

# Conceptual Review Agenda

Schedule for 07/14/14 to 07/14/14

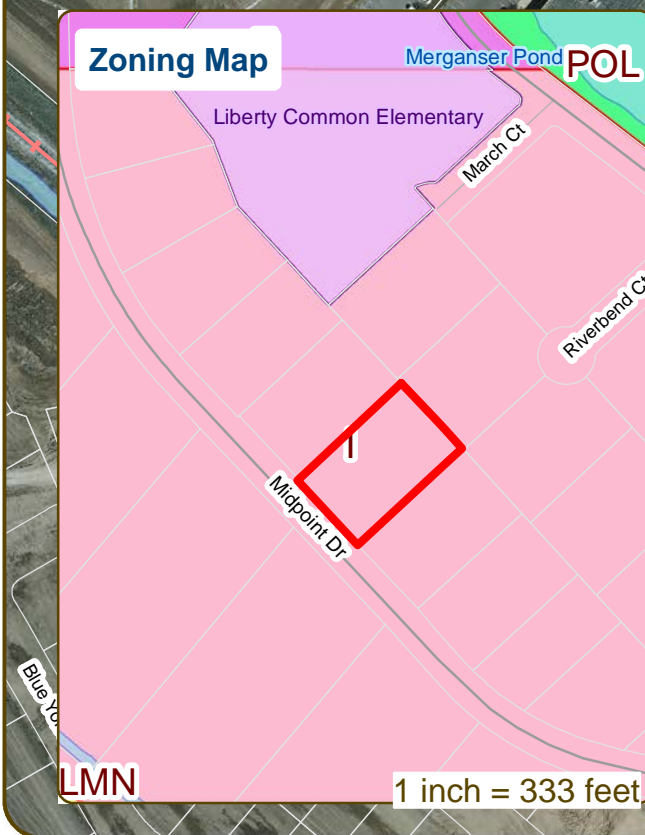
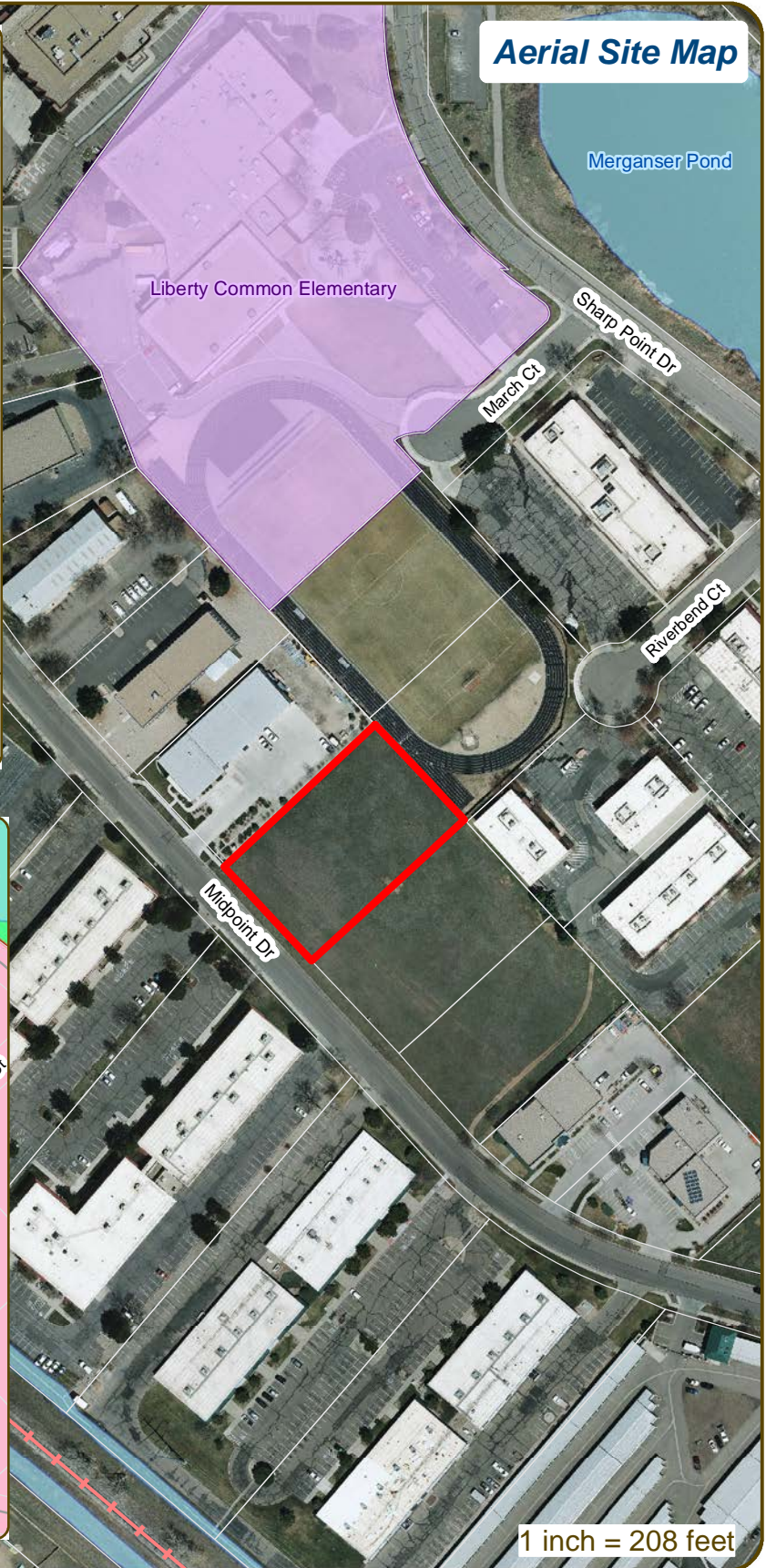
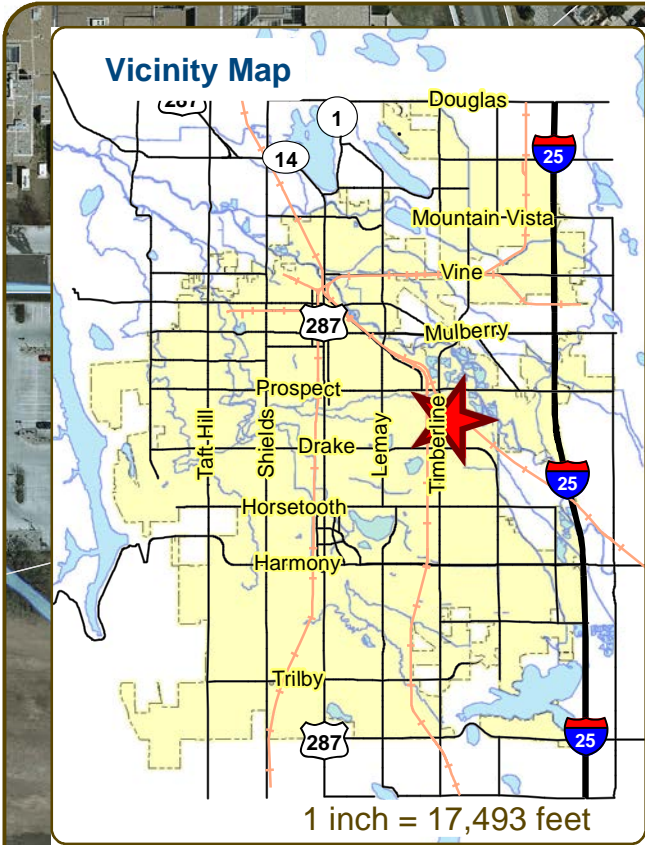
281 Conference Room A

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## Monday, July 14, 2014

Time	Project Name	Applicant Info	Project Description	Planner
9:30	2590 Midpoint Dr - Light Industrial  CDR140045	Tom Stoner (970) 224-9200 <a href="mailto:tom@espoons.com">tom@espoons.com</a>	This is a request to build a commercial kitchen at 2590 Midpoint Drive (Parcel # 87202-06-018). The proposed one-story building will be 6,000-8,000 square feet with a small parking lot and delivery truck turnaround. The parcel is located in the Industrial (I) zone district. This project will be subject to Administrative (Type I) review.	Ryan Mounce
10:15	2815 S Taft Hill Rd - Replat  CDR140046	Darren Radach (970) 218-2978 <a href="mailto:raddtr@juno.com">raddtr@juno.com</a>	This is a request to build either a home addition or detached structure to function as an artist studio at 2815 S Taft Hill Road (Parcel #s 97281-070013 & 97281-00-013). Several options are in consideration for the studio: an addition to the front of the building, an addition to the the rear of the building, or as a detached structure on the rear parcel (97281-00-013). One consideration may be the replatting of both parcels together to accomodate the rear addition. The size of the studio is approximately 1,000 square feet. The site is located in the Urban Estate (UE) zone district. A replatting is subject to Administrative (Type I) review.	Ryan Mounce
11:00	Southeast Fort Collins Community Park  CDR140047	Stephanie Sigler (970) 224-5828 <a href="mailto:stephanie.sigler@ripleydesigninc.com">stephanie.sigler@ripleydesigninc.com</a>	This is a request to develop a new park at the northeast corner of Kechter Road and Ziegler Road (Parcel # 86040-00-932). The park may contain areas for sports fields, baseball diamonds, trails, restrooms, a community garden and a dog park over the 53.7 acre site. The parcel is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. The project is subject to Administrative (Type I) review.	Clark Mapes

# 2590 Midpoint Dr Light Industrial



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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](mailto:currentplanning@fcgov.com). If you do not have access to e-mail, other accommodations can be made upon request.

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

**\*BOLDED ITEMS ARE REQUIRED\*** \*The more info provided, the more detailed your comments from staff will be.\*  
Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) \_\_\_\_\_

Tom Stoner - owner / Thunderpup - contractor  
Business Name (if applicable) Spoons

Your Mailing Address PO Box 271062 FTC 80527 gary@thunderpup.com

Phone Number 970-224-9200 Email Address tom@espoons.com

Site Address or Description (parcel # if no address) 87202-06-018

Description of Proposal (attach additional sheets if necessary) \_\_\_\_\_

6-8,000 sf steel building with minimal parking and delivery truck turnaround

Proposed Use commissary Existing Use N/A

Total Building Square Footage 6000 S.F. Number of Stories 1 Lot Dimensions \_\_\_\_\_

Age of any Existing Structures N/A

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

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

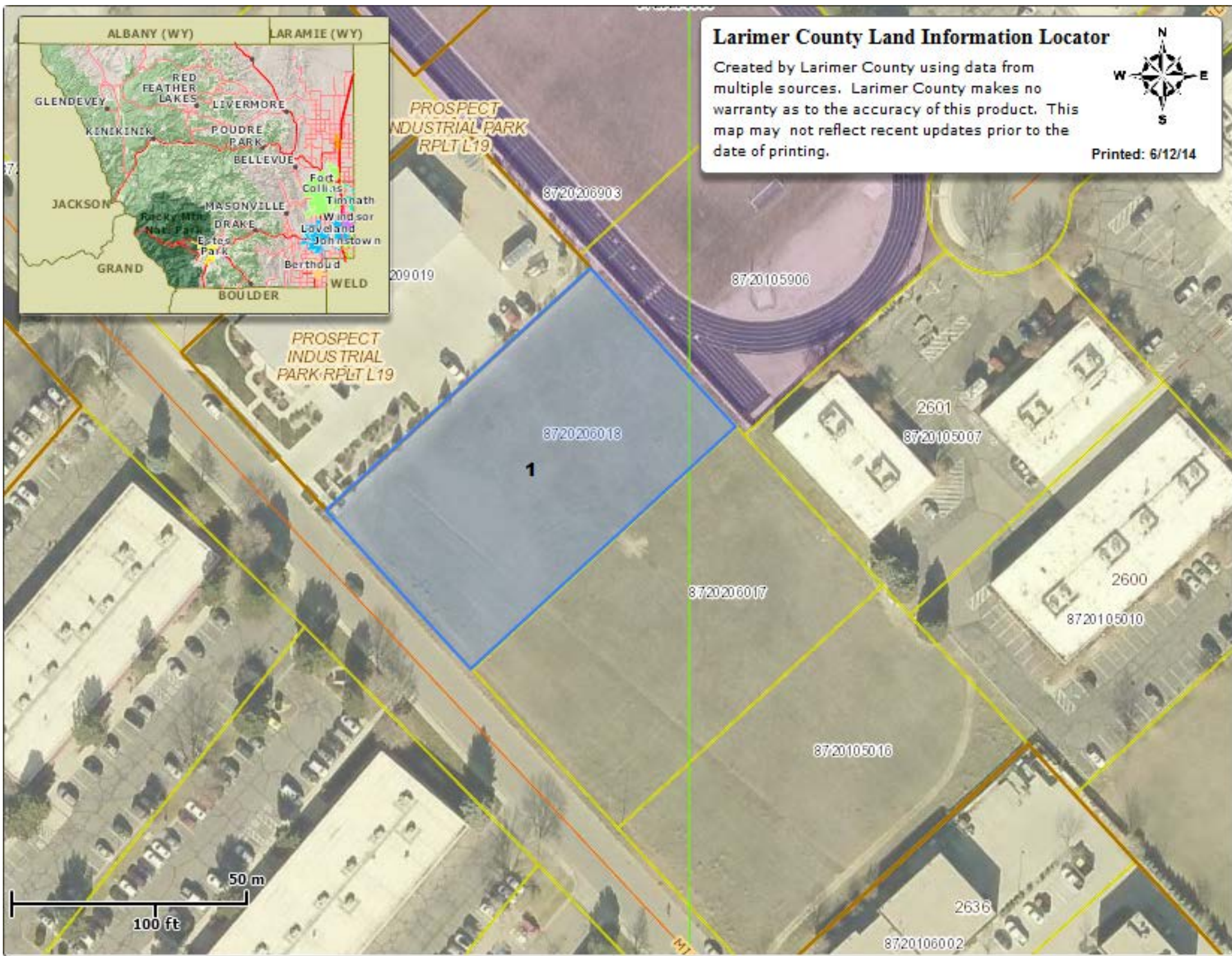
Is your property in a Flood Plain? ☐ Yes ☒ No If yes, then at what risk is it? \_\_\_\_\_

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

Increase in Impervious Area 8000 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:**

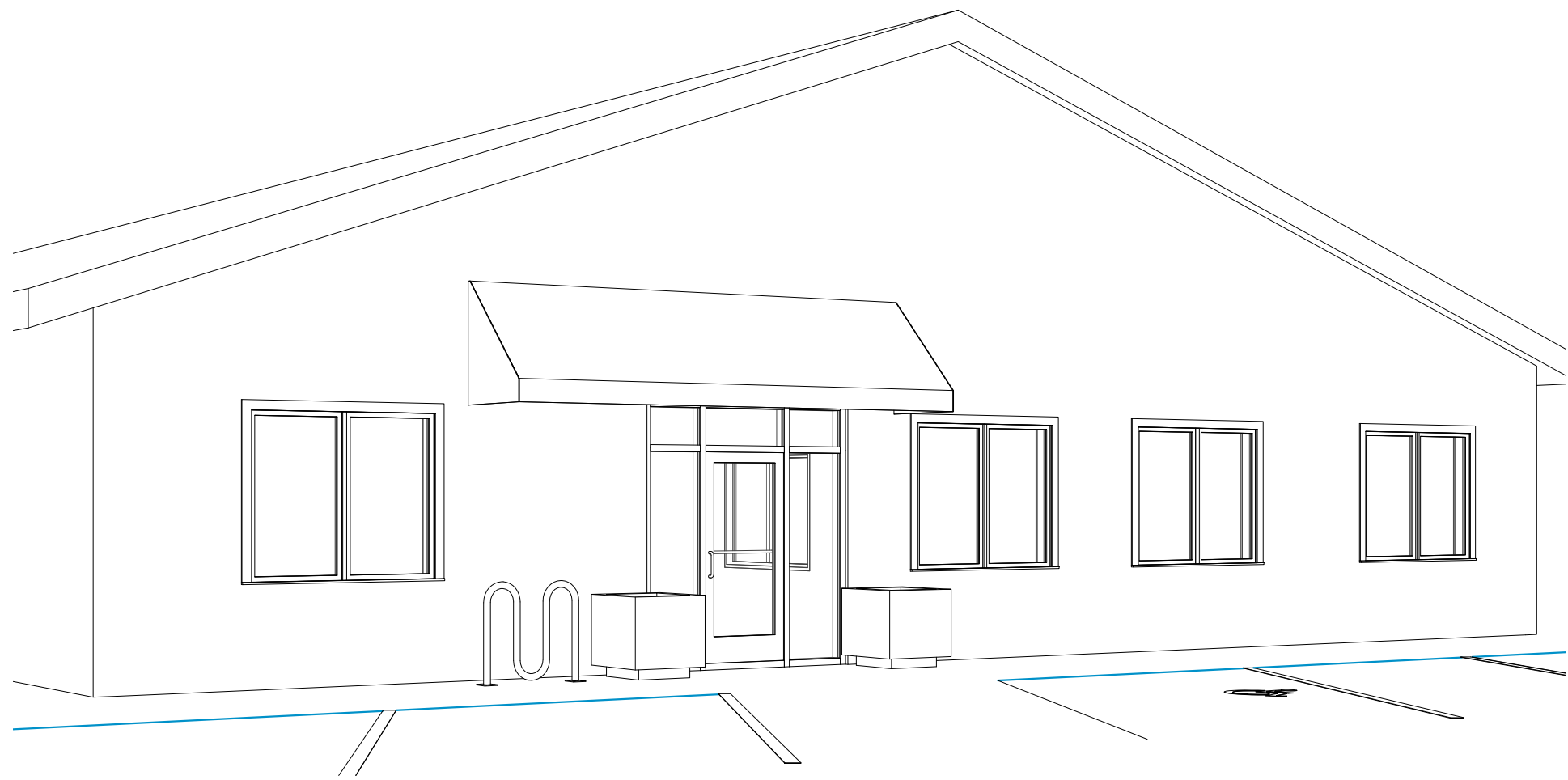
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility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



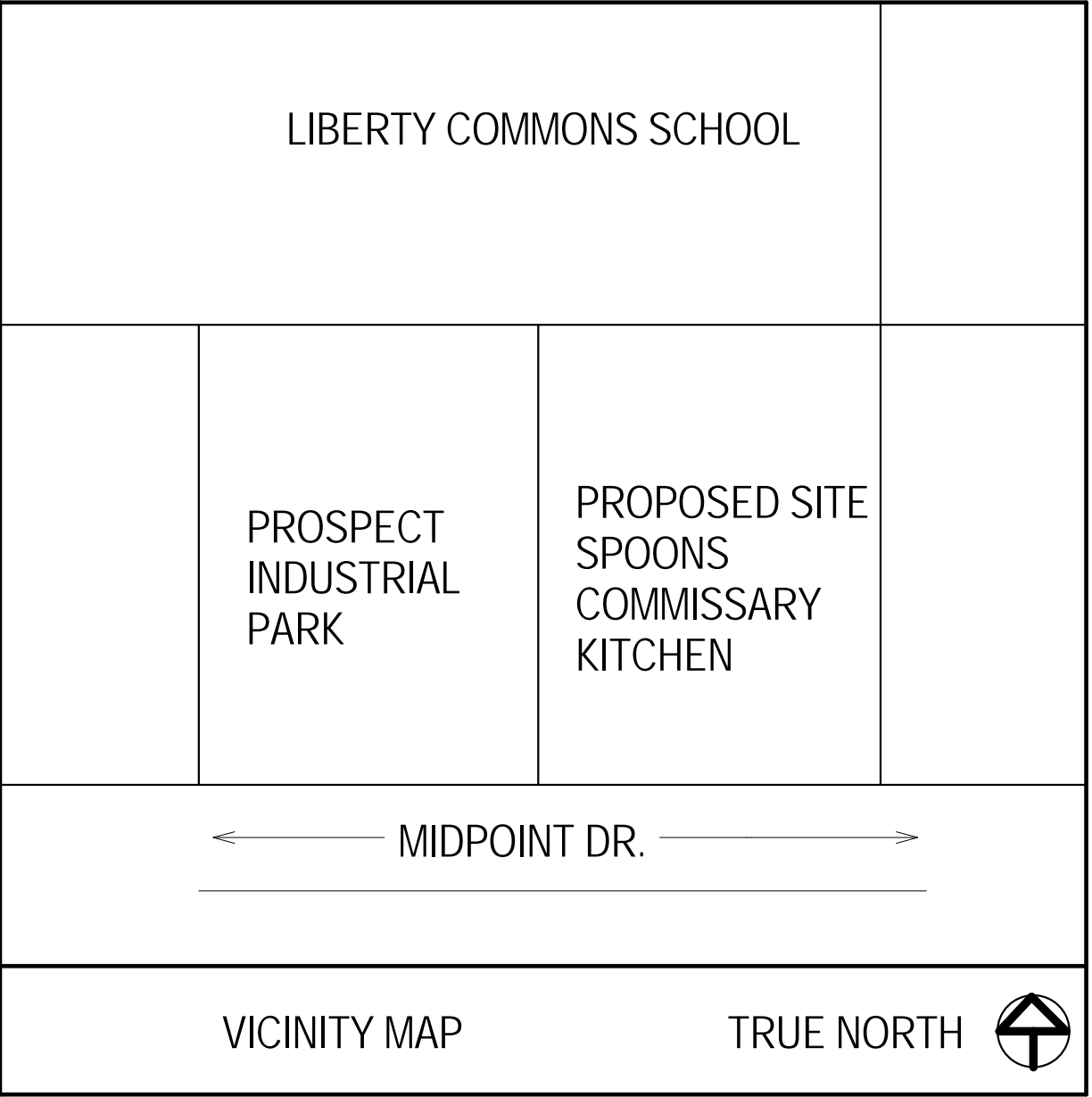
### Larimer County Land Information Locator

Created by Larimer County using data from multiple sources. Larimer County makes no warranty as to the accuracy of this product. This map may not reflect recent updates prior to the date of printing.

Printed: 6/12/14



1 3D View 2



FOR CONCEPTUAL REVIEW

PROJECT NARATIVE

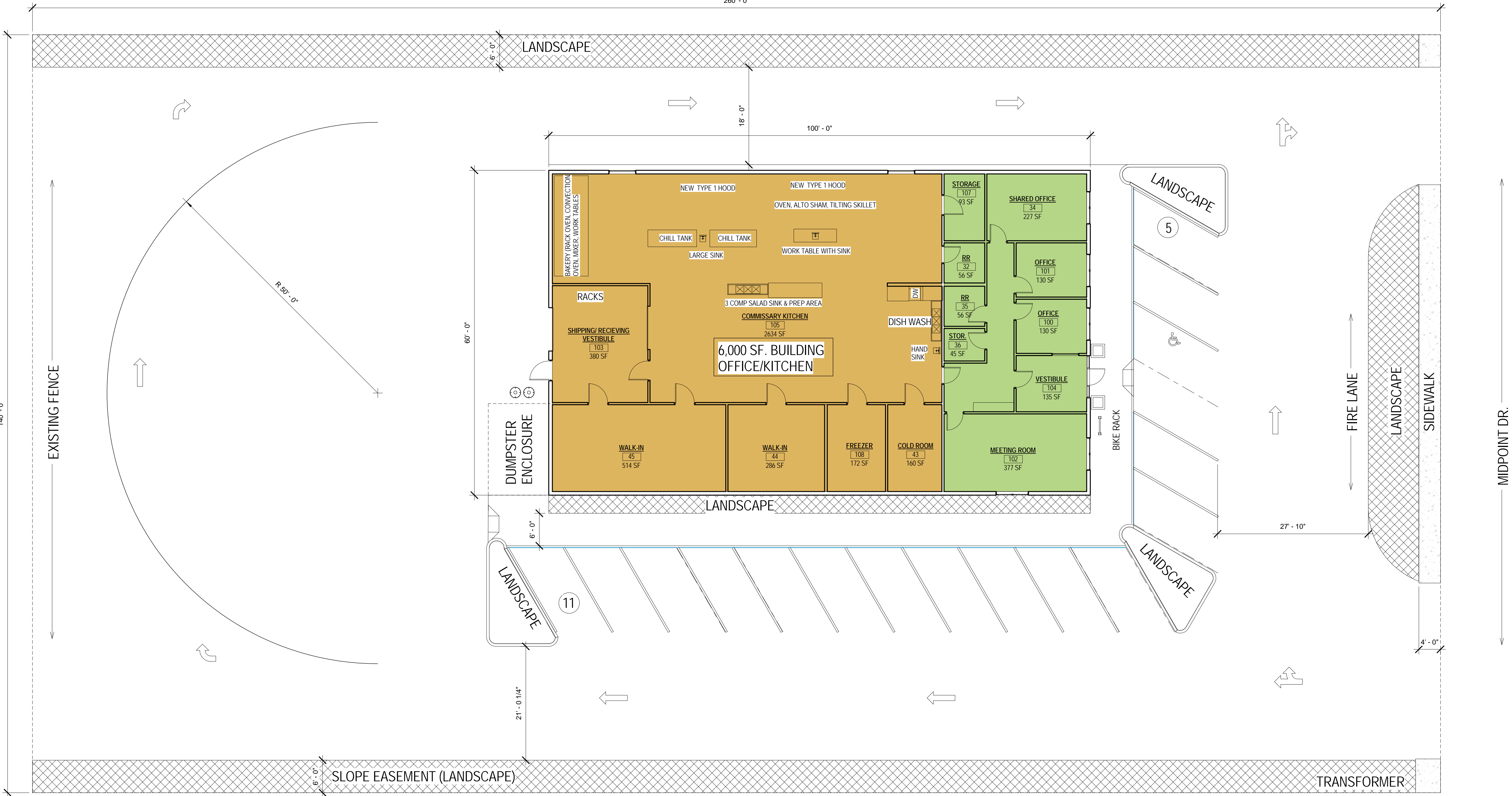
LEGAL DESCRIPTION: Lot 18, Prospect Industrial Park, Fort Collins, CO

INTENDED USE: The front portion of the building will be used for office space, and the back portion will be used as a commissary kitchen for Spoons with the potential for a future "grab & go" retail area to serve adjacent businesses.

Locally owned, Spoons is a successful restaurant with 4 locations in Fort Collins, serving healthy meals of salads (hand picked from local farms), soups & sandwiches. Spoons currently has access to a commissary kitchen at CSU where food is made and distributed to all of the Spoons locations & would like to relocate their commissary kitchen to the proposed site on Midpoint Drive just behind Liberty Common's School. The site would be developed to include a stand alone building, landscaping, & delivery road. Spoons would like the look of the building to visually harmonize with adjacent buildings.

**thunderpup**  
**CONSTRUCTION, INC.**  
*Serving Fort Collins Since 1979*  
309 SOUTH LINK LANE  
FORT COLLINS, CO 80525  
PHONE: 970.224.9200  
FAX: 970.224.2062  
WWW.THUNDERPUP.COM

FOR CONCEPTUAL  
PURPOSES ONLY. NOT  
INTENDED  
FOR CONSTRUCTION.



2 CONCEPTUAL PLAN  
1" = 10'-0"

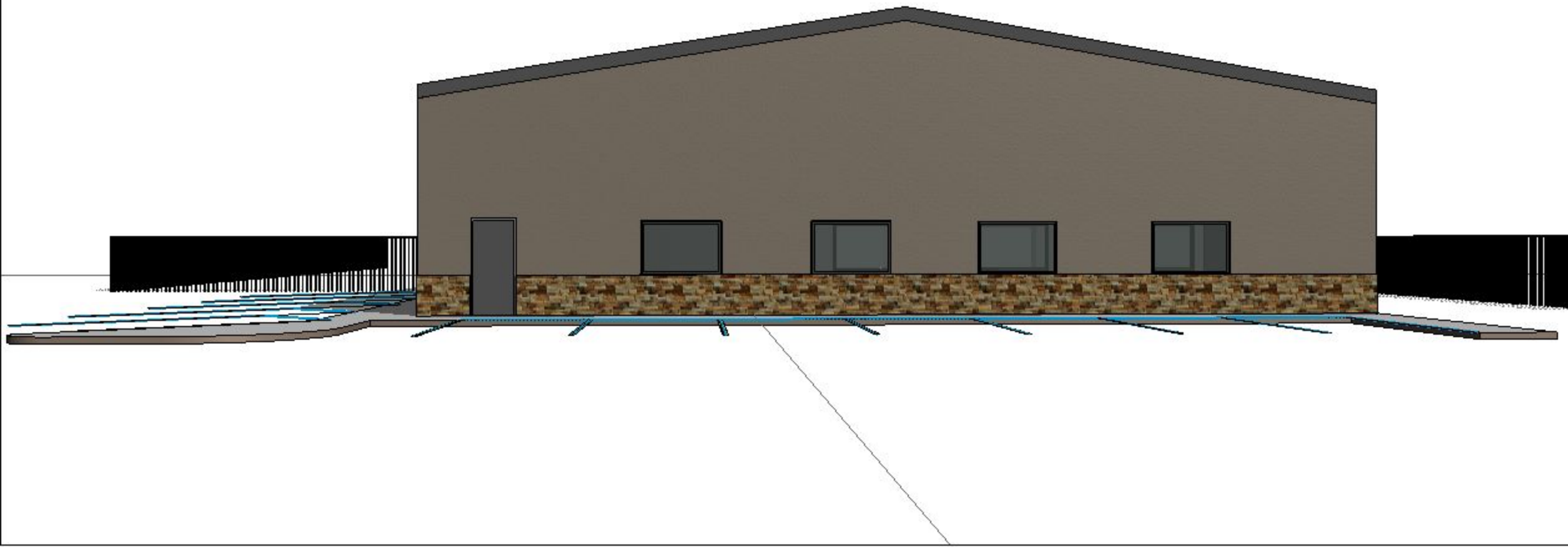
TRUE NORTH

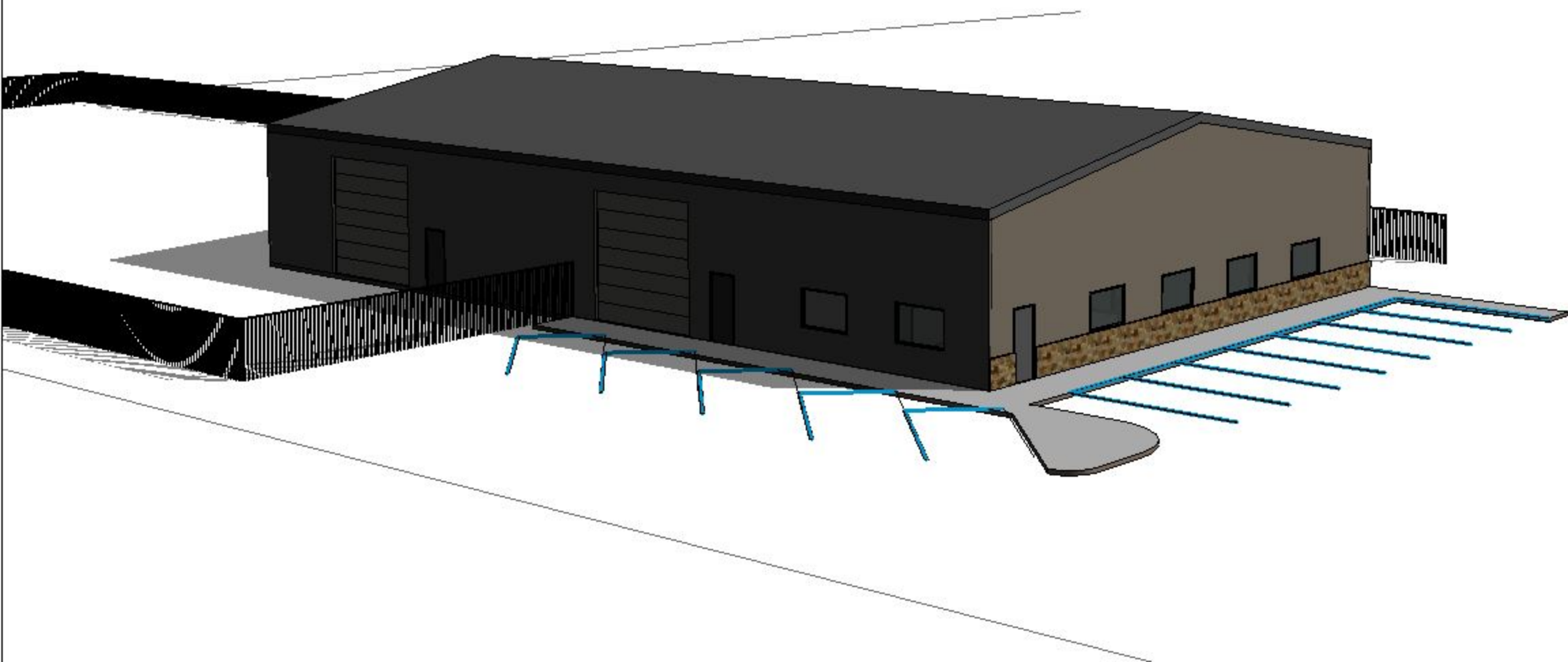
PROJECT NUMBER: TDB  
DRAWN BY: KH  
CHECKED BY: GH  
ISSUED: 7/1/14

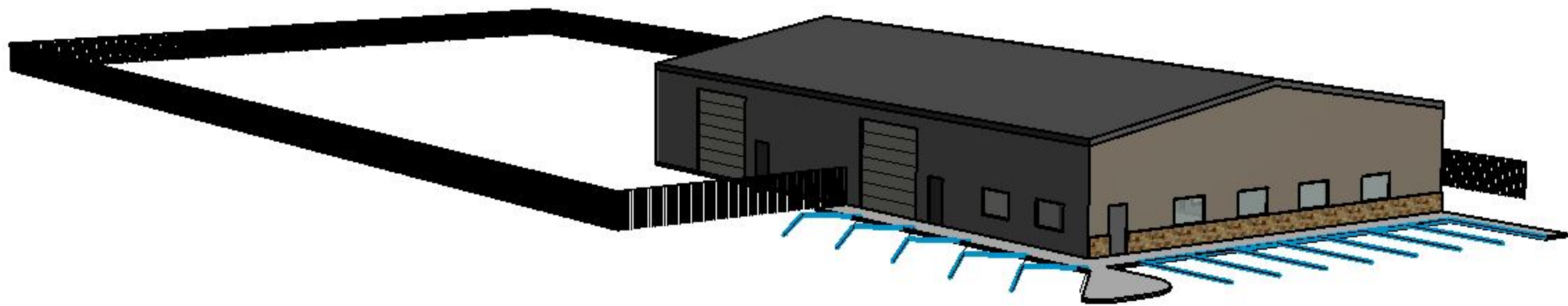
SPOONS COMMISSARY KITCHEN  
FORT COLLINS, CO

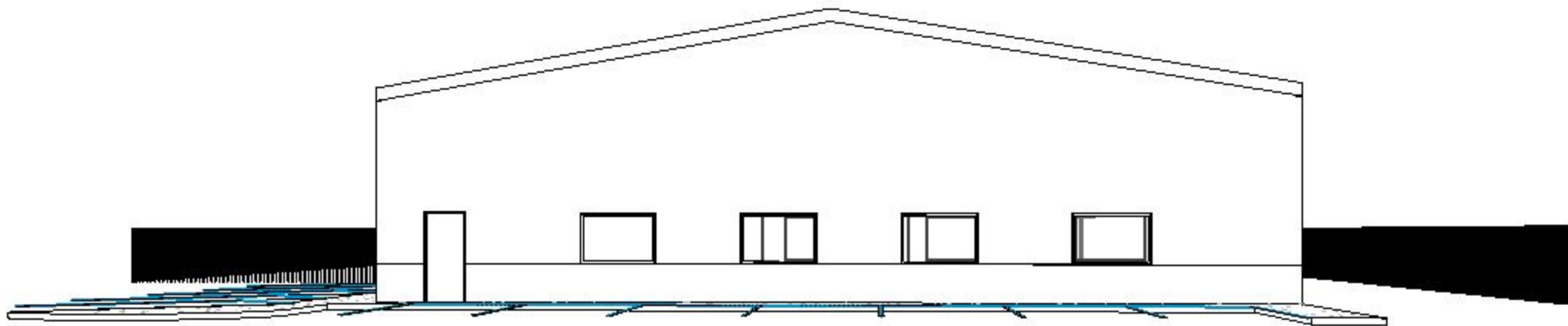
EXISTING  
DEMO

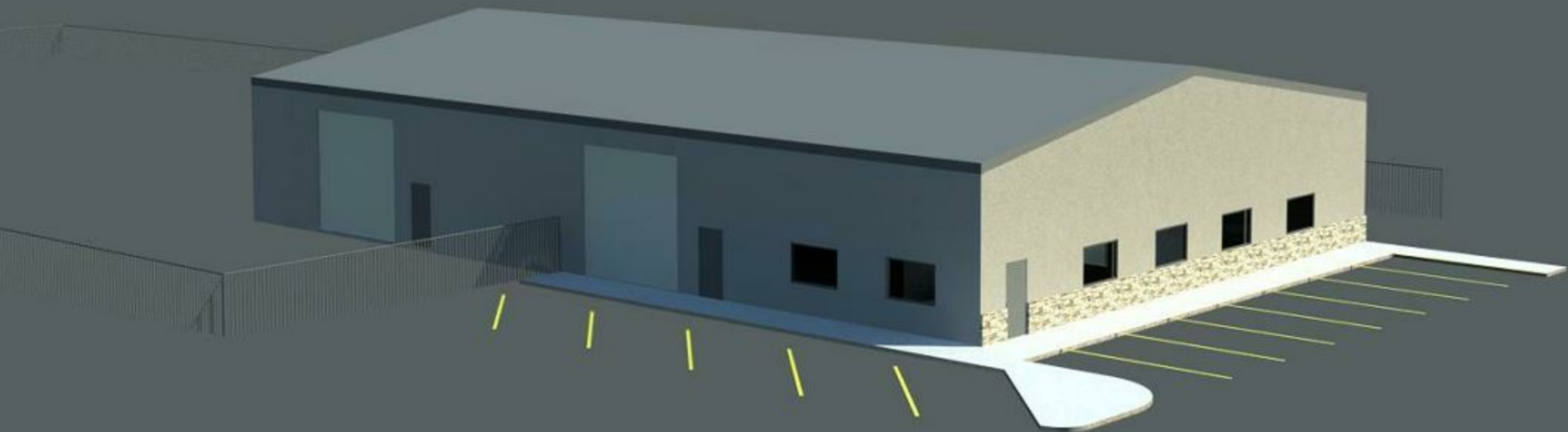
















**DEED OF SLOPE EASEMENT  
(MARJORIE C. LYNCH MARITAL TRUST PROPERTY)**

This Deed of Slope Easement is made by the Marjorie C. Lynch Marital Trust, 3705 Cumulus View, Colorado Springs, Colorado 80904, ("Grantor") to Hess Land LLC, a Colorado limited liability company, 1312 Blue Spruce #6, Fort Collins, Colorado 80524 ("Grantee").

1. Grant of Easement. For valuable consideration, the receipt and sufficiency of which are acknowledged, Grantor, as the owner of Lot 18, Prospect Industrial Park, City of Fort Collins, Larimer County, Colorado ("Grantor's Property"), grants, bargains, conveys, delivers, transfers and sells to Grantee, its successors and assigns, an exclusive slope easement across and upon that portion of Grantor's Property described and depicted on **Exhibit A**, attached and incorporated by reference (the "Easement"). The Easement is permanent with the exception that it may be terminated as provided in **Section 9** below.

2. Purposes. The purposes of the Easement are for Grantee's construction, placement and installation of a dirt slope within the Easement (the "Slope") providing sublateral support to Lot 19, Prospect Industrial Park, City of Fort Collins, County of Larimer, State of Colorado, which real property is owned by Grantee ("Grantee's Property"). Grantee's Property lies northwesterly of (and at an elevation higher than) the Grantor's Property. The Easement is for the benefit of and appurtenant to Grantee's Property.

3. Indemnification. Grantee shall indemnify and hold Grantor harmless from and against any and all claims, demands, suits, damages, losses, costs and expenses (including reasonable attorneys fees) arising from any negligence of Grantee, its contractors or agents, in the construction of the Slope.

4. Revegetation. Following Grantee's construction of the Slope, Grantee will promptly seed the Slope with native grasses. Grantor shall not use or disturb the Slope.

5. Slope Construction Standards. Grantee will use the type of fill for construction of the Slope as recommended by its engineer, and will compact the Slope in accordance with the recommendations from its engineer. Grantee will not enter, store equipment or otherwise conduct activities on Grantor's Property that are not directly related to the Slope construction. During construction of the Slope, Grantee will notify the Grantor of any damage caused to improvements on the Grantor's Property.

6. Maintenance. Grantor shall be solely responsible for maintaining the Slope and keeping it in good repair and condition so that the Slope is not subjected to erosion, and otherwise provides the necessary sublateral support for the Grantee's Property.

7. Insurance. Prior to commencement of the Slope construction, Grantee will provide Grantor with proof of liability and workers compensation insurance in the name of Grantee's general contractor for the construction project.

MBG (2/15/2007)

After recording, return to: Richard S. Gast, Myatt Brandes & Gast PC  
323 S. College Avenue, Suite 1, Fort Collins, CO 80524

8. Cooperation for Development of Grantor's Property. Grantee shall cooperate with and support Grantor's future development of the Grantor's Property, provided that such cooperation and support shall be at no additional cost to Grantee.

9. Termination of Easement. If Grantor's Property is subsequently developed and its surface raised such that the Slope is no longer necessary, and sufficient sublateral support is otherwise provided for Grantee's Property, then this Easement shall terminate. To evidence such termination in the public records, Grantee shall execute and record a termination and release of this Easement with the Clerk and Record of Larimer County, Colorado.

10. Grantor's Expenses. Grantee will pay the reasonable engineering expenses and reasonable attorneys' fees actually incurred by Grantor, not to exceed [REDACTED], in connection with negotiating and signing this Easement.

11. Runs With the Land. The Easement shall run with the land, and shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**GRANTOR:**

Marjorie C. Lynch Marital Trust

By: Robert J. Lynch  
Robert J. Lynch, Trustee

STATE OF COLORADO     )  
                                      ) ss.  
COUNTY OF EL PASO     )

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by Robert J. Lynch, as Trustee of the Marjorie C. Lynch Marital Trust.

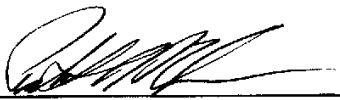
Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**GRANTEE:**

Hess Land LLC, a Colorado limited liability  
company

By:   
Patrick A. Hess, President

STATE OF COLORADO    )  
                                  ) ss.  
COUNTY OF LARIMER    )

Acknowledged before me this 16 day of February, 2007, by Patrick A.  
Hess, as President of Hess Land LLC, a Colorado limited liability company.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

  
Notary Public



**EXHIBIT A  
TO  
DEED OF SLOPE EASEMENT  
(MARJORIE C. LYNCH MARITAL TRUST PROPERTY)**

**Description and Map of Easement**

**PROPERTY DESCRIPTION**  
6 Foot Slope Easement  
(1 of 2)

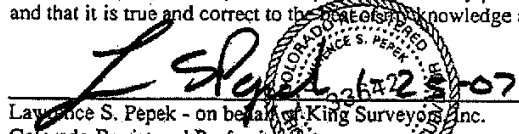
A portion of Lot Eighteen (18) of Prospect Industrial Park as recorded on April 25, 1979 at Reception No. 303647 in the Records of Larimer County, located in the North Half (N1/2) of Section Twenty (20), Township Seven North (T.7N.), Range Sixty-eight West (R.68W.) of the Sixth Principal Meridian (6<sup>th</sup> P.M.), City of Fort Collins, County of Larimer, State of Colorado, and being more particularly described as follows:

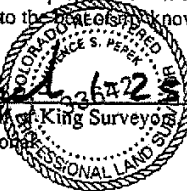
The Northerly Six (6) feet of said Lot 18, abutting Lot 19 of said Prospect Industrial Park.

Said Parcel contains 1,500 sq. ft. more or less (+/-), and is subject to any rights-of-way or other easements of record as now existing on said described parcel of land.

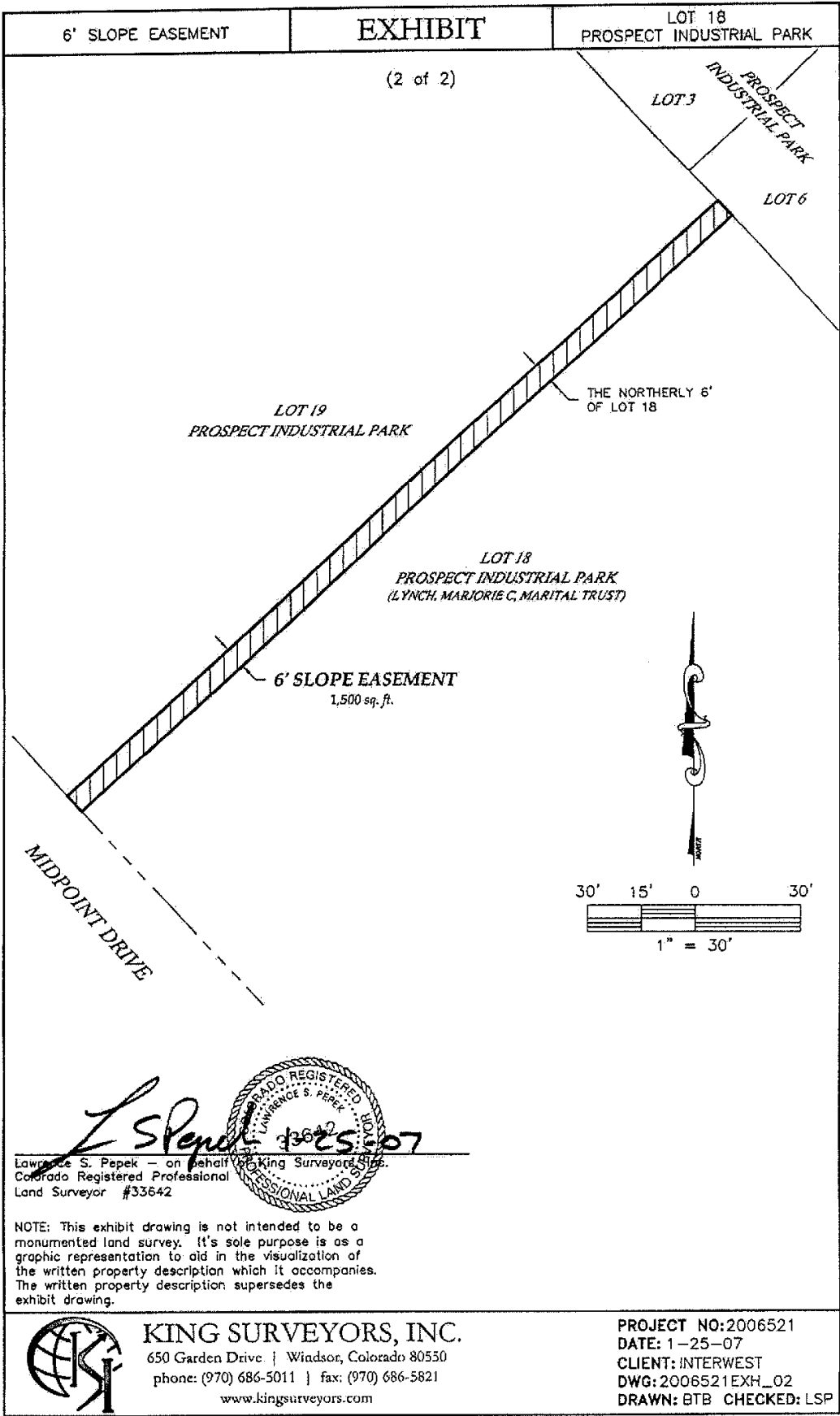
**SURVEYORS CERTIFICATE**

I, Lawrence S. Pepek, a Colorado Registered Professional Land Surveyor do hereby state that this Property Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.

  
Lawrence S. Pepek - on behalf of King Surveyors, Inc.  
Colorado Registered Professional  
Land Surveyor #33642



**KING SURVEYORS, INC.**  
650 Garden Drive  
Windsor, Colorado 80550  
(970) 686-5011





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 18, 2014

Tom Stoner  
Spoons  
PO Box 271062  
Fort Collins, CO 80527

**Re:** 2590 Midpoint Dr - Light Industrial

**Description of project:** This is a request to build a commercial kitchen at 2590 Midpoint Drive (Parcel # 87202-06-018). The proposed one-story building will be 6,000-8,000 square feet with a small parking lot and delivery truck turnaround. The parcel is located in the Industrial (I) zone district. This project 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, Ryan Mounce, at 970-224-6186 or [rmounce@fcgov.com](mailto:rmounce@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact: Peter Barnes, 970-416-2355, [pbarnes@fcgov.com](mailto:pbarnes@fcgov.com)**

1. The use, commissary kitchen, is normally classified as a commercial use called "food catering or small food product preparation" use. Such a use though, is limited to a maximum floor area of 5000 square feet. Since the proposed building exceeds that size, the use is classified as a light industrial use instead and is subject to a Type 1 review process.
2. The depth of the front landscape area must be a minimum of 10 feet. A minimum 5 foot deep landscape setback is required along the length of the rear lot line. 6% of the interior of the parking lot, including the driveways and other vehicular use areas, needs to be in the form of landscape islands. Three such islands are shown, but more are probably needed to comply.
3. Consider changing the front parking stalls to 90 degree stalls unless the two driveways are going to clearly be labeled "entrance only" and "exit only".
4. Foundation plantings in beds at least 5 feet wide and along 50% of a building wall are required along building walls that are in high-use or high-visibility areas. This will apply along the front wall and at least along the front portion of the side walls.

**Department: Water-Wastewater Engineering**

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

1. Existing water mains and sanitary sewers in this area include an 8-inch water main and an 8-inch sewer in Midpoint.
2. There is a 1-inch water service that was previously stubbed into the site; however, it does not appear that a sewer service extends to the property.
3. A grease interceptor will be required.
4. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
5. 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. We will need a little more information on the use of the facility, and anticipated traffic volumes to determine whether a Traffic Impact Study (TIS) is needed. How will the kitchen be used? By Whom? How many vehicles per day? etc. Section 4.2.3.D of the LCUASS defines when a TIS is not required and this development will need to provide information on whether they are under this threshold or not.
2. The street frontage on Midpoint will need to be built to a minor collector standard. This includes an 8 ft parkway and 5 ft detached sidewalk, much like what was built on the parcel immediately to the northwest.
3. Two access point are shown on the plan. The preference is for a parcel to have only one access point. The applicant will need to provide information on whether the proposed two access points meet the LCUASS access spacing requirements (See Table 7-3).

**Department: Stormwater Engineering**

**Contact:** Mark Taylor, , [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com)

1. This address is not located in a regulatory 100-year floodplain.
2. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete 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).
3. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate.
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 now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).  
LID design information can be found on the City's web site at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
6. Appears there is no storm drains in the area, the curb & gutter of Midpoint Drive is the outfall.
7. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
8. The design of this site must conform to the drainage basin design of the Cache la Poudre River Master Drainageway Plan as well the Fort Collins Stormwater Manual.

**Department: Fire Authority**

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

**1. 2012 IFC CODE ADOPTION**

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

**2. FIRE LANES**

IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building.

**FIRE LANE SPECIFICATIONS**

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

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
- > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet

outside. Turning radii shall be detailed on submitted plans.

> Be visible by painting and/or signage, and maintained unobstructed at all times.

International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

**3. FIRE CONTAINMENT**

Buildings exceeding 5000 square feet shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation.

**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. 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.

**Department: Environmental Planning**

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

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

**Department: Engineering Development Review**

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

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Martina Wilkinson (221-6887) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. Midpoint is considered a Collector Roadway. Access spacing shall be in accordance with standards – which mean access points (driveways) need to align or meet separation distances.
7. A detached sidewalk similar to the one existing to the NW will need to be designed and installed. The

standard is a 5 foot sidewalk with a 8 foot wide parkway. Additional right-of-way will need to be dedicated to accommodate the sidewalk.

8. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
9. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
10. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
11. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.
12. Drainage out to the street needs to go out using a sidewalk culvert. Drainage out to the driveway across the sidewalk is not allowed.

#### **Department: Electric Engineering**

**Contact: Jim Spaulding, 970-416-2772, [jspaulding@fcgov.com](mailto:jspaulding@fcgov.com)**

1. There exists a 120/208 75 kVA 3-phase transformer with two 4" empty conduits stubbed out to the SW corner of the proposed development. Normal development charges will apply. Please reference <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees/electric-development-fee-estimator> for a general estimate. Please contact Light & Power Electrical Engineering at 221-6700 if you have any questions.

#### **Planning Services**

**Contact: Ryan Mounce, 970-224-6186, [rmounce@fcgov.com](mailto:rmounce@fcgov.com)**

1. A minimum 5' landscaped area is required along the rear lot line, and the front parking and drive aisles require a minimum setback of 10' from the front lot line.
2. As you begin preparing landscaping details, please consider the following requirements:

Parking lot perimeter screening will be needed along the side and rear lot lines. This screening should consist at a minimum of one tree every 40 lineal feet, and including other landscaping elements a minimum of 30 inches in height that extend and cover at least 70% of the length of the parking and vehicle use areas.

A minimum of 6% of the interior parking area should be devoted to landscaped areas.

Street trees should be provided at a spacing of 30-40' in the parkway strip between the street and new detached sidewalk.

Foundation plantings and tree stocking in areas within 50' of the proposed building, concentrated along high visibility areas near the front of the lot.

3. For a light industrial use, a minimum of 4 bicycle parking spaces are required.
4. A sidewalk should connect from the new detached street sidewalk to the front entrance walkway. Where the walkway crosses any driveways or drive aisles, the crossing should be given emphasis with colored paving, special materials, or striping.

5. Will the fencing shown block general access/circulation for those parking on the side of the building? If so, the side parking should be perpendicular to the building with a two-way drive aisle 24' wide.
6. 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.
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9. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
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12. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

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

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

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

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

*2009 International Building Code (IBC)*

*2009 International Residential Code (IRC)*

*2009 International Energy Conservation Code (IECC)*

*2009 International Mechanical Code (IMC)*

*2009 International Fuel Gas Code (IFGC)*

*2009 International Plumbing Code (IPC)* as amended by the State of Colorado

*2011 National Electrical Code (NEC)* as amended by the State of Colorado

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2003.

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5

Energy Code Use

1. Single Family; Duplex; Townhomes: *2009 IRC* Chapter 11 or *2009 IECC* Chapter 4
2. Multi-family and Condominiums 3 stories max: *2009 IECC* Chapter 4.
3. Commercial and Multi-family 4 stories and taller: *2009 IECC* Chapter 5.

Fort Collins Green Code Amendments effective starting 1-1-2012. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

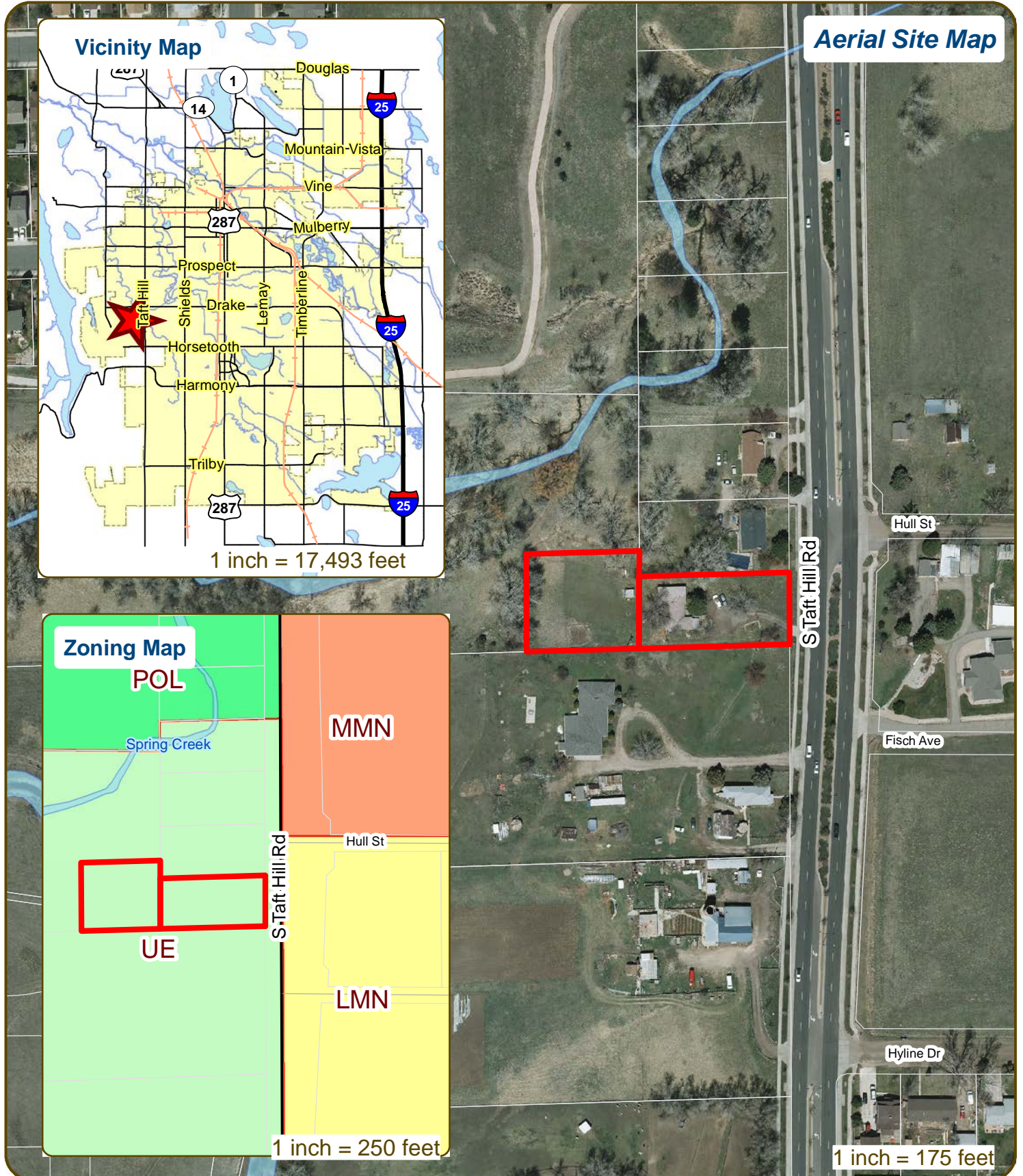
City of Fort Collins

Building Services

Plan Review

416-2341

# 2815 S. Taft Hill Rd. Replat and Artist Studio



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**

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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) \_\_\_\_\_

Darren Radach owner

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

**Your Mailing Address** 1508 Constitution Ave Fort Collins, CO

**Phone Number** 970-218-2978 **Email Address** raddtr@juno.com dttrics@msc

**Site Address or Description** (parcel # if no address) 2815 S Taft Hill

**Description of Proposal** (attach additional sheets if necessary) artist studio addition  
coming off garage heading east. Bathroom addition  
in existing laundry room in basement

**Proposed Use** music room **Existing Use** \_\_\_\_\_

**Total Building Square Footage** 1,000 **S.F. Number of Stories** 1 **Lot Dimensions** \_\_\_\_\_

**Age of any Existing Structures** 54 years

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

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

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

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

**Increase in Impervious Area** 1,000 **S.F.**  
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

**Suggested items for the Sketch Plan:**

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?



Community Development 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 18, 2014

Darren Radach  
1508 Constitution Ave.  
Fort Collins, CO 80521

**Re:** 2815 S Taft Hill Rd - Replat

**Description of project:** This is a request to build either a home addition or detached structure to function as an artist studio at 2815 S Taft Hill Road (Parcel #s 97281-070013 & 97281-00-013). Several options are in consideration for the studio: an addition to the front of the building, an addition to the rear of the building, or as a detached structure on the rear parcel (97281-00-013). One consideration may be the replatting of both parcels together to accomodate the rear addition. The size of the studio is approximately 1,000 square feet. The site is located in the Urban Estate (UE) zone district. A replatting is 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, Ryan Mounce, at 970-224-6186 or [rmounce@fcgov.com](mailto:rmounce@fcgov.com).

**Comment Summary:**

**Department:** Zoning

**Contact:** Peter Barnes, 970-416-2355, [pbarnes@fcgov.com](mailto:pbarnes@fcgov.com)

1. If the 'studio' use of the building is intended for personal use and is not in connection with a business or home occupation, the detached building proposal would be considered an accessory building. Such a building can be constructed on an unplatted lot, such as the rear parcel. The only requirement will be compliance with setbacks - 30' front, 25' rear and 20' sides. If the studio is constructed as an addition to the house as an alternative, the same setbacks would apply. Either option would simply be a building permit review process. Ideally, both parcels should be combined into one parcel. One of the benefits of combining the two parcels is that it might make it possible to consturct an addition that would comply with setback parcels.
2. If the studio is used as a home occupation, a variance from the ZBA would be required in order to allow the occupation in a detached building. If the studio is used as a music or artists studio that doesn't otherwise comply with the home occupation regulations in Sec. 3.8.3 of the code, then an addition of permitted use process is required and the rear parcel will need to be platted.

**Department: Water-Wastewater Engineering**

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

1. Water service to this property is provided by the Fort Collins-Loveland Water District (226-3104).
2. This property is not being billed for sewer; therefore, it is assumed to have a septic system for wastewater treatment. During the Taft Hill paving project in 2003-4, a sewer service was stubbed across the road for future 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. If it is planned to connect to sewer, development fees will be due at building permit.

**Department: Traffic Operations**

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

1. No comments from traffic operations or transportation planning.

**Department: Stormwater Engineering**

**Contact:** Mark Taylor, , [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com)

1. A small finger-shaped sliver of this address is located in the FEMA-regulatory Spring Creek 100-year flood fringe. The applicant is not proposing to do any work in the floodplain as part of this project, but he should be aware that if he does wish to do anything in the flood fringe in the future, the proposed project will have to satisfy all safety requirements of Chapter 10 of City Municipal Code. A FEMA Flood Risk Map is attached.
2. Construction activities (e.g. building, parking areas, driveways, fences, utility work, landscaping, etc.) are allowed in a FEMA 100-year flood fringe , but they must be preceded by an approved floodplain use permit, the appropriate permit application fees, and approved plans. The permit form can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
3. Please contact Mark Taylor, 970.416.2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com) with any questions or comments.
4. 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.
5. If there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.

6. 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.
7. Onsite water quality treatment of the runoff is required. Water quality treatment methods are described in the Fort Collins Stormwater Manual, Volume 3 – Best Management Practices (BMPs). A method that could be used on an existing site is to direct the downspouts to a landscape area. Another is if perimeter landscape buffers or parking lot medians are required, they could be used to treat the runoff in bio-retention areas or rain gardens.  
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) For water quality requirements please contact Basil Hamdan at 970-224-6035, [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com).
8. The outfall for the front portion of the site is east towards the curb & gutter of Taft Hill Road. The outfall for the west portion of the site is north towards Spring Creek. An outfall would need to be piped or channeled to the low flow channel of the creek.
9. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
10. 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](mailto:jlynxwiler@poudre-fire.org)**

**1. FIRE LANES**

Fire access is required to within 150' of all portions of a building. An addition to the home may not prompt any changes however if a separate building is constructed further to the west, a fire access lane may be required or the building will need to be equipped with a fire sprinkler system. Further information will be needed for review.

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

**Department: Environmental Planning**

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

1. Depending on whether the proposed use is classified as a principal or accessory use, the Environmental Planning Comments will vary.

If the use is determined to be a principal use, then 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 (Spring Creek, riparian forests, etc.). Please note the buffer zone standards range from 50 - 100' for these features, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process.

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

If it is determined that the use is accessory, then the accessory use should be placed no closer than 50' to the edge of the riparian forest on the west and north portion of the parcels.

2. If a principal use: 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. 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.

**Department: Engineering Development Review**

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

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4. If Applicable: 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>
5. If applicable: This project is responsible for dedicating any right-of-way and easements that are necessary for this project.

**Department: Electric Engineering**

**Contact:** Jim Spaulding, 970-416-2772, [jspaulding@fcgov.com](mailto:jspaulding@fcgov.com)

1. Light & Power will underground existing services as well as any new services necessary to feed proposed studio. Charges will only apply for new services involving any material and labor that will be necessary to build new service to studio. To clarify, once existing service is undergrounded, charges will only be applied for bringing new underground service to studio as well as any capacity upgrades if necessary. Please contact Light & Power Electrical Engineering with any questions at 221-6700.

## Planning Services

**Contact:** Ryan Mounce, 970-224-6186, [rmounce@fcgov.com](mailto:rmounce@fcgov.com)

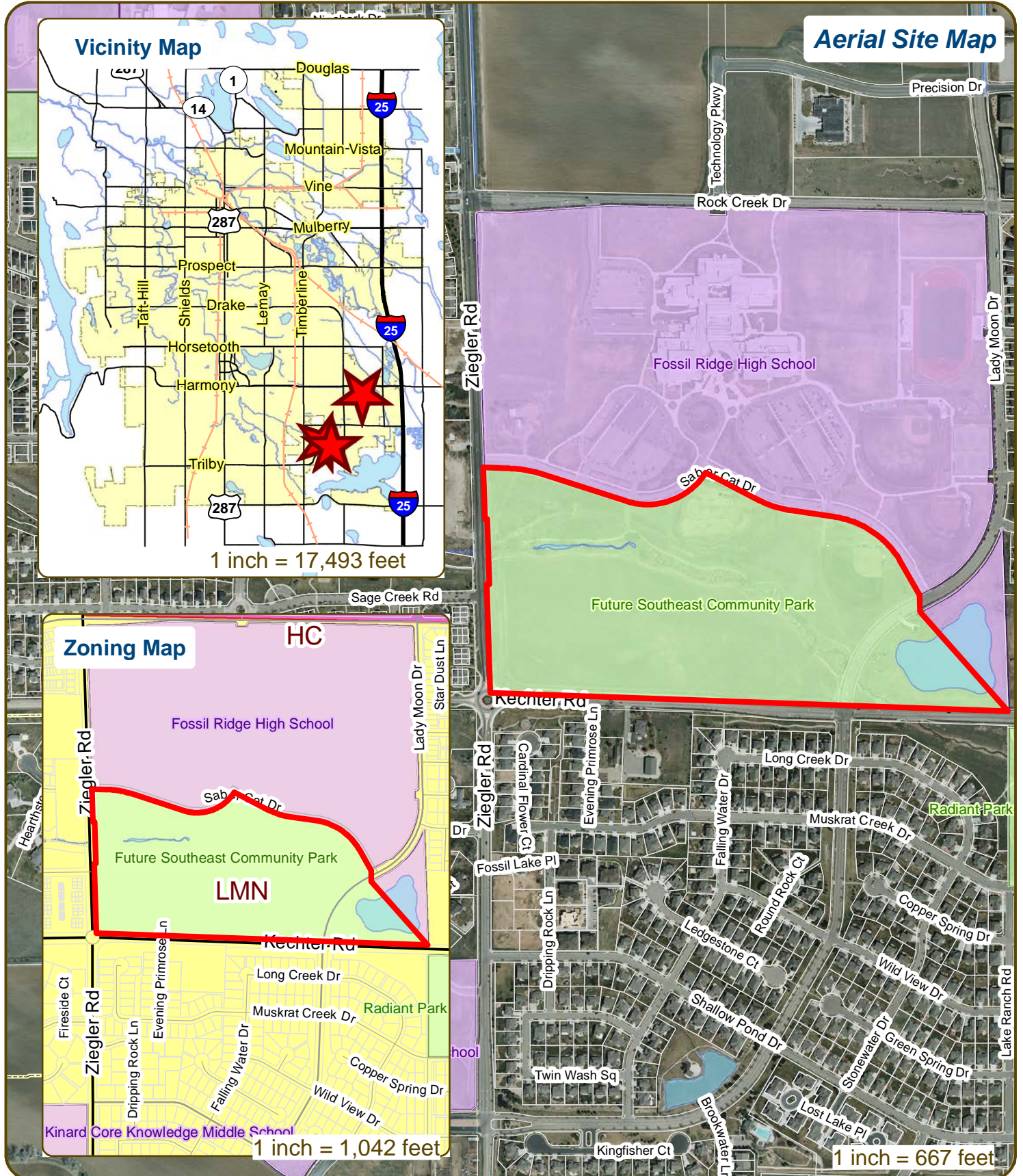
1. Based on initial information, the music studio appears accessory in nature. The distinction between accessory and principal use will play a key role in the review. As an accessory use and building, several of the scenarios presented may be processed through a building permit review.

If the music studio is not considered to be accessory, an addition of a permitted use subject to Planning & Zoning Board (Type 2) review will be necessary, whether as an addition to the existing home or as a detached structure.

2. The two parcels are located in the Urban Estate (UE) Zone District, with the following setback requirements: 30' for the front yard, 25' for the rear yard, and 20' for each side yard.
3. If the studio as a home addition is considered an accessory use or home occupation, the building addition can be accomplished through a building permit review if situated in a way that setback requirements are met. Based on an aerial, it appears a rear addition may have difficulty meeting the 25' rear yard setback.
4. A detached structure could also be constructed on the rear parcel without the need to plat the lot so long as the use and structure are both considered accessory. A new principal use/building on the rear parcel would require the lot to be platted.
5. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
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# Southeast Fort Collins Community Park



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

Craig Kishling - Park Planning CoF Ripley Design, Inc

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

**Your Mailing Address** 401 W. MOUNTAIN AVE SUITE 100

**Phone Number** 970-224-5828 **Email Address** stephanie.sigler@ripleydesigninc.com

**Site Address or Description** (parcel # if no address) 8604000932

**Description of Proposal** (attach additional sheets if necessary) NEW COMMUNITY PARK WITH RESTROOMS, SHELTERS AND SPORTS FIELDS

**Proposed Use** PARK **Existing Use** VACANT

**Total Building Square Footage** 2,898 **S.F. Number of Stories** 1 **Lot Dimensions** 53.7 acres

**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.**

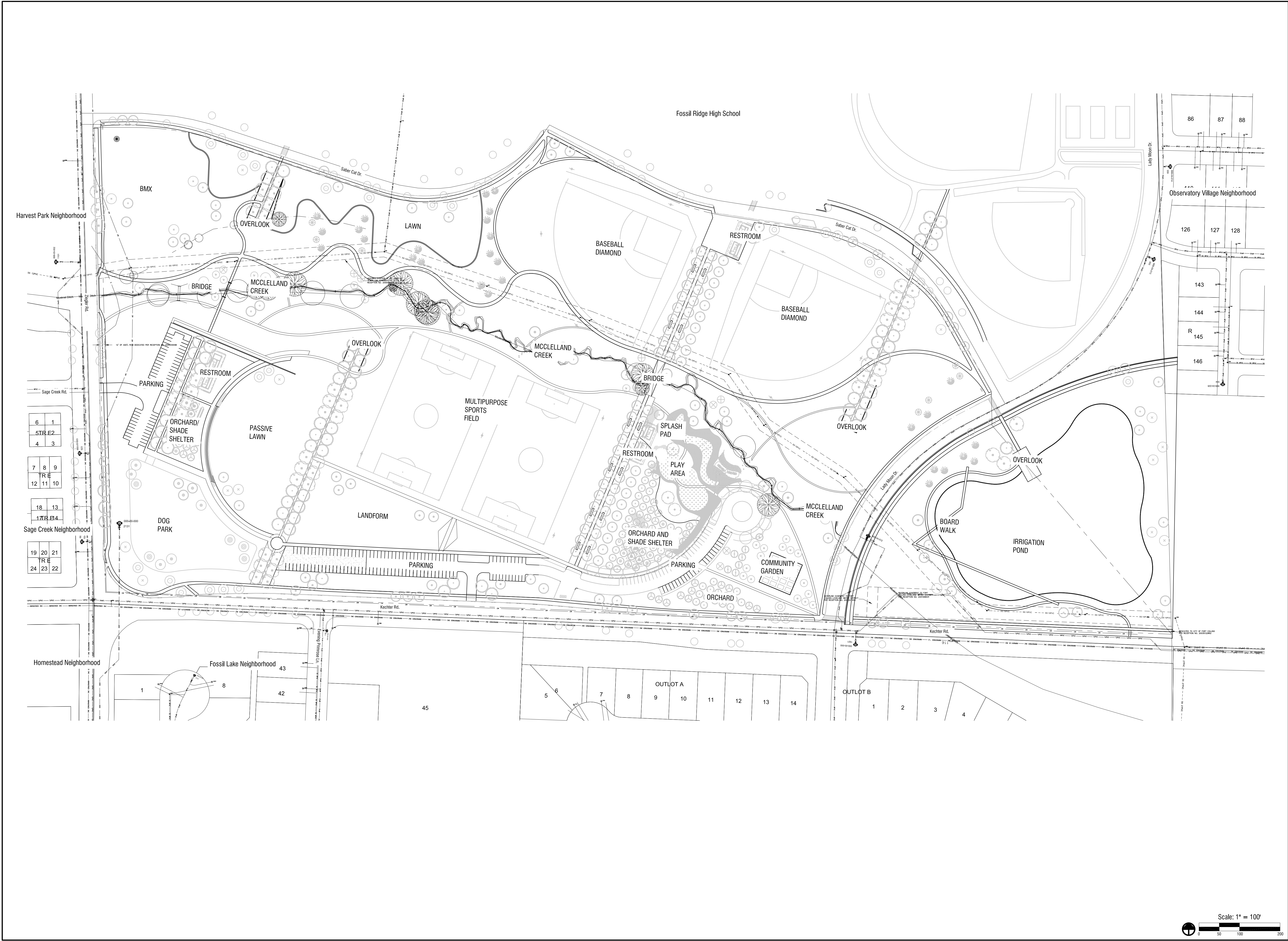
**Is your property in a Flood Plain?** ☒ Yes ☐ No **If yes, then at what risk is it?** HIGH

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

**Increase in Impervious Area** 80,000 **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?



## SOUTHEAST COMMUNITY PARK

3350 Kechter Road, Fort Collins CO, 80528

### CONCEPTUAL REVIEW PLAN

Consultants:  
Landscape Architect  
Ripley Design Inc.  
970-224-5828  
Architect  
RB+B Architects, Inc.  
970-484-0117  
Civil Engineer  
Interwest Design Group  
970-674-3300  
Mechanical Engineer  
Abrahamson Engineering, Inc.  
970-221-2569  
Lighting Design  
Clanton & Associates  
303-530-7229  
Irrigation Design  
Hines Inc  
970-282-1800

Stamp:

Issue Record:


Revisions:


CVT Proj. #:

Drawn:

Checked:

Drawing Name:  
CONCEPTUAL REVIEW  
LAYOUT



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 16, 2014

Stephanie Sigler  
Ripley Design, Inc.  
401 W Mountain Ave.  
Suite 100  
Fort Collins, CO 80521

**Re:** Southeast Fort Collins Community Park

**Description of project:** This is a request to develop a new park at the northeast corner of Kechter Road and Ziegler Road (Parcel # 86040-00-932). The park may contain areas for sports fields, baseball diamonds, trails, restrooms, a community garden and a dog park over the 53.7 acre site. The parcel is located in the Low Density Mixed-Use Neighborhood (LMN) zone district. The project is 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, Clark Mapes, at 970-221-6225 or [cmapes@fcgov.com](mailto:cmapes@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Peter Barnes, 970-416-2355, [pbarnes@fcgov.com](mailto:pbarnes@fcgov.com)

1. no comments

**Department: Water-Wastewater Engineering**

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

1. Water and wastewater services for this site are provided by the Fort Collins-Loveland Water District and the South Fort Collins Sanitation District. The Districts can be contacted at (970) 226-3104.

**Department: Traffic Operations**

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

1. Traffic operations (and Transportatio Planning) has been significantly involved with the proposed park for some time. In fact, the TIS is already scoped and is underway. Further discussions are anticipated once

the TIS is submitted and reviewed.

**Department: Stormwater Engineering**

**Contact: Mark Taylor, , [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com)**

1. This property is bisected from west to east by the City-regulatory McClelland's Creek 100-year floodway and the proposed project must satisfy all safety requirements of Chapter 10 of City Municipal Code. A City Flood Risk Map is attached.
2. It doesn't appear that any buildings are proposed within the floodway. If a building is wanted, construction of an accessory structure is allowed as long as the lowest finished floor of the building, and all duct work, heating, ventilation, electrical systems, etc. are elevated 18-inches above the Base Flood Elevation (BFE). This elevation is known as the Regulatory Flood Protection Elevation (RFPE).  $RFPE = BFE + 18\text{-inches}$ .
3. Buildings and non-structural development (fencing, detention ponds, hard surface paths, trails, walkways, vegetation, etc.) are allowed in the floodway as long as a floodway evaluation is prepared by a professional engineer, licensed in the State of Colorado, proving that the development will not cause a rise in the BFE or rise in the floodway boundary.
4. Fences must be designed to breakaway, and be cabled together so as to not float downstream. An alternative would be to construct a fence designed to allow the passage of water by use of a flap or opening in the areas at or below the BFE sufficient to allow floodwater to pass freely.
5. All bridges in the floodway must be designed to breakaway, and be cabled in such a way so as to not float downstream; or have the abutments located outside of the floodway boundaries and be able to pass all floodwater freely below the bridge span.
6. Any construction activities in the 100-year floodway (e.g. building, fencing, detention ponds, hard surface paths, trails, walkways, vegetation, etc. etc.), must be preceded by an approved floodplain use permit, the appropriate permit application fees, and approved plans and a No-Rise Certification. The No-Rise Certification must be prepared by a professional engineer licensed in the State of Colorado. The permit and certification forms can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
7. Development review checklists for floodplain requirements can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Please utilize these documents when preparing your plans for submittal. You can contact Shane Boyle of Stormwater Master Planning at [sboyle@fcgov.com](mailto:sboyle@fcgov.com) for floodplain CAD line work as required per the floodplain development review check list.
8. Please contact Mark Taylor, 970.416.2494, [mtaylor@fcgov.com](mailto:mtaylor@fcgov.com) with any questions or comments.
9. 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).
10. In the McClellands drainage basin onsite detention is required with a 0.2 cfs/ac release rate for the 10 year storm and a 0.5 cfs/ac release rate for the 100 year storm.

11. 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.
12. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996). LID design information can be found on the City's web site at: <http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
13. The outfall for the site is McClellands creek. Any detention outfall need to be piped or channeled to the low flow channel of the creek.
14. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
15. The design of this site must conform to the drainage basin design of the McClellands 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](mailto:jlynxwiler@poudre-fire.org)**

**1. FIRE LANES**

Fire access to the site will be needed. Fire lane standards are provided for your reference. At this time, it does not appear fire lane standards are being met with regard to apparatus turnaround requirements.

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

**FIRE LANE SPECIFICATIONS**

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

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.

- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
  - > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
  - > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
  - > Be visible by painting and/or signage, and maintained unobstructed at all times.
- International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

**Department: Environmental Planning**

**Contact: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto: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 (McClellands Creek). Please note the buffer zone standard of 100' for this feature, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process.

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

2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options and/or analyzes how the proposed plantings in the proposed park meet City standards. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.
5. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.

**Department: Engineering Development Review**

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

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

restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.

4. Please contact the City's Traffic Engineer, Martina Wilkinson (221-6887) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). This includes access spacing. 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 easement alignments that are necessary for this project.
7. Utility plans will be required.
8. A Development Construction Permit (DCP) or excavation permit (permit type depends on the value of the public infrastructure work) will need to be obtained prior to starting any work on the site.
9. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.

**Department: Electric Engineering**

**Contact: Jim Spaulding, 970-416-2772, [jspaulding@fcgov.com](mailto:jspaulding@fcgov.com)**

1. Please contact Light & Power Electrical Engineering for electrical construction coordination and/or any development questions at 221-6700.

**Planning Services**

**Contact: Clark Mapes, 970-221-6225, [cmapes@fcgov.com](mailto:cmapes@fcgov.com)**

1. At the west parking lot/restroom area, it looks like walkways should connect to the street. Please consider the most user-friendly connections in this regard - perhaps one that simply extends the walk on the south side of the parking; and one along the north side of the entry drive, detached from the drive.
2. Parking lot perimeter screening will be required along the edges of parking lots. This can be shrub beds and low fences or walls. It is understood that this is probably a detail to be developed.
3. Lighting spillover limits and requirements are found in Land Use Code Section 3.2.4(D). The salient standard appears to be a limit of .1 footcandle 20 feet beyond the property line as a direct result of on-site lighting.
4. As noted in previous emails, a neighborhood meeting is not required but even if one was required, the project has already exceeded any typical requirements.
5. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.

6. Please see the Development Review Guide at [www.fcgov.com/drg](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.
7. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
8. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
9. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
10. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
11. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.