

Conceptual Review Agenda

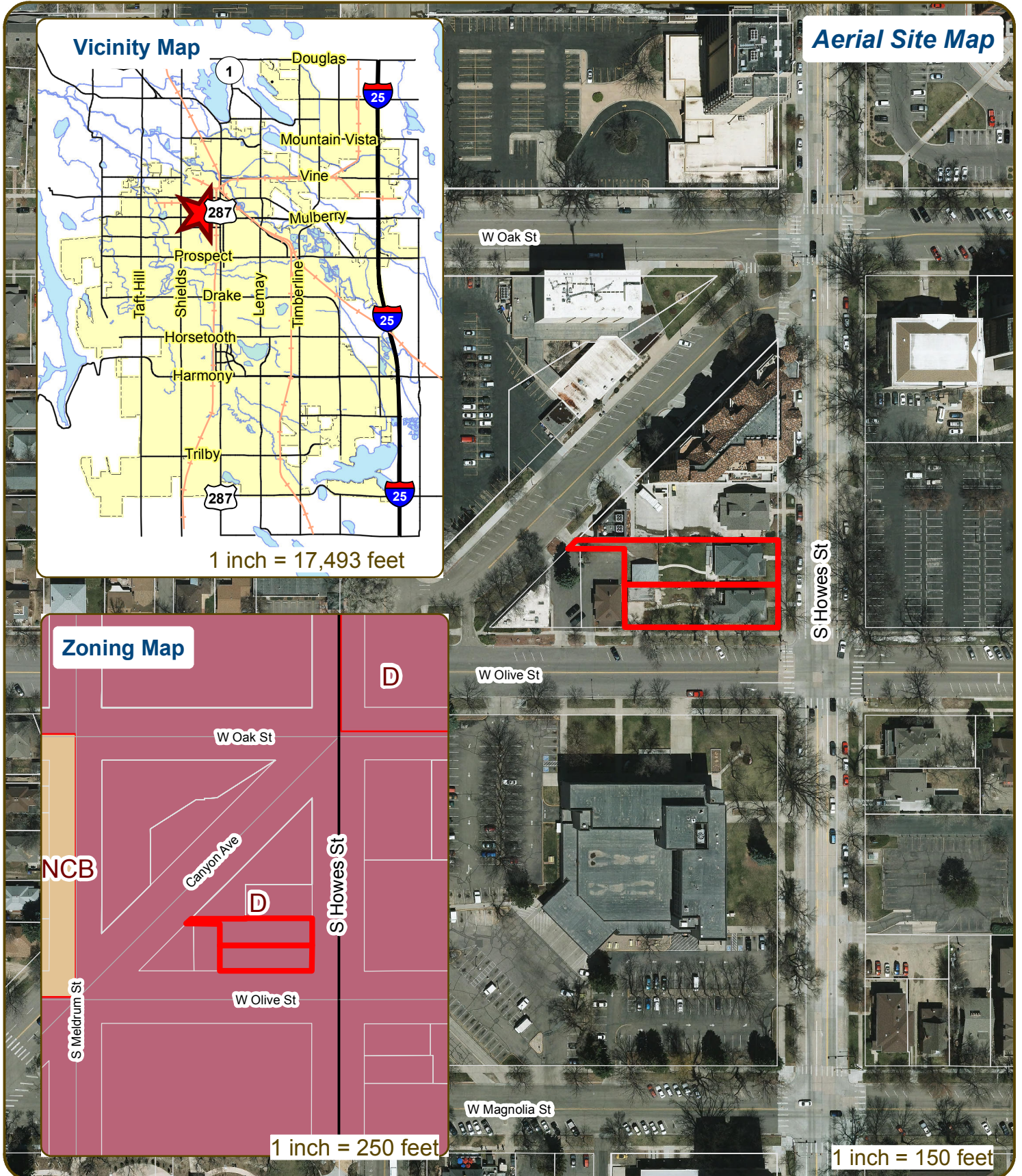
Schedule for 07/21/14 to 07/21/14

281 Conference Room A

Monday, July 21, 2014

Time	Project Name	Applicant Info	Project Description	Planner
9:30	227 Howes - Replat and Mixed-use CDR140048	Stephen Slezak (970) 484-5907 s.amshel@comcast.net	This is a request to subdivide and replat two lots at 227 and 231 S Howes St. to create a third lot (Parcel #s 9711417007 and 9711417006). On the newly created third lot, a two story mixed-use building with commercial on the first floor and office space on the second floor is being proposed along with a two story building with a garage on the first floor and living quarters on the second floor. The parcels are located in the Downtown (D) zone district. The re-platting and office building will be subject to Administrative (Type I) review.	Pete Wray
10:15	1007 College Ave - Retail marijuana product manufacturing facility CDR140049	Vanay Aguila (720) 940-7493 vanayaguila@gmail.com	This is a request for a change of use to a retail marijuana product manufacturing facility (Parcel # 9702414001). The current use of the property is retail. The parcel is located in the Service Commercial (CS) zone district. This project will be subject to Administrative (Type I) review.	Noah Beals

227 Howes St. Replat and Mixed-Use



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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) _____

STEPHEN SLEZAK / THIS OLD HOWES, LLC OWNER/APPLICANT

Business Name (if applicable) AMSHEL CORPORATION

Your Mailing Address 231 S. HOWES STREET FORT COLLINS, CO 80521

Phone Number 970-484-5907 **Email Address** S.AMSHEL@COMCAST.NET

Site Address or Description (parcel # if no address) 227 S. HOWES #9711417007
#231 S. HOWES ST. #9711417006

Description of Proposal (attach additional sheets if necessary) _____

SEE #1 ON ATTACHED ADDITIONAL COMMENT PAGE

Proposed Use MIXED USE

Existing Use OFFICE

Total Building Square Footage SEE #2 ATTACHED **S.F. Number of Stories** 2 **Lot Dimensions** _____

Age of any Existing Structures SEE #3 ATTACHED COMMENT PAGE

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://gis.fcgov.com/fcmaps/fcmap.aspx> Click Floodplains tab and zoom to property.

Increase in Impervious Area SEE #4 ATTACHED **S.F.**

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

Suggested items for the Sketch Plan:

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

ADDITIONAL COMMENTS TO
Conceptual Review Application

1. Description of Proposal

This application is intended to subdivide the two lots at 227 & 231 S. Howes Street into three lots & define the entire parcel as a Mixed Use in the Downtown District with "townhome" ownership of the various buildings.

On the newly created parcel of 7050 s.f., a building of approximately 4000 s.f. over two stories is proposed. It is anticipated the second floor would be offices while the main floor might be a restaurant, retail or even offices. This building would not be constructed on a speculative basis but rather after a qualified buyers or tenant is under contract to purchase or lease at least 50% of the space. Renderings indicate the style & massing of the proposed structure.

2. Building Square Footages

Total building square footages will be as follows: 227 S. Howes currently is 1498 s.f. with a 420 s.f. non-habitable basement on a 9300 s.f lot. Under this application the same 1498 s.f. building would be on 4750 s.f. lot w/ NO BUILDING ALTERATION.

Total for the 231 S. Howes is 2940 s.f. plus a finished 360 s.f. basement on a lot of 8750 s.f. Under this application the building will be on a 6250 s.f. lot w/ NO BUILDING ALTERATION.

The remaining 7050 s.f. on the west portion of the property will have a two story commercial building of approximately 4000 s.f with a detached two car garage & caretakers quarters of 650 s.f.

Of the four existing structures on the two parcels, two are office buildings fully renovated in 2000 & 2007 and two are decrepit garages that will be scheduled for demolition. Photos attached.

3. Age of Existing Structures

Public records indicate the structure at 227 S. Howes was built in 1903 & renovated in 2006. It's garage is of entirely different architectural style & the date of construction is not known.

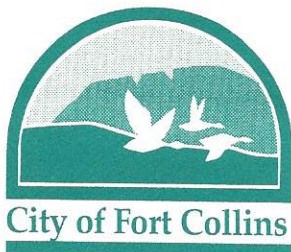
Public records indicate the structure at 231 S. Howes was built in 1898 & renovated in 2000. Some documents indicate it was constructed in 1903 but regardless it was dedicated as a Local Historic Landmark in 1998. The garage looks to have been constructed in 1961 from historic records but again , the records are unclear. This garage is slated for demolition as well and in 2006 the City of Fort Collins Historical Preservation Planner deemed that the garage was "**not eligible for individual designation**".

See attached letters dated June 9, 1998 & October 31, 2006

4. Flood Plain/ Impervious Area

The property would not add significantly to the impervious surface. Historically there were actually 3 driveway on the 231 S. Howes building. Two of those drives were abandoned in 2000 and the last drive is scheduled to be abandoned with this proposal. The area to the west of the 227 S Howes building has always been a paved drive serviced by a curb approach from Canyon Avenue.

Currently the site generally drains from north to south with sheet flows on to Olive as well as Howes. Storm drainage is into the OLD TOWN BASIN which was recently upgraded to accommodate redevelopment in the Old Town District.



June 9, 1998

Stephen Slezak
Amshel Corporation
P.O. Box 1978
Fort Collins, CO 80522

Re: Demolition Review Process for 231 S. Howes Street

Dear Steve:

This letter is to follow up on our telephone conversation regarding the demolition review process. As we have discussed, the proposed alterations to the garage at 231 S. Howes Street were reviewed by the Landmark Preservation Commission at their June 10 meeting, on an unofficial basis. The Commission felt that the changes you have proposed, which would convert the structure into a two-story carriage house, would likely compromise the architectural and historical integrity of the structure, such that the garage would no longer be eligible for designation. In order to retain the building's eligibility for designation, and the opportunity for you to take advantage of the monetary incentives, the Commission instead suggested that, if practical, a separate carriage house be built and connected to the garage through the use of a "wing." If you are interested, the Commission offered the use of their Design Review Subcommittee to assist you in designing a new dwelling which would still retain the garage's eligibility for designation.

Given the limitations of your site and the condition of the structure, it is likely not practical to preserve the garage's eligibility for designation. In this case, I recommend that you continue with the demolition review process, in preparation for relocating or demolishing the garage. The remaining portions of the demolition review process still required of you are: a fee of \$200 to cover the costs of processing the request for demolition; the submittal of a completed "Historic Resources of Merit" form; a report regarding the effect that the proposed demolition or relocation would have on the historic and architectural character of the associated house, on adjacent properties, and upon the neighborhood; and fully approved plans for the redevelopment of the site. I have previously sent you the Historic Resource of Merit form and examples of the required report; please let me know if you would like any additional copies. Enclosed with this letter is a list of consultants who can prepare the submittal requirements for you; you are, of course, welcome to do the work yourself, and our office will assist you in whatever way we can. I will also keep you informed of any individuals who have expressed interest in having the garage moved to their property.

After receipt of the information and fee described above, a public hearing would be scheduled.

The hearing requires a minimum 30 day notification period. Also, at least 30 days prior to the hearing, you would need to post your property. Our office will mail a notice of the hearing to nearby property owners and other interest citizens, and you would be charged fifty cents per notice for postage and handling. At the hearing, the Landmark Preservation Commission would review all of the available information. The Commission could then approve the application, with or without conditions, may postpone consideration of the application, or may consider landmark designation of the structure, as explained in the enclosed demolition/alteration review information sheet.

The time needed to complete the demolition review process is dependent upon your submittal of the required information, including the approved redevelopment plans. The only established time restraint is the requirement for a minimum 30 day notification period.

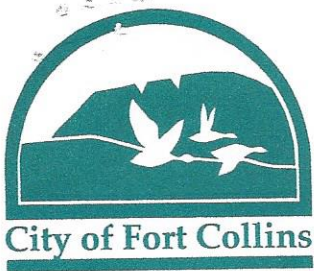
One final note, as you also intend to make alterations to the house at 231 S. Howes, you might wish to include those alterations in with this demolition review, and so go through the process only once. You could instead choose to pursue designation of the house as a local landmark, enabling you to take advantage of the monetary incentives available for designated buildings. Local landmark designation of the house would not affect the demolition review of the garage. Designation generally takes between six and eight weeks to complete.

Please let me know if you have questions or need additional information. I can be reached at 224-6078, Monday through Thursday, between 8:30 and 1:30.

Sincerely,

A handwritten signature in cursive script, appearing to read "Karen McWilliams".

Karen McWilliams
Preservation Planner



October 31, 2006

Steve Slezak
231 S. Howes St.
Fort Collins, CO 80521

RE: Determination of Eligibility, Garage at 231 S. Howes St. - BO 604410

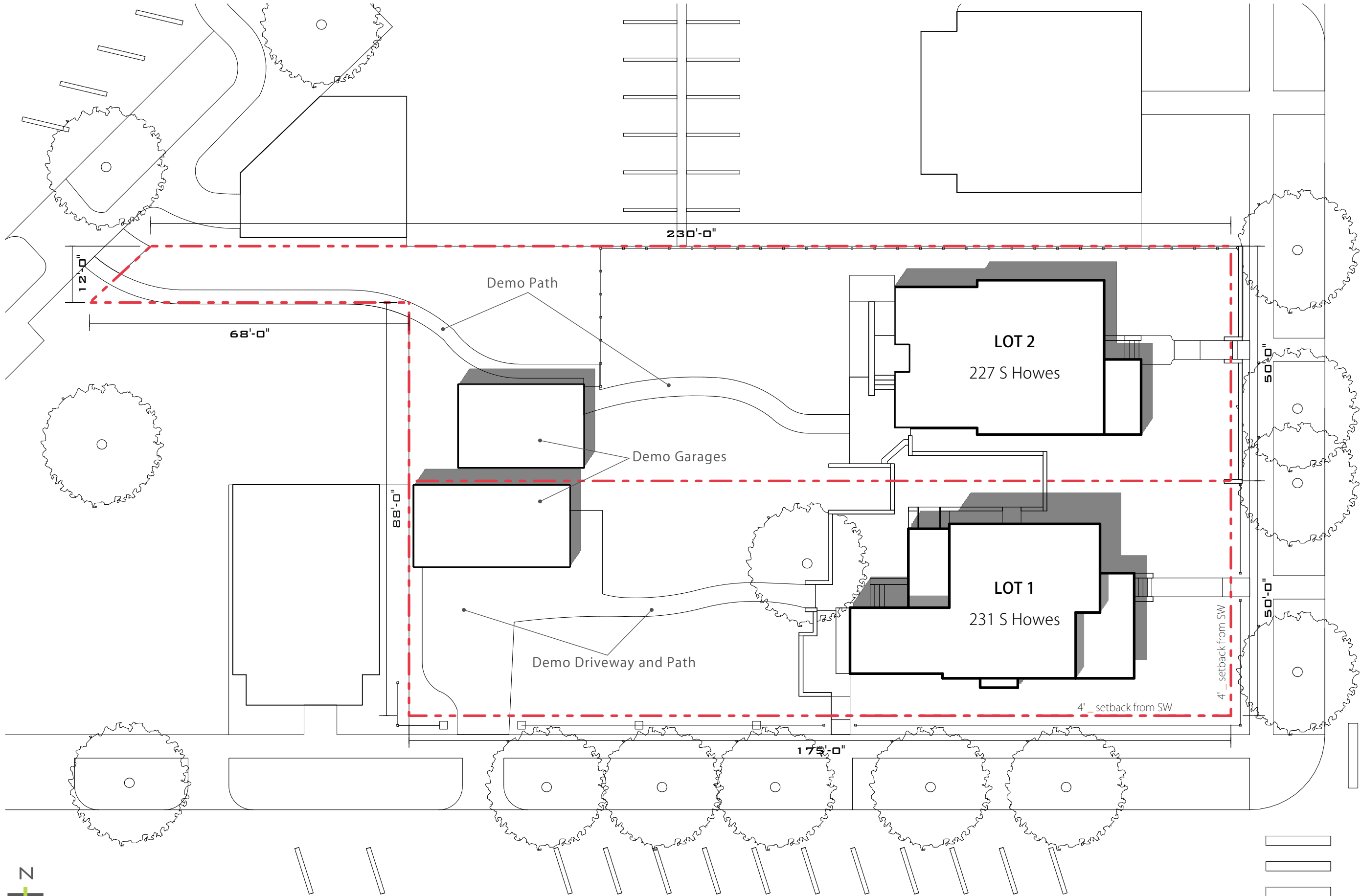
Dear Mr. Slezak:

At your request, the garage on the property at 231 S. Howes Street was recently reviewed under Chapter 14, Article IV of the Fort Collins Municipal Code, for its level, if any, of eligibility for designation as a Fort Collins Landmark. After evaluating the significance and the historic integrity of the garage, the Vice-Chair of the Landmark Preservation Commission and the Director of Advance Planning have determined that the property is **not eligible for individual designation** as a Fort Collins Landmark. Therefore, you may alter or demolish the building without further Historic Preservation review, once you have complied with all other applicable City requirements.

Please contact me if you have any questions regarding this decision.

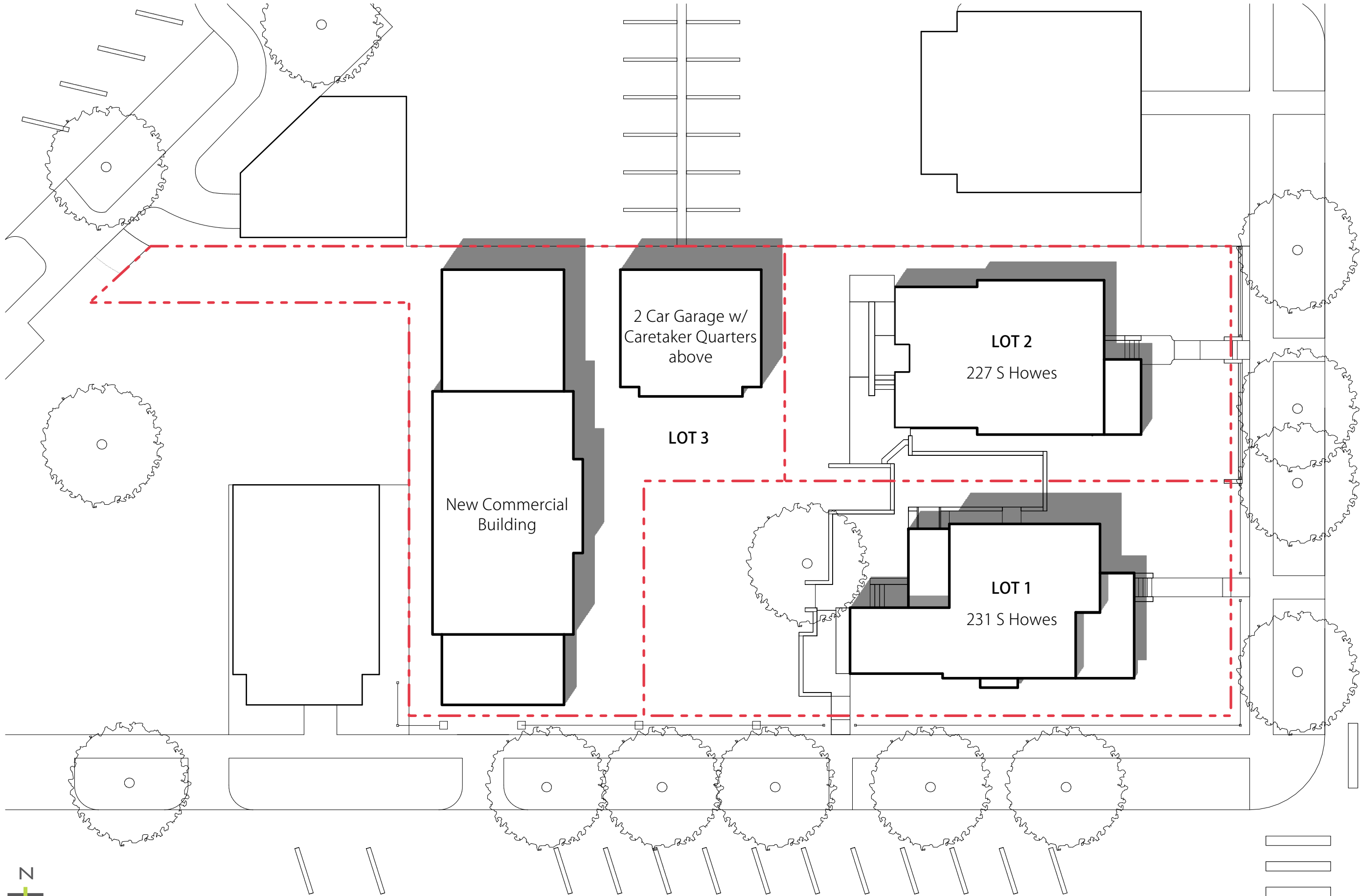
Sincerely,

Carol Tunner
Historic Preservation Planner
(970) 221-6597
Email: ctunner@fcgov.com



EXISTING SITE PLAN _ Scale 1"=20'

This Old Howes PUD



PROPOSED SITE PLAN _ Scale 1"=20'

This Old Howes PUD



South



East



North



West



South



East



North



West



West

This Old Howes PUD



CONCEPTUAL RENDERINGS

This Old Howes PUD

studio **LOUNGE**
inspire life — collins ferris — DESIGN

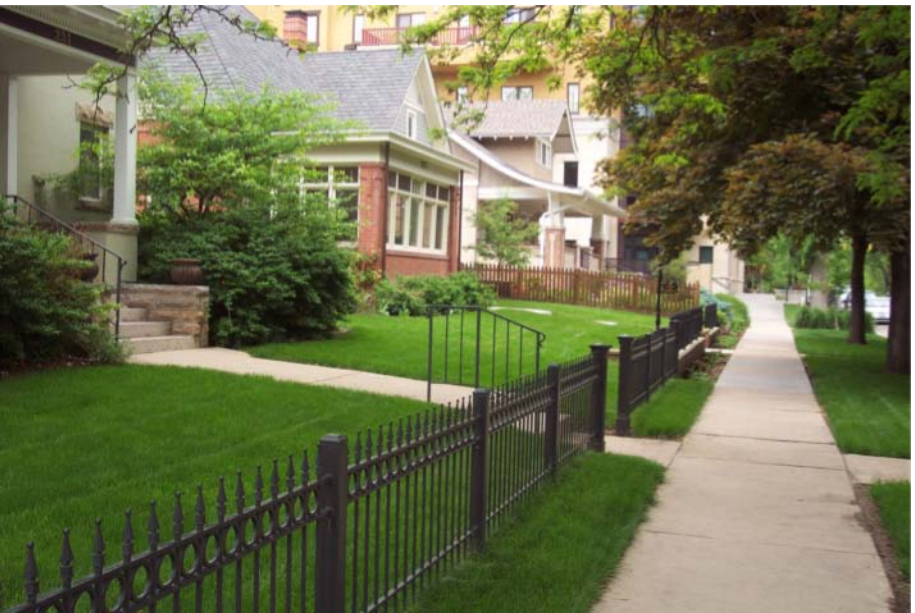
7217 caledonian ct — windsor, co 80550 970.218.0074 www.studiolounge.co



LOT 1 _ 231 Front



LOT 2 _ 227 Front



Howes Front Pathway



Back Yard Landscape



Back Yard Landscape



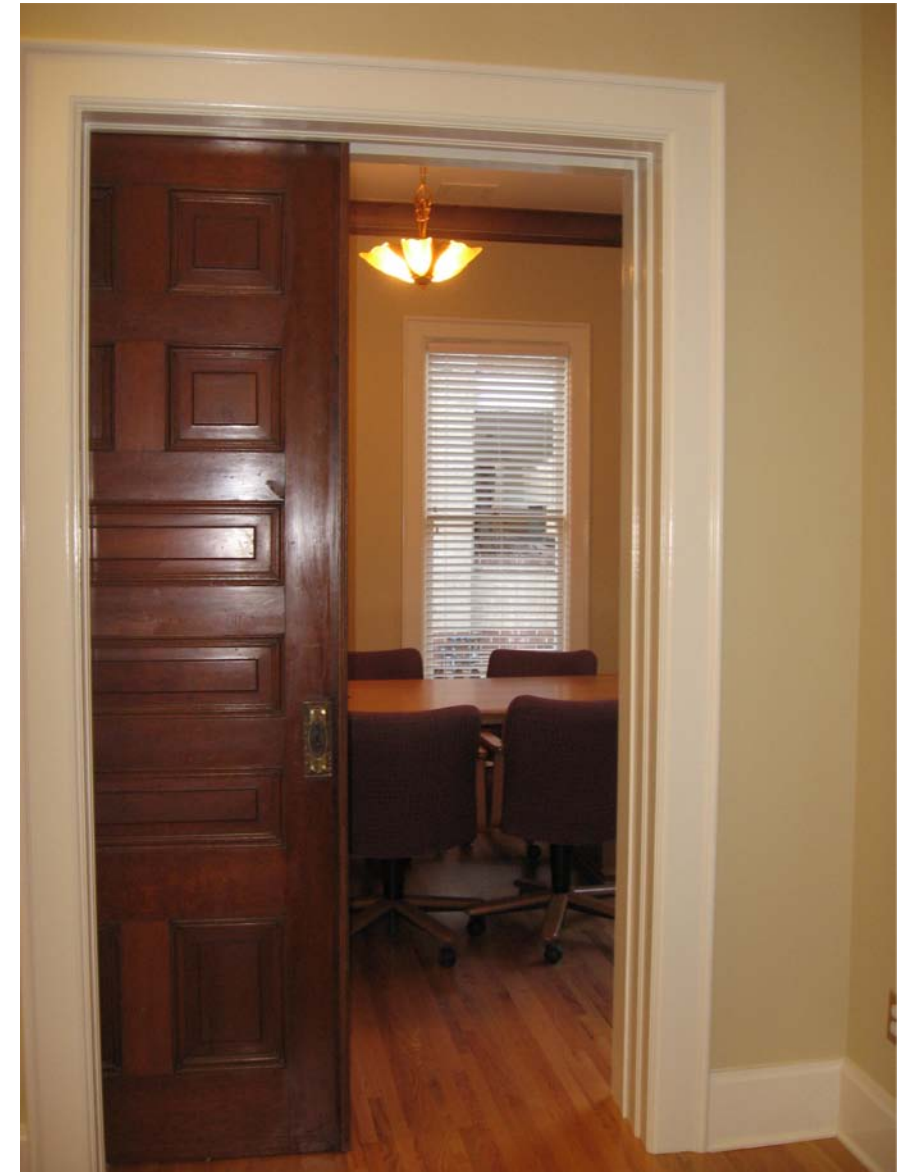
Back Yard Landscape



LOT 1 _ 231 _ Interior Hallway



LOT 1 _ 231 _ Reclaimed Sliding Doors



LOT 2 _ 227 _ Reclaimed Sliding Doors



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

970.221.6750
970.224.6134 - fax
fcgov.com

July 31, 2014

Stephen Slezak
Amshel Corporation
231 S. Howes St.
Fort Collins, CO 80521

Re: 227 Howes - Replat and Mixed-use

Description of project: This is a request to subdivide and replat two lots at 227 and 231 S Howes St. to create a third lot (Parcel #s 9711417007 and 9711417006). On the newly created third lot, a two story mixed-use building with commercial on the first floor and office space on the second floor is being proposed along with a two story building with a garage on the first floor and living quarters on the second floor. The parcels are located in the Downtown (D) zone district. The re-platting and office building 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, Pete Wray, at 970-221-6754 or pwrap@fcgov.com.

Comment Summary:

Department: Zoning

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

1. The property is in the Canyon Avenue sub-district of the Downtown zone. The two-story garage/caretaker quarters building is considered to be a detached single-family dwelling, which is a use that's not allowed in the district. It would be difficult to classify the use as an accessory use because a caretaker's quarters is not normally associated with or customarily used with a small office building or buildings. In fact I think it's VERY unusual and is really just an apartment over a garage, which makes it a single family dwelling.
2. How is vehicular access to the garage obtained?

Department: Water-Wastewater Engineering

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

1. Existing water mains and sanitary sewers in this area include 4-inch water main (W side), 6-inch water main (E side) and 10-inch sewer in in Howes and a 6-inch water main and 8-inch sewer in Olive.

2. The existing buildings which will remain each have ¾-inch water services connecting to the 4-inch main in Howes.
3. The two proposed buildings on the newly created lot must each have separate water and sewer services.
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

1. The use of the new building is not yet certain (office, restaurant, retail). Those uses can generate widely different amounts of traffic. Whether a traffic impact study is needed is based upon the amount of traffic the use generates (Larimer County Urban Area Street Standards section 4.2.3). An office building of that size will generate about 50 trips a day (TIS would be waived) while a restaurant will generate 400+ trips per day and TIS would be required. Contact traffic operations for scoping if the TIS cannot be waived.
2. It is unclear from the proposed site plan how the new garage will be accessed.
3. Will the existing access / curb cut be closed (can parking be added there)? Will there be a new access?

Department: Stormwater Engineering

Contact: Mark Taylor, , mtaylor@fcgov.com

1. Floodplain Comments:
This property is not located in a regulatory floodplain, but W. Olive Street right-of-way---south of this address---is in the City-regulatory Old Town 100-year floodplain. The work the applicant is proposing is not in the floodplain, but if any work is proposed in the Olive Street right-of-way will have to comply with the safety regulations of Chapter 10 of City Municipal Code. A City Flood Risk Map is attached.
2. Construction activities in the floodway (e.g. curb and gutter replacement, utility work, landscaping, etc.) must be preceded by a Floodplain Use Permit, a No-Rise Certification, approved plans, and the appropriate permit application fees. The No-Rise Certification must be prepared by a professional engineer licensed in the State of Colorado. Forms for the floodplain use permit and for the no-rise certification can be found at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.
3. Development review checklists for floodplain requirements can also be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Please contact Shane Boyle of Stormwater Master Planning at sboyle@fcgov.com for floodplain CAD line work as required per the floodplain development review check list.
4. Please contact Mark Taylor, 970.416.2494, mtaylor@fcgov.com with any questions.
5. Stormwater comments:
It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.

6. If there is an increase in imperviousness greater than 5,000 square feet a drainage and 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 5,000 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 5,000 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 being added to an existing developed site onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2 year historic release rate for water quantity.
8. 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.
9. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.
LID design information can be found on the City's web site at:
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
10. There are inlets adjacent to the site on both Howes and Olive Streets otherwise the outfall for the site is the curb and gutter of the streets.
11. 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.
12. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Manual.

Department: Historical Preservation

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

1. The house at 231 South Howes Street is a designated Fort Collins Landmark, as is the property at 223 South Howes Street, abutting this project. For this reason, the proposal would be reviewed for compliance with Land Use Code Section 3.4.7, Historic and Cultural Resources

2. As provided in LUC Section 3.4.7(F)(6), the Decision Maker will need to receive and consider a written recommendation on this project from the Landmark Preservation Commission. To schedule a meeting before the Commission, please contact Historic Preservation staff.
3. The two garages that are proposed to be demolished are more than 50 years old. Their demolition will need to go through the demolition/alteration review process (City Code Section 14-72). The first step in this is a current determination of eligibility, which, when once made, will be good for 5 years. Staff will need to receive good quality, current photographs of all sides of each structure, and a signed owner's consent form for each, in order to proceed with the determination of eligibility. The determination of eligibility may be appealed by any citizen to the Landmark Preservation Commission.
4. If either or both of the garages are found to have architectural or historical significance, then the application for their demolition or alteration would be referred to the Landmark Preservation Commission under the demolition/alteration review process.
5. As provided for in LUC Section 3.4.7, the development plan and building design of any proposed new construction will be reviewed for its compatibility with the existing historic structures. New structures shall be designed to be in character with existing historic structures, and shall meet the standards in 3.4.7(F).

Department: Fire Authority

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

1. FIRE LANES

All portions of the proposed garage with residential living space need to be within 150' of a fire access road. If this condition cannot be met, the living space will require a residential fire sprinkler system. Further details will be required to determine this condition. For purposes of calculation, Howes may not be used in factoring accessibility as it is an arterial. Fire access measurements may be taken from Canyon and Olive.

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.

2. PREMISE IDENTIFICATION

The residential living area above the garage shall be addressed separately from the commercial building.

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

3. 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

4. OCCUPANCY CLASSIFICATION OF COMMERCIAL BUILDING

As the commercial use of the building remains as yet undetermined, it is important to keep in mind certain uses may require a fire sprinkler system. For example, an A-2 occupancy (restaurant) with an occupant load of 100 or more requires a sprinkler system.

Please contact me should you need further details.

Department: Environmental Planning

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

1. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
2. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.

Department: Engineering Development Review

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

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Martina Wilkinson (221-6887) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) or excavation permit will need to be obtained prior to starting any work on the site.
9. How do you plan to get access to the new garage?
10. The curb cut on Olive and on Canyon will need to be closed with this project and additional on-street parking striped in with the project.

Department: Electric Engineering

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

1. Charges will only apply for new services and capacity upgrades if necessary. If a pad mounted transformer is installed to feed new service, clearance requirements will need to be considered during the design and construction. Please contact Electrical Engineering at 221-6700 if you have further questions.

Planning Services

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

1. Nonresidential Buildings: All non residential buildings in the Downtown District, shall comply with the LUC Section 3.5.3 for mixed-use and commercial buildings.
2. LUC 4.16 (D) (5) (e): Canyon Ave Subdistrict - All street-facing facades shall be constructed of high quality exterior materials for the full height of new building.
3. All new buildings shall comply with applicable general development standards contained in LUC Article Three.
4. Proposed detached garage/dwelling unit: The applicant should consider an Addition of a Permitted Use (APU) for the proposed single-family detached use. Given the nature of this request, a neighborhood meeting would be recommended, particularly in this area.
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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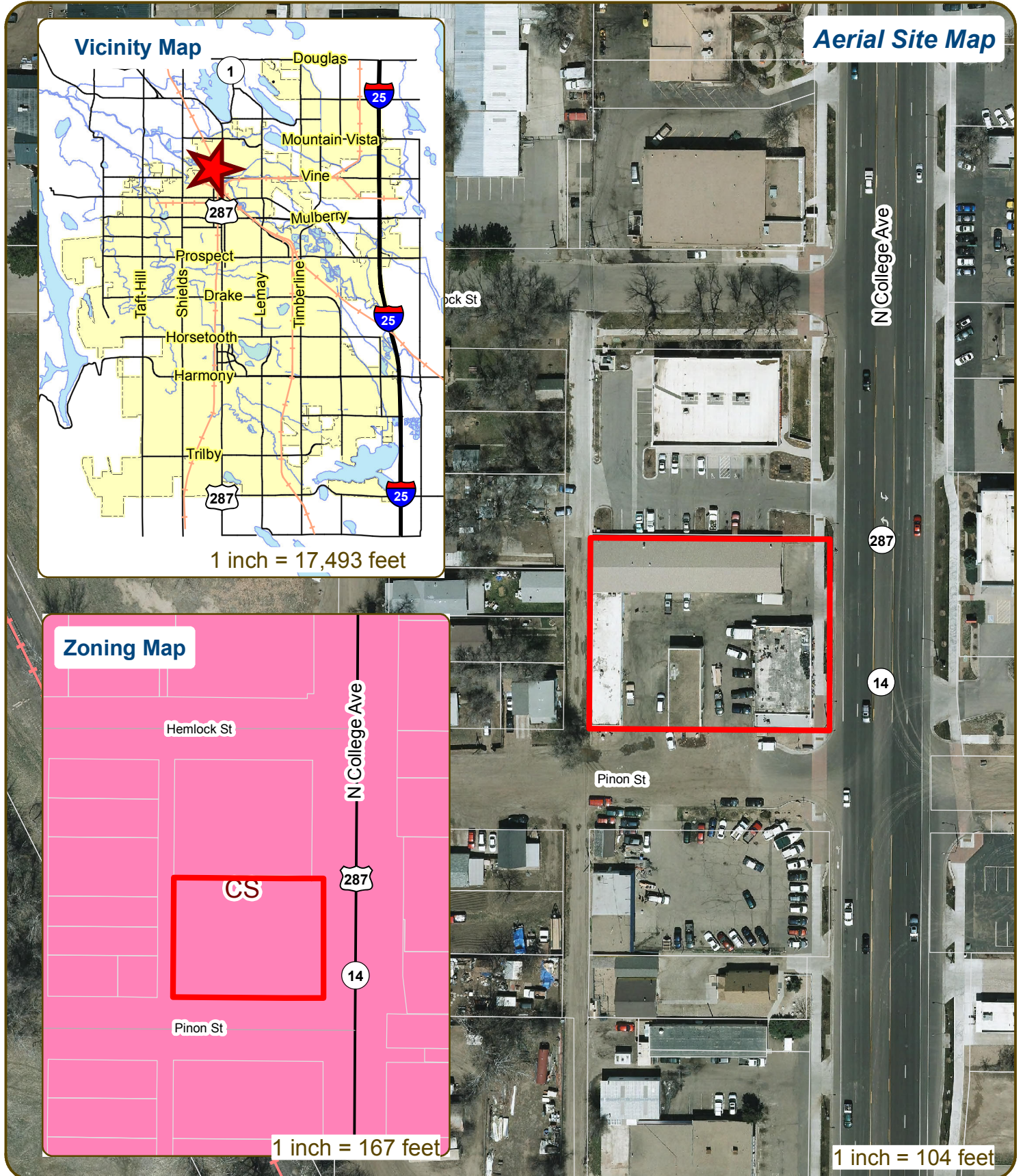
City of Fort Collins

Building Services

Plan Review

416-2341

1007 College Ave. Retail Marijuana Manufacturing



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



CONCEPTUAL REVIEW:
APPLICATION**General Information**

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

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

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

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

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) **JENNIFER A. CHIONGBIAN,**
KEY EMPLOYEE; VANAY AQUILA - OWNER

Business Name (if applicable)

Your Mailing Address **7127 PETERSDALE CT. BOULDER, CO. 80301**

Phone Number **720-940-7493** Email Address **VANAY AQUILA @ GMAIL. COM**

Site Address or Description (parcel # if no address) **10001 N. COLLEGE AVE. B, FORT COLLINS, CO. 80524**

Description of Proposal (attach additional sheets if necessary) **CHANGE OF USE OF PROPERTY TO ACCOMMODATE A "RETAIL MARIJUANA PRODUCT MANUFACTURING FACILITY"**

Proposed Use **MANUFACTURING - MIPS** Existing Use **RETAIL**

Total Building Square Footage **1200** S.F. Number of Stories **1** Lot Dimensions

Age of any Existing Structures **1964**

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.

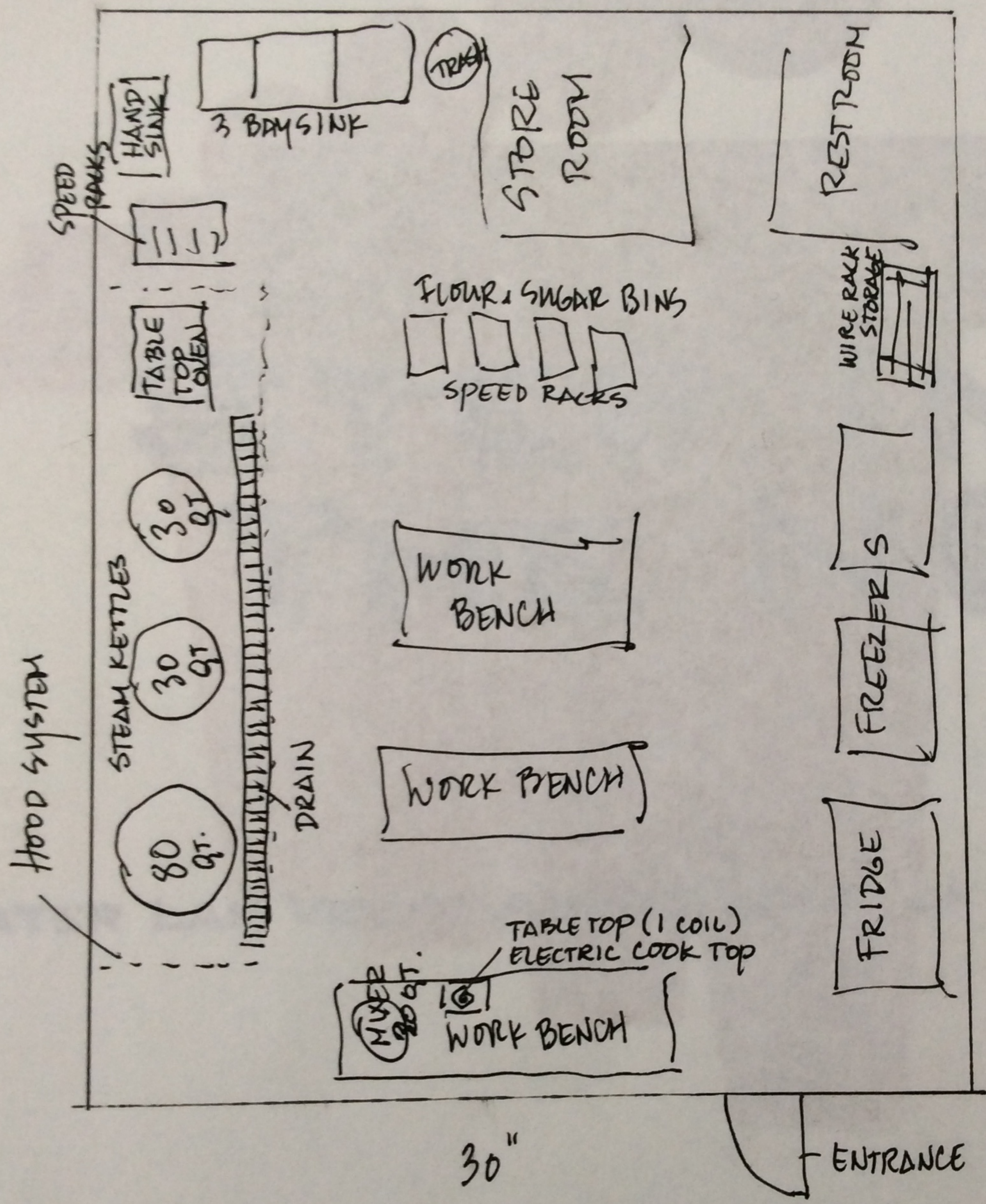
Is your property in a Flood Plain? ☐ Yes ☒ No If yes, then at what risk is it?

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?



Total - 1200 SFT



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

970.221.6750
970.224.6134 - fax
fcgov.com

July 31, 2014

Vanay Aguila
7127 Petersdale Ct.
Boulder, CO 80301

Re: 1007 College Ave - Retail marijuana product manufacturing facility

Description of project: This is a request for a change of use to a retail marijuana product manufacturing facility (Parcel # 9702414001). The current use of the property is retail. The parcel is located in the Service Commercial (CS) 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, Noah Beals, at 970-416-2313 or nbeals@fcgov.com.

Comment Summary:

Department: Zoning

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

1. See Planning's comments.

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 College and a 12-inch sewer in the N/S alley west of the site.
2. There is a ¾-inch water service that provides water to 1001, 1005 and 1007 College and to 104 and 108 Pinion.
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: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. Which of the buildings on the parcel will be used for what purposes? It is unclear which building(s) is proposed for the change.
2. What exactly is the description of the use? Whether a traffic impact study is needed is based upon the amount of traffic the use generates (Larimer County Urban Area Street Standards section 4.2.3). More information is needed on the use (retail sales or just employees and deliveries and how many etc) to determine whether a TIS is needed.
3. Improvements to College Avenue have been made. Adjacent street improvements to Pinon Street (curb, gutter, sidewalk etc) may be needed.
4. It is unclear what the internal circulation is between buildings - Are people or vehicles moving amongst the buildings?

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 the existing buildings are to remain, a drainage letter should be sufficient to document the existing drainage patterns and to discuss the water quality measures being provided. The drainage letter needs to address the four-step process for selecting structural BMPs. Also standard operating procedures (SOPs) must be prepared for each of the BMPs being used on the site. They must be prepared by a Professional Engineer registered in Colorado.
3. When improvements are 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. In the Dry Creek basin the two year historic release rate is 0.2 cfs/acre. 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.
4. If the site is required to meet present Land Use Code requirements, 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>)
5. Low Impact Development (LID) requirements are now required when the impervious area is increased or a site is required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or bhamdan@fcgov.com for more information. There is also more information on the EPA web site at: http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996.

LID design information can be found on the City's web site at:

<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.

6. The drainage outfall is the streets or there is a new storm drain line on the west side of College Ave. if a deeper outfall is needed but and connections to it will need to tie into a manhole or an inlet.
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 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. CHANGE OF USE

The change of use requires this building to be brought up to current code standards.

2. FIRE CONTAINMENT

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

3. FIRE LANES

Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building. As College Ave. is an major arterial, it may not be used to measure distance with regard to fire access. If not already provided for, an Emergency Access Easement will be needed on the property.

4. MARAJUANA MANUFACTURING

Details of the manufacturing process and end-use, retail product(s) are required before a full review of the operation may be completed. Depending on the manufacturing process, certain restrictions may apply. Please refer to Poudre Fire Authority, Fire Prevention Bureau Policy: PO1-5701, Marijuana Occupancies.

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

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Martina Wilkinson (221-6887) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The long range plan of the SH access control plan identifies that the access that has been constructed out to College Avenue will be closed at some point in time and a median will be installed in College Avenue. The installation of a median will probably happen fairly soon. The median and the access closing are not tied together. The installation of a median will not mean the access will need to be closed; it would just mean that the access point would then be limited to a right-out right-in movement. It is possible the median will be installed CDOT may require a new access permit to be obtained for this access point due to the change in use and change in trip volumes associated with the change of use.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
10. A plan with parking has not been provided, but if parking is proposed on site then LCUASS parking setbacks (Figure 19-6) apply and will need to be followed.
11. Reimbursement to the City for the developments local street portion of the North College Avenue improvements will be due with this project.
12. The property has the responsibility to improve the alley just as the project to the north did. This will need to be designed and constructed with this project.
13. The property has the responsibility for the design and construction of the street frontage improvements along Pinion Street. This will need to be designed and constructed with this project.
14. Reimbursement to the City for the right-of-way that was purchased for the frontage improvements will be due with this project.

Department: Electric Engineering

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

1. Light & Power will need a Commercial Service (C-1) form specifying main panel size and an electrical one-line diagram. Capacity and service charges will apply. Existing service is located in alley between Mason and College and spare conduits are available for new service if necessary. If a pad mounted transformer is installed to feed new service, clearance requirements will need to be considered during the design and construction. Please contact Electrical Engineering at 221-6700 if you have any questions.

1.

Planning Services

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

1. This site is located in the Service Commercial (CS) Zone District. In the CS zone district Retail Marijuana store, cultivation, and manufacturing is a Type 1 review (decision maker is a Hearing Officer).
2. Land Use Code (LUC) Section 3.2.2 The retail store is limited to 4 off-street parking spaces per 1,000 square feet of space and the Cultivation/manufacturing portions are limited to .75 off-street parking spaces per employee.

How many employees work in the manufacturing/cultivation portion of the building?

What is the square footage of the retail portion of the building?

LUC Section 3.2.2(K)(5) At least one off-street parking space will need to be Handicap accessible for every 25 spaces. And one of the accessible spaces will need to be van accessible (8ft. wide adjoining to an 8ft. wide loading area).

LUC Section 3.2.2(D)(3)(c) The vehicle use area of the site will need to be surfaced with either asphalt or concrete.

LUC 3.5.3(C)(2) Vehicle use areas are prohibited in between the Right-of-way and the faces of the buildings.

LUC Section 3.2.2(L) Parking stalls start at 19'x9' and two-way drive aisles are 24' in width.

LUC 3.2.2(J) Parking stalls need to be setback at least 10ft from a non arterial street and 15ft from an arterial street.

3. LUC Section 3.2.2(C)(4) Bicycle parking spaces are required. A minimum of 8 spaces are required of these 8 at least 1 will need to be a covered space.
4. LUC Section 3.2.4 A lighting plan will be required. This usually includes a photometric site plan with catalog cut-sheets of fixtures. The plan shall meet the minimum foot-candles required by this section.
5. LUC Section 3.2.5 A trash and recycling enclosure shall be provided. This enclosure shall be designed with a walk-in access without having to use the main service gate and located on a concrete pad at least 20ft from a public sidewalk.

6. LUC Section 3.5.1 All mechanical/utility equipment (existing and new) such as vents, flues, meters, boxes, transformers, conduit, etc... shall be screened. The plans shall include locations of such equipment and notes on how it is screened.
7. LUC Section 3.5.3 Does apply see section for details for any exterior alterations.
8. LUC Section 3.2.1 A landscape plan is required. This should include Street trees, foundation plantings, interior parking lot landscaping, perimeter parking lot landscaping, and full tree stocking (see section for details).
9. 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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City of Fort Collins

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416-2341