

# Conceptual Review Agenda

Schedule for 06/29/15 to 06/29/15

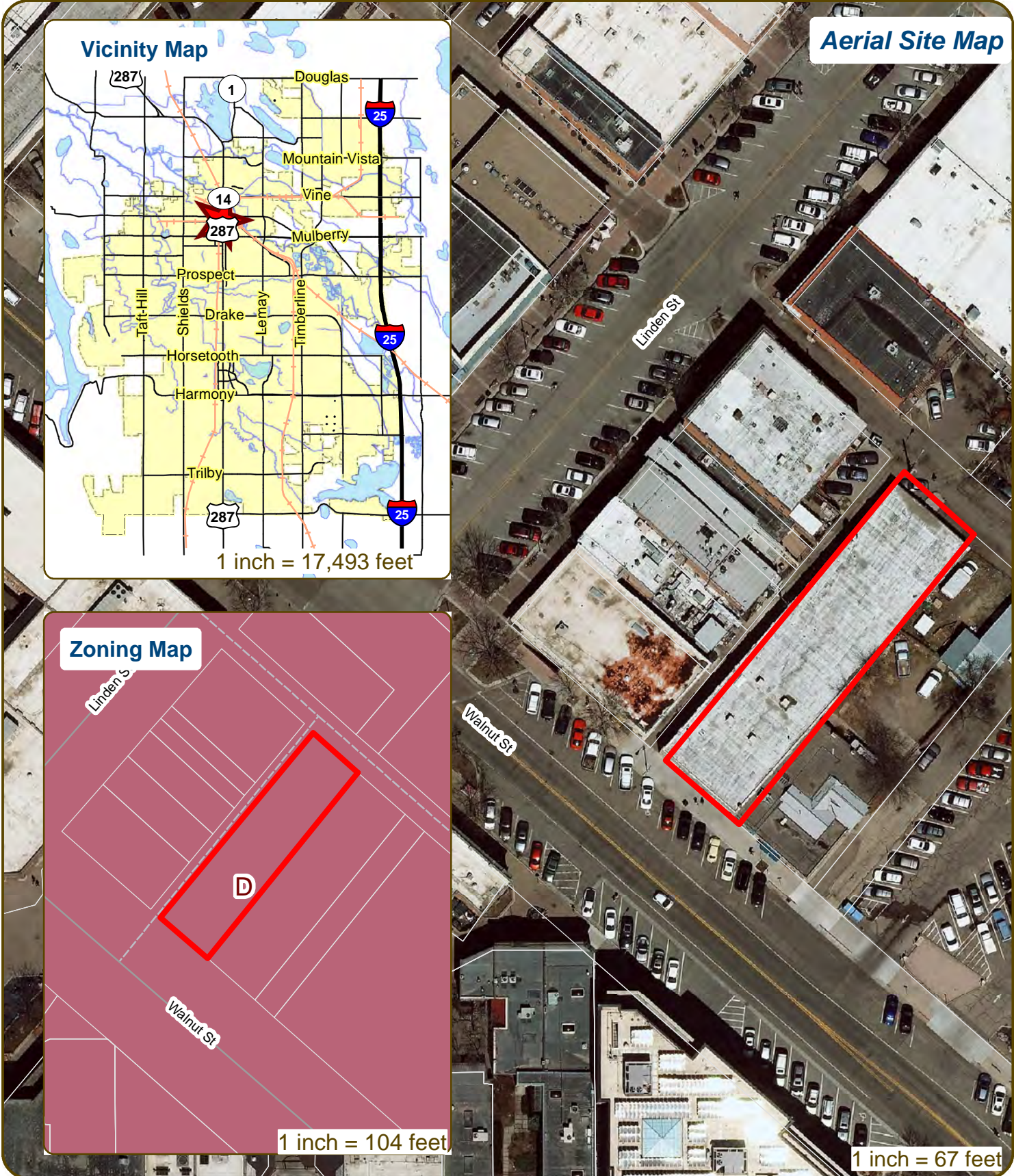
281 Conference Room A

---

## Monday, June 29, 2015

Time	Project Name	Applicant Info	Project Description	Planner
<b>9:30</b>	321 Old Firehouse Alley - Restaurant CDR150036	Pete Turner (303) 817-9523 <a href="mailto:pturner@illegalpetes.com">pturner@illegalpetes.com</a>	This is a request to locate a restaurant at 321 Old Firehouse Alley (Parcel #9712306012). As part of the restaurant, the applicant is proposing an 1,800 square foot courtyard. The restaurant could potentially house a microbrewery as well. The site is located in the Downtown (D) zone district. This proposal will be subject to Basic Development Review (BDR).	Rebecca Everette
<b>10:15</b>	102 Fossil Creek - Auto Repair CDR150037	Hugo Salinas (281) 506-7119 <a href="mailto:hugo.salinas@dacengineers.com">hugo.salinas@dacengineers.com</a>	This is a request to construct an auto repair shop at 102 Fossil Creek (Parcel #9601335001). The shop will be approximately 4,600 square feet. The proposal also calls for 32 parking spaces. The parcel is located in the General Commercial (CG) zone district. This proposal will be subject to Administrative (Type I) review.	Clay Frickey
<b>11:00</b>	1207 & 1211 Shields - Multi-family CDR150038	Jeff Jensen (970) 227-0622 <a href="mailto:jeff@jpldevelopment.com">jeff@jpldevelopment.com</a>	This is a request to construct a 30-unit multi-family building at 1207 and 1211 S Shields (Parcel #'s 9715400006 and 9715400002). This project will necessitate tearing down the existing homes on site currently. The development will provide 28 parking spaces. The site is located in the Neighborhood Conservation – Buffer (NCB) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.	Jason Holland

# 321 Old Firehouse Alley Restaurant



Vicinity Map

Aerial Site Map

Zoning Map

1 inch = 17,493 feet

1 inch = 104 feet

1 inch = 67 feet

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) \_\_\_\_\_

Pete Turner, owner principal as well as a Tenant of the rear 3000 SF of 326 Walnut with an obligation to buy 326 Walnut in the next 7 years.

Business Name (if applicable) Fort Walnut, LLC

Your Mailing Address 1736 E. Evans Ave., Denver, CO 80210

Phone Number 303-817-9523 (cell) Email Address PTurner@illegalpetes.com

Site Address or Description (parcel # if no address) 326 Walnut Street and 321 Old Firehouse Alley, Fort Collins, CO

Description of Proposal (attach additional sheets if necessary) See attachment outlining proposal and questions.

Proposed Use Restaurant/Bar and Courtyard Existing Use Vacant/Storage/Garage

Total Building Square Footage 3823 S.F. Number of Stories 1 Lot Dimensions

Age of any Existing Structures 105 years / storage building unknown

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 1800 to 2813 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?

**Attachment to Conceptual Review Application**  
*(326 Walnut and 321 Old Firehouse Alley – Description of Proposal)*


1. Fort Walnut LLC (“Fort Walnut”) is the owner of the property located at 320 Walnut and has a lease in place for the rear 3000 SF of 326 Walnut with an obligation to buy 326 Walnut within 7 years. Illegal Pete’s is currently operating a restaurant at 320 Walnut.
2. Fort Walnut would like to use 321 Old Firehouse Alley, approximately 3823 SF, for a new restaurant/brewery with the possibility of having entertainment such as live music and comedy at the location. See “Proposed Restaurant” on the attached Site Plan.
  - a. What would be the requirements for a new restaurant/bar and entertainment venue that would front into the ally and accommodate up to 200 patrons?
  - b. Are there any historic preservation requirements?
3. To accommodate the flow of patrons between the “Proposed Restaurant” and the “New Courtyard,” Fort Walnut would like to remove the existing windows on the Southeast side of the building and replace them with doors that could be opened and closed to the proposed “New Courtyard” area. See the attached Site Plan for location of the windows.
  - a. Are there any historic preservation concerns with removing the windows and replacing with a door or doors to integrate the new courtyard and the interior restaurant?
  - b. Can an opening be made through the East brick wall of 321 Old Firehouse Alley that would open up to a bar that could be closed to the elements, with a garage type door that closes on to the bar surface?
  - c. If openings can be made through the East brick wall, can awnings be installed above said openings along the East brick wall on the outside of the 321 Old Firehouse Alley entrance?
  - d. What are the requirements for using the “New Courtyard” for dining and for the removal of the “Existing Storage Building” mentioned below?
  - e. Would there be any façade requirements with these plans?
4. Fort Walnut would like the “New Courtyard” to open up to the “Old Firehouse Alley” and to the new hotel that is planned.
  - a. Will the “Old Firehouse Alley” be updated when the proposed hotel is built at 354 Walnut?
  - b. What is the planned design for the hotel and what will be the flow of pedestrian and auto traffic at the site?
  - c. How does the planned hotel development integrate with Fort Walnut’s plans for the restaurant and courtyard?

5. Fort Walnut would like to remove the “Existing Storage Building” shown on the Site Plan to expand the area for the “New Courtyard,” make it more inviting and visible to the public, and to integrate the Courtyard better with the hotel site.
  - a. Are there any restrictions to the removal of the Existing Storage Building?
    - i. If yes, what are the requirements for its removal?
  - b. What type of materials could be used to "fence" in the "New Courtyard” assuming the “Existing Storage Building” can be removed?



### Legend

-  Parcels
-  Growth Management Area
-  Parks
-  Schools
-  Natural Areas
-  City Limits
-  Citations

1: 1,241 

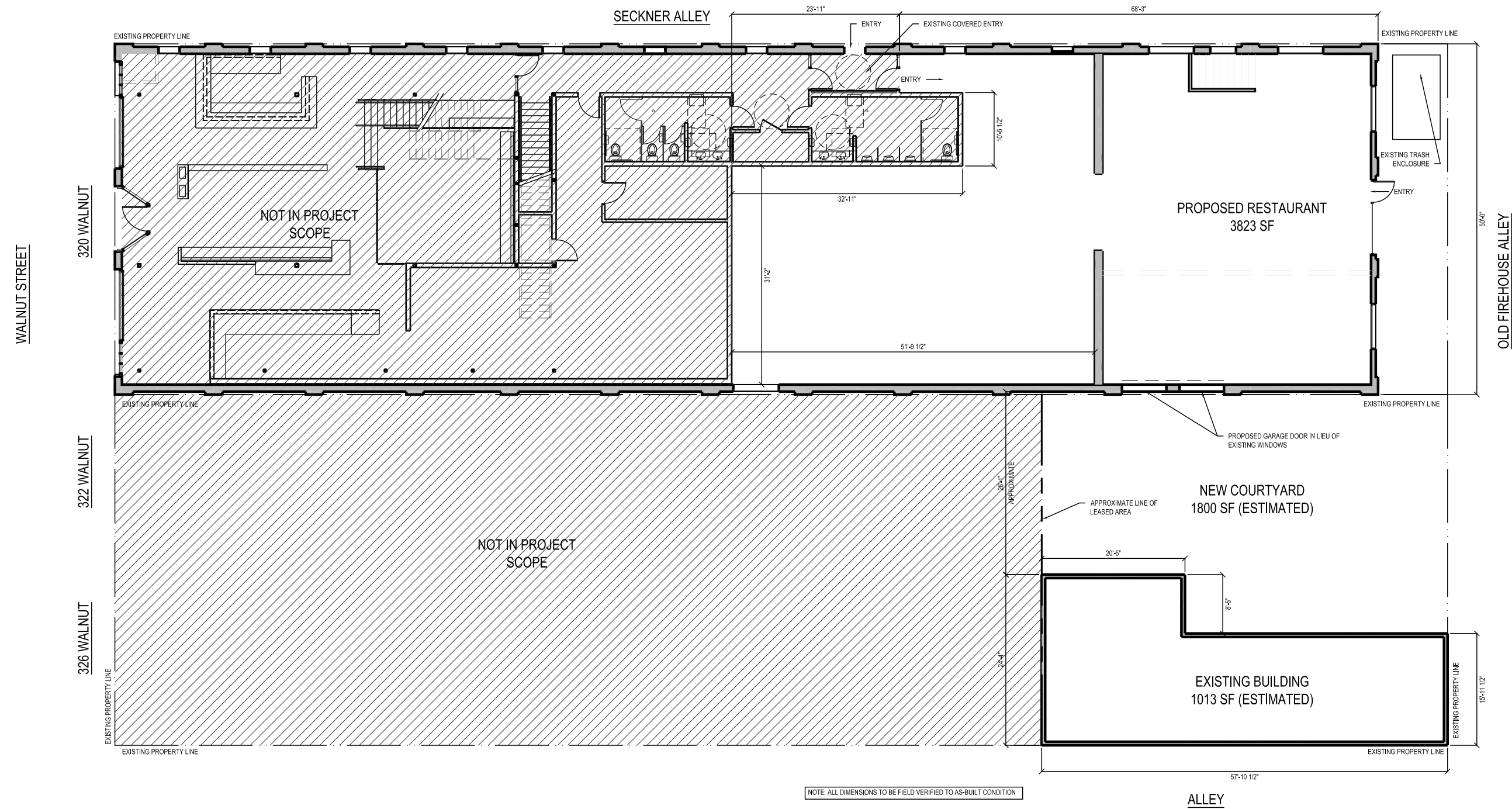
0.0 0 0.02 0.0 Miles

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
City of Fort Collins - GIS

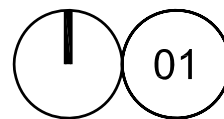
This map is a user generated static output from the City of Fort Collins FCMaps Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

### Notes

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL UNPUBLISHED WORK OF THE ARCHITECT AND MAY NOT BE DUPLICATED, USED OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.



DRAWING NORTH



SITE PLAN

1/16" = 1'-0"



Private Parking

Private Parking

24-7

Violators Towed 24-7

Private Parking

Violators Towed







ROAD  
CLOSED

Private Parking

Violators Towed

Handwritten graffiti on the wall.





ROAD  
CLOSED



Handwritten graffiti or tag on a concrete wall.





Jeep  
446-VCJ  
COLORADO

UTILITY BOX







WARNING  
WHITE PARKING  
ONLY  
UNAUTHORIZED VEHICLES  
REMOVED AT OWNER'S  
RISK  
NO TOWING  
ENFORCED  
AT ALL TIMES





321

**WARNING**  
**PRIVATE PARKING**  
**ONLY**  
UNAUTHORIZED VEHICLES  
WILL BE TOWED AT VEHICLE  
OWNER'S EXPENSE  
TOWING ENFORCED  
AT ALL TIMES





**WARNING**  
**PRIVATE PARKING**  
**ONLY**  
UNAUTHORIZED VEHICLES  
WILL BE TOWED AT VEHICLE  
OWNER'S EXPENSE  
TOWING ENFORCED  
AT ALL TIMES





321



321

10













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)

July 06, 2015

Pete Turner  
Fort Walnut, LLC  
1736 E Evans Ave  
Denver, CO 80210

**Re:** 321 Old Firehouse Alley - Restaurant

**Description of project:** This is a request to locate a restaurant at 321 Old Firehouse Alley (Parcel #9712306012). As part of the restaurant, the applicant is proposing an 1,800 square foot courtyard. The restaurant could potentially house a microbrewery as well. The site is located in the Downtown (D) zone district. This proposal will be subject to Basic Development Review (BDR).

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](mailto:reverette@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)

1. In the middle of Illegal Pete's construction we approved for their trash enclosure to be wood as the alley door wasn't available for the public. With this proposal we should require a brick (matching building) wall enclosure replacing the wood enclosure now that the entrance will be along the alley. One hurdle related to this is whether as the alley would serve as a main public sidewalk. There are separation requirements between trash enclosures. Aesthetically, part of this is fixed with an improved brick enclosure. So the new trash enclosure may have to be placed elsewhere as well.
2. Signage allowance would be taken from 320 Walnut. Currently there is only 20 s.f. of sign allowance left. If the alley has been enhanced under DDA then signs serving alley frontage are limited to one flush wall sign no more than 6 square feet and up to a double facing projecting sign no more than 6 s.f. per side. Please check with Rob Mosbey at 970.221.6659 as to whether the portable sign in the right of way program can be extended to alleys. The City's sign code doesn't permit portable signs on private property.

**Department: Water-Wastewater Engineering**

**Contact:** Wes Lamarque, 970-416-2418, [wlararque@fcgov.com](mailto:wlararque@fcgov.com)

1. Existing water and sewer mains in the vicinity include an 8-inch water main in Walnut Street and an 8-inch sanitary sewer main in the Old Firehouse Alley.
2. A grease trap is required for restaurant use.
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: Traffic Operations**

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

1. Its difficult to tell how much traffic this proposal will generate. Although the space is quite small, the narrative says there will be up to 200 patrons? If that's the case, we'll need some traffic information - likely just a memo to fulfill the requirement of a traffic impact study. Please have your traffic engineer contact me to scope the study.
2. Pedestrian access and bike parking will be significant items for this proposal and careful attention should be paid to them.

**Department: Stormwater Engineering**

**Contact: Wes Lamarque, 970-416-2418, [wlararque@fcgov.com](mailto:wlararque@fcgov.com)**

1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required.
2. Since the existing buildings are to remain, a drainage letter should be sufficient to document the existing drainage patterns and to discuss the water quality measures being provided. The drainage letter needs to address the four-step process for selecting structural BMPs. Also standard operating procedures (SOPs) must be prepared for each of the BMPs being used on the site. They must be prepared by a Professional Engineer registered in Colorado.
3. 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 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.
5. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
6. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at: <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-developme>



nt-fees or contact Jean Pakech at 221-6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

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

**Department: Historical Preservation**

**Contact: Karen McWilliams, 970-224-6078, [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com)**

1. The building at 240 Walnut Street is located within the Fort Collins Old Town District, and is an eligible building. Alterations to this building or site will require review by the Landmark Preservation Commission. Please contact staff to schedule this review.
2. The ancillary building at 246 Walnut is more than 50 years old. Any alterations to the building will need to go through the City's Demolition/Alteration Review Process. This process determines a building or structure's eligibility to qualify for recognition as a Fort Collins Landmark. The determination of eligibility requires current color photographs of all sides of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of the building, especially any previous alterations or additions. Additionally, photos of the front elevation of adjacent buildings or structures are also required, to show the context of the building. Digital photos are encouraged, and may be sent to [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com). Hard copies may be sent to P.O. Box 580, 80522; or dropped off at CDNS, 1st Floor, 281 N. College Ave.
3. If the ancillary buildings is found to be individually eligible for Landmark designation, then the project would be reviewed for compliance with LUC Section 3.4.7. Section 3.4.7. is intended to ensure that, to the maximum extent feasible: (1) historic sites, structures or objects are preserved and incorporated into the proposed development and any undertaking that may potentially alter the characteristics of the historic property is done in a way that does not adversely affect the integrity of the historic property; and (2) new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.

**Department: Fire Authority**

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

**1. WATER SUPPLY**

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. A fire hydrant is required within 300' of the entrance and it appears there is a hydrant to the west which is within the maximum allowable distance. However applicant is responsible for verifying the hydrant is capable of providing minimum hydrant output flow and pressure. Please contact Garnet England at Poudre Fire Authority should you need assistance. (970-416-2875). Code language provided below.

> IFC 508.1 and Appendix B: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300.

**2. FIRE ACCESS**

Fire access is required within 150' of all portions of the building as measured from the closest public street or Emergency Access Easement. This condition cannot be met with the location of the restaurant off the alley. As the building is equipped with a fire sprinkler system, the maximum allowable distance may be increased and in this case, will meet the code requirement via alternative means. Code language provided below.

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

**3. AUTOMATIC FIRE SPRINKLER SYSTEM**

This building will require an automatic fire sprinkler system under a separate permit. Please contact Assistant Fire Marshal, Joe Jaramillo with any fire sprinkler related questions at 970-416-2868.

**4. PREMISE IDENTIFICATION**

As the primary address is off the alley, the applicant will need to ensure the business is adequately posted. The addressing plan will be reviewed and approved at time of building permit. Eight-inch minimum height numerals on a contrasting background requested.

**5. PUBLIC-SAFETY RADIO AMPLIFICATION SYSTEM**

If not already done so, the building will require a radio system coverage test. Code language provided below.

> New and existing 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

**6. COMMERCIAL KITCHEN HOODS**

> IFC 609.2: A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.

**7. STORAGE TANKS**

For future planning purposes, the installation of above ground or under ground storage tanks are approved under a separate permit. Contact Ron Gonzales at Poudre Fire Authority for details. 970-416-2864.

**Department: Environmental Planning**

**Contact: Kelly Kimple, , [kkimple@fcgov.com](mailto:kkimple@fcgov.com)**

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

**Department: Engineering Development Review**

**Contact: Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](mailto:slangenberger@fcgov.com)**

1. Marc Ragasa [mragasa@fcgov.com](mailto:mragasa@fcgov.com) or 221-6603 will be the Engineer assigned to this project. Please contact him if you have further questions regarding the engineering comments or requirements.
2. 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.

3. 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>
4. 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.  
All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:  
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans may be 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 public infrastructure work or utility work on the site.
9. All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.
10. Doors are not allowed to open out into the right-of-way. This includes the alley and does apply to trash enclosures.
11. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
12. In regards to construction of this site. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development . Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.
13. The alley is paved; any utility cuts into the alley will need to be repaired in accordance with the standards. Pedestrians are allowed to walk down and utilize the alley as a sidewalk, but the alley will remain open to vehicular use. At this time we do not know if the hotel project will propose improving the alley and if so what the limits of that improvement will be. The other alley improvements were funded by the DDA and are maintained by the DDA.

**Department: Electric Engineering**

**Contact: Coy Althoff, , [CAlthoff@fcgov.com](mailto:CAlthoff@fcgov.com)**

1. Any changes to the existing electric capacity and or location will initiate electric development and system modification charges. Please coordinate power requirements with Light and Power Engineering at 221-6700.

2. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.

## Planning Services

**Contact: Rebecca Everette, 970-416-2625, [reverette@fcgov.com](mailto:reverette@fcgov.com)**

1. The proposed/potential uses (restaurant, bar/tavern, microbrewery, entertainment facility) are all permitted in the Downtown (D) Zone District (Old City Center subarea), subject to the Basic Development Review process. This project will be subject to the Land Use Code (LUC) standards in Division 4.16.
2. The eastern wall of the proposed restaurant is on an existing property line. Additional windows, doors, or other openings - beyond the width of the existing windows - may not be permitted. Please contact Russell Hovland in Building Services ([RHovland@fcgov.com](mailto:RHovland@fcgov.com), 970-416-2341) to discuss any proposed changes.
3. Outdoor cafes/courtyards are addressed in Land Use Code Section 4.16(E)(1)(b):

"(b) Outdoor cafes. Restaurants shall be permitted to operate outdoor cafes on sidewalks, including areas within the public right-of-way and in courtyards, provided that pedestrian circulation and access to store entrances shall not be impaired. Outdoor cafes shall also be permitted to operate on rooftops, balconies or other similar locations. The following standards shall apply to all outdoor cafes:

1. To allow for pedestrian circulation, a minimum of seven (7) feet of sidewalk along the curb and leading to the entrance to the establishment shall be maintained free of tables and other encumbrances.
2. Planters, posts with ropes or other removable enclosures are permitted as a way of defining the area occupied by the cafe.
3. Extended awnings, canopies or large umbrellas shall be permitted. Colors shall complement building colors.
4. Outdoor cafes shall be required to provide additional trash receptacles in the outdoor eating area.
5. Tables, chairs, planters, trash receptacles and other elements of street furniture shall be compatible with the architectural character of the building where the establishment is located in terms of style, color, materials and similar elements.
6. The operators of outdoor cafes shall be responsible for maintaining a clean, litter-free and well-kept appearance within and immediately adjacent to the area of their activities.
7. Outdoor spaces. To the extent reasonably feasible, outdoor spaces shall be placed next to activity that generates the users (such as street corners, offices, day care, shops and dwellings). Outdoor spaces shall be linked to and made visible from streets and sidewalks to the extent reasonably feasible."
4. The initial plans for the Downtown Hotel have been submitted and can be found here: <http://citydocs.fcgov.com/?scope=doctype&dn=Current+Planning&dt=SUBMITTAL+DOCUMENTS&vid=185&q=FORT+COLLINS+HOTEL+%28DOWNTOWN+HOTEL%29&cmd=search>

Please note that these plans are still preliminary and may change as the review process progresses.

5. The proposed restaurant is located within the Old Town Fort Collins Historic District and will need to comply with the Old Town Historic Landmark District Design Standards, Land Use Code Section 3.4.7, Chapter 14 of the City Code, and the U.S. Secretary of the Interior Standards for Treatment of Historic Buildings.
6. 1 bicycle parking space per 1,000 square feet of building space is required (minimum of 4). However, given the amount of bicycle and pedestrian traffic that typically occurs in this area, and will likely increase over time, I would recommend providing additional on-site parking for patrons.
7. Because the proposed project is a change of use to an existing building, it will be exempt from minimum off-street parking requirements.
8. A lighting plan will be required at the time of submittal. Lighting should be designed to meet the standards in LUC Section 3.2.4.
9. Supplemental regulations for fencing can be found in LUC section 3.8.11.
10. The proposed development is subject to a Basic Development Review, please contact the Zoning Department regarding your formal submittal.

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

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

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

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

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

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5.

#### Energy Code Use

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

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

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

# 102 Fossil Creek Auto Repair



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) Mario Ipina P.E, Hugo Salinas P.E. (DAC Engineering) Jonathan Wakefield New Store Development Director

Business Name (if applicable) Christian Brothers Automotive Repair Facility

Your Mailing Address 17725 Katy Freeway, Suite 103 Houston, TX 77094

Phone Number (281)506-7119 Email Address hugo.salinas@dacengineers.com

Site Address or Description (parcel # if no address) Parcel No.96013-35-001

Description of Proposal (attach additional sheets if necessary) Christian Brothers Automotive Repair Facility

Proposed Use X Existing Use

Total Building Square Footage 4,916 S.F. Number of Stories 1 Lot Dimensions

Age of any Existing Structures Undeveloped

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 X If yes, then at what risk is it?

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

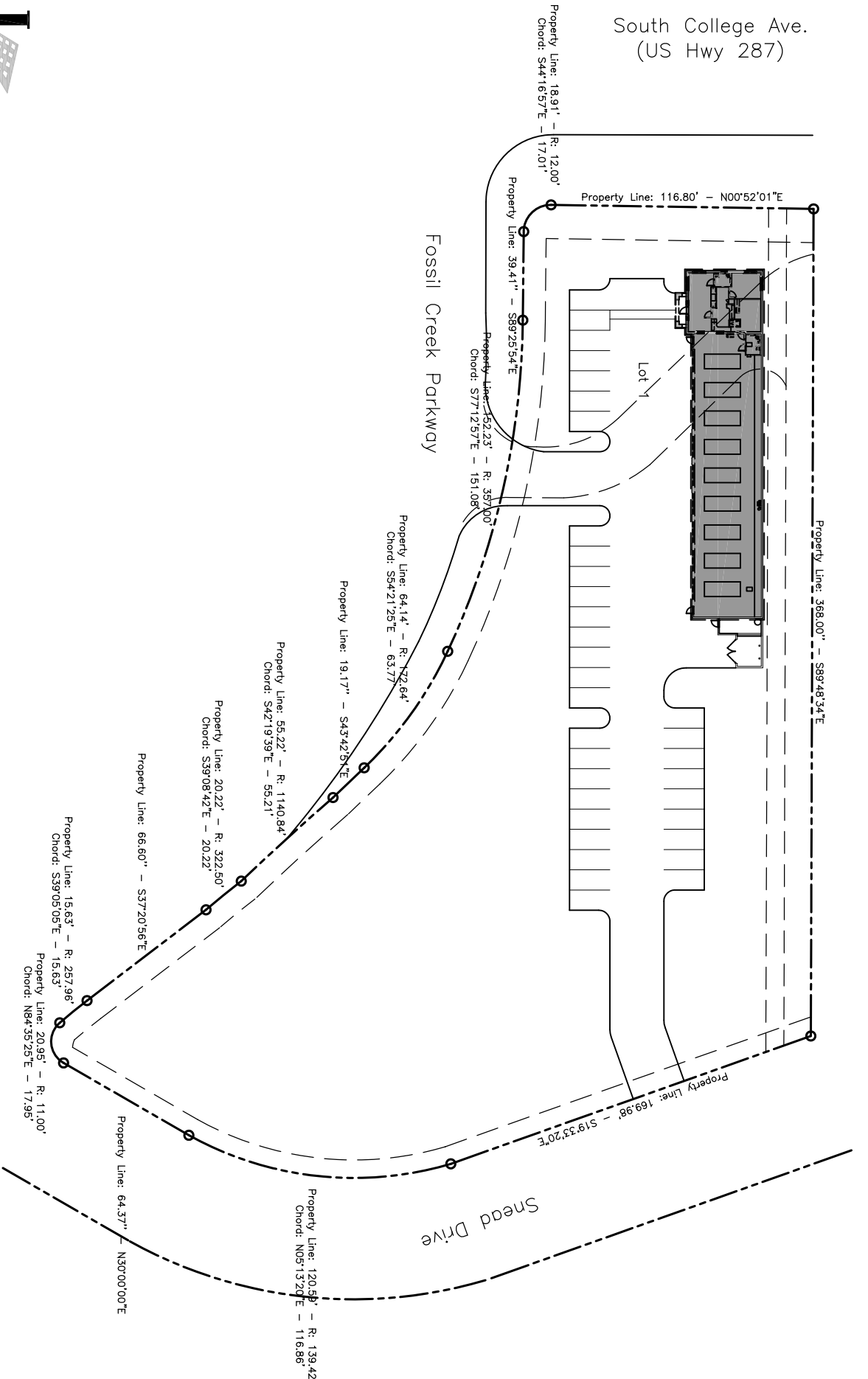
Increase in Impervious Area 22,440 S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

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?



South College Ave.  
(US Hwy 287)



# Christian Brothers Automotive - Site Plan A

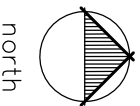
Lot 1 - South College Ave at Fossil Creek Pkwy  
Fort Collins, CO

SCALE: Not To Scale

9-24-14

**ICON Architects**  
INCORPORATED

6104 Fannin Drive  
Arlington, Texas 76001  
Phn: 817.665.0200  
Fax: 817.665.0202





July 06, 2015

Hugo Salinas  
Christian Brothers Automotive Repair  
17725 Katy Freeway  
Suite 103  
Dallas, TX 77094

**Re:** 102 Fossil Creek - Auto Repair

**Description of project:** This is a request to construct an auto repair shop at 102 Fossil Creek (Parcel #9601335001). The shop will be approximately 4,600 square feet. The proposal also calls for 32 parking spaces. The parcel is located in the General Commercial (CG) zone district. This proposal will be subject to Administrative (Type I) review.

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

**Comment Summary:**

**Department: Zoning**

**Contact: Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)**

1. The building should be fronting Fossil Creek Pkwy. so that the parking lot is partially behind the building. You may have to reconsider the design of the building to if you want S College exposure. The building's design should also be considered as the current design is a straight, long, non-articulated and not representative of what the LUC's design criteria. You may be looking at a more equal sided building with bay doors on two sides or L shaped one. Better yet is a building with just two large entrance/exit bay doors, with a center isle and diagonal work stalls on either side. The side by side work stalls with separate garage doors may work with 1 to 4 work stalls such as a lube shop but it doesn't work well with what is being proposed.

1.

**Department: Water-Wastewater Engineering**

**Contact: Wes Lamarque, 970-416-2418, [wlararque@fcgov.com](mailto:wlararque@fcgov.com)**

1. Water and sanitary sewer service is not provided by the City of Fort Collins.

**Department: Traffic Operations**

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

1. The anticipated trip generations from this use may require some sort of traffic review - if anything, then just a traffic memorandum. Have your traffic engineer contact me to scope the study.
2. The connection of Snead Drive is anticipated to ultimately provide access to the north. It is our interest to ultimately close the existing access on Fossil Creek to the left turning traffic (its too close to College). How the Snead connection is expected to be implemented should be discussed as a part of this project.
3. Transportation Planning notes that the project needs to plan on adjacent street curb, gutter and sidewalk connections, including a sidewalk along College Avenue.

**Department: Stormwater Engineering**

**Contact: Wes Lamarque, 970-416-2418, [wlamarque@fcgov.com](mailto:wlamarque@fcgov.com)**

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
2. 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 the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
4. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
5. The drainage outfall for the site is the culverts at the southeast corner of the site that pass flows under Fossil Creek Blvd.
6. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at: <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-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

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

**Department: Fire Authority**

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

## 1. FIRE LANES

A fire access lane is required to within 150' of all portions of the building. Fire access may not be measured from College Ave., an arterial road. As scale was not provided on the submitted concept, further review is required however, it appears an Emergency Access Easement will be required on the property. Code language and fire lane specifications provided below.

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

### SPECIFICATIONS

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

- > Shall be designated on the plat as an Emergency Access Easement.
  - > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
  - > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
  - > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
  - > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
  - > Be visible by painting and/or signage, and maintained unobstructed at all times.
  - > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details.
- International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

## 2. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. The existing utility infrastructure appears to provide two hydrants within the maximum allowable distance. Applicant to verify hydrant output. Code language provided below.

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

## 3. FIRE CONTAINMENT

Should the building exceed 5000 square feet, it shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation. If bulk storage of tires is intended on site, please refer to IFC903.2.9.2 for sprinklering requirements.

## 4. 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

**5. STORAGE TANKS**

The installation of above ground or under ground storage tanks are approved under a separate permit.

**6. HAZARDOUS MATERIALS - GENERAL STANDARD**

FCLU 3.4.5(B): If any use on the development site may entail the use or storage of hazardous materials (including hazardous wastes) on-site, the project shall be designed to comply with all safety, fire and building codes for the use and storage of the hazardous materials involved. Adequate precautions shall be taken to protect against negative off-site impacts of a hazardous materials release, using the best available technology.

**7. OTHER COMMENTS**

Other comments may be needed at time of building permit.

**Department: Environmental Planning**

**Contact: Kelly Kimple, , [kkimple@fcgov.com](mailto:kkimple@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 (Fossil Creek). However, as there is an intervening parcel and a road between Fossil Creek and this property, and the standard buffer would not extend to this project's parcel, the ECS is waived for this site. However, please consider the use of native plants and grasses to compliment the natural feature, in accordance with Article 3.2.1 (E)(2)(3) of the Land Use Code.
2. Agin, 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.
3. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protect significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221-6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
4. If tree mitigation is necessary, please include a note on the tree mitigation plan or landscape plan, as appropriate, that requires a tree removal to occur outside of the migratory songbird nesting season (February 1-July 31), or that a survey be conducted prior to removal to ensure no active nests in the area.

**Department: Engineering Development Review**

**Contact: Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](mailto:slangenberger@fcgov.com)**

1. Tyler Siegmund [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com) or 221-6501 will be the Engineer assigned to this project. Please contact him if you have further questions regarding the engineering comments or requirements.
2. 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.
3. 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>

4. 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.  
All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project.
5. The temporary driveway connection to Fossil Creek Parkway has always been considered a temporary connection that will go away at such time as Snead Drive is constructed. It will need to be removed with this project along with the median cut for this connection in the middle of Fossil Creek Boulevard.
6. The extension of and completion of Snead Drive will need to be designed and constructed with this project. This includes the installation of sidewalk along both sides of the roadway.
7. The project will need to install sidewalk along the College Avenue frontage, Fossil Creek Parkway frontage, and the extension of Snead Drive. The sidewalk along Snead shall be a 4.5 foot detached sidewalk.
8. We will need to look at the location of any new proposed assess points out to Snead Drive to make sure that they meet separation requirements and that adequate sight distance easements are provided.
9. Additional improvements may be required in order to mitigate the traffic impacts of the development.
10. 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>
11. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. This shall including the standard utility easements that are to be provided behind the right-of-way (15 foot along an arterial, 8 foot along an alley, and 9 foot along all other street classifications). Additional right-of-way will be needed at the corner of College and Fossil Creek Parkway in order to accommodate the sidewalk system and ramps. Additional right-of-way along Snead Street will likely be needed in order to accommodate the standard detached sidewalk and parkway.
12. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
13. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The access control plan will need to be followed and implemented with any project. Plans will be routed to CDOT for review and approval and the applicant may need to obtain access permits from CDOT.
14. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
15. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.

**Department: Electric Engineering**

**Contact: Coy Althoff, , [CAalthoff@fcgov.com](mailto:CAalthoff@fcgov.com)**

1. Light and Power has existing electric facilities along at both the NE and SE corners or "points" of this property, (along Snead Dr.)

We will need a C-1 form to define electric requirements and will also need to coordinate a

location for a transformer within 10' of a paved surface. Normal development fees will apply.

2. Contact Light and Power Engineering to coordinate the transformer and electric meter locations, please show the locations on the utility plans.
3. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.

## **Planning Services**

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

1. According to section 3.2.1(C) of the Land Use Code, trees that have a diameter at breast height of six inches or more should be protected. Please contact the City Forester, Tim Buchanan, for a review of on-site trees. Tim can be reached at 970.221.6361 or [tbuchanan@fcgov.com](mailto:tbuchanan@fcgov.com).
2. You will also need to provide street trees in accordance to section 3.2.1(D)(2) of the Land Use Code. Street trees must be canopy shade trees provided every 30-40 feet.
3. All landscape areas shall comply with section 3.2.1(E)(1) of the Land Use Code.
4. The parking lot shall have perimeter and interior landscaping that meet the standards set forth in sections 3.2.1(E)(4)-(5) of the Land Use Code. 6% of the interior area of the parking lot shall be landscaped. The perimeter of the parking lot shall have one tree per 25 feet on lot lines and one tree per 40 feet along public streets.
5. You will need to provide a four space bike rack per section 3.2.2(C)(4) of the Land Use Code.
6. The site must provide connecting walkways throughout the parking area per section 3.2.2(C)(5) of the Land Use Code. These walkways must be raised and enhanced to clearly delineate the walkways from the drive aisle. These walkways also must connect to the off-site sidewalk network.
7. Furthermore, the on-site pedestrian network must tie into the off-site pedestrian and bike network per section 3.2.2(C)(6). This will ensure the site contributes to the bike and pedestrian network throughout the City.
8. The current site plan shows 32 parking spaces. The maximum amount of parking allowed per section 3.2.2(K)(2) is 25 (5 spaces per 1,000 sq. feet of vehicle repair space). You will need to seek a modification to the parking standards to achieve the 32 parking spaces shown.
9. You will need to provide a handicapped parking space in accordance with section 3.2.2(K)(5) of the Land Use Code. If you reduce your parking stalls to 25, you will be required to provide 1 handicapped parking space. If you look to achieve the 32 parking spaces as shown on your site plan, you will need to provide 2 handicapped parking spaces.
10. A trash and recycling enclosure will be required per section 3.2.5 of the Land Use Code. The enclosure must be designed to allow walk-in access without opening the main service gates. The enclosure must also be designed to match the materials used for the main building.
11. At least one main entrance must open directly onto a connecting walkway with pedestrian frontage per section 3.5.3(C)(1).
12. This project must meet all of the other standards contained in section 3.5.3 of the Land Use Code including building massing, orientation to build-to lines, and the standards outlining the character and image of the development.
13. This project must also meet all relevant standards contained in section 4.21 of the Land Use Code.

- 14.** Parking spaces designated for vehicle storage will not count towards the parking count for this project.
- 15.** The aforementioned connecting walkway should connect to both College and Snead so as to provide a continuous sidewalk network on-site. Staff can work through the details with you on this component of the site plan.
- 16.** 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.
- 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 970-416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

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

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

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5.

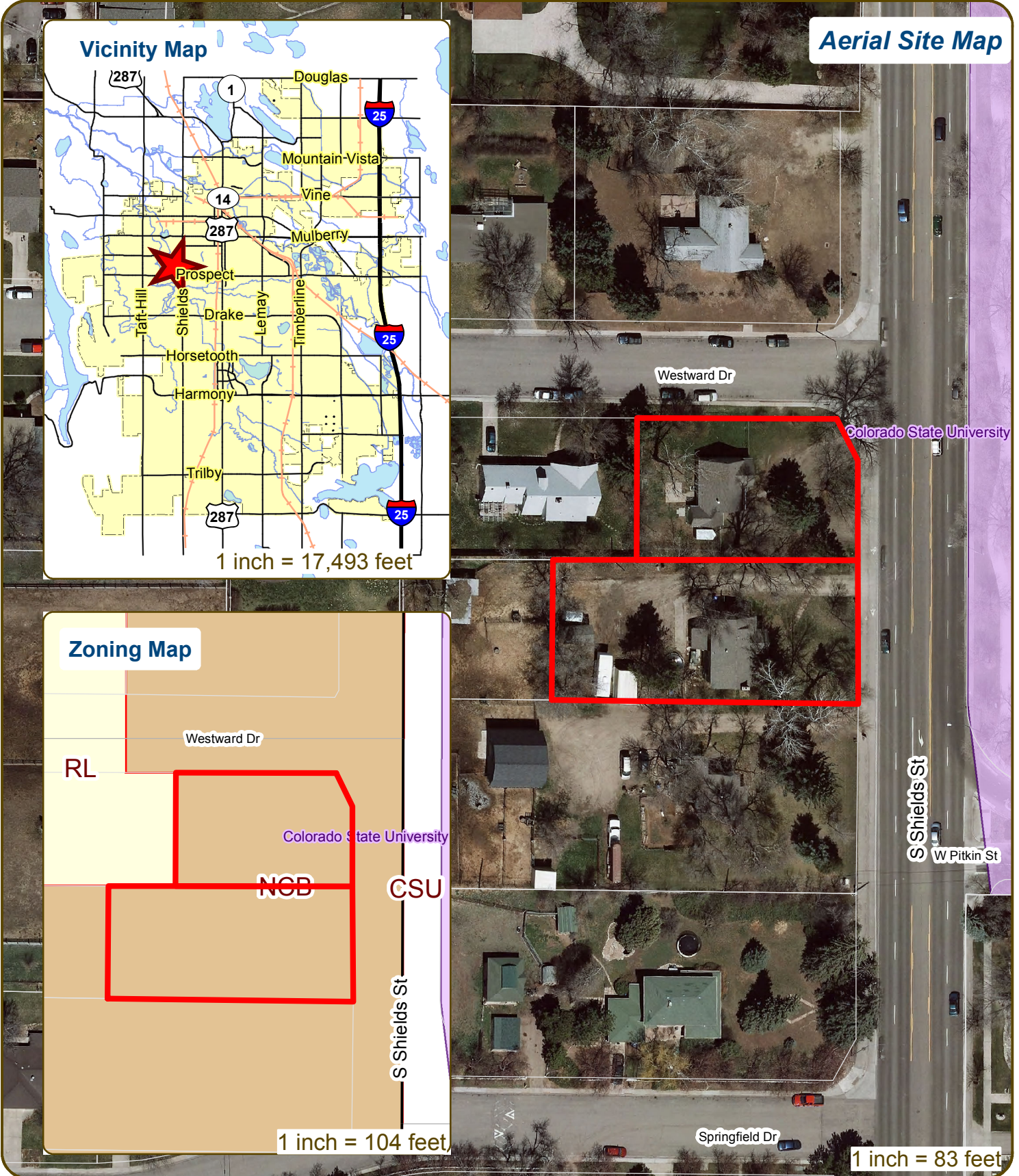
#### Energy Code Use

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

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

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

# 1207 & 1211 Shields Multi-family



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) \_\_\_\_\_

JEFF JENSEN - CONSULTANT

Business Name (if applicable) JPL DEVELOPMENT

Your Mailing Address 226 REMINGTON AVE UNIT #3, FORT COLLINS, CO

Phone Number 970 227 0622 Email Address jeff@jpldevelopment.com

Site Address or Description (parcel # if no address) 1211 AND 1207 SOUTH SHIELDS

Description of Proposal (attach additional sheets if necessary) REPLACE EXISTING SINGLE FAMILY HOUSES WITH MULTIFAMILY APARTMENTS

Proposed Use MULTIFAMILY Existing Use SINGLE FAMILY

Total Building Square Footage VARIES S.F. Number of Stories 3 Lot Dimensions VARIES

Age of any Existing Structures 1207 S. SHIELDS BUILT IN 1949 & 1211 S. SHIELDS IN 1923

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 70% S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

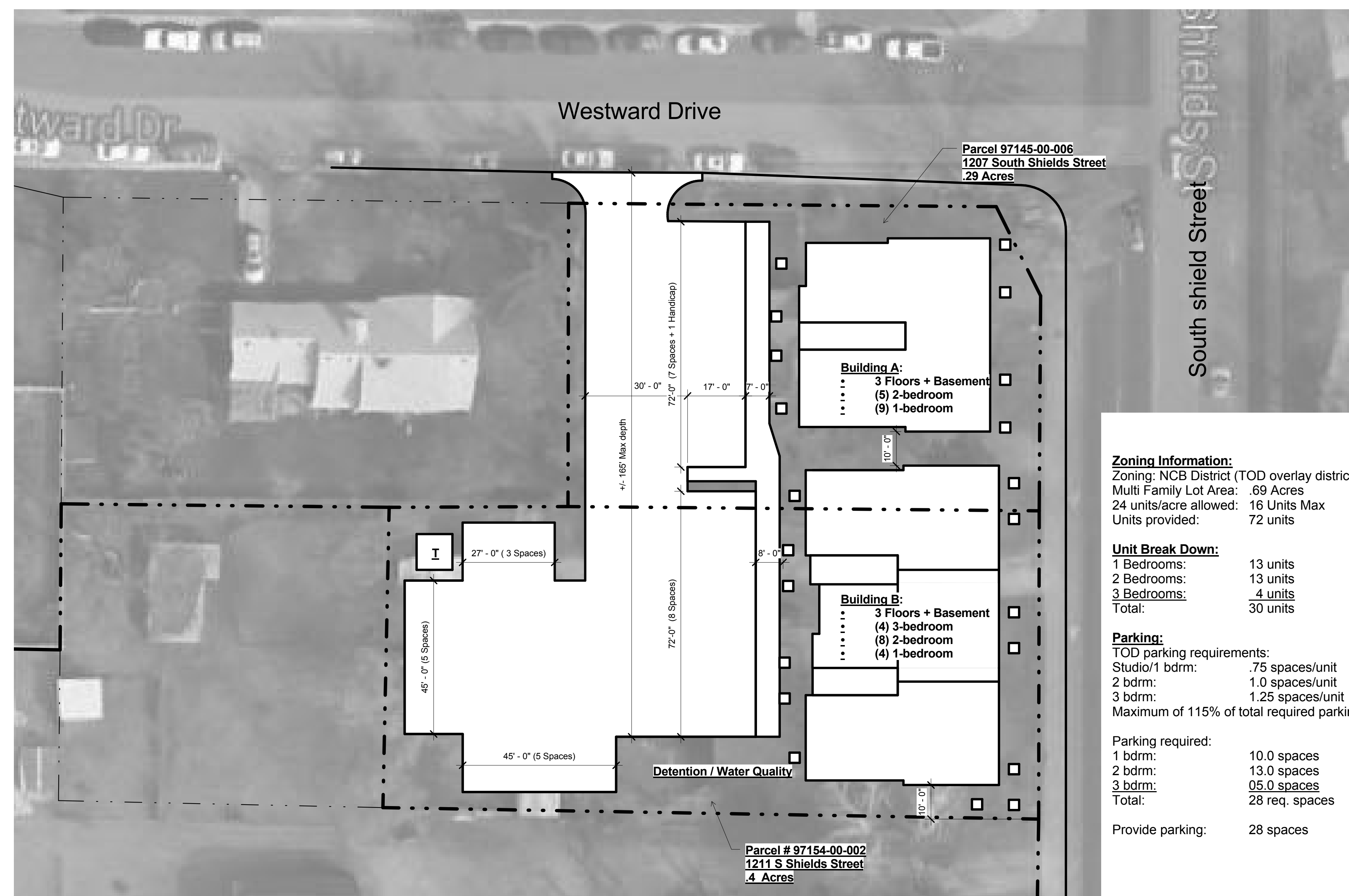
Suggested items for the Sketch Plan:

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?



In Association with:

**JPL Development**  
 226 Remington Street  
 Unit #3  
 Fort Collins, CO 80524  
 (970)-227-0622  
 Contact: Jeff Jensen / Chris LaPlante  
 Email: jeff@jpldevelopment.com,  
 chris@jpldevelopment.com



# Shields Street Assemblage

Enter address here

Issued No.	Description	Date

## Concept Review

Project No.: Project Number Drawn by: Author  
 Reviewed by: Checker

## Site Plan

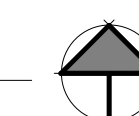
Scale Accordingly if Reduced

Drawing Number

**-AS.1**

Scope:  
 Demolition of 1211 and 1207 South Shields St. for-rent residential buildings and replacement with two (2), three-story apartment buildings including basement rental properties. Proposed units shall be 1-bedroom, 2-bedroom and 3-bedroom units as identified for a total of 30 units. Project will include required bicycle parking, TOD minimum paved parking including required handicap parking.  
 Access shall be limited to Westward drive adjacent to South property line. The property assemblage will be re-platted as a single lot and will include required LID paving, detention and water quality.

1 Concept Site Plan  
 1" = 20'-0"















Coleman

449-151





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)

July 06, 2015

Jeff Jensen  
JPL Development  
226 Remington St  
Unit #3  
Fort Collins, CO 80524

**Re:** 1207 & 1211 Shields - Multi-family

**Description of project:** This is a request to construct a 30-unit multi-family building at 1207 and 1211 S Shields (Parcel #'s 9715400006 and 9715400002). This project will necessitate tearing down the existing homes on site currently. The development will provide 28 parking spaces. The site is located in the Neighborhood Conservation – Buffer (NCB) zone district. This proposal 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, Jason Holland, at 970-224-6126 or [jholland@fcgov.com](mailto:jholland@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact: Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)**

1. Without some visual lay out of the parking lot/drives it's difficult to make comment at this time though it appears sufficient parking is being provided. Please note that there are bike parking/storage standards listed in LUC 3.2.2(C)(4) requiring minimum number of outdoor and bike parking/storage spaces.

**Department: Water-Wastewater Engineering**

**Contact: Wes Lamarque, 970-416-2418, [wlararque@fcgov.com](mailto:wlararque@fcgov.com)**

1. Existing water and sewer mains in the vicinity include a 6-inch water main on the south side of Westward Drive and a 15-inch sanitary sewer main in Shields Street.
2. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
3. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

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

1. Its not entirely clear how many units are proposed, and whether these are family apartments or student oriented housing. Please contact me with some more specifics. If there are 30 untes or 51 bedrooms or less, then the anticipated change in traffic volume is not expected to rise to the threshold of needing a Traffic Impact Study and based on section 4.2.3.D of LCUASS, the Traffic Impact Study requirement will then be waived.
2. The sidewalk along Shields should be detached per the standards.
3. Adjacent street improvements along Westward are needed.

**Department: Stormwater Engineering**

**Contact: Wes Lamarque, 970-416-2418, [wlamarque@fcgov.com](mailto:wlamarque@fcgov.com)**

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
2. 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 the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs).  
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
4. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. More information and links can be found at:  
<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
5. The outfall for the site is the inlet in Shields Street just east of 1207 S. Shields Street.
6. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-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

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

**Department: Historical Preservation**

**Contact: Karen McWilliams, 970-224-6078, [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com)**

1. The two properties contain buildings and structures that are 50 years of age or older, and so will need to be evaluated under the City's Demolition/Alteration Review, Municipal Code Section 14-72, to determine if they would qualify for recognition as a landmark. The eligibility of a property for landmark designation does not designate the property as a Landmark; it does define which of the various City review processes the development application would be reviewed under.
2. The determination of eligibility requires current color photographs of all sides of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of the building, especially any previous alterations or additions. Additionally, photos of the front elevation of adjacent buildings or structures are also required, to show the context of the building. Digital photos are encouraged, and may be sent to [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com). Hard copies may be sent to P.O. Box 580, 80522; or dropped off at CDNS, 1st Floor, 281 N. College Ave.
3. If any of the buildings or structures are found to be individually eligible for Landmark designation, then the project would be reviewed for compliance with LUC Section 3.4.7. Section 3.4.7. is intended to ensure that, to the maximum extent feasible: (1) historic sites, structures or objects are preserved and incorporated into the proposed development and any undertaking that may potentially alter the characteristics of the historic property is done in a way that does not adversely affect the integrity of the historic property; and (2) new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.

**Department: Fire Authority**

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

**1. WATER SUPPLY**

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. A hydrant is required within 300' of any commercial building. The current utility infrastructure does not meet minimum standards in the area and a fire hydrant on Westward Drive at Shields will be required. Code language provided below.

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

**2. FIRE LANES**

A fire access lane is required within 150' of all exterior portions of any building. Fire access may not be measured from an arterial road and an Emergency Access Easement on the property will be required. Code language and specifications provided below.

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

authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

#### FIRE LANE SPECIFICATIONS

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

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
- > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
- > Be visible by painting and/or signage, and maintained unobstructed at all times.
- > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details. International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

#### 3. BUILDINGS EXCEEDING THREE STORIES OR 30 FEET IN HEIGHT

Buildings exceeding 30' in height are subject to additional access requirements. The preliminary site plan provided with the application appears to meet these minimums. Code language provided below for further reference.

##### AERIAL FIRE APPARATUS ACCESS ROADS - WHERE REQUIRED

1012 IFC D105.1: Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

##### AERIAL FIRE APPARATUS ACCESS ROADS - WIDTH

2012 IFC D105.2; FCLUC 3.6.2(B)2006; and Local Amendments: Aerial fire apparatus access roads shall have a minimum unobstructed width of 30 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

##### AERIAL FIRE APPARATUS ACCESS ROADS - PROXIMITY TO BUILDING

2012 IFC D105.3: At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

#### 4. AUTOMATIC FIRE SPRINKLER SYSTEM

This building will require a full NFPA13 automatic fire sprinkler system under a separate permit. Please contact Assistant Fire Marshal, Joe Jaramillo with any fire sprinkler related questions at 970-416-2868.

##### BALCONIES AND DECKS

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

##### FDC

The location of the Fire Department Connection shall be approved by the local fire authority. In this particular circumstance, the FDC shall be located on Westward Drive and not Shields Street. It may also be located on the west side of the building with prior approval of the fire marshal. Code language provided below.

> IFC 912.2: 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.

**5. 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

**6. PREMISE IDENTIFICATION**

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

**Department: Environmental Planning**

**Contact: Kelly Kimple, , [kkimple@fcgov.com](mailto:kkimple@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.
2. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protect significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221-6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.

**Department: Engineering Development Review**

**Contact: Sheri Langenberger, 970-221-6573, [slangenberger@fcgov.com](mailto:slangenberger@fcgov.com)**

1. Marc Virata [mvirata@fcgov.com](mailto:mvirata@fcgov.com) or 221-6567 will be the Engineer assigned to this project. Please contact him if you have further questions regarding the engineering comments or requirements.
2. 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.
3. 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>
4. 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.  
All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so

that they do meet current ADA standards as a part of this project.

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. This shall including the standard utility easements that are to be provided behind the right-of-way (15 foot along an arterial, and 9 foot along all other street classifications). Additional right-of-way will be needed along both Westward Drive and Shields Street, with 51 feet being the total half street right-of-way required along Shields Street.
7. The existing sidewalk along Westward Drive does not meet current ADA requirements. The sidewalk will need to be widened or the curb, gutter and sidewalk can be reconstructed as a detached sidewalk meeting standards as was done one block north. The sidewalk along Shields Street should be detached as per standards. The pedestrian ramp at the corner will need to be reconstructed to standards.
8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
10. The properties are not currently platted. The development plans will need to include a plat of the property.
11. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.
12. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
13. In regards to construction of this site. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development . Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

**Department: Electric Engineering**

**Contact: Coy Althoff, , [CAlthoff@fcgov.com](mailto:CAlthoff@fcgov.com)**

1. Single phase electric is available along the West side of Shields St. and along the South side of Westward Dr.
2. Any changes to the existing electric capacity and or location will initiate electric development and system modification charges. Please coordinate power requirements with Light and Power Engineering at 221-6700.
3. Contact Light and Power Engineering to coordinate the transformer and electric meter locations, please show the locations on the utility plans.

**\*\*Please note that your current proposed transformer location is very far from both electric primary electric lines\*\* A suggested location would be the North/ Central location of the property within that parking lot area.**

4. The residential portions of the building must be metered individually.



5. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.

## Planning Services

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

1. How many square feet is the combined lot? Per LUC 4.8(D)(1), the minimum lot area shall equal the total gross floor area of the buildings. See definition of floor area in Article 5: Floor area shall mean the gross floor area of a building as measured along the outside walls of the building and including each floor level, but not including open balconies, the first seven hundred twenty (720) square feet of garages or other enclosed automobile parking areas, basements and one-half (½) of all storage and display areas for hard goods.
2. How wide are the lots? The total street frontage must be at least 100 feet per LUC 4.9(D)(6) (a).
3. A requirement for providing a private drive connection stubbed to the adjacent property to the south needs to be vetted with engineering and transportation staff. This may be tied to the applicant's traffic analysis of the area.
4. What are the front and street-side setbacks shown? Front and street side setbacks are 15' min. What are the square elements shown on the plan? Are these column bases?
5. How are the three story buildings articulated? The project must provide significant building façade articulation per the NCB and TOD building standards that respond to the surrounding context. This also includes a transitional setback requirement along the south for walls that are greater than 18 feet in height. This is shown in the diagram in LUC 4.7(E) Figure 17.
6. How are the TOD central gathering space/outdoor space and 3.8.30 park space requirements being met?
7. Multifamily design standards in LUC 3.8.30 apply.
8. Parking stall setback from Westward is 20 min. from the ROW.
9. How does the detention area outfall and are any off-site easements required?
10. A connection walkway must be extended to Westward. A detached sidewalk with street trees will likely be required along Westward.
11. Can the sidewalk system be extended along the south side of the property to make a loop around the building and also to accommodate future sidewalk connections to the south? This may be required per LUC 3.2.2(C)(6)(7) and (8).
12. The parking lot island must be at least 8 feet wide in order to provide at least 7 feet of clear landscape width for a shade tree per LUC 3.2.1(E)(5)(c). The initial submittal must also demonstrate that the parking lot interior and perimeter standards are being met. Document how this is being met on the submittal plans.
13. All significant existing trees must be inventoried and located on the plans and the City Forester must be contacted for a site meeting to review the trees with the applicant prior to the initial submittal.
14. Minimum TOD parking ratios shall apply.
15. A neighborhood meeting is required and must be held at least ten days prior to a formal submittal.

- 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 970-416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

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

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

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5.

#### Energy Code Use

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

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

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