

Conceptual Review Agenda

Schedule for 06/03/13 to 06/03/13

281 Conference Room A

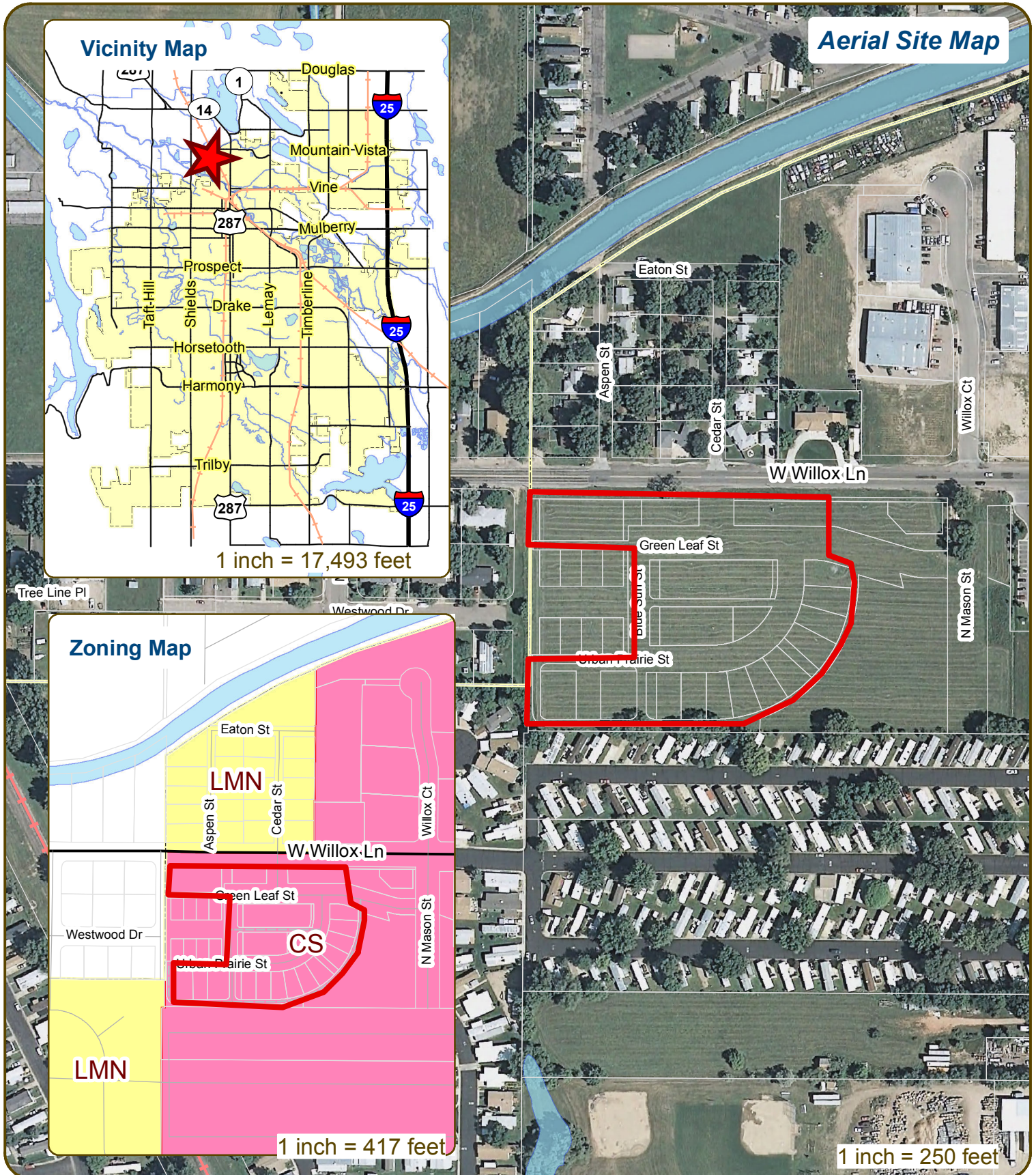
Monday, June 3, 2013

Time	Project Name	Applicant Info	Project Description	Planner
9:30	Union Place Replat	Susan McFaddin 970-420-0000 sue@7genllc.com	This is a request to replat lots within the Union Place subdivision located southwest of the intersection of West Willox Lane and North Mason Street. The replat seeks to change the two commercial sites (along the northern edge on Willox Lane) to single family lots and several blocks of condos to single family attached. The site is located in the Service Commercial (C-S) Zone District. The replat is subject to Administrative (Type 1) review.	Jason Holland
10:15	Fort Collins Senior Center Addition	Michael Chalona 970-493-8747 michael.chalona@neenan.com	This is a request to construct an addition to the Fort Collins Senior Center located at 1200 Raintree Drive (Parcel #s 97224-21-901, 97224-21-902). The expansion includes 17,300 new square footage in an addition to the northeast corner of the building for new multi-purpose rooms, a relocated drive-up canopy, an addition to the administration offices near the front entrance and a new addition to the southeast corner of the building. Additional parking spaces will be built to the southwest of the building. The site is located in the Medium Density Mixed-Use Neighborhood (M-M-N) Zone District. The expansion is to be processed as a Minor Amendment.	Clark Mapes

Monday, June 3, 2013

Time	Project Name	Applicant Info	Project Description	Planner
11:00	Ward Alternative Energy CNG Fueling Station	Paul Nelson 970-530-2112 paul@wardenergy.com	This is a request to examine two potential sites for use as a compressed natural gas (CNG) fueling station. The fueling station will support Transfort and other CNG-operated fleets. The two potential sites are located at 223 Willow Street (Parcel #s 97122-07-025, 97122-10-010) and 103 East Lincoln Avenue (Parcel #s 97123-00-040, 97123-00-035). The site at 223 Willow Street is located in the River Downtown Redevelopment (R-D-R) Zone District, while the site at 103 East Lincoln Avenue is located in the Community Commercial - Poudre River (C-C-R) Zone District. Review by the Planning & Zoning Board (Type 2) is likely at both locations as either an enlargement of a nonconforming use or as an addition of a permitted use.	Lindsay Ex

Union Place Replat



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CONCEPTUAL REVIEW:
APPLICATION**General Information**

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

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

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

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

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

Susan McFadden, consultant, Sam Elson, Consultant

Business Name (if applicable) _____

Your Mailing Address 607 Couran St A1 FC CO 80524

Phone Number 9704200000 **Email Address** sue@7genllc.com

Site Address or Description (parcel # if no address) Union Place PUD

Description of Proposal (attach additional sheets if necessary) Replat condos to townhomes and two commercial sites to single family

Proposed Use Residential **Existing Use** Residential/Commercial

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

Age of any Existing Structures N/A

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

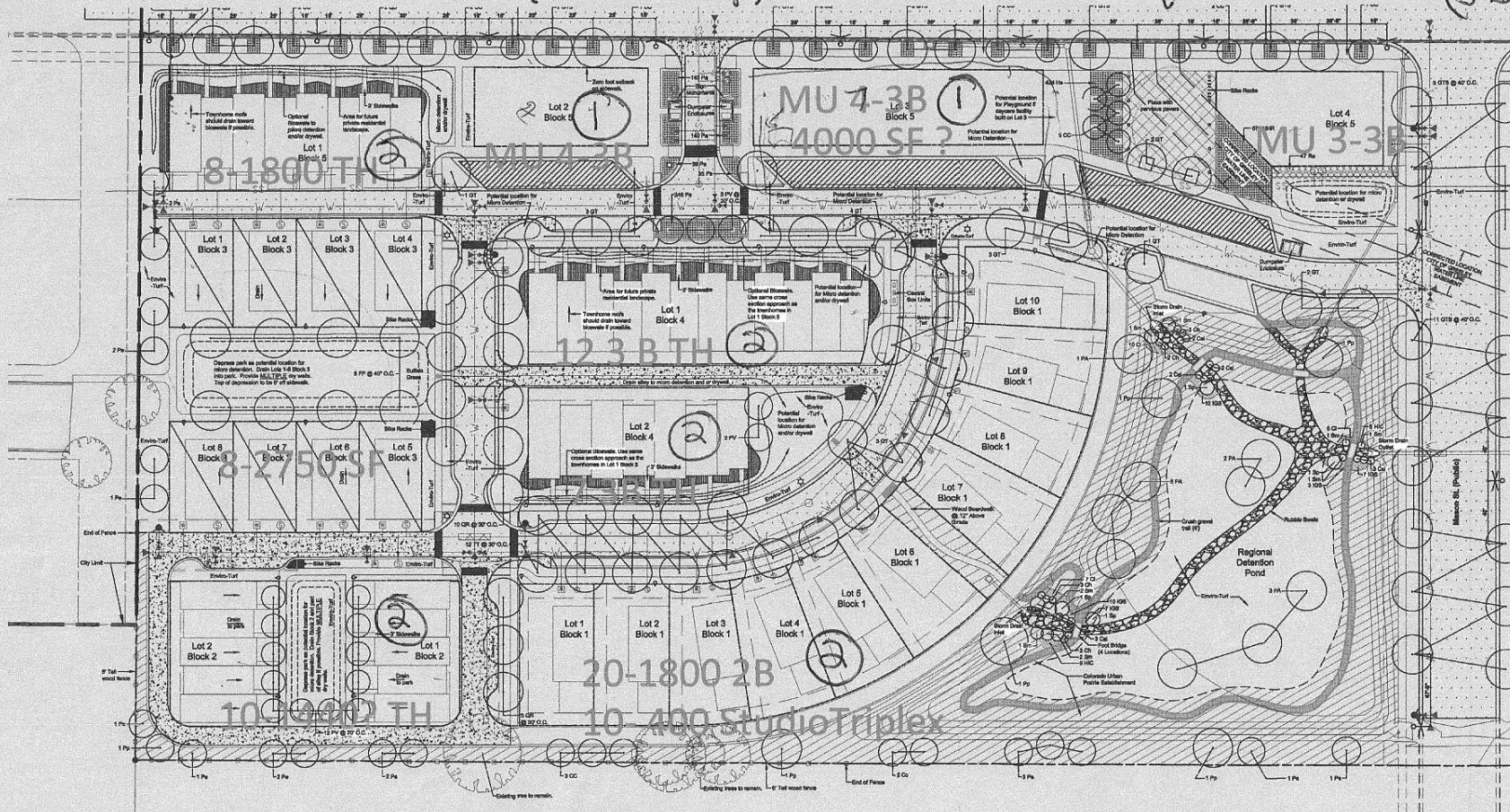
Suggested items for the Sketch Plan:

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?

SITE PLAN

① Change to Single Family
(2 buildings)

② Change to single family tracts from condos (5 blocks)





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

970.221.6750
970.224.6134 - fax
fcgov.com

June 10, 2013

Susan Mcfaddin
607 Cowan Street A1
Fort Collins, CO 80524

Re: Union Place Replat

Description of project: This is a request to replat lots within the Union Place subdivision located southwest of the intersection of West Willox Lane and North Mason Street. The replat seeks to change the two commercial sites (along the northern edge on Willox Lane) to single family lots and several blocks of condos to single family attached. The site is located in the Service Commercial (C-S) Zone District. The replat is subject to Administrative (Type 1) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Jason Holland, at 970-224-6126 or jholland@fcgov.com.

Comment Summary:

Department: Zoning

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

1. Land Use Code (LUC) Section 4.22(B)(2)(a) Single Family detached dwellings located on lots less than 6000 sq ft and Single Family attached dwellings are both permitted uses in the Service Community (CS) zone district subject to a TYPE 1 review (public hearing with hearing officer).

Platting is also a TYPE 1 review.

2. LUC 3.5.2(D)
Setback from an Arterial Street (Willox) is 30ft
Setback from a Non-Arterial Street is 15ft
Setback side and rear property lines is 5ft except garages which are 8ft

By definition of single family attached these structures have 0ft setback on the sides they are attached.

LUC 3.5.2(D)(4) Minimum lot width for single family detached is 50ft.

LUC 3.6.2(E) Lots that have a front or rear lot line that abuts an Arterial street shall have a minimum lot depth of 150ft.

3. LUC 3.5.2(E) These Garage standards do apply.
4. LUC 3.2.2(K)(1)(c) Single-Family Detached: For each single-family dwelling there shall be one (1) parking space on lots with greater than forty (40) feet of street frontage or two (2) parking spaces on lots with forty (40) feet or less of street frontage.

LUC 3.2.2(K)(1)(a) Attached Dwellings:

Number of Bedrooms/Dwelling Unit Parking Spaces Per Dwelling Unit*

One bedroom or less = 1.5

Two bedroom = 1.75

Three bedroom = 2.0

Four bedroom and above = 2.5

5. LUC 3.2.1 A landscape plan is required, which includes but not limited to detached sidewalks and street trees (see section for details). Please verify that utility locations will not conflict with landscape plan.

Department: Water-Wastewater Engineering

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

1. Water and sewer mains were previously installed within the site for the Union Place project. It appears the number and sizes of buildings will be changing; therefore, utility plans need to be updated to determine what adjustments will be needed.
2. Existing water and sewer service stubs must be used or abandoned at the main.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights will be due at building permit.

Department: Stormwater Engineering

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

1. The drainage design engineer needs to verify that with this revision the site design is still in compliance with the approved drainage plan. Impervious area and drainage patterns must be consistent with the approved plan, and if not the engineer needs to propose mitigation for the changes.
2. The detention and water quality treatment are being provided for in the onsite detention facilities which also provides regional detention for the west side of North College Ave. The Stormwater Utility did cost share in the regional detention facilities. The future storm drains will drain the site in the future. The existing design uses percolation to drain the lower portion of the pond. So in the interim if the pond holds water for more than 72 hours the water must be pumped out of the pond.
3. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996. This site already has LID treatment methods included in the original design so even though it does not meet the 50% requirement, no additional LID runoff

treatment is needed. This project volunteered to install LID before it was required which is something that should be rewarded.

4. A revised grading plan is required and it must be prepared by a professional engineer registered in Colorado.
5. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or by contacting Jean Pakech at 221-6375. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
6. The design of this site must conform to the drainage basin design of the Dry Creek Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

Department: Fire Authority

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

1. RESIDENTIAL HYDRANT REQUIREMENTS: Within the Urban Growth Area, hydrants to provide 1,000 gpm at 20 psi residual pressure, spaced not further than 400 feet to the building, on 800-foot centers thereafter.
2006 International Fire Code 508.1 and Appendix B

Site visited on 6/4/13: I found all hydrants to be located appropriately.

2. DEAD-END FIRE LANES
Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
FCLUC 3.6.2(B)2006; International Fire Code 503.2.5 and Appendix D

Site visited on 6/4/13: I confirmed no turn around in needed. I also determined none of the lots to be out of access and therefore there are no residential fire sprinkler requirements.

3. PREMISE IDENTIFICATION
New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.
2006 International Fire Code 505.1
4. EMERGENCY ACCESS
Fire lanes shall be designated on the plat as an Emergency Access Easement.

Department: Environmental Planning

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

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

Department: Engineering Development Review**Contact: Marc Virata, 970-221-6567, mvirata@fcgov.com**

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study update is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. With the change from multi-family/commercial to single family, there may be a need for additional utility services from the utility providers that require utility easement dedication.
7. Changes to the utility services requiring street cuts to Mason Street or Willox Lane would be subject to a street cut permit and pavement impact penalty fees due to the condition of these streets being new.
8. Construction plans (or revisions to the construction plans of record) may be required.
9. A Development Agreement or an amendment to the development agreement, may be required and recorded once the project is finalized with recordation costs paid for by the applicant. A note on the replat stating that the development agreement for Union Place Subdivision shall apply to this replat may satisfy the need to amend the development agreement or require a new development agreement.
10. A Development Construction Permit (DCP) or an excavation permit may be needed prior to starting any work on the site in addition to the aforementioned street cut permit.
11. The original Union Place development plan obtained a reduction in fees due to a portion of the project being designated as affordable housing. Should the percentage of affordable housing designation change with the replat and depending on the process (new PDP vs. major amendment), fees that weren't collected with the original Union Place may need to be paid back to the City, including the TDRF).

Current Planning**Contact: Jason Holland, 970-224-6126, jholland@fcgov.com**

1. The project will be a Major Amendment of the approved plans, and subject to P&Z review and approval if more than 50 multi-family units are proposed. Please refer to the Multi-family standards in 3.8.30 of the code. The code was recently changed to include this 50 unit threshold.
2. Subsection E of 3.2.6: Lots having a front or rear lot line that abuts an arterial street shall have a minimum depth of one hundred fifty (150) feet.

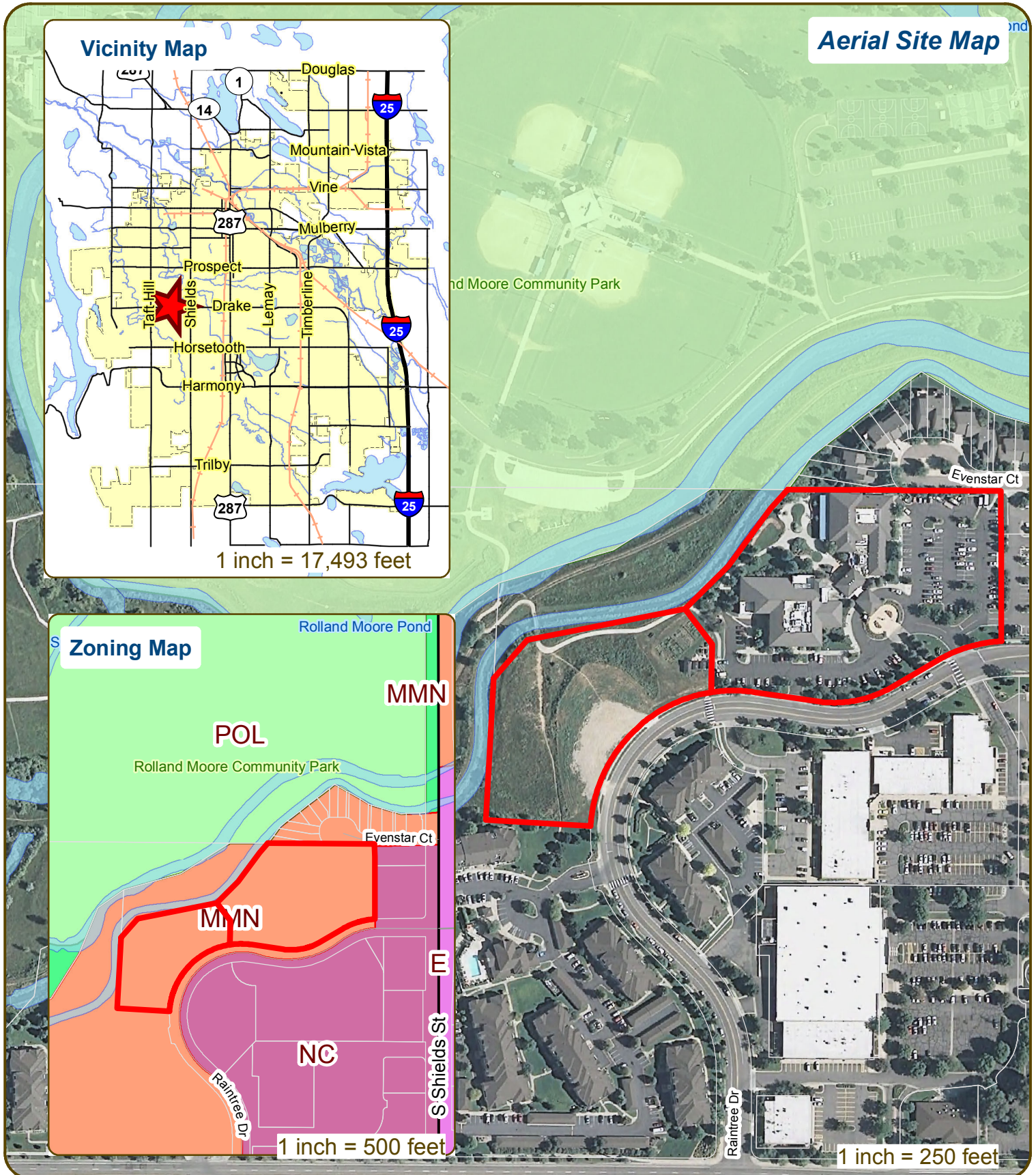
Alternative Compliance. Upon request by the applicant, the decision maker may approve an alternative lot plan that does not meet this 150' standard if the alternative lot plan includes additional buffering or screening that will, in the judgment of the decision maker, protect such lots from the noise, light and other potential negative impacts of the arterial street as well as, or better than, a plan which complies with the 150' standard of this subsection.

Procedure. Alternative lot plans shall be prepared and submitted in accordance with the submittal requirements for streets, streetscapes, alleys and easements as set forth in this Section and landscape plans as set forth in Section 3.2.1. The alternative lot plan shall clearly identify and discuss the modifications and alternatives proposed and the ways in which the plan will equally well or better accomplish the purpose of this Subsection (E) than would a plan which complies with the standards of this Subsection (E).

Review Criteria. To approve an alternative lot plan, the decision maker must first find that the proposed alternative plan accomplishes the purpose of this Subsection (E) as well as, or better than, a lot plan which complies with the standard of this Subsection. In reviewing the proposed alternative plan, the decision maker shall take into account whether the lot plan provides screening and protection of the lots adjacent to the arterial street from noise, light and other negative impacts of the arterial street equally well or better than a plan which complies with the standard of this Subsection (E).

3. 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.
4. Please see the Development Review Guide at www.fcgov.com/drg. This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
5. 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>.
6. 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.
7. Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
8. 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.
9. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

Fort Collins Senior Center Addition



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APPLICATION

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

[The Neenan Company, c/o Michael Chalona \(Consultant\)](#)

Business Name (if applicable) _____

Your Mailing Address [2607 Midpoint Drive, FTC, CO 80525](#)

Phone Number [970-493-8747](#) Email Address _____

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

[1200 Raintree Drive, FTC, CO](#)

Description of Proposal (attach additional sheets if necessary) _____

[Expansion of the Senior Center to include 17,300 sf of additions to occur to the existing facility. A new parking lot comprised of 79 parking spaces will be constructed to the west of the existing facility in the vacant lot.](#)

Proposed Use [Recreation Center](#) **Existing Use** [Recreation Center](#)

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

Age of any Existing Structures [approx 1994](#)

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

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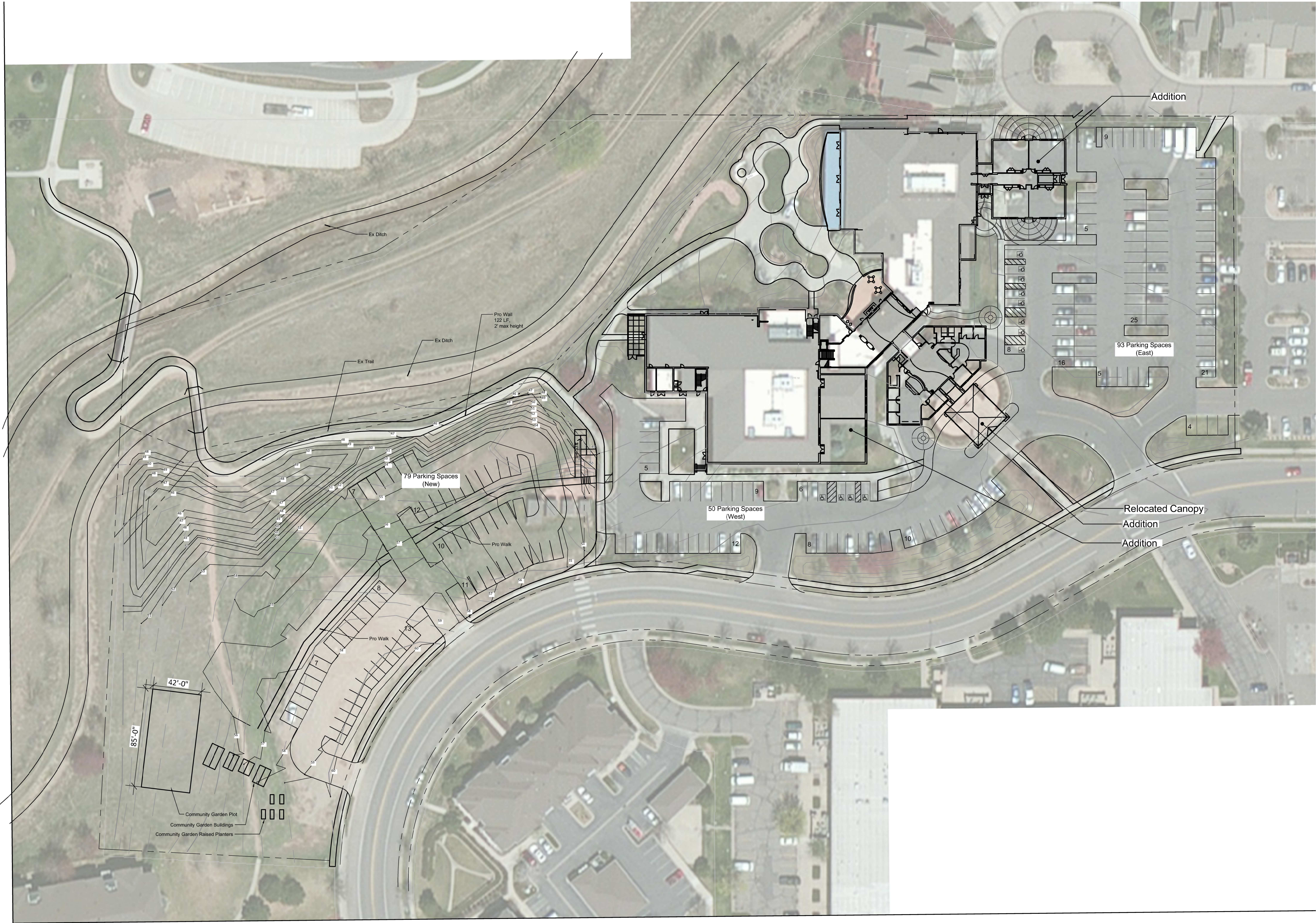
Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>.

Increase in Impervious Area [27,850 sf for new parking lot](#) _____ S.F.
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

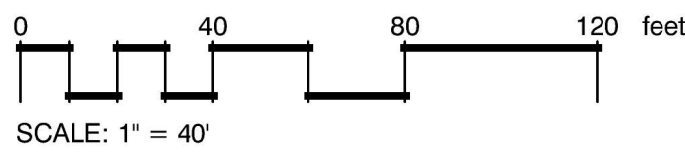
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NORTH



CONCEPTUAL
SITE PLAN
OVERALL SITE

Issued For Permit:	XX/XX/12
Issued For Construction:	
Revision Number	Revision Date
ISSUED FOR SKETCH PLAN: 05/06/2013	

Plot Date 05/06/13

2761

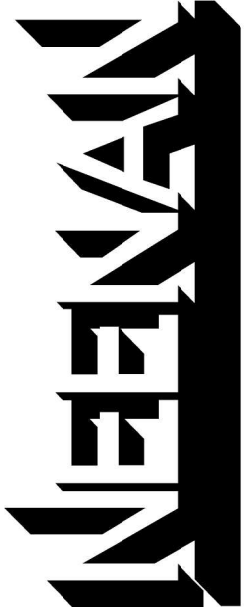
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SENIOR CENTER EXPANSION

CITY OF FORT COLLINS

1200 Raintree Drive

Fort Collins, CO



Neenan
architecture
2000 E. Lincoln Avenue, Suite 100
Fort Collins, Colorado 80525
Phone: 970.483.8889



CARDIO, WEIGHTS,
AND DANCE
CENTER ADDITION

ADMINISTRATION
OFFICE ADDITION

RELOCATED
DRIVE-UP
CANOPY

WELLNESS
CENTER
ADDITION

MULTI-PURPOSE
ROOM
ADDITION

PERSPECTIVE OF OVERALL PROJECT FROM SOUTHEAST

NO SCALE



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

970.221.6750
970.224.6134 - fax
fcgov.com

June 10, 2013

Michael Chalona
The Neenan Company
2607 Midpoint Drive
Fort Collins, CO 80525

Re: Fort Collins Senior Center Addition

Description of project: This is a request to construct an addition to the Fort Collins Senior Center located at 1200 Raintree Drive (Parcel #s 97224-21-901, 97224-21-902). The expansion includes 17,300 new square footage in an addition to the northeast corner of the building for new multi-purpose rooms, a relocated drive-up canopy, an addition to the administration offices near the front entrance and a new addition to the southeast corner of the building. Additional parking spaces will be built to the southwest of the building. The site is located in the Medium Density Mixed-Use Neighborhood (M-M-N) Zone District. The expansion is to be processed as a Minor Amendment.

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Comment Summary:

Department: Zoning

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

1. Land Use Code (LUC) Section 3.2.2(K)(1) Recreational Uses and Places of Assembly both have a minimum parking requirement.

Please provide the number of Staff, total sq footage and total occupant capacity of the building.

LUC 3.2.2(L) Table A and B

Standard 90 degree parking stall is 19'x 9'

Two-way drive aisle is a minimum of 24' in width

Is the vehicle use area be lined with raised curb and gutter?

LUC 3.2.2(K)(5) Accessibility spaces shall be identified by a standard verticle sign.

2. LUC 3.2.1 A landscape plan is required which includes but not limited to street trees (see section for further details).

LUC 3.2.1(E)(5)(e) Parking bay shall extend no more than 15 parking spaces without intervening tree in a landscape island. The East parking bay is 21 parking spaces without a tree.

LUC 3.2.1(E)(5) A minimum of 6% on interior landscaping for the parking areas is required please show the calculations on how this is being met.

LUC 3.2.1(E)(4) Parking lot Perimeter landscaping is required (these areas are not part of the interior landscaping).

LUC 3.2.2(J) Vehicle use areas are required a 10ft landscape setback from non-arterial streets and 5ft landscape setback from lot lines.

3. LUC 3.5.3 This section does apply.
4. LUC 3.5.1(I) Mechanical/Utility equipment (vents, flues, meters, boxes, conduit, ac/rtu's...) locations shall be identified on the plans with notes on how such equipment is screened and painted.
5. LUC 3.2.1 A lighting plan is required that includes a photometric site plan and catalog cut-sheets.
6. LUC 3.2.5 An enclosure adequately sized for both trash and recycling is required. Such enclosure shall be designed with walk-in access without having to open the main service gate and located on a concrete pad at least 20ft from a public sidewalk.

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers in this area include an 8-inch water main in Raintree and an 8-inch sewer that terminates near the west end of the building.
2. Water services to the site include a 2-inch domestic service, a 6-inch fire line and a 1-inch irrigation service.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. If a larger or additional water service is needed, development fees and water rights will be due at building permit.

Department: Transfort

Contact: Emma McArdle, 970-224-6197, emcardle@fcgov.com

1. Transfort currently serves the Senior Center at a stop in the parking lot just to the south of the proposed covered drive through/drop off. We plan to continue this service and will need an ADA accessible bus stop for our use here. At a minimum that would be a 8' deep by 5' wide pad also with some seating off to the side for customers. I am happy to discuss this further as you get more into this design.

Department: Stormwater Engineering

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

1. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
2. Since there will be an increase in imperviousness greater than 1000 square feet a drainage and erosion control report and construction plans are required and 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.
3. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate. The present drainage system has detention between the New Mercer and Larimer #2 irrigation ditches. The detention volume is at the maximum attainable in that location so new onsite detention is required. The new detention must drain to Spring Creek and not the irrigation ditches. The existing outfall may have enough capacity but it will need to be analyzed to determine if it is sufficient.
4. Fifty percent of the new impervious area 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 went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
6. There will be grading along the New Mercer irrigation ditch so the ditch company is required to sign the construction plans. The contact information for the New Mercer Ditch Company is: John Moen, Superintendent, 482-3309; Randy Gustafson, President, 226-2136; Brent Bartlett, Attorney, 407-9000.
7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or by contacting Jean Pakech at 221-6375. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
8. The design of this site must conform to the drainage basin design of the Spring Creek Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

Department: Fire Authority

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

1. PUBLIC-SAFETY RADIO AMPLIFICATION SYSTEM

New buildings or building additions that cause the building to be greater than 50,000 square feet will require a fire department, emergency communication system evaluation after the core/shell but prior to

final build out. For the purposes of this section, fire walls shall not be used to define separate buildings.

Where adequate radio coverage cannot be established within a building, public-safety radio amplification systems shall be designed and installed in accordance with criteria established by the Poudre Fire Authority. Poudre Fire Authority Bureau Admin Policy #07-01

Department: Environmental Planning

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

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (canals). Please note the buffer zone standard of 50' for these features, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process. Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal.
2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
5. As you are aware, staff is developing urban agriculture regulations. As the community garden would be accessory to this development, an urban agriculture license would not be required. However, please note the standards that do not allow for the spraying or application of synthetic chemicals or pesticides in the community garden within a buffer zone. A note should be added to the landscape plan to this effect.
6. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.

Department: Engineering Development Review

Contact: Tyler Siegmund, 970-221-6501, tsiegmund@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of

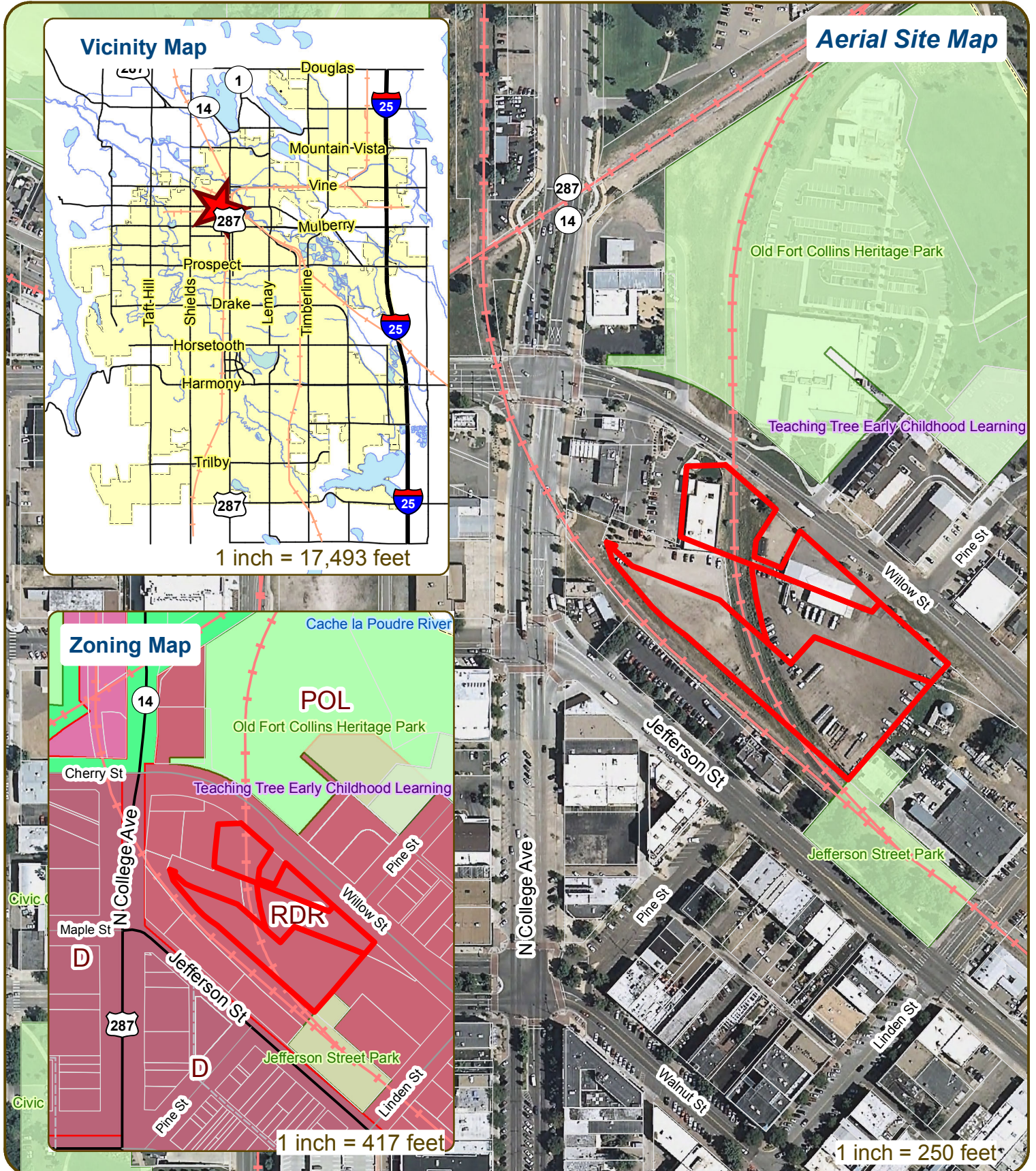
completed improvements and/or prior to the issuance of the first Certificate of Occupancy.

4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Depending on utility design/layout, utility plans may be required with this project.
8. A Development Construction Permit (DCP) or an excavation permit may need to be obtained prior to starting any work on the site.

Current Planning

Contact: , ,

CNG Fueling Facility Site 1 - 223 Willow St

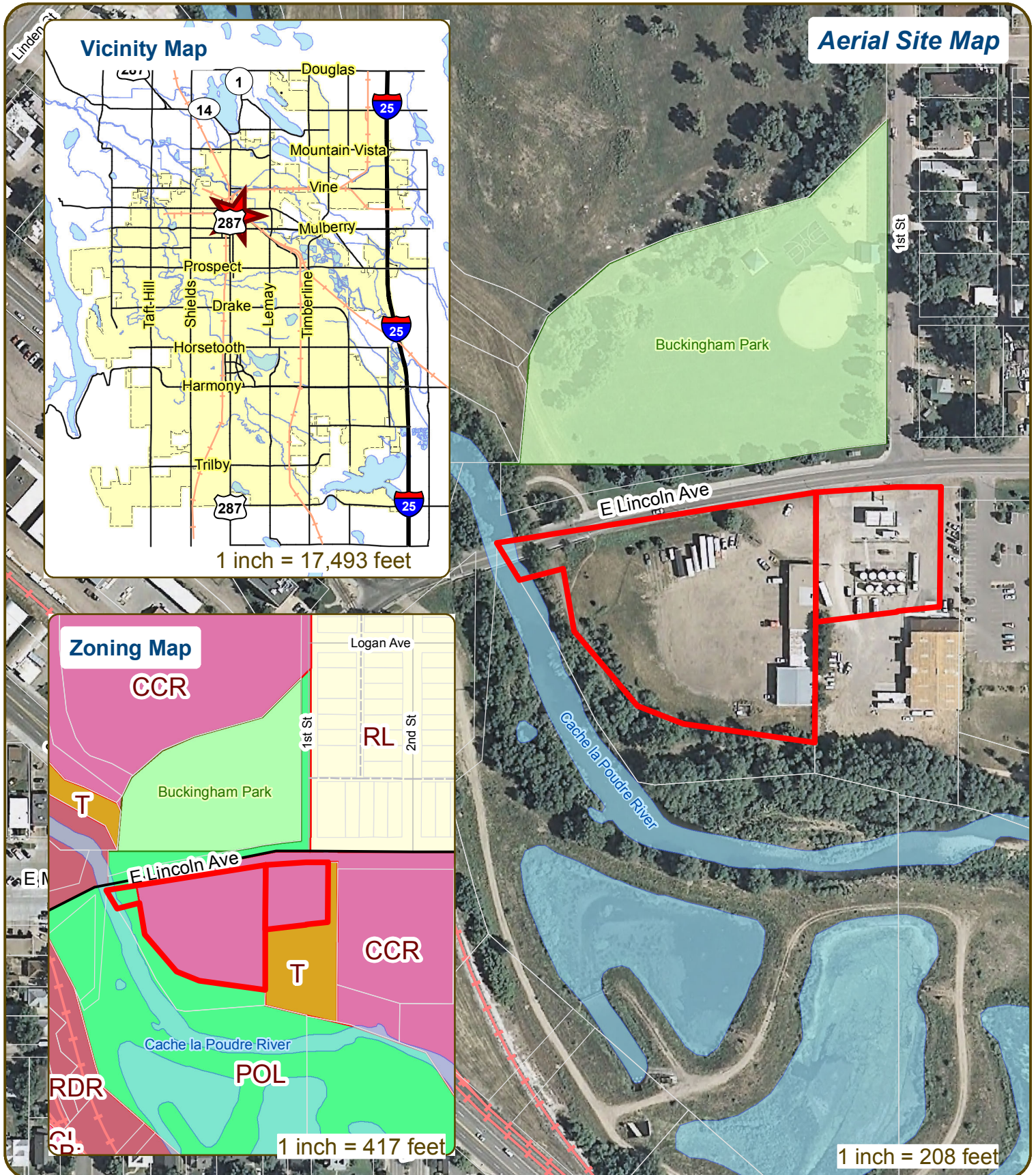


These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in 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.



CNG Fueling Facility

Site 2 - 103 E Lincoln Ave



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CONCEPTUAL REVIEW:
APPLICATION

General Information

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

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

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

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

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

Paul Nelson, President, Ward Alternative Energy, LLC (owner) _____

Business Name (if applicable) _____ Ward Alternative Energy, LLC _____

Your Mailing Address 215 West Oak, Suite 1000, Fort Collins, CO 80521 _____

Phone Number (970) 530-2112 _____ **Email Address** paul@wardenergy.com _____

Site Address or Description (parcel # if no address) 223 Willow Street or 103 East Lincoln Avenue
Fort Collins, Colorado _____

Description of Proposal (attach additional sheets if necessary) Please see attached cover letter and
supporting proposal document. _____

Proposed Use CNG Fueling Station _____ **Existing Use** Truck Operations Facility _____

Total Building Square Footage n/a _____ **S.F. Number of Stories** n/a _____ **Lot Dimensions** see site plans _____

Age of any Existing Structures see site plans _____

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 see site plans _____ 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?



May 7, 2013

Ms. Laurie Kadrach, CDNS Director
Community Development and Neighborhood Services
City of Fort Collins
281 N. College Avenue
Fort Collins, CO 80522

Re: CNG Fueling Station in Fort Collins to Support Transfort Buses & Other Fleet Vehicles

Dear Ms. Kadrach:

Please find attached to this cover letter our application for conceptual review of a compressed natural gas (CNG) fueling station in Fort Collins. Two locations are being considered for this fueling station and Schrader Oil Company will be the site host since they own both locations in part or whole. This project represents the first commercial-scale CNG fueling station in Fort Collins and will enhance the City's leadership with respect to an advanced energy economy and sustainable communities.

Ward Alternative Energy (WAE) is proposing to build and operate the CNG fueling station at 223 Willow Street or 103 East Lincoln Avenue. WAE respectfully requests a conceptual review of this application by the City of Fort Collins to provide feedback on all the necessary information required to submit a formal permit application for approval for one of the two locations.

The CNG fueling facility will support Transfort and other fleets that want to purchase and operate clean, domestically fueled trucks and buses. Transfort currently operates 17 CNG buses being fueled at the Transfort CNG fueling station (operated by WAE) located at its Trilby Road bus operation facility and will receive an additional 13 CNG buses at year-end – in support of the MAX/Mason Street Corridor. This new CNG fueling station will add a second fueling site to support bus fleet reliability and efficiency as well as provide CNG fueling to the City's and Larimer County's fleet purchases and private sector fleets such as refuse, package delivery and food distribution.

The CNG fueling station will be built in the Fort ZED area and WAE will work with Fort ZED and the Colorado Clean Energy Cluster (of which WAE is a member) to investigate electrical power management and incorporate best environmental practices for the CNG fueling station operation. In addition, the station will be located less than a mile from the CSU Engines & Energy Conversions Lab and the proposed site for Woodward, which could support their research, education and technology development for low emissions and high efficiency natural gas engines.

Sincerely,

Paul A. Nelson
President
paul@wardenergy.com

Attachment: Conceptual Review Application & Supporting Documentation



SUPPORTING DOCUMENTATION TO CONCEPTUAL REVIEW APPLICATION

CNG FUELING STATION IN NORTHERN FORT COLLINS

LIST OF CONTENTS

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CNG & NGV Background Slides	9



Proposed Project

Ward Alternative Energy (WAE) is proposing to build and operate a compressed natural gas (CNG) fueling station at 223 Willow Street or 103 East Lincoln Avenue. The CNG fueling facility will support Transfort and other fleets that want to purchase and operate clean, domestically fueled trucks and buses. Operating fleet vehicles on natural gas is an excellent complement to light-duty cars operating on electricity as part of an overall domestic energy, sustainable community and climate change plan.

Transfort currently operates 17 CNG buses being fueled at the Transfort CNG fueling station (operated by WAE) located at Trilby Road bus operation facility and will receive an additional 13 CNG buses at year-end – in support of the MAX/Mason Street Corridor. This new CNG fueling station will add a second fueling site to support bus fleet reliability and efficiency as well as provide CNG fueling to the City's and Larimer County's fleet purchases and private sector fleets such as refuse, package delivery and food distribution. This CNG fueling station will be open 24 hours per day to all commercial and government vehicles that operate on CNG.

The CNG fueling station will be built in the Fort ZED area and WAE will work with Fort ZED and the Colorado Clean Energy Cluster (of which WAE is a member) to investigate electrical power management and incorporate best environmental practices for the CNG fueling station operation. In addition, the station will be located less than a mile from the CSU Engines & Energy Conversions Lab and the proposed site for Woodward, which could support their research, education and technology development for low emissions and high efficiency natural gas engines.

Thousands of CNG fueling stations have been built and safely operated in the US, Europe and elsewhere. For example, CNG fueling stations at Denver International Airport provide fuel to hundreds of baggage tractors and other vehicles that move baggage and concession products on the airfield and in the underground tunnel connecting the terminal and three concourses (only natural gas and electric vehicles are allowed in the tunnel per OSHA and other requirements). In addition, all of the shuttles and buses operated by DIA are fueled with CNG and have transported millions of travelers since the airport opened in the mid-1990s.

Company Information

Ward Alternative Energy, LLC ("WAE")

Company Headquarters:

215 West Oak, Suite 1000
Fort Collins, CO 80521
(970) 530-2112 (main)
(970) 449-4637 (fax)



WAE is based in Colorado and began offering services and products in the NGV and CNG industry in 2012. With its acquisition of FuelTek in early 2013, WAE brought in-house an operation that dates back to 1990 when FuelTek was part of Natural Fuels Company the leader in developing CNG fueling facilities in Colorado. Company principals and key personnel have many decades of experience in the natural gas and CNG industry with construction and operation of most of the CNG sites built in Colorado since 1990 to their credit (e.g., six fueling locations at Denver International Airport, Total-branded fueling sites, joint natural gas utility sites with Xcel, Black Hills and Colorado Springs Utilities along the Front Range). Current customers for WAE's station operation and maintenance services include the City of Fort Collins, Colorado Springs Utilities, City of Longmont, Western Disposal, among others. Ward Petroleum, a WAE affiliate, has 50 years of experience in the natural gas industry including exploration and production of natural gas, gas gathering and marketing operations, and field compression services.

WAE intends to utilize subcontractors to perform various tasks associated with installing the CNG fueling equipment. Examples of types of companies include electricians, plumbers and construction equipment operators. While WAE will be the project manager for installation/start-up/operation of the CNG fueling station, CGRS, Inc. will provide engineering/site survey/site plans and construction management/permits as a subcontractor and partner to WAE. CGRS was formed in 1987 and has offices in Fort Collins and Grand Junction, Colorado, Sheridan Wyoming, and Sacramento, California. CGRS Construction Services provides extensive construction management services for new fueling system facility construction.

WAE's specific products and services include:

- Low cost natural gas vehicle fuel for fleet vehicles from:
 - WAE owned stations located at customer fleet sites and
 - WAE owned public-access stations located near a fleet's site or vehicle routes
- Design/build services for fleet on-site fueling stations and upgrades for vehicle service facilities,
- Operation and maintenance services for fleet on-site fueling stations,
- Supplemental fueling services for fleet on-site fueling stations, and
- Resources and connections for a successful NGV fleet experience.
- Vehicle conversion, heavy-duty vehicle fuel storage/delivery systems & specialty products.

WAE's approach to business and list of products and services are as follows:

WAE provides natural gas vehicle fuel and fueling station services, energy for today's advanced energy economy fleet vehicles and communities. As the fleet partner, we focus on supplying natural gas vehicle fuel, addressing fueling equipment and service needs and making connections to resources for a successful transition to clean, domestic natural gas and away from diesel and gasoline. As the community partner, we focus on reducing the use of foreign oil, criteria pollutants and greenhouse gas emissions.



Our business culture and philosophy is focused on customer service and environmental responsibility. We care as much as our fleet customers do about each vehicle being fueled safely and on-schedule every day. These core values drive our commitment to 24/7/365 monitoring, technical service and local support for each natural gas fueling station with which we are associated.

WAE is committed to being a strong collaborator with natural gas vehicle (NGV) market development stakeholders. These stakeholders include fleet trade associations (Rocky Mountain Fleet Managers Association, Colorado Motor Carriers Association and others), traditional fuel retailers who want to add CNG to their fueling stations, fleet and hybrid fueling site partners such as local governments, regional efforts like Clean Cities and Colorado Clean Energy Cluster, state and federal programs such as Governor Hickenlooper's Colorado CNG Initiative and CNG MOU with over a dozen other Governors, and vehicle and engine OEMs that develop and produce NGVs.

Codes, Standards and Site Selection Criteria

CNG fueling stations and the NGVs that fuel at the stations are governed by a well-developed, robust set of codes and standards to ensure safe operation. Below is a list of the key codes and standards:

1. American Gas Association (AGA):
 - a. 2-93- Requirements for Manually Operated Valves
2. American Petroleum Institute (API):
 - a. API Recommended Practice 520
3. American Society of Mechanical Engineers (ASME):
 - a. Boiler and Pressure Vessel (B&PV) Code:
4. American Welding Society (AWS):
 - a. D1.1 – Specifications for Structural Steel Welding.
5. National Fire Protection Association (NFPA):
 - a. 52 – Vehicular Fuel Systems Code – 2010/2013.
 - b. 54 – National Fuel Gas Code – 2009.
 - c. 70 – National Electrical Code (NEC) – 2008.
6. Underwriters Laboratories Inc. (UL):
 - a. 508 – Standard for Industrial Control Equipment.
 - b. 508A – Standard for Industrial Control Panels.
7. American National Standards Institute (ANSI):
 - a. B31.3 – Standard for Process Piping.



Some key considerations for locating a CNG fueling facility are as follows:

1. Key element to a sustainable community plan
2. Safe operation for NGVs and neighbors
3. Ease of ingress/egress for fleet vehicles of all sizes
4. Inlet pressure of natural gas from local utility, which has a large impact on the size of compressors
5. Access to 3-phase 480V power to operate the natural gas compressors
6. Proximity to base-load fleet customers operations and driving routes

Proposed Sites

WAE is evaluating two locations in northern Fort Collins for the CNG fueling facility, 223 Willow Street and 103 East Lincoln Avenue. The Willow Street location (Figure 1, below) would be located at the existing Schrader Oil Company truck operations facility and the Lincoln Avenue location (Figure 2, below) would be located at the existing TEAM Petroleum commercial vehicle liquid fuels facility. Both are in close proximity to the Transfort bus transfer station in northern Fort Collins and the City fleet yards as well as high traffic roads currently used by trucks and other fleet vehicles, as identified on Figure 3, below.

Figure 1 shows a pull through CNG fueling area with the compressors, fuel storage and other equipment surrounded by a block wall and located to the south of the fueling area. This conceptual design will allow three large vehicles to fuel and three vehicles to wait in queue at a minimum.

Figure 2 shows the CNG fueling dispensers and various possible locations for the compressors, fuel storage and other equipment surrounded by a block wall to be located on the property or the adjacent property owned by Ranchway.



FIGURE 1: 223 Willow Site Fueling Island and Compressor Enclosure in black in middle of figure)

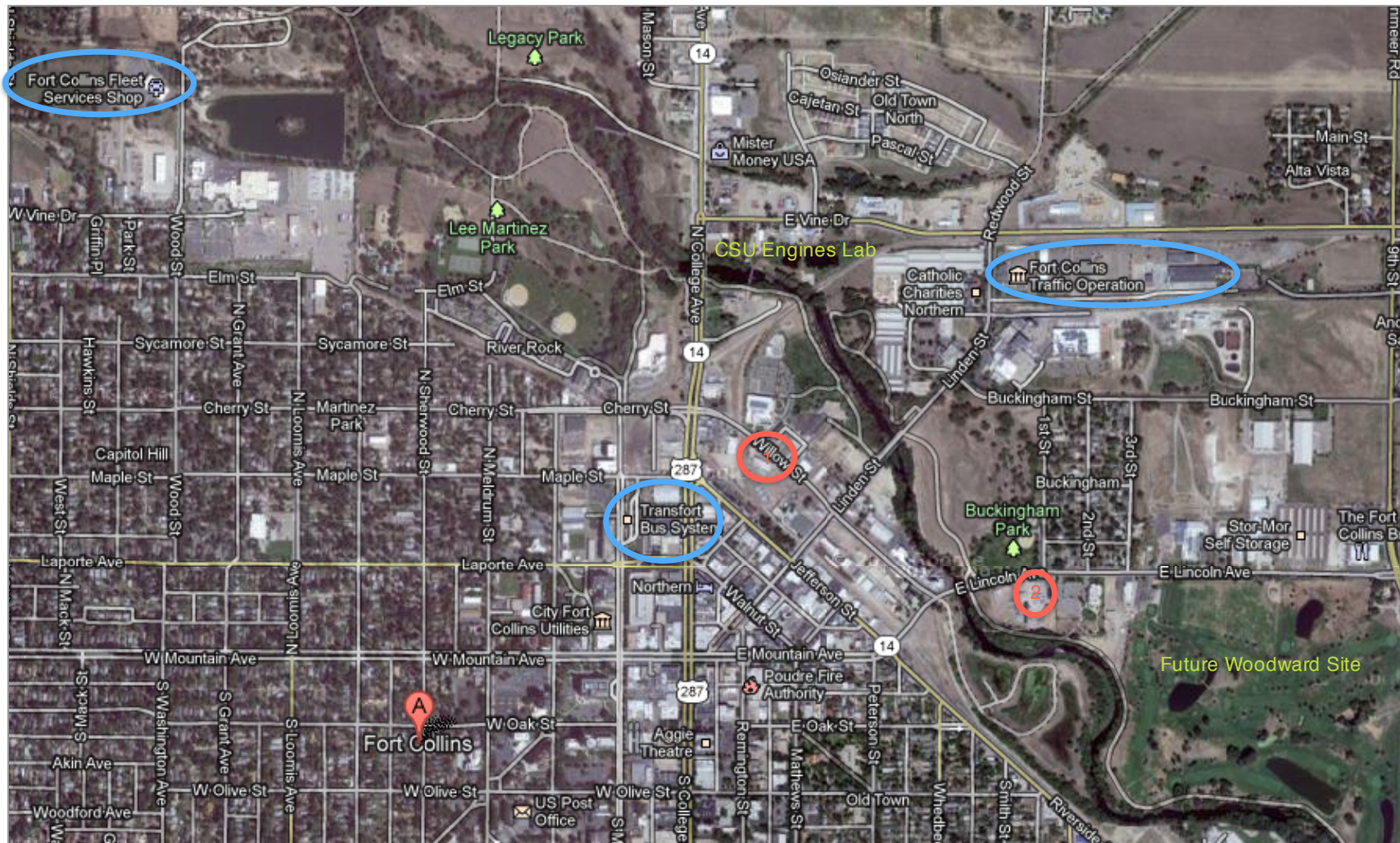


FIGURE 2: 103 East Lincoln Site





FIGURE 3 (City fleet and Transfort operations in blue, 223 Willow Site is #1 in red, and 103 East Lincoln Site is #2 in red)





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

970.221.6750
970.224.6134 - fax
fcgov.com

June 10, 2013

Paul Nelson
Ward Alternative Energy, LLC
215 West Oak, Suite 1000
Fort Collins, CO 80521

Re: Ward Alternative Energy CNG Fueling Station

Description of project: This is a request to examine two potential sites for use as a compressed natural gas (CNG) fueling station. The fueling station will support Transfort and other CNG-operated fleets. The two potential sites are located at 223 Willow Street (Parcel #s 97122-07-025, 97122-10-010) and 103 East Lincoln Avenue (Parcel #s 97123-00-040, 97123-00-035). The site at 223 Willow Street is located in the River Downtown Redevelopment (R-D-R) Zone District, while the site at 103 East Lincoln Avenue is located in the Community Commercial - Poudre River (C-C-R) Zone District. Review by the Planning & Zoning Board (Type 2) is likely at both locations as either an enlargement of a nonconforming use or as an addition of a permitted use.

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, Lindsay Ex, at 970-224-6143 or lex@fcgov.com.

Comment Summary:

Department: Zoning

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

1. Land Use Code (LUC) Section 3.2.1 A landscape plan is required. This plan is required to include but not limited to such things as foundation plantings, streets trees, vehicle use areas interior landscaping and vehicle use area perimeter landscaping.
2. LUC 3.2.2(D)(3)(c) All off street parking and vehicle use areas shall be surfaced with either asphalt or concrete.

LUC 3.2.2(J) A landscape setback for vehicle use areas is required, 15ft are along an arterial street, 10ft along a non-arterial street and 5ft from a lot line.

LUC 3.2.2(K) Standard parking stalls are 19' x 9'. Two-way drive aisles are 24' in width. When providing any off street parking a certain number are required to be accessibility spaces that are designated by a standard vertical sign. At least one of the accessibility spaces shall be van accessible (8ft wide stall

adjoined to an 8ft wide loading area).

3. LUC 3.2.3 A lighting plan is required this includes a photometric site plan and catalog cut-sheets.

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

4. LUC 3.5.3 Applies to new buildings
5. LUC 3.5.1(l) Mechanical/utility equipment locations shall be identified and includes notes how such equipment is screened and painted.

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers adjacent to 223 Willow include an 8-inch water main and a 36-inch sewer in Willow and a 12-inch sewer in an easement in an east/southeast alignment through the site.
2. Existing water mains and sanitary sewers adjacent to 103 Lincoln include a 16-inch water main and a 30-inch sewer in or adjacent to the Lincoln R.O.W.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. If water and sewer service is needed, development fees and water rights will be due at building permit.

Department: Stormwater Engineering

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

1. Floodplain Comments:
The Willow Street site is not located in a regulatory 100-year floodplain.
2. Site 2, located at 103 E. Lincoln Avenue, is located within a FEMA-regulatory Poudre River 100-year floodway and flood fringe, and 500-year floodplain, and must comply with all requirements of Chapter 10 of City Municipal Code.
3. Critical Facilities are not allowed in either the Poudre River 100-year floodway or flood fringe. The CNG fueling facility would be considered a critical facility and would not be allowed on this site.
4. The Floodplain Administrator for the Poudre River Floodplain is Marsha Hilmes-Robinson; 970.224.6036, mhilmesrobinson@fcgov.com. Feel free to contact Marsha if you have any questions.
5. Stormwater Development Review comments:
(These comments apply to both sites unless specifically noted otherwise.)
It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
6. If there is an increase in imperviousness greater than 1000 square feet a drainage and erosion control report and construction plans are required and must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the

drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.

7. When improvements are proposed to an existing developed site and there is an increase in impervious area greater than 1000 square feet, onsite detention is required with a 2 year historic release rate for water quantity. Parking lot detention for water quantity is allowed as long as it is not deeper than one foot. If there is less than 1000 but more than 350 square feet of new impervious area, a site grading plan is required along with the impervious area documentation.
8. Fifty percent of the new 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.
9. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
10. The drainage outfall for the 223 Willow site is curb and gutter of Willow St. or there is a storm drain running through the site on the east side of the railroad tracks. Eventually that line is planned to be abandoned when storm drain lines are relocated in Willow St.
11. The drainage outfall for the 103 E. Lincoln site is the Poudre River. I believe there are two outfalls along the property line adjacent to the river. There is also a storm drain line running north-south through the site under some of the existing tanks and in front of one of the buildings as shown on the City's inventory map.
12. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or by contacting Jean Pakech at 221-6375. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
13. The design of both sites must conform to the drainage basin design of the Cache la Poudre River Master Drainageway Plan as well the Fort Collins Stormwater Manual.

Department: Historical Preservation

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

1. Due to their proximity to designated and eligible historic resources, either location would be subject to review under LUC Section 3.4.7, Historic and Cultural Resources. Historic Preservation staff concern would be related primarily to the character, size, location, etc. of any physical changes on the sites, especially new construction.

2. The demolition of any resources 50+ years or older would also be reviewed under Municipal Code 14-72, the demolition/alteration review process. This process begins with a determination of a building or structure's eligibility for recognition as a Fort Collins Landmark, which identifies the appropriate review process(es). This review begins with current color photographs of each side of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of each building, as well as any previous alterations or additions. Digital photos are encouraged, and may be sent to jweinberg@fcgov.com or kmcwilliams@fcgov.com. Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at the Development Review Center, 1st Floor, 281 N. College Ave., attn. Josh Weinberg.

Department: Fire Authority

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

1. MOTOR FUEL-DISPENSING FACILITIES

CNG dispensing facility to comply with Chapter 22 of the 2006 IFC and specifically Section 2208 for Compressed Natural Gas Motor Fuel-Dispensing Facilities.

- > CNG fueling sites to maintain minimum setbacks of 50' to RR main track, 50' to power lines, 10' to building, 10' to property line or public street/ sidewalk, or as otherwise specified by the 2006 IFC.
- > Compression, storage and dispensing equipment shall be located above ground and outside.
- > To be separated from incompatible materials.
- > Unattended, self-service motor fuel dispensing facilities to comply with Section 2204.3.1 through 2204.3.7 of the 2006 IFC.

2. COMPRESSED GASES

CNG dispensing facility to comply with Chapter 30 of the 2006 IFC.

3. HAZARDOUS MATERIALS

Where applicable, CNG dispensing facility to comply with Chapter 27 of the 2006 IFC.

4. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. Hydrants in commercial areas to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building.

2006 International Fire Code 508.1 and Appendix B

5. PREMISE IDENTIFICATION

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

2006 International Fire Code 505.1

Department: Environmental Planning

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

1. If the 103 E Lincoln site is selected, an Ecological Characterization Study is required by Section 3.4.1 (D) (1) as the site is within 500 feet of a known natural habitat (Poudre River). Please note the buffer zone standard is 300' for the Poudre River in this area, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process. Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal.

2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.
5. Projects in the Vicinity of the Poudre River must also comply with Section 3.4.1(l)(1) of the Land Use Code, which states the following: "Projects in the vicinity of large natural habitats and/or natural habitat corridors, including, but not limited to, the Poudre River Corridor and the Spring Creek Corridor, shall be designed to complement the visual context of the natural habitat. Techniques such as architectural design, site design, the use of native landscaping and choice of colors and building materials shall be utilized in such manner that scenic views across or through the site are protected, and manmade facilities are screened from off-site observers and blend with the natural visual character of the area. These requirements shall apply to all elements of a project, including any aboveground utility installations."
6. If the Willow Site is selected, this site is located in an area of known contaminated soil and groundwater. Requirements for worker training, notification to regulatory agencies, and materials management may apply.

Please work with Matt Zoccali (224-6008 or mzoccali@fcgov.com) on this issue.

Department: Engineering Development Review

Contact: Andrew Gingerich, 970-221-6603, agingrich@fcgov.com

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. Projects are responsible for dedicating any right-of-way and easements that are necessary for the project. It appears that Site 1 may not need to have additional Right of Way dedicated but this will need to be determined when more information is provided. For Site 2 it appears that additional right of way will need to be dedicated along the south half of East Lincoln Ave at this time. Lincoln Avenue is planned as

a 2 lane arterial in this area and requires 84' of right of width. Any setback requirements will need to be measured from the proposed right of way dedication.

7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized for both sites.
8. For site 1, Willow Street is proposed to have an enhanced cross section per the River District Area Plan. Adjacent developments have begun preliminary drawings of this cross section and vertical and horizontal design that this project will be responsible for designing and tying into with its design. This street section has diagonal parking in the middle and diagonal parking adjacent to the Right of Way. This may restrict some access into the site and further discussions should be had to determine if this site can achieve a full movement access.
9. For site 2, Lincoln Ave is identified as an enhanced travel corridor which will have a landscaped median and look similar to the Boulevard of Mountain Ave to the west. The design, access restraints, alignment and specifics of Lincoln Ave are currently being planned. At this time we would look to collect a local street portion fee of \$204/L.F. along the properties frontage as payment in lieu of building the improvements. It may be required that this project build a permanent or temporary sidewalk depending on the timing of Lincoln project and if a permanent sidewalk is built this would be subtracted from the \$204/L.F. owed.

Current Planning

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

1. The first site, 223 Willow, is located within the River Downtown Redevelopment (RDR) Zone District. Gasoline stations are not listed as a permitted use in this zone district; the applicants would need to submit an Addition of a Permitted Use (APU) request to locate the gasoline station at this site. See requirements below.

An Addition of a Permitted Use is subject to Planning and Zoning Board Review (Type 2).

1.3.4 Addition of Permitted Uses

(A) Required Findings. In conjunction with an application for approval of an overall development plan, a project development plan, a final plan or any amendment of the foregoing, and upon the petition of the applicant or on the Director's own initiative, the Director (or the Planning and Zoning Board as specifically authorized and limited in subsection (B) below) may add to the uses specified in a particular zone district any other similar use which conforms to all of the following conditions:

- (1) Such use is appropriate in the zone district to which it is added;
- (2) Such use conforms to the basic characteristics of the zone district and the other permitted uses in the zone district to which it is added;
- (3) Such use does not create any more offensive noise, vibration, dust, heat, smoke, odor, glare or other objectionable influences or any more traffic hazards, traffic generation or attraction, adverse environmental impacts, adverse impacts on public or quasi-public facilities, utilities or services, adverse effect on public health, safety, morals or aesthetics, or other adverse impacts of development, than the amount normally resulting from the other permitted uses listed in the zone district to which it is added;
- (4) Such use is compatible with the other listed permitted uses in the zone district to which it is added;

- (5) Such use is not a medical marijuana dispensary or a medical marijuana cultivation facility.
2. The second site at 103 East Lincoln Avenue is located within the Community Commercial - Poudre River (C-C-R) Zone District. Though this zone district also does not allow gasoline stations, as there is already a fuel station located at this site, the existing gasoline station is a nonconforming use.

Nonconforming uses can be developed in three ways according to the LUC:

1. Change the use to a conforming use, which another gasoline station would not be able to achieve.
2. Expand the nonconforming use in compliance with Section 1.5.5 of the Land Use Code, .
3. Not expand the existing use, but substitute existing gasoline equipment for the CNG equipment. No additional above-ground storage could be added in this scenario.

Based on the initial information provided, staff expects that an enlargement of the existing use may be preferred by the applicant. Please review the standards in Section 1.5.5 of the Land Use Code, copied below, for more information about this process. Enlargements of existing facilities are subject to review by the Planning and Zoning Board (Type 2).

Please note subsection (3) below, which does not allow for expansion beyond the parcel upon which the nonconforming use was located at the time it was established.

- (1) The nonconforming use shall not be changed (except to a conforming use) as a result of enlargement, expansion or construction.
 - (2) The enlargement, expansion or construction shall not result in the conversion of the nonconforming use of a seasonal to a year-round operation.
 - (3) The nonconforming use shall not be expanded beyond the limits of the parcel of property upon which such use existed at the time it became nonconforming.
 - (4) Additional traffic generated by an enlargement, expansion or construction must be incorporated into the neighborhood and community transportation network without creating safety problems, or causing or increasing level of service standard deficiencies.
 - (5) The noise and vibration levels that may be generated by the nonconforming use shall not be increased beyond the levels that existed prior to the enlargement, expansion or construction that is under consideration.
 - (6) The outdoor storage areas shall not be expanded or located any closer to an adjoining residential development as a result of the enlargement, expansion or construction.
 - (7) The proposed enlargement, expansion or construction shall not add more than twenty-five (25) percent of new floor area to existing buildings on the site.
 - (8) The enlargement, expansion or construction shall not exceed the building height requirements of the zone district in which the property is located.
 - (9) The enlargement, expansion or construction shall not further encroach upon any nonconforming setback.
 - (10) The enlargement, expansion or construction shall not increase or amplify any inconsistency with the parking standards contained within this Code.
 - (11) The enlargement, expansion or construction shall not hinder the future development of surrounding properties in accordance with this Code.
 - (12) The enlargement, expansion or construction shall not present a threat to the health, safety or welfare of the city or its residents.
3. In addition to the expansion requirements that must be met, the site must also come into compliance with Article 3 of the Land Use Code. Staff would recommend the applicant pay particular attention to the

following sections:

- Section 3.2.1 which requires street trees, landscaping and parking lot perimeter and interior landscaping.
- Section 3.2.2 which includes parking standards for both vehicles and bicycles, as well as pedestrian circulation requirements.
- Section 3.2.4 which addresses site lighting.
- Section 3.5.1 and 3.5.3 which addresses building and project compatibility.
- Section 3.8.11 which includes standards for fences and walls.

4. 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.
5. Please see the Development Review Guide at www.fcgov.com/drg. This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
6. 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>.
7. 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.
8. Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
9. 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.
10. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.