

# Conceptual Review Agenda

Schedule for 07/27/15 to 07/27/15

281 Conference Room A

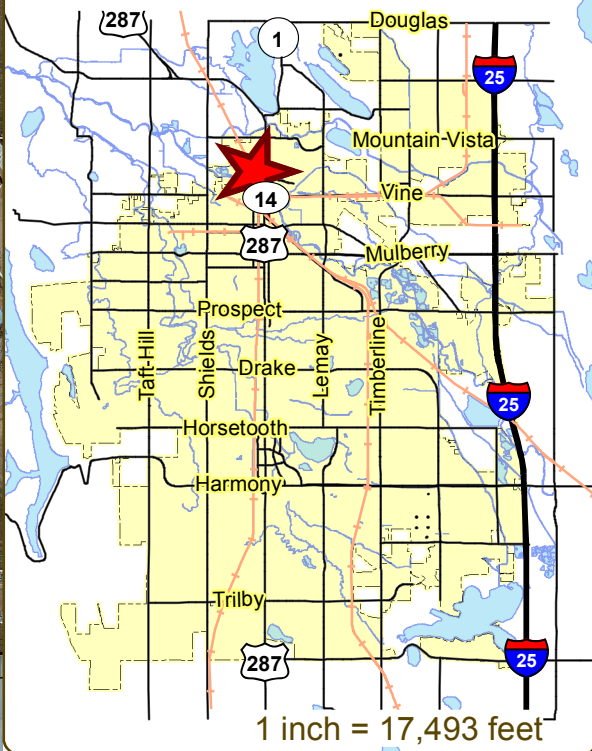
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## Monday, July 27, 2015

Time	Project Name	Applicant Info	Project Description	Planner
9:30	Red Cedar - Light Industrial CDR150045	Steve Josephs (970) 218-6905 <a href="mailto:steve@craftsmenbuildersinc.com">steve@craftsmenbuildersinc.com</a>	This is a request to construct a light industrial building on Red Cedar Circle (Parcel #9701213017). The building will be 3,000 sq. ft. and will be used as a wood shop. The proposed site plan shows 5 parking spaces provided. The site is located in the Industrial (I) zone district. This proposal will be subject to Administrative (Type I) review.	Clay Frickey
11:00	Timberline Center - Clinic CDR150048	Beau Embree (512) 819-4791 <a href="mailto:bembree@embreegroup.com">bembree@embreegroup.com</a>	This is a request to construct a dialysis clinic at Timberline Center (Parcel #8719444009). The proposed clinic will occupy Lot 9 of Timberline Center. The site plan includes a drop-off area along a shared parking lot. The site is located in the Industrial (I) zone district. This proposal will be subject to Minor Amendment review.	Jason Holland

# Red Cedar Light Industrial

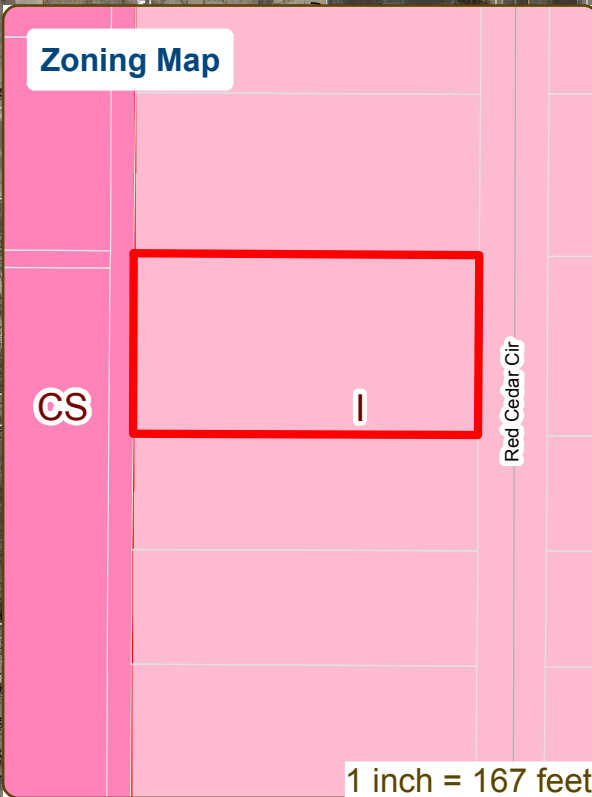
Vicinity Map



Aerial Site Map



Zoning Map



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CONCEPTUAL REVIEW:  
APPLICATION

**General Information**

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

Conceptual Reviews are scheduled on three Monday mornings per month on a “first come, first served” basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. **Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date.** Application materials must be e-mailed to [currentplanning@fcgov.com](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) \_\_\_\_\_

Steve Josephs possible buyer

**Business Name** (if applicable) Craftsmen Builders Inc.

**Your Mailing Address** 319 E. Magnolia St. Ft. Collins

**Phone Number** 218-6905 **Email Address** steve@craftsmenbuildersinc.com

**Site Address or Description** (parcel # if no address) 0 Red Cedar Circle

Lot 17, Blk 3, Replat Evergreen Pk, Ftc

**Description of Proposal** (attach additional sheets if necessary) Construction of a 300-Sq ft. industrial building for wood shop use.

**Proposed Use** light industrial wood working **Existing Use** none

**Total Building Square Footage** 3000 **S.F. Number of Stories** 1 **Lot Dimensions** 156 x300

**Age of any Existing Structures** n/a

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

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

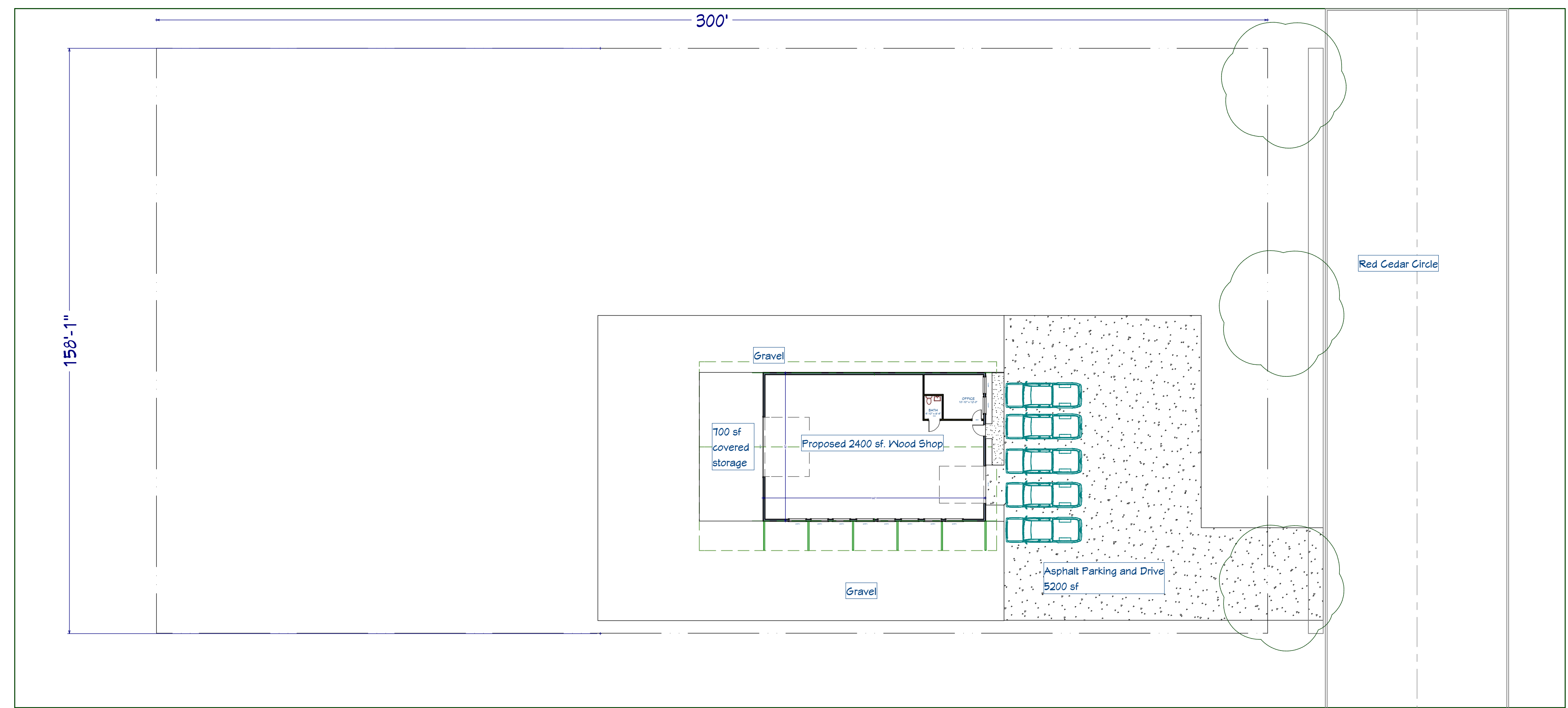
**Is your property in a Flood Plain?** ☐ Yes ☒ No If yes, then at what risk is it? \_\_\_\_\_

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

**Increase in Impervious Area** 8500 sf **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?



N

0 Red Cedar Circle

Subdivision: Evergreen Park

Lot: 17

Block: 3

Zoned Industrial

Scale: 1" = 20'



August 03, 2015

Steve Josephs  
319 E Magnolia St  
Fort Collins, CO 80524

**Re:** Red Cedar - Light Industrial

**Description of project:** This is a request to construct a light industrial building on Red Cedar Circle (Parcel #9701213017). The building will be 3,000 sq. ft. and will be used as a wood shop. The proposed site plan shows 5 parking spaces provided. The site is located in the Industrial (I) zone district. This proposal will be subject to Administrative (Type I) review.

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

**Comment Summary:**

**Department: Zoning**

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

1. As with newer developments in this area and per code the building should be placed forward to within 15' of the front property line with parking/driveways to the side and rear of the building.
2. A 15' landscaping strip is from the front property line adjoining the parking lot and a 5' landscaping strip from the side and rear property lines adjoining the parking lot is required.
3. The lot areas outside the parking lot and building cannot be used for outdoor storage or parking. A fence or other decorative barrier must be installed preventing vehicle access into this area. If an outdoor storage area is proposed please show along with details of the screened area. Screening walls must match the building in color/texture/material.
4. Foundation plantings around building are required.
5. Parking requirements (including bicycle) can be found in LUC 3.2.2
6. No trash enclosure is shown. Enclosures must meet LUC 3.2.5 which includes a separate door for staff to access without opening main doors. Walls must match the building in color/texture/material and metal doors are required.
7. The gravel area may not be used for general parking. Only those vehicles used in the operations can be located there.

8. HVAC and other roof mounted equipment must be screened with solid or ventible materials. Please design the building with this in mind. In addition, vents and other equipment protruding through the roof shall be painted to match the roof color. Likewise, any exterior equipment boxes, meters, conduit, and similar needs to be painted to match the wall surface these are attached on matching wall color/texture.

**Department: Water-Wastewater Engineering**

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

1. Existing water and sewer mains in the vicinity include an 8-inch water main and an 8-inch sewer main in Red Cedar Circle. There is also an 8-inch sanitary sewer main in the alley to the west.
2. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
3. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

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

1. The anticipated change in traffic volume is not expected to rise to the threshold of needing a TIS. Based on section 4.2.3.D of LCUASS, the Traffic Impact Study requirement can be waived.
2. The project needs to plan to construct the frontage of Red Cedar Circle (curb, gutter, sidewalk).

**Department: Stormwater Engineering**

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

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
2. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate with the 2 year historic release rate. In the Dry Creek basin the two year historic release rate is 0.2 cfs/acre.
3. Normally onsite water quality treatment is also required as described in the Fort Collins Stormwater Criteria Manual. However in this case the water quality treatment is being provided for in the North East College Corridor Outfall (NECCO) detention pond; so the applicant does not need to provide onsite water quality treatment but they do need to meet the LID (Low Impact Development) requirements.
4. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. More information and links

can be found at:

<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>

5. The drainage outfall for the site is the storm sewer located at the southeast corner of the parcel which runs south in Red Cedar Circle.
6. There are NECCO fees associated with this project in the Dry Creek Basin. The fees are \$28,007 per acre.
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 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](mailto:jlynxwiler@poudre-fire.org)**

**1. AUTOMATIC FIRE SPRINKLER SYSTEM**

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

> IFC 903.2.4.1: Woodworking operations. An automatic sprinkler system shall be provided throughout all Group F-1 occupancy fire areas that contain woodworking operations in excess of 2,500 sq. Ft. in area which generate finely divided combustible waste or which use finely divided combustible materials.

**2. WATER SUPPLY**

A fire hydrant is required within 300' of the building. This requirement appears to have been met with the existing utility infrastructure available in the area. Applicant to verify volume and pressure. Code language provided below.

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

**3. FIRE LANES**

Fire access is required to within 150' of all exterior portions of the building. In order to meet this criteria, and Emergency Access Easement will be needed on the property. Code language and fire lane specifications provided below.

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

## 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.
  - > Be visible by painting and/or signage, and maintained unobstructed at all times.
  - > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details.
- International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

## 4. SPRAY BOOTHS

Be advised that spray booths require separate permitting.

## Department: Environmental Planning

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

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re-landscaping and reduce bluegrass lawns as much as possible.
2. There is a concrete structure on the site that appears to have been used for water conveyance, perhaps along a ditch. Is this structure currently in use? Does it connect to an existing irrigation ditch? If it is not currently in use, we would prefer that it be removed so that natural vegetation and drainage patterns can be restored in that area.
3. The site does not appear to be within 500 feet of a known natural habitat or feature, so a full Ecological Characterization Study is not required for this project. However, I found a potential fox den (small burrow) during a site visit, and there is a prairie dog colony located at Conifer and Red Cedar. Please survey the site and provide a memo describing any wildlife use and/or special habitat features on the site. See Land Use Code section 3.4.1(D) for additional guidance. An ECS would need to be provided to the City at least 10 days prior to the full project submittal.

Alternatively, if there is no development proposed near the burrow, you can provide a 50-foot buffer with enhanced native landscaping around the potential fox den to protect it, which would save the expense of conducting an ECS. Construction activities near the potential den should be avoided during the spring breeding season.

4. If prairie dogs are found on the property, City Code and the Land Use Code require that any prairie dogs inhabiting a site must be humanely eradicated (see Section 3.4.1(N)(6) of the Land Use Code). Should the project gain approval and proceed to construction, a burrowing owl survey, in accordance with the Division of Parks and Wildlife standards, may be required prior to construction by a professional, qualified wildlife biologist.
5. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens and has many sustainability programs and goals that may benefit your project. Of particular interest may be the:

1. ClimateWise program: <http://www.fcgov.com/climatewise/>
2. Zero Waste Plan and the Waste Reduction and Recycling Assistance Program (WRAP):



[http://www.fcgov.com/recycling/pdf/\\_20120404\\_WRAP\\_ProgramOverview.pdf](http://www.fcgov.com/recycling/pdf/_20120404_WRAP_ProgramOverview.pdf), contact Caroline Mitchell at 970-221-6288 or [cmtichell@fcgov.com](mailto:cmtichell@fcgov.com)

3. Green Building and the Climate Action Plan:

<http://www.fcgov.com/enviro/green-building.php>, contact Tony Raeker at 970-416-4238 or [traeker@fcgov.com](mailto:traeker@fcgov.com)

4. Nature in the City Strategic Plan: <http://www.fcgov.com/planning/natureinthecity/?key=advanceplanning/natureinthecity/>, contact Justin Scharton at 970-221-6213 or [jscharton@fcgov.com](mailto:jscharton@fcgov.com)

Please consider the City's sustainability goals and ways for your development to engage with these efforts.

## **Department: Engineering Development Review**

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

1. Marc Virata [mvirata@fcgov.com](mailto:mvirata@fcgov.com) or 221-6567 will be the Engineer assigned to this project. Please contact him if you have further questions regarding the engineering comments or requirements.
2. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
3. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see:  
<http://www.fcgov.com/engineering/dev-review.php>
4. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.  
All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:  
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. This shall including the standard utility easements that are to be provided behind the right-of-way (8 foot along the alley, and 9 foot along Red Cedar Circle). Additional right of way will likely need to be dedicated to accommodate the detached sidewalk and parkway that will need to be constructed along the frontage of the property.
7. A repay for the recent alley improvements will be due. This will need to be paid prior to issuance of a building permit on the site.
8. We will need to look at the driveway location. The standards require that a minimum separation between driveways for this category of road would be 30 feet between driveway edges is provided or that they align. It doesn't look like this exists between the driveway to the south and the driveway across the street. If the driveway is placed on the south side of the lot we would want to see it aligned with the existing driveway across the street.
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. In regards to construction of this site. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

**Department: Electric Engineering**

**Contact: Luke Unruh, 9704162724, [lunruh@fcgov.com](mailto:lunruh@fcgov.com)**

1. Light and Power has electric facilities on the west side of Red Cedar Cir. that could be utilized to provide power to the proposed site.
2. Please provide a one line diagram and a C-1 form to Light and Power Engineering. The C-1 form can be found at:  
<http://zeus.fcgov.com/utills-procedures/files/EngWiki/WikiPdfs/C/C-1Form.pdf>
3. Contact Light and Power Engineering to coordinate the transformer and electric meter locations, please show the locations on the utility plans. Transformer must be within 10' of an asphalt/concrete surface. Pay close attention to the transformer clearances in the Electric Construction Policies, Practices & Procedures.
4. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.
5. Development and capacity charges will apply at owner's expense.

**Planning Services**

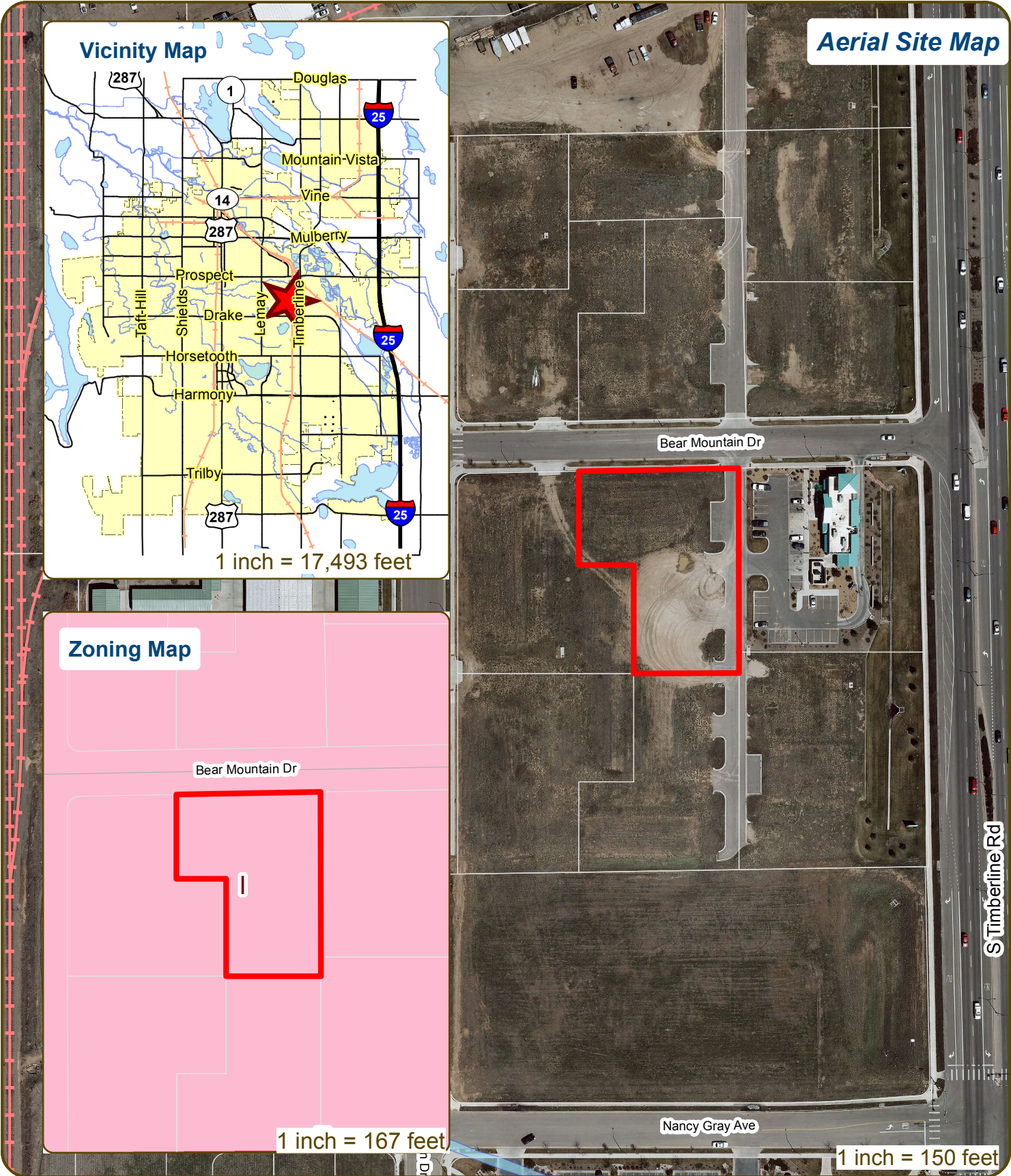
**Contact: Clay Frickey, 970-224-6045, [cfrickey@fcgov.com](mailto:cfrickey@fcgov.com)**

1. Please add a table that describes the parking required by your project and the parking you will be providing.
2. Please add a table that outlines the size of the lot, the size of the building, and the amount of impervious area you will be adding based on your proposal.
3. You will need to provide landscaping on the perimeter of your parking area per Land Use Code section 3.2.1(E)(4). Your parking area needs to be screened from abutting uses and the street. The screening will need to cover 70% of your frontage of the parking lot on Red Cedar Circle.
4. You will also need to landscape the interior of your parking area per Land Use Code section 3.2.1(E)(5). 6% of the interior of your parking area will need to be landscaped. This can be achieved easily by using landscaped islands.
5. You will need to provide 4 bike parking spaces per Land Use Code section 3.2.2(C)(4). You can provide these spaces via a fixed rack.
6. Please provide a connecting walkway per Land Use Code section 3.2.2(C)(5). The walkway needs to connect your front entrance to the sidewalk. The connecting walkway should not just follow the outline of the parking lot and should avoid crossing drive aisles.
7. The parking requirement for your use is based on the number of employees per Land Use Code section 3.2.2(K)(2). The minimum amount of parking required is .5 spaces per employee and the maximum is .75 spaces per employee.

8. You will need to provide one handicap accessible parking space per Land Use Code section 3.2.2(K)(5).
9. Please show where the parking spaces will be striped in. Also make sure that these parking spaces meet the dimensional requirements outlined in Land Use Code section 3.2.2(L).
10. There's no trash and recycling enclosure shown. Please add a trash and recycling enclosure per Land Use Code section 3.2.5. The enclosure should be screened from view, built on a concrete pad, and allow walk-in access without opening the main service gates.
11. Will the gravel yard be fenced off? If so, the fence must meet the standards outlined in section 3.8.11 of the Land Use Code. The fence will be limited to 4 feet in height if between the building and front property line and if the fence is located in a side yard setback area. The maximum height in the rear yard is 6 feet. Chainlink fences are prohibited.
12. 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.
13. 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.
14. 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>.
15. 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.
16. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
17. 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.
18. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.



# Timberline Center Clinic



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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) \_\_\_\_\_

Beau Embree, Development Manager with future land owner

**Business Name** (if applicable) Embree Asset Group, Inc.

**Your Mailing Address** 4747 Williams Drive, Georgetown, TX 78633

**Phone Number** (512) 819-4791 **Email Address** bembree@embreegroup.com

**Site Address or Description** (parcel # if no address) the future development will be a portion of  
Parcel Number 8719444009; Address is: 2107 Timberline Road, Fort Collins, CO

**Description of Proposal** (attach additional sheets if necessary) Propose new ground up construction of a  
7,660 SF Renal Dialysis Clinic, consisting of 12 stations, 1 isolation room and 2 home training rooms

**Proposed Use** Renal Dialysis Clinic **Existing Use** Vacant Land

**Total Building Square Footage** 7,660 **S.F. Number of Stories** 1 **Lot Dimensions** \_\_\_\_\_

**Age of any Existing Structures** Vacant Land

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?** \_\_\_\_\_

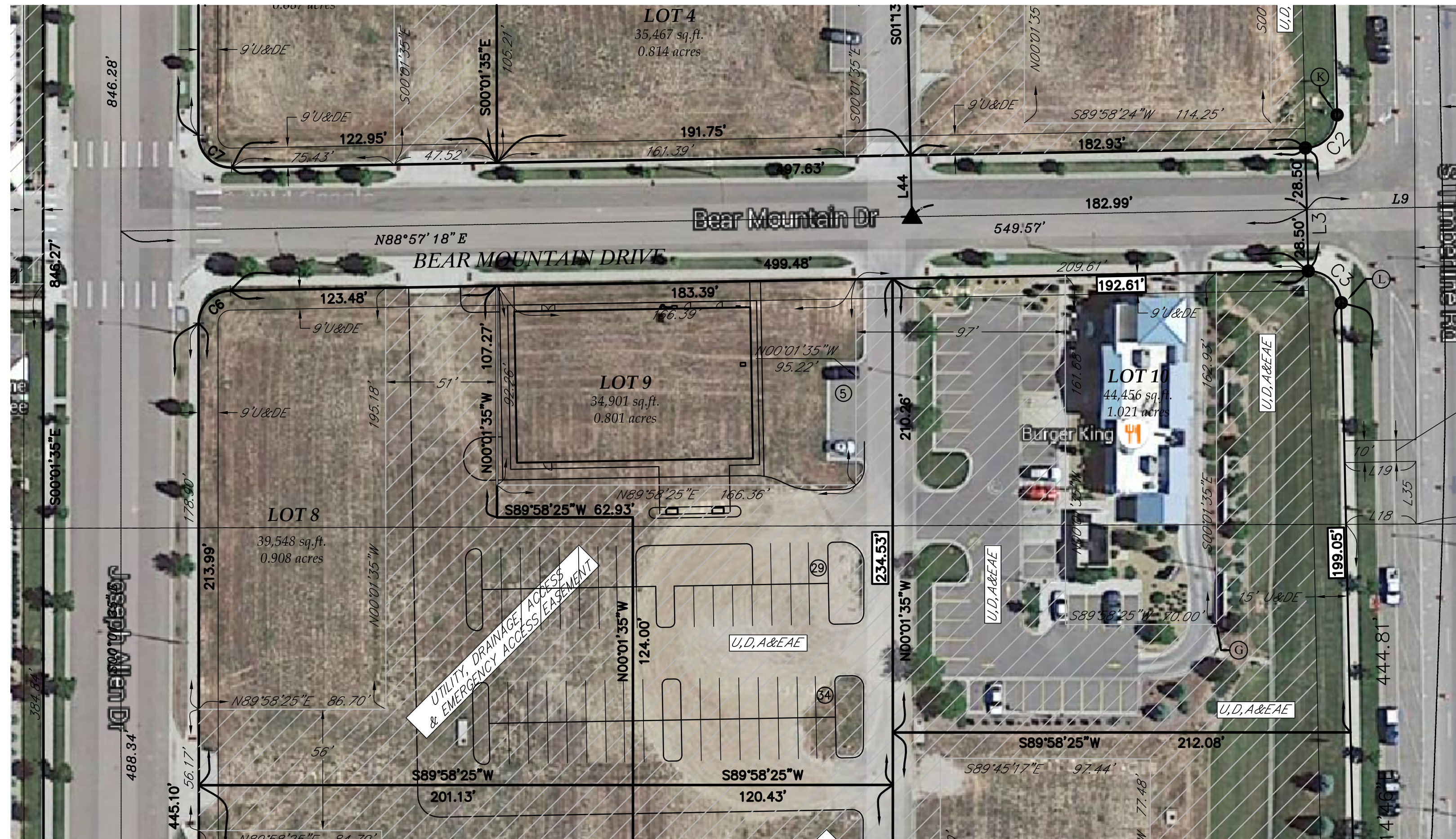
Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>.

**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?









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)

August 07, 2015

Beau Embree  
Embree Asset Group  
4747 Williams Dr  
Georgetown, TX 78633

**Re:** Timberline Center - Clinic

**Description of project:** This is a request to construct a dialysis clinic at Timberline Center (Parcel #8719444009). The proposed clinic will occupy Lot 9 of Timberline Center. The site plan includes a drop-off area along a shared parking lot. The site is located in the Industrial (I) zone district. This proposal will be subject to Minor Amendment review.

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

**Comment Summary:**

**Department: Zoning**

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

1. The clinic would be considered a medical office subject to the parking (including bicycles) requirements found in LUC3.2.2 for such a use.
2. No add'l comments.

**Department: Water-Wastewater Engineering**

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

1. Existing water and sewer mains in the vicinity include an 8-inch water main and an 8-inch sanitary sewer main in the private drive to the east of the site.
2. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
3. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

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

1. The anticipated traffic volume to be generated by this medical clinic (239 trips per day) is within the general assumptions of the original development and as such no further review of traffic is required for this minor amendment.
2. Its a little difficult to tell whether a site plan has already been developed, or how the traffic circulation and pedestrian flow will work. We'll look forward to looking that over with the submittal.

**Department: Stormwater Engineering**

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

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
2. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. More information and links can be found at:  
<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
3. The site is required to meet the requirements of the approved drainage study for the Timberline Center. Quantity detention and standard water quality treatment is provided in the Timberline Center detention basins.
4. The city wide Stormwater development fee (PIF) is \$7,817/acre (\$0.1795 sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221-6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
5. The design of this site must conform to the drainage basin design of the Foothills 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 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.

## 2. WATER SUPPLY

A fire hydrant is required within 300' of the building. This distance is measured along the path of vehicle travel. The existing utility infrastructure may already provide for this condition. Applicant to verify distance, pressure and volume. Code language provided below.

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

## 3. FIRE LANES

Fire access is required to within 150' of all exterior portions of the building's ground floor. If not already available, an Emergency Access Easement may be required. Code language and fire lane specifications are provided below.

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

### FIRE LANE SPECIFICATIONS

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

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

## 4. MEDICAL GASES

Medical gases shall be identified at the time of building permit. A Hazardous Materials Impact Analysis may be requested at that time.

**Department: Environmental Planning**

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

1. An Ecological Characterization Study is required by Land Use Code Section 3.4.1 (D)(1) as foxes have been previously documented on the western parcel (October 2014). Based on the conditions of this particular site, a memo-based ECS can be submitted that addresses (a) what wildlife utilize both this site and the surrounding area, (b) based on your ecologist's professional opinion, whether or not the site or surrounding area qualifies as a wildlife corridor, and (C) the extent of the area that qualifies as a special habitat feature and/or

wildlife movement corridor. Once I have this information, staff will be able to better evaluate whether any buffer zone standards should be applied and the implications to your project as a result.

An approved list of ECS consultants was provided at the conceptual review meeting. Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal.

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.
3. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens and has many sustainability programs and goals that may benefit your project. Of particular interest may be the:

1. ClimateWise program: <http://www.fcgov.com/climatewise/>

2. Zero Waste Plan and the Waste Reduction and Recycling Assistance Program (WRAP): [http://www.fcgov.com/recycling/pdf/\\_20120404\\_WRAP\\_ProgramOverview.pdf](http://www.fcgov.com/recycling/pdf/_20120404_WRAP_ProgramOverview.pdf), contact Caroline Mitchell at 970-221-6288 or [cmtichell@fcgov.com](mailto:cmtichell@fcgov.com)

3. Green Building and the Climate Action Plan:

- <http://www.fcgov.com/enviro/green-building.php>, contact Tony Raeker at 970-416-4238 or [traeker@fcgov.com](mailto:traeker@fcgov.com)

4. Nature in the City Strategic Plan: <http://www.fcgov.com/planning/natureinthecity/?key=advanceplanning/natureinthecity/>, contact Justin Scharton at 970-221-6213 or [jscharton@fcgov.com](mailto:jscharton@fcgov.com)

Please consider the City's sustainability goals and ways for your development to engage with these efforts.

## **Department: Engineering Development Review**

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

1. Marc Ragasa [mragasa@fcgov.com](mailto:mragasa@fcgov.com) or 221-6603 will be the Engineer assigned to this project. Please contact him if you have further questions regarding the engineering comments or requirements.
2. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
3. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
4. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.  
All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. This projects building looks to be larger than the building that was planned on this site. If so there are existing easement that will need to be vacated in order to approve

the larger building footprint. Information on the easement vacation costs and process can be found at: <http://www.fcgov.com/engineering/dev-review.php>

7. This project looks like it may be impacting the approved site layout beyond the boundaries of Lot 9. The project will either need to show how what is planned ties into what is approved on lot 8 and the lots to the south or those lot(s) will also need to be included in the application to show the changes to the site plan, grading drainage, and access.
8. Utility plans will be required and a new Development Agreement will likely be needed and be recorded once the project is finalized.
9. A Development Construction Permit (DCP) or an excavation permit (permit type depends on the value of the work to be performed) will need to be obtained prior to starting any work on the site.
10. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design. Parking layout as was originally proposed met this requirement.
11. It may just be that this is a very conceptual level of drawing, but as currently shown we seem to have lost the pedestrian connections (E-W and N-S) that were a part of the original approved plan. How do you plan on incorporating these back in?
12. In regards to construction of this site. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

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

**Contact: Luke Unruh, 9704162724, [lunruh@fcgov.com](mailto:lunruh@fcgov.com)**

1. Light and Power has electric facilities on the south side of Bear Mountain Dr. that could be utilized to provide power to the proposed site.
2. Please provide a one line diagram and a C-1 form to Light and Power Engineering. The C-1 form can be found at:  
<http://zeus.fcgov.com/utlis-procedures/files/EngWiki/WikiPdfs/C/C-1Form.pdf>
3. Contact Light and Power Engineering to coordinate the transformer and electric meter locations, please show the locations on the utility plans. Transformer must be within 10' of an asphalt/concrete surface. Pay close attention to the transformer clearances in the Electric Construction Policies, Practices & Procedures.
4. Owner will be responsible to pay for any relocation or modification of existing electric facilities at the proposed site. Development and capacity charges will apply at owner's expense.
5. Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.

#### **Planning Services**

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

1. Sidewalk connection between uses within the center are required. Please show on the plans the surrounding context with the most recent plans from Ascent Studio. The plans must clearly show how the project is integrating with the surrounding plans.

2. Also show the planned commercial building to the north within the same block. The project must show context linework demonstrating how this building is incorporated, or how it is being changed. Also show how the parking works within the block -- the overall plans for the center state that parking will be shared. If this is no longer desired, the project must provide a table with the plans that shows how the parking for the uses is allocated to each use and how the parking requirements are being met.
3. Landscape islands must be configured to accommodate shade trees. The landscape area in each island must be at least 8 feet in its smallest dimension and include at least 80 square feet of ground area per tree. Refer to LUC section 3.2.1.
4. Sidewalks and perimeter trees and foundation landscaping must be included around the building frontage. There does not appear to be sufficient space along the west and south sides of the building to accommodate trees that will meet the standards in LUC 3.2.1. Shifting the building east, and the parking layout south would accommodate this. I would recommend making drives aisles and parking dimensions as small as necessary per code in order to accommodate more landscaping.
5. The project must provide a trash and recycling enclosure. Refer to LUC 3.2.5 for details. Please also locate the transformer and all meters early in the process so that screening can be coordinated.
6. Please note that the LUC has both a minimum and maximum parking for commercial uses as outlined in 3.2.2(K).
7. Please be familiar with the commercial building design standards in 3.5.3 that require sufficient articulation of the building variation in massing, character/image and base/top treatments.
8. The proposed development is subject to a Minor Amendment Review, please contact the Zoning Department regarding your formal submittal.



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

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

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

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

*20012 International Building Code (IBC)*  
*2012 International Residential Code (IRC)*  
*20012 International Energy Conservation Code (IECC)*  
*2012 International Mechanical Code (IMC)*  
*2012 International Fuel Gas Code (IFGC)*  
*2012 International Plumbing Code (IPC)* as amended by the State of Colorado  
*2014 National Electrical Code (NEC)* as amended by the State of Colorado

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5.

#### **Energy Code Use**

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

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

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