reffler
 CJR Homes, LLC
 124 Fishback Avenue
 Fort Collins, CO 80521
 (970)490-2962 Office
 (970)215-6118 Mobile

Project Name and Address
 Young Peoples Learning
 Center
 209 Plum Street
 Fort Collins, CO 80524

Project SIDE ELEVATION	Sheet A7
Date May 12, 2014	
Scale On Drawing	



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

July 07, 2014

Heather Griffith
Young Peoples Learning Center
209 E. Plum St.
Fort Collins, CO 80524

Re: 209 Plum St. - Young Peoples Learning Center Expansion

Description of project: This is a request to expand the 2nd story of the Young Peoples Learning Center on 209 E. Plum Street (Parcel #9713221009). The proposed addition would add approximately 1700 square feet of office space to the second story of the building. The parcel is located in both the Neighborhood Conservation - Medium Density (NCM) zone district and the Neighborhood Conservation - Buffer (NCB) zone district. This project will be subject to Planning & Zoning Board (Type II) 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, Rebecca Everette, at 970-416-2625 or reverette@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Peter Barnes, 970-416-2355, pbarnes@fcgov.com

1. The east half of the property is NCM and the west half is zoned NCB. The office use does not appear to be an accessory use. As a principal use, it is allowed in the NCB zone as a Type 2 review because of the addition. The use is not allowed as a principal use in the NCM zone, and therefore an Addition of Permitted Use process would be required as a Type 2 review.
2. Show the outdoor play area on the site plan (location, dimensions, height and type of fence).
3. Is there any parking currently provided on the property? If so, please show and dimension the parking area on the site plan. If there isn't any parking on the lot, where do employees/parents park?
4. The Planning Department comments cover other issues and regulations.

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers in the area include a 6-inch water main in Remington, a 4-inch water main in Mathews and an 8-inch north/south sewer that crosses 209 Plum (under the existing building).
2. The water service to the existing building comes from a ¾-inch line extending from Mathews.
3. If a fire sprinkler system is needed, schedule a meeting to discuss in more detail as there is currently no water main in Plum at this location.
4. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
5. If a larger water service is needed, development fees and water rights will be due at building permit. Credit will be given for the existing service.

Department: Stormwater Engineering

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

1. It doesn't appear that this project will change the impervious area so there is no increase in impervious area that will need to be detained. However there may be simple things that can be done to treat the runoff from the site. Please contact Basil Hamdan, the Water Quality Coordinator at 224-6035 to discuss what may be required.

Department: Historical Preservation

Contact: Karen McWilliams, 970-224-6078, kmcwilliams@fcgov.com

1. LUC Section 3.4.7 has been met. The building at 209 East Plum was evaluated for its eligibility as a Fort Collins landmark and was determined to not be individually eligible. While the property is located within the Laurel School National Register District, it is likely a non-contributing building due to previous alterations. Further, the proposed second level addition should not have a significant adverse effect on the adjacent properties or on the District as a whole.

Department: Fire Authority

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

1. DEVELOPMENT REVIEW
As there are no footprint changes proposed and no alterations affecting general building layout, there are no fire department comments relative to access and water supply. However, other comments relative to day care occupancies, including exiting requirements fire alarm systems, and occupancy loads, etc. may be applicable at time of building permit.
2. FIRE CONTAINMENT
Buildings exceeding 5000 square feet shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation.
3. PREMISE IDENTIFICATION
IFC 505.1: New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.

Department: Environmental Planning

Contact: Lindsay Ex, 970-224-6143, 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. If any of the trees on the site may be impacted and 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: Sheri Langenberger, 970-221-6573, slangenberger@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Martina Wilkinson (221-6887) 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. There will likely be no easements or right-of-way needed.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
9. The alley adjacent to this site is not paved or improved. The City code currently identifies that a property is responsible for the improving the adjacent roadways at such time a property develops or redevelops.
10. Fences are to be placed a minimum of 2 feet from the edge of a sidewalk or at the property line whichever is greater. It looks like the fenced area doesn't meet this requirement.

Department: Electric Engineering

Contact: Jim Spaulding, 970-416-2772, jspaulding@fcgov.com

1. System modification charges may apply. If an upgrade to electric service is required, electric development charges will apply. If you have any questions please call Electrical Engineering at (970) 221-6700.

Planning Services

Contact: Rebecca Everette, 970-416-2625, reverette@fcgov.com

1. USE: Based on conversations at the conceptual review meeting on 6/16/14, it appears that the rented office/medical space would be a second, primary use in the building, rather than accessory to the existing child care use, as it would likely generate clientele and visits to the site in addition to the children/families currently served by the child care center. While the lot is divided between the NCB and NCM zones, the majority of the 2nd story addition would be located in the NCM zone, which does not include medical/office as a permitted use. As such, the 2nd story addition would be considered as an Addition of a Permitted Use (APU) in the NCM district (see LUC Section 1.3.4). Two neighborhood meetings are required based on the latest APU revisions to the LUC.
2. LOT DIMENSIONS: The Conceptual Review Application notes that the lot dimensions are 50x150. However, the County Assessor's office lists the property as 14,000 square feet in size. Please clarify the square footage of the lot, as it will affect the allowable floor area per LUC Section 4.8(D)(2).
3. BUILDING HEIGHT: What is the overall building height on the east side (with the addition)? If the building is taller than 18 feet, the second story wall may need to be stepped back per Section 4.8(E)(4). Measuring building height is defined in Section 3.8.17(A).
4. FRONT FACADE CHARACTER: This design appears to meet the front facade character standards in Section 4.8(F)(1)(h). Please confirm that the front porch element is at least 6 feet in depth and 8 feet in length.
5. BUILDING COMPATIBILITY: Ensure the project meets the building compatibility standards in Section 3.5.1.
6. CHILD CARE STANDARDS: Will the addition allow for an increase in the number of children accommodated by the child care center? If so, the standards in Section 3.8.4 must continue to be met.
7. PARKING: No off-street parking is currently provided. How many employees does the center currently have, and how many new employees would the addition bring? Section 3.2.2(K)(1)(h) specifies that child care centers provide a minimum of 2 off-street parking spaces per 3 employees or 1 parking space per 1,000 square feet of floor area, whichever is greater.
8. BICYCLE PARKING: Per section 3.2.2(C)(4), child care centers have a minimum bicycle parking requirement based on the square footage of 1/3,000 square feet, minimum of 4 spaces. All of these spaces could be fixed bicycle racks.
9. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards and Article 4 Districts. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
10. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
11. Please see the 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.
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.
15. TRAFFIC OPERATIONS: This proposal is likely to have very limited change in traffic volumes. Based on that, the traffic impact 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.
16. TRAFFIC OPERATIONS: Note that the proposal may generate some questions regarding parking and whether this change will impact street parking in the area.
17. 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.
18. 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.
19. 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>.
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23. 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

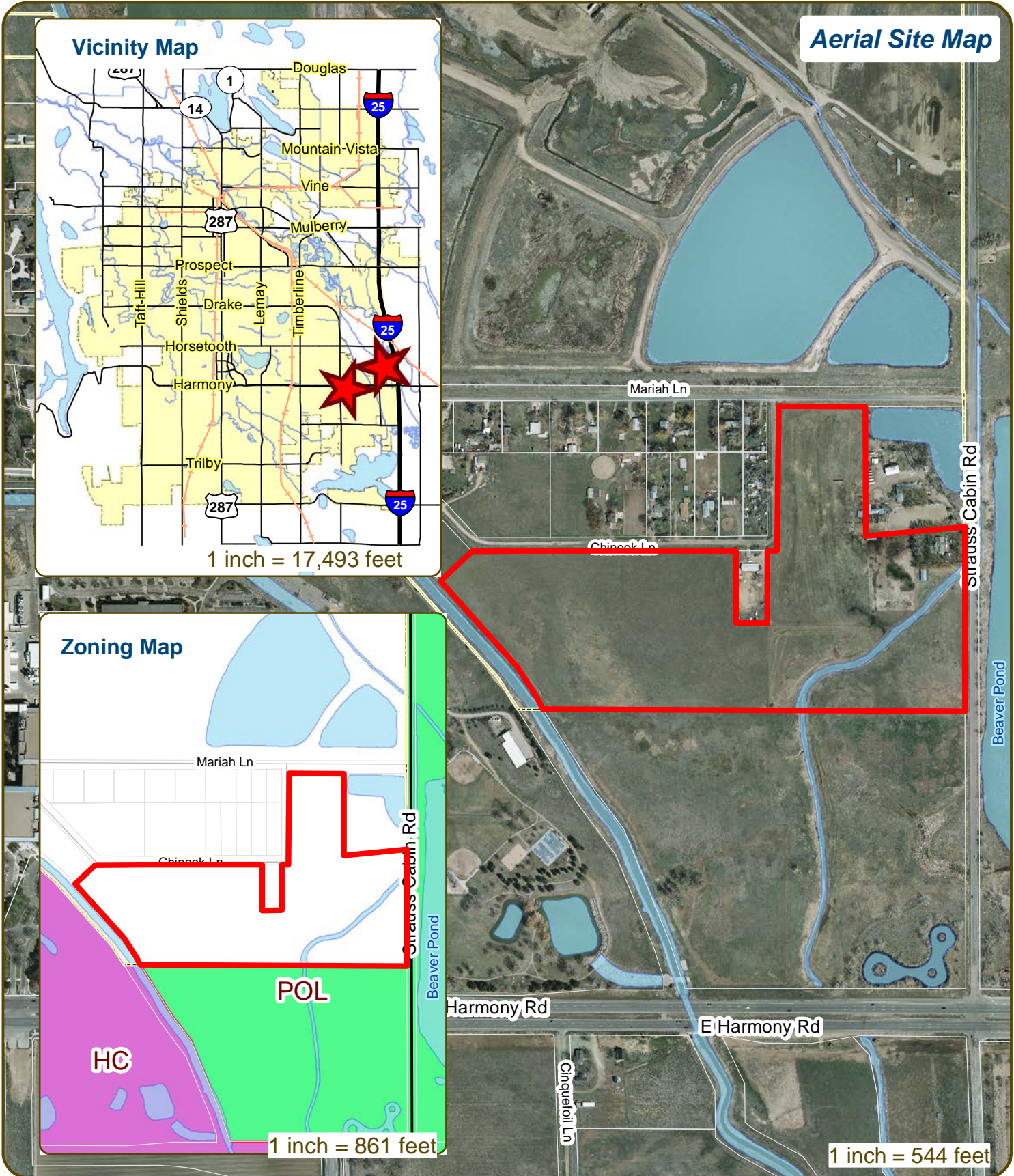
Energy Code Use

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

4205 Strauss Cabin Rd. Annexation & Reception Center



Aerial Site Map

Vicinity Map

1 inch = 17,493 feet

Zoning Map

1 inch = 861 feet

1 inch = 544 feet

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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) _____

Steve and Sue Kimball

Business Name (if applicable) _____

Your Mailing Address 3247 S. Kendall St, Denver CO 80227

Phone Number 303-980-9040 Email Address suekimball1@msn.com

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

4205 Strauss Cabin Rd

Description of Proposal (attach additional sheets if necessary) _____

See attached

Proposed Use See attached Existing Use _____

Total Building Square Footage _____ S.F. Number of Stories 2 Lot Dimensions _____

Age of any Existing Structures home 94 yold

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 See attached 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?

Kimball Venue

Steve and Sue Kimball 303-980-9040

Proposed site: 4205 Strauss Cabin Rd, Fort Collins

Proposed plan:

1. Move into the existing home.
2. Build on the Southern and Southwest area of the land.
3. We have plans drawn, but may scale back of the building size depending on costs. TBD
4. Venue will be a special event venue (weddings/receptions, parties, gatherings)

Questions we have:

1. What are the steps to get the land annexed into Fort Collins including time frame and costs.
2. Do we need to separate the land so we can continue to live in the house even after the venue is built?
3. What needs to be done to the land to build the structure?

Water, Gas, Sewer, Electricity, Road improvements, etc?

4. We plan to have a parking lot. What are your requirements? Pavement, lights, handicapped spaces?
5. Do you have height and set back restrictions?
6. There is a small neighborhood on the Northwest corner of the property.

Are there any guidelines/restrictions concerning this area?

Poudre River Floodplain Map - Proposed Regulations Information



Selected Parcel Boundary

High Flood Risk

Current 0.5 foot Floodway

Flood Fringe

There is at least a 1% annual chance these areas will be flooded.

Moderate Flood Risk

Areas of Poudre River 500-year Floodplain

Areas of Poudre River floodplain (sheet flow) with average depths less than 1 foot.

Low Flood Risk

Areas outside of mapped 100-year and 500-year Floodplains. Local drainage problems may still exist.



Regulation Option 2 & 3

All floodplain boundaries are approximate. This map only shows the Poudre River floodplain and does not show floodplains from basins other than the Poudre River.

Property Address	4205 Strauss Cabin Rd
Parcel Number	8733400003
Parcel Area in Acres	34.869
Acres in 0.5 Foot Floodway	0
Acres in Flood Fringe	17.287
Total Acres in 100-Year Floodplain	17.287

This information is based on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and the City of Fort Collins Master Drainageway Plans. This letter does not imply that the referenced property will or will not be free from flooding or damage. A property not in the Special Flood Hazard Area or in a City Designated Floodplain may be damaged by a flood greater than that predicted on the map or from a local drainage problem not shown on the map. This map does not create liability on the part of the City, or any officer or employee thereof, for any damage that results from reliance on this information.

Prepared on 10/21/2010 by GIS





Project II-PSO 002011

Reviewed By Karl Madson

10/20/2011

Approved By Aida Hoffmann

10-20-11

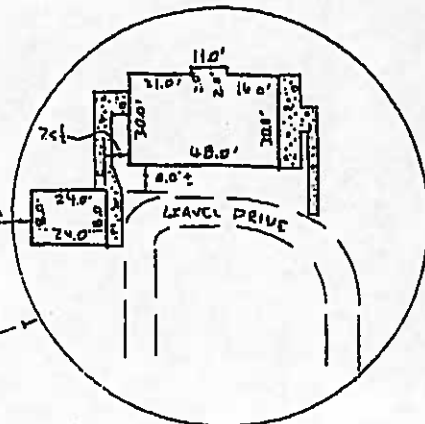
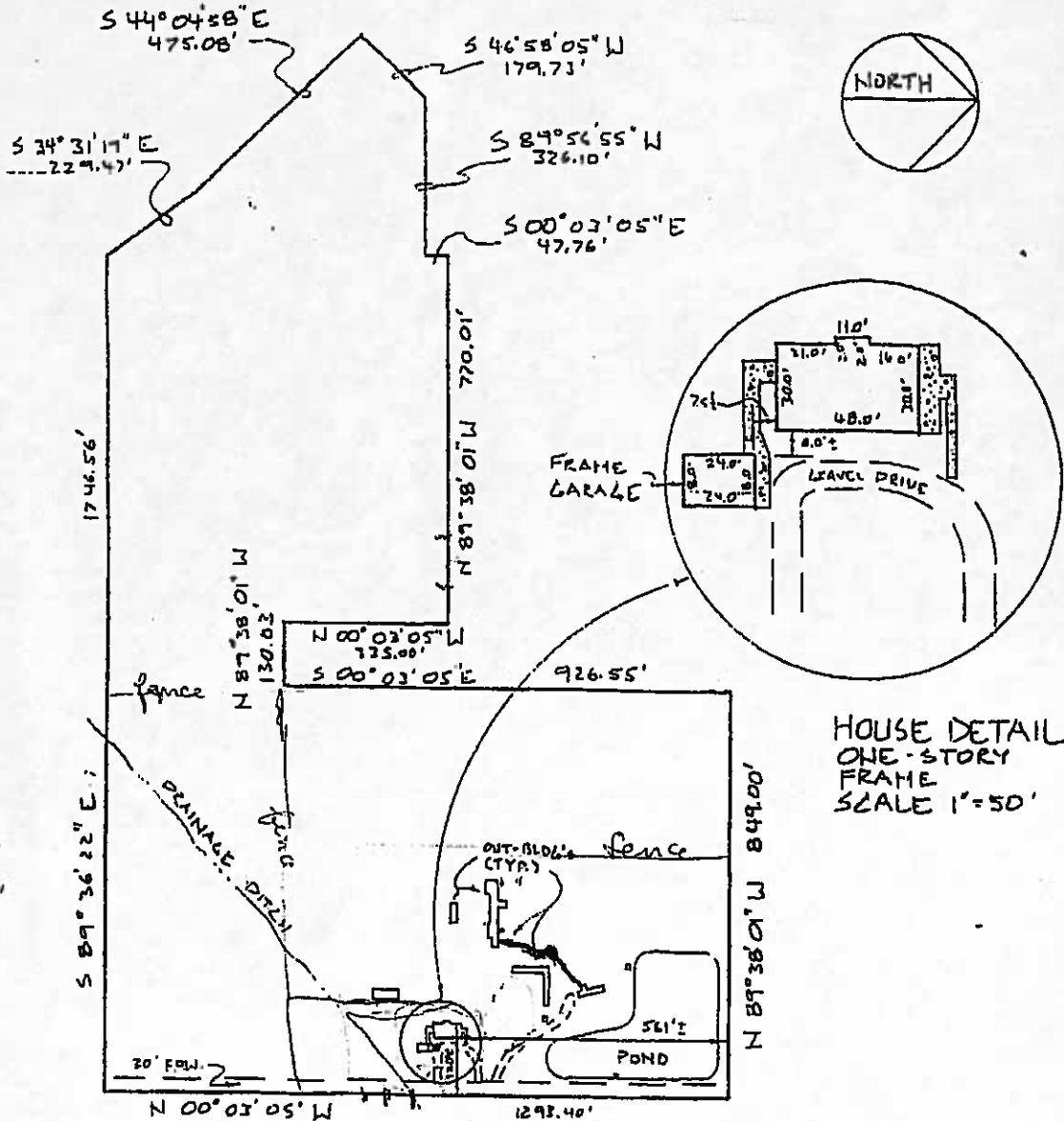
Greenshire Stables LLC



IMPROVEMENT LOCATION CERTIFICATE

PROPERTY DESCRIPTION: Attached

SOURCE: Omega



HOUSE DETAIL
ONE-STORY
FRAME
SCALE 1" = 50'

SO. LO. RD. 7

Lender: Omega Mortgage

Borrower: Schaaf

Title Co.: Security FJ06021

I HEREBY CERTIFY THAT THIS IMPROVEMENT LOCATION CERTIFICATE WAS PREPARED FOR Omega THAT IT IS NOT A LAND SURVEY PLAT OR AN IMPROVEMENT SURVEY PLAT, AND IT IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER FUTURE IMPROVEMENT LINES. I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON THIS DATE 10-4-93 EXCEPT UTILITY CONDUITS, ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL, EXCEPT AS SHOWN, THAT THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES BY IMPROVEMENTS ON ANY ADJOINING PREMISES, EXCEPT AS NOTED, AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL EXCEPT AS NOTED.

ACCORDING TO U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FLOOD INSURANCE RATE MAPS, THIS PROPERTY IS LOCATED IN THE FOLLOWING:

PANEL #: 080101-0194-C DATE: 3-18-86 ZONE: A-2
080101-208-C

BY Ricky J. Lewis
DATE Oct. 6, 1993



RJL SURVEYS
6110 South College Avenue, Suite 2
Fort Collins, Colorado 80525
Tel: (303) 226-3007
FAX: (303) 226-3027

SCALE	DATE	DRAWN	ADDRESS	REVISED	FILE NO.
1" = 300'	10-5-93	KCF	4205 So County Road 7, Fort Collins, CO		5718



July 07, 2014

Steve Kimball
3247 S. Kendall St.
Denver, CO 80227

Re: 4205 Strauss Cabin Rd. - Annexation and Reception Center

Description of project: This is a request to annex into the City and construct a small scale reception center at 4205 Strauss Cabin Road (Parcel #8733400003). The proposed structure would be roughly 20,000 square feet and would host a worship center, weddings, parties and other social gatherings. A 94 year old house exists on the site currently. The parcel is anticipated to be located in the Urban Estate (UE) zone district once annexed into the city. This project will be subject to Planning & Zoning Board (Type II) 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.

Comment Summary:

Department: Zoning

Contact: Peter Barnes, 970-416-2355, pbarnes@fcgov.com

1. The property will be placed in the UE zone. A small scale reception center requires a Type 2 Planning and Zoning Board review.
2. A small scale reception center in the UE zone must comply with the standards in Sec. 3.8.27 of the Land Use Code. One of the standards requires at least 1/6 of the boundary of the property to be contiguous to nonresidential zones. It doesn't appear to meet this standard. Another standard is that access to the center must come directly from an arterial street. None of the streets bordering this property are arterial streets. Another requirement is that the maximum size of any new building is 7000 sf, and the maximum aggregate size of all new and existing buildings is 15,000 sf.
3. A paved parking area will be required, and it will need to be designed in compliance with the City's parking and landscape design standards.
4. At the conceptual review meeting, the applicant stated that a 'place of worship' is another potential use of the property. Such a use is permitted in the UE zone subject to a Type 2 Planning and Zoning Board review. Places of worship require a minimum number of parking spaces equivalent to 1 parking space per 4 seats in the auditorium or 1 space per 1000 sf. of floor area, whichever requires the greatest number of spaces.

Department: Water-Wastewater Engineering

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

1. Water service for this site are provided by the Fort Collins-Loveland Water District (970-226-3104).
2. Wastewater in this area is treated with private on-site septic systems. These systems are under the jurisdiction of the Larimer County Environmental Health Department (970-498-6775).

Department: Stormwater Engineering

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

1. Floodplain Comments:
The western half of the property is located in the Poudre River 100-year high risk floodplain (fringe only), and 500-year floodplain. All portions of this property must satisfy the safety standards of Chapter 10 of City Municipal Code (City Code). A FEMA Flood Risk Map is attached for reference.
2. Critical facilities are not permitted in the 100- or 500-year floodplain. This includes at-risk populations facilities and essential service facilities in the 500-year floodplain. In the 100-year floodplain it would include the former, and hazardous materials as well.
3. New residential construction and new additions to residential structures are not permitted in the 100-year floodplain. Residential basements may not be constructed or expanded. Substantially-improved remodels will require existing structures to have the lowest floor no more than 2.0 feet above the base flood elevation (BFE), which may require full abandonment of existing basements and cellars. Attached garages must be treated the same as residential additions.
4. Accessory structures in the 100-year floodplain may be constructed at least 2.0 feet above the BFE, or adequately vented and certified in accordance with the standards of Sections 10-38 and/or 10-39 of City Code. Substantially-improved structures must be elevated or protected to the same. Accessory structures must be used only for storage or parking and cannot be finished below the Regulatory Flood Protection Elevation, or RFPE, defined on the Poudre River as the BFE + 2.0 ft.
5. New non-residential structures and substantially improved non-residential structures in the 100-year floodplain must be elevated or floodproofed to or above the RFPE. Elevated structures must be certified by a FEMA Elevation Certificate, and floodproofed structures must be certified by a FEMA Floodproofing Certificate. Additions shall be treated the same as new construction. New basements and expanded existing basements must be floodproofed and certified.
6. New non-residential construction, additions, substantial improvements, redevelopments, changes in occupancy and changes in use require emergency planning and preparedness plans in accordance with the standards of Section 10-48 of City Code.
7. New mixed-use construction is prohibited in the 100-year floodplain.
8. No changes in use that may create a non-conforming use may be approved in the 100- or 500-year floodplains.
9. The storage of floatable materials for non-residential use is prohibited.
10. Any area removed from the flood fringe prior to annexation by the City must satisfy all City LOMR-F approval standards of Section 10-80.

11. All development activities, including site work, must be preceded by an approved floodplain use permit in the 100-year floodplain. No floodplain use permit is required in the 500-year floodplain for approved activities. The permit, Elevation Certificate, Floodproofing Certificate and development review checklists can be downloaded from the City website at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Shane Boyle of Stormwater Master Planning can provide GIS and CAD linework at sboyle@fcgov.com.
12. Please direct any questions or concerns to Floodplain Administrators Brian Varrella or Marsha Hilmes-Robinson at 970-221-6700.
13. 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.
14. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or jschlam@fcgov.com.
15. Onsite detention is required with a 2 year historic release rate for water quantity. Parking lot detention for water quantity is allowed as long as it is not deeper than one foot.
16. Fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3 – Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
17. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
18. This is a new area for us so we are not familiar with the drainage outfall for the site. The design engineer will need to identify where the drainage is going historically. The outfall must go to an existing ROW, drainage facility in an easement, or a "Natural Drainage Way".
19. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required

before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

20. The design of this site must conform to the drainage basin design of the Cache la Poudre River Master Drainageway Plan as well the Fort Collins Stormwater Manual.

Department: Fire Authority

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

1. 2012 IFC CODE ADOPTION

Be advised, the Poudre Fire Authority and the City of Fort Collins have adopted the 2012 International Fire Code. Building plan reviews shall be subject to the adopted version of the fire code in place at the time of plan review submittal and permit application.

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

3. FIRE LANES

IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building. When fire lanes cannot be provided, the fire code official is authorized to increase the dimension of 150 feet if the building is equipped throughout with an approved, automatic fire-sprinkler system.

FIRE LANE SPECIFICATIONS

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

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width* & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
- > 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.

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

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

The building will require a fire sprinkler system under a separate permit.

IFC 903.2.1.2: An automatic sprinkler system shall be provided for Group A-2 occupancies where one of the following conditions exists:

1. The fire area exceeds 5,000 SF;
2. The fire area has an occupant load of 100 or more; or

3. The fire area is located on a floor other than the level of exit discharge.

5. WATER SUPPLY

Fire hydrants must be the type approved by the water district having jurisdiction and the Fire Department. Hydrant spacing and flow must meet minimum requirements based on type of occupancy.

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.

6. PREMISE IDENTIFICATION

IFC 505.1: New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.

Department: Environmental Planning

Contact: Lindsay Ex, 970-224-6143, lex@fcgov.com

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (irrigation ditch and wet meadows). Please note the buffer zone standards range from 50-100' for these features, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process.

Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal.

2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.
5. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
6. Projects in the vicinity of the Poudre River Corridor must comply with Section 3.4.1(I)(1) of the Land Use Code, which states the following: Projects in the vicinity of large natural habitats and/or natural habitat corridors, including, but not limited to, the Poudre River Corridor and the Spring Creek Corridor, shall be designed to complement the visual context of the natural habitat. Techniques such as architectural design, site design, the use of native landscaping and choice of colors and building materials shall be utilized in such manner that scenic views across or through the site are protected, and manmade facilities are screened from off-site observers and blend with the natural visual character of the area. These requirements shall apply to all elements of a project, including any aboveground utility installations.

7. This project must also comply with the following standard, as it is adjacent to the Arapaho Bend Natural Area, Section 3.4.1(L) Compatibility with Public Natural Areas or Conserved Land. If the project contains or abuts a publicly owned natural area or conserved land, the development plan shall be designed so that it will be compatible with the management of such natural area or conserved land. In order to achieve this, the development plan shall include measures such as barriers or landscaping measures to minimize wildlife conflicts, setbacks or open space tracts to provide a transition between the development and the publicly owned natural area or conserved land, and educational signage or printed information regarding the natural values, management needs and potential conflicts associated with living in close proximity to such natural area or conserved land.

Department: Engineering Development Review

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

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Martina Wilkinson (221-6887) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
9. Improvement of the adjacent roadway would not be triggered by the annexation of the property, but would be triggered with development or redevelopment of the property. The City Code identifies that each property has the responsibility to improve the roadways adjacent to and within the property at the time of development or redevelopment (curb, gutter, sidewalks and pavement). The Land Use Code also has a provision that requires all development to have a paved improved connection to the improved City arterial street system based on where the most traffic is traveling. Likely this will mean that Strauss Cabin Road will need to be improved from the property south to Harmony Road.
10. The ditch companies will likely need to sign any utility/ grading plans for the site and you will need to obtain a permit and permission from the ditch company/owner for any driveway crossing of the ditch.

Department: Electric Engineering

Contact: Jim Spaulding, 970-416-2772, jspaulding@fcgov.com

1. Light & Power will transfer over electric service when feasible. If you have any questions please call Electrical Engineering at (970) 221-6700.

Planning Services

Contact: Clark Mapes, 970-221-6225, cmapes@fcgov.com

1. FROM TRAFFIC OPERATIONS: This is a very unique use and therefore we'll need to scope a traffic study that addresses the special event nature of the use. We'll need specific information on the number of events, the amount of attendees, timeframe, etc. Please contact me at 970-221-6887 or mwilkinson@fcgov.com to scope the study
2. FROM TRAFFIC OPERATIONS: There are roadways in the area that are not paved, and the current level of traffic dictates that they should be paved. This will be an important point of discussion for this proposal that adds additional traffic to these non-paved roads.
3. The property is situated outside of current City Limits within the City of Fort Collins Growth Management Area and is eligible for annexation. The proposed development would require annexation and zoning. The proposed use is 'Community Hall' under County Regulations, and 'Small scale reception center' under City regulations. City Zoning would be expected to be the Urban Estate zone district. The proposed use would require review of a Project Development Plan by the Planning and Zoning Board at a public hearing.

Annexation petition forms are available online in the Development Review Center page.

4. Re: parking requirements: parking must be paved. 1 space per 4 persons maximum occupancy as determined by building code is required for a reception center. Similarly, 1 space per 4 seats in a worship facility is required. Landscaping is required within the parking lot and around the perimeter for screening. Lighting standards address light spillover and limits on light levels.
5. Max. building height is 3 stories. Front setback is 35'; rear is 25'; side is 20'.
6. 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.
7. 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.
8. 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>.

9. 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.
10. Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
11. 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.
12. 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