

# Conceptual Review Agenda

Schedule for 07/29/13 to 07/29/13

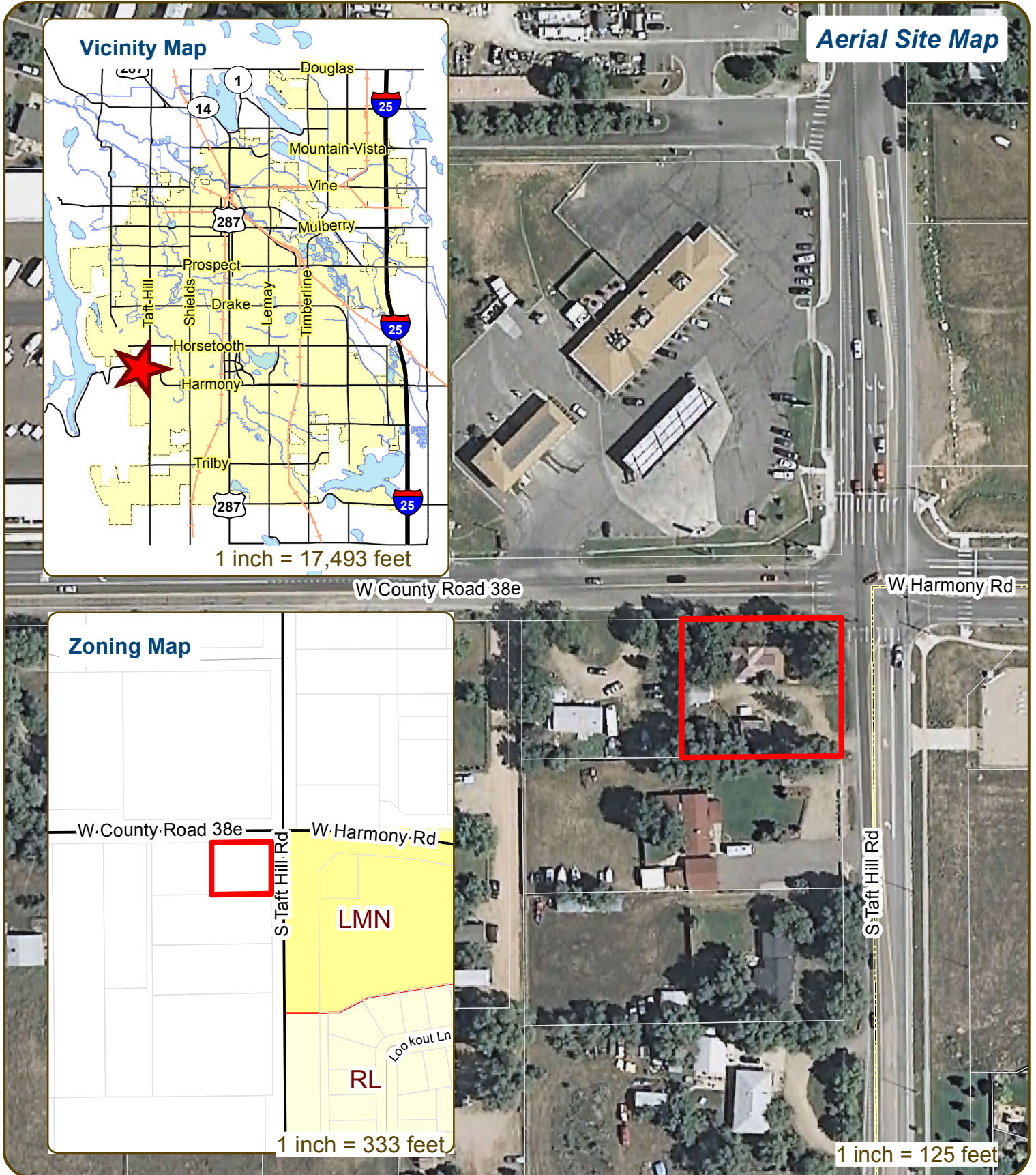
281 Conference Room A

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## Monday, July 29, 2013

Time	Project Name	Applicant Info	Project Description	Planner
9:30	4101 S Taft Hill Rd - Annexation	Dave Toll 970-691-3113 <a href="mailto:highstreettoll@gmail.com">highstreettoll@gmail.com</a>	This is a request to annex into the City property located at the southwest intersection of South Taft Hill Road and Harmony Road (4101 S Taft Hill Rd, Parcel# 97334-00-024). An existing single family home occupies the site to be converted to an office use with a detached shop. The site contains 1/6 contiguity with existing City limits. The City Structure Plan designates the site as the Urban Estate (U-E) Zone District	Courtney Levingston
10:15	200 E Swallow Rd - Commercial APU	Susan Brabson 512-626-6482 <a href="mailto:ssuzq1942@msn.com">ssuzq1942@msn.com</a>	This is a request for an addition of a permitted use located at 200 East Swallow Road (Parcel# 97252-25-019). The existing site is located at the northeast corner of Swallow Road & Remington Street in the Low Density Residential (R-L) Zone District and contains a single-family home with a home occupation. An onsite expansion of the home occupation would require an addition of a commercial use to the R-L Zone District, subject to Planning & Zoning Board (Type 2) review.	Clark Mapes

# 4101 S Taft Hill Rd - Annexation & Commercial



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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.

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

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

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) Dow Toll project manager Richard Brown owner

Business Name (if applicable) RHD LLC

Your Mailing Address 2731 Granada Hills

Phone Number 971-3113/213-800 Email Address Highstreettoll@gmail.com

Site Address or Description (parcel # if no address) 4101 S. TART

Description of Proposal (attach additional sheets if necessary) Convert existing residential structure into commercial office building w/ Detached shop.

Proposed Use Commercial office Existing Use Residential in county

Total Building Square Footage 2604 S.F. Number of Stories 2 Lot Dimensions 180 x 180

Age of any Existing Structures 2604 1910

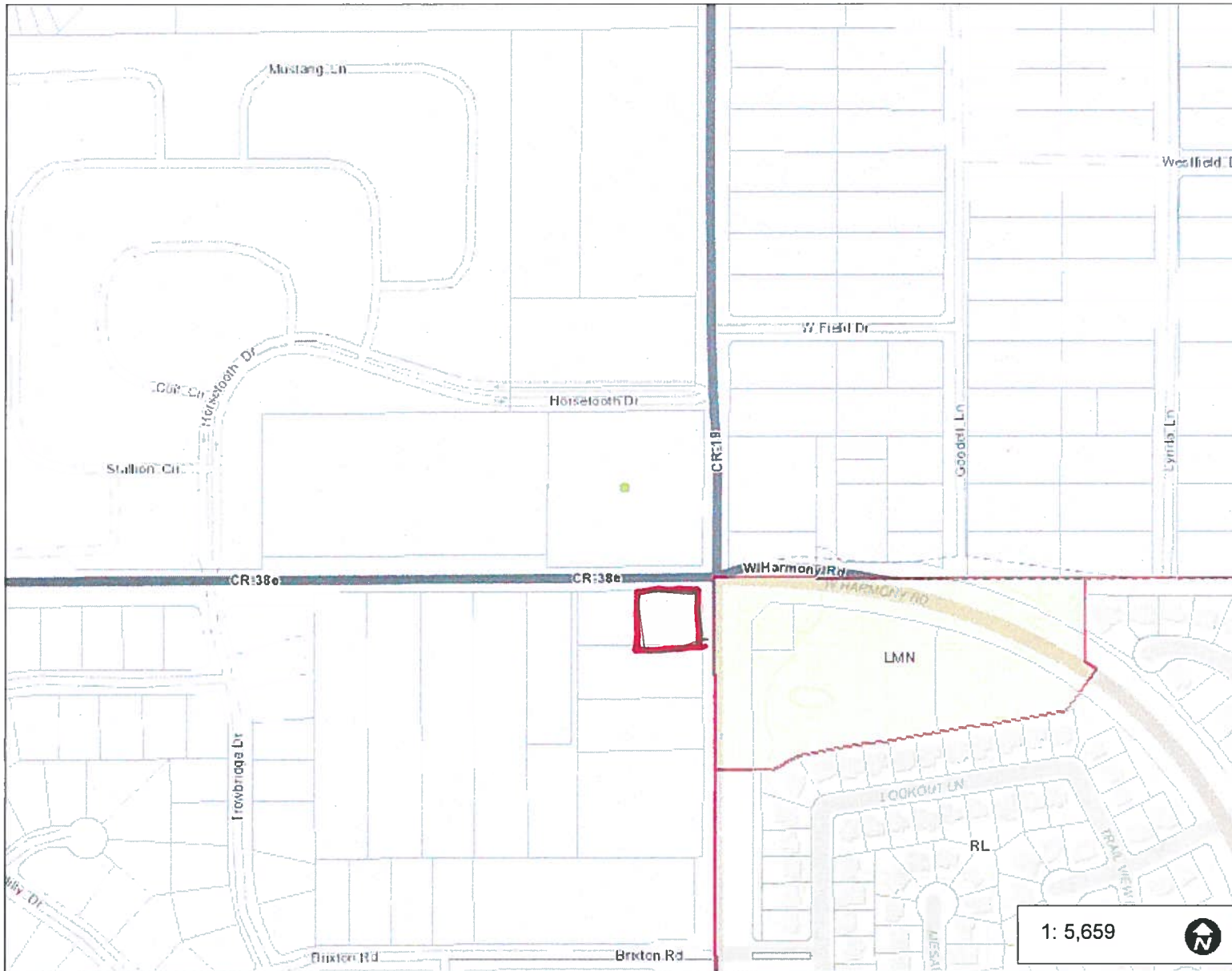
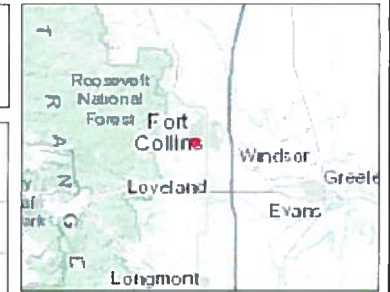
Info available on Larimer County's Website: http://www.co.larimer.co.us/assessor/query/search.cfm If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

Is your property in a Flood Plain? 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 4,000 S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

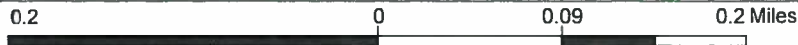
Suggested items for the Sketch Plan: Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife,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



**Legend**

- Parcels
- City Zoning
  - Community Commercial
  - Community Commercial North Coll
  - Community Commercial Poudre Riv
  - General Commercial
  - Limited Commercial
  - Service Commercial
  - CSU
  - Downtown
  - Employment
  - Harmony Corridor
  - Industrial
  - High Density Mixed-Use Neighbor
  - Low Density Mixed-Use Neighbor
  - Medium Density Mixed-Use Neigh
  - Neighborhood Commercial
  - Neighborhood Conservation Buffer
  - Neighborhood Conservation Low D
  - Neighborhood Conservation Mediu
  - Public Open Lands
  - River Conservation
  - River Downtown Redevelopment
  - Residential Foothills
  - Low Density Residential
  - Transition
  - Urban Estate

1: 5,659



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

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

**Notes**



August 09, 2013

Dave Toll  
2731 Granada Hills Dr  
Fort Collins, CO 80525

**Re:** 4101 S Taft Hill Rd - Annexation

**Description of project:** This is a request to annex into the City property located at the southwest intersection of South Taft Hill Road and Harmony Road (4101 S Taft Hill Rd, Parcel# 97334-00-024). An existing single family home occupies the site to be converted to an office use with a detached shop. The site contains 1/6 contiguity with existing City limits. The City Structure Plan designates the site as the Urban Estate (U-E) Zone District

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, Courtney Levingston, at 970-416-2283 or [clevingston@fcgov.com](mailto:clevingston@fcgov.com).

**Comment Summary:**

**Department: Zoning**

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

1. If the property does get placed into the Urban Estate zone district, an Addition of Permitted Use process will be required in order to allow an office use (what kind of office use will it be?).
2. What kind of 'shop' will occupy the detached building? If it's accessory to the office, then the shop use would not change the type of review process required. However, if it's another principal use, then the review process could change.
3. The redevelopment of the site will require compliance with the applicable standards in Articles 3 and 4 of the Land Use Code.

**Department: Water-Wastewater Engineering**

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

1. Existing City water mains and sanitary sewers in the area include a 20-inch water main and 8-inch sanitary sewer in the Harmony/Taft intersection.
2. The property currently receives water service from the Fort Collins-Loveland Water District and has a septic system for wastewater treatment.

3. Septic systems fall under the jurisdiction of Larimer County Department of Health and Environment. Check with Larimer County regarding the continued use of this system.
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. If connection to City water or sewer is desired, development fees and water rights will be due at building permit.

**Department: Stormwater Engineering**

**Contact: Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)**

1. If this project is truly just an annexation then Stormwater has no comments or requirements.
2. If there is to be site improvements 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.
3. 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 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>)
4. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).  
Basil may waive this requirement if there is no increase in impervious area.
5. If onsite improvements are proposed and there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.
6. The drainage outfalls for the site are the surrounding streets or there is an inlet on the east side of Taft Hill Rd about the midpoint of the east property line or there is a manhole at the NW corner of Harmony and Taft Hill Roads.
7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at

<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or 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 Mail Creek Master Plan Update as well the Fort Collins Stormwater Manual.

**Department: Park Planning**

**Contact: Craig Foreman, 970-221-6618, [cforeman@fcgov.com](mailto:cforeman@fcgov.com)**

1. 1. 7/19/2013: No comments

**Department: Historical Preservation**

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

1. The building is more than 50 years old (constructed c. 1910) and so its demolition or alteration will need to go through the City's historic review. This begins with current color photographs of each side of each building or structure, provided by the applicant. Sufficient photos should be taken to show the current condition of each building, as well as any previous alterations or additions. Digital photos are encouraged, and may be sent to [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com) or [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com). Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at the Development Review Center, 1st Floor, 281 N. College Ave., attn. Josh Weinberg.
2. If the building is found to be individually eligible for Landmark designation, then the project would also be reviewed for compliance with Section 3.4.7 of the Land Use Code.

**Department: Fire Authority**

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

1. There are no fire department comments related to annexation. Comments relative to a change of use from residential to commercial are provided.
2. WATER SUPPLY  
Hydrant spacing and flow must meet minimum requirements based on type of occupancy.  
Hydrants serving commercial properties to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building.  
2006 International Fire Code 508.1 and Appendix B
3. PREMISE IDENTIFICATION  
New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.  
2006 International Fire Code 505.1
4. COMMERCIAL KITCHEN HOODS  
A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.

**Department: Environmental Planning**

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

1. No comments on the annexation, but as the site is preparing for development, the applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.

**Department: Engineering Development Review**

**Contact: Tyler Siegmund, 970-221-6501, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

1. 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>
2. The annexation must include the full width of Harmony Rd along the frontage of the property and the half right-of-way width along Taft Hill. At this time Taft Hill Road is classified as a 4-lane Arterial (115ft of right of way) and Harmony Rd is a 2-Lane Arterial (84 feet of right of way).
3. The annexation mentions a desire to develop the property into a commercial project in the future. The following comments should be considered as the property moves into development;
4. This project is responsible for dedicating any right-of-way and easements that are necessary for at the time of development.
5. 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.
6. At the time that the property is developed it will need to be submitted to the City of Fort Collins for review and accompanied with the appropriate fees.
7. Contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for the commercial project. In addition, please contact Transportation Planning for their requirements as well.
8. 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>
9. Harmony Rd and Taft Hill adjacent to the property currently do not have curb, gutter or sidewalk. Installation of curb and gutter, a 6ft detached sidewalk and 10ft landscaped parkway will be required as part of the project development plan.
10. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
11. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site
12. The comments above are specific to the proposed annexation. At the time of development additional comments could be provided by the City of Fort Collins specific to the proposed development plan.
13. Further evaluation of the access points into the property off of Harmony and Taft Hill is needed. New



proposed access must meet all current codes, standards and spacing requirements.

**Department: Electric Engineering**

**Contact: Justin Fields, 970-224-6150, [jfields@fcgov.com](mailto:jfields@fcgov.com)**

1. Fort Collins Utilities will transfer the existing electric service from Poudre Valley REA at no cost to the applicant. Contact Light and Power Engineering, 221-6700, to coordinate the transfer.

**Department: Advance Planning**

**Contact: Courtney Levingston, 970-416-2283, [clevingston@fcgov.com](mailto:clevingston@fcgov.com)**

1. The structure plan designates this property to be placed in the Urban Estate Zone District. The Urban Estate District is intended to be a setting for a predominance of low-density and large-lot housing. The main purposes of this District are to acknowledge the presence of the many existing subdivisions which have developed in these uses that function as parts of the community and to provide additional locations for similar development, typically in transitional locations between more intense urban development and rural or open lands.

**Current Planning**

**Contact: Courtney Levingston, 970-416-2283, [clevingston@fcgov.com](mailto:clevingston@fcgov.com)**

1. Based on the intergovernmental agreement between Larimer County and the City, the requested re-development of the property triggers annexation into the City. Since the City's structure plan designates the parcel to be placed in the Urban Estate zone district upon Annexation. The first step in this process is the property must be annexed.
2. The development review fee for an annexation currently is \$1,188 plus \$50 sign posting plus .75 cents for each APO mailing for all properties within 800 feet. The fee schedule can be found online at [http://www.fcgov.com/developmentreview/pdf/developmentreviewfeeschedule\\_3.3.10.pdf](http://www.fcgov.com/developmentreview/pdf/developmentreviewfeeschedule_3.3.10.pdf)
3. For submitted annexations, the project must go before City Council for an initiating resolution. The passing of the initiating resolution by Council simply accepts the submitted Annexation Petition and provides a schedule for upcoming Council hearings with a schedule and notification requirements that comply with State Statutes.to the Planning and Zoning Board then back to the City Council for two readings. The annexation is effective 10 days after second reading by City Council.
4. Offices are not a permitted use in the Urban Estate Zone District. The commercial uses permitted in this district are as follows:
  1. Child care centers.
  2. Bed and breakfast establishments with no more than six (6) beds.
  3. Plant nurseries and greenhouses.
  4. Animal boarding (limited to farm/large animals).
  5. Adult day/respite care centers.

6. Small scale reception centers.

These uses are subject to Planning and Zoning Board Hearing and a neighborhood meeting prior to Project Development Plan submittal is required.

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

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

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

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

*2009 International Building Code (IBC)*

*2009 International Residential Code (IRC)*

*2009 International Energy Conservation Code (IECC)*

*2009 International Mechanical Code (IMC)*

*2009 International Fuel Gas Code (IFGC)*

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

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

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5

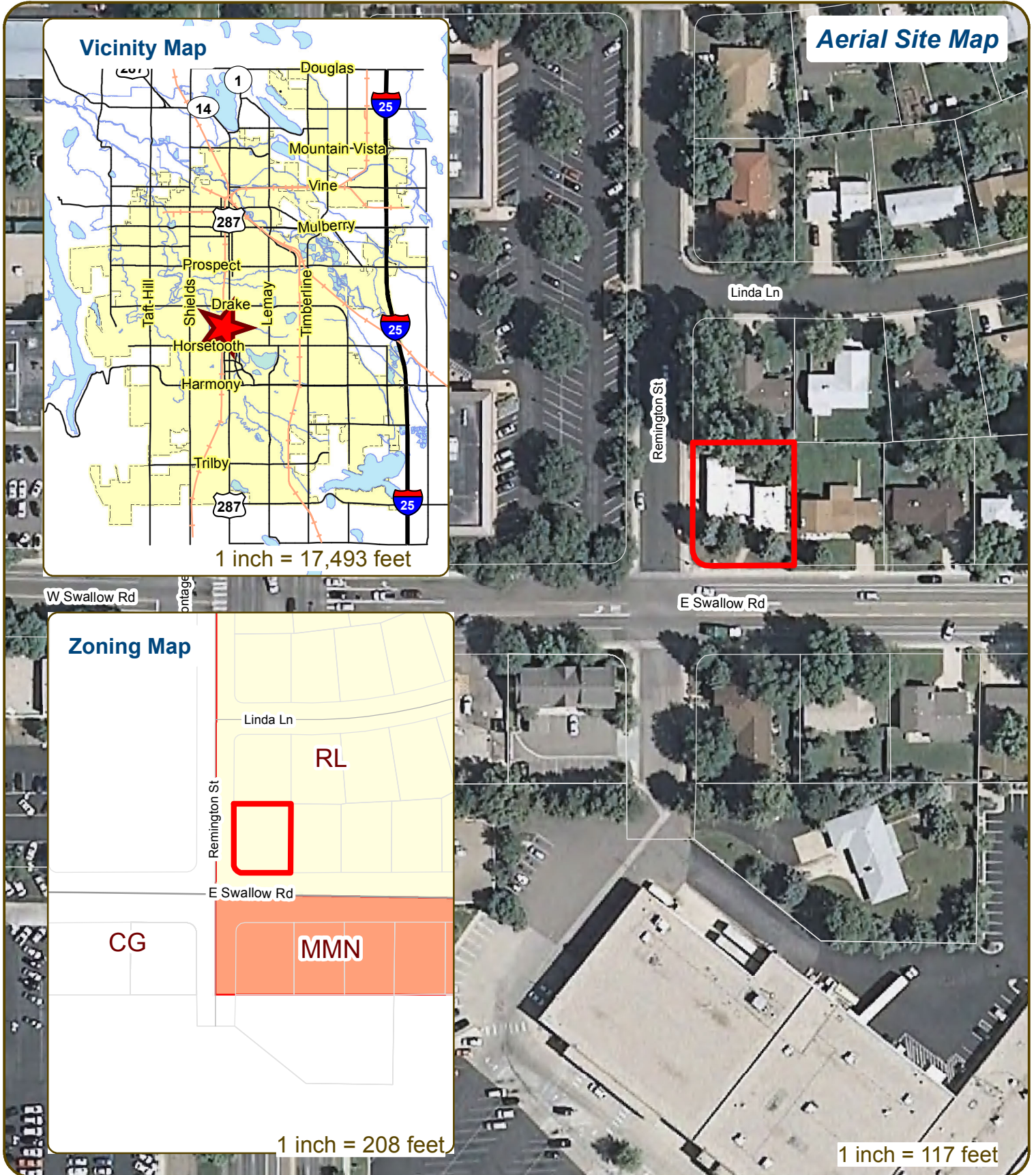
Energy Code Use

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

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

City of Fort Collins  
Building Services  
Plan Review  
416-2341

# 200 E Swallow Rd Commercial APU



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Development Review Guide – STEP 2 of 8

CONCEPTUAL REVIEW: APPLICATION

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

Business Name (if applicable) Tranquility Center
Your Mailing Address 200 E. Swallow Rd.
Phone Number 512-626-6482 Email Address ssuzg1942@msn.com
Site Address or Description (parcel # if no address) same as above

Description of Proposal (attach additional sheets if necessary)
Addn. of Permitted Uses in R-L zone

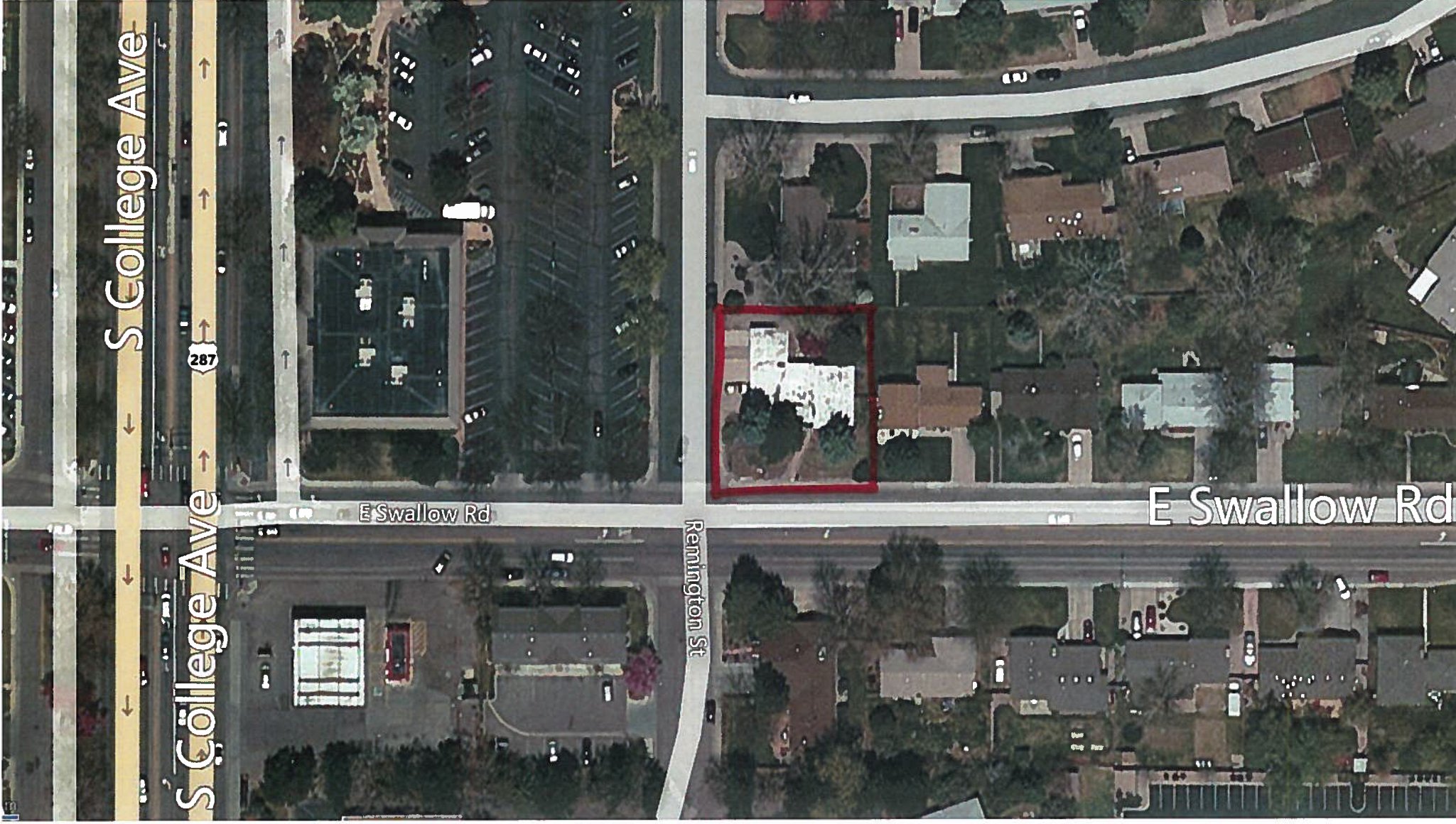
Proposed Use Mixed Use Existing Use sm. in home business
Total Building Square Footage 2797 S.F. Number of Stories 2 Lot Dimensions 9,892 sq. ft.
Age of any Existing Structures Built 1969 44 yrs. old
Info available on Larimer County's Website: http://www.co.larimer.co.us/assessor/query/search.cfm
If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

Is your property in a Flood Plain? [ ] Yes [X] No If yes, then at what risk is it?
Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area none 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?



S College Ave

S College Ave

287

E Swallow Rd

Remington St

E Swallow Rd



August 09, 2013

Susan Brabson  
Tranquility Center  
200 E. Swallow Rd.  
Fort Collins, CO 80525

**Re:** 200 E Swallow Rd - Commercial APU

**Description of project:** This is a request for an addition of a permitted use located at 200 East Swallow Road (Parcel# 97252-25-019). The existing site is located at the northeast corner of Swallow Road & Remington Street in the Low Density Residential (R-L) Zone District and contains a single-family home with a home occupation. An onsite expansion of the home occupation would require an addition of a commercial use to the R-L Zone District, subject to Planning & Zoning Board (Type 2) review.

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**Comment Summary:**

**Department: Zoning**

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

1. The property is located in the Residential Neighborhood Sign District restricting signage to no more than 32 s.f. (per side) at 5' overall height for ground sign and individual letters on walls with max. 12" letter height and 18" logo/cabinet height (See LUC 3.8.7[E]).
2. While no min. off street parking is required for offices a minimum of 4 bicycle spaces is required with a minimum of one within the building and three outside.
3. An Addition of Permitted Use process is required for uses not allowed in the RL zone. What uses are being proposed? The process will require that the site be brought into compliance with the applicable standards in Articles 3 and 4 of the Land Use Code.

**Department: Water-Wastewater Engineering**

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

1. Existing water mains and sanitary sewers in this area include 6-inch water mains and 8-inch sewers in both Swallow and Remington.

2. The existing water service to the property is a ¾-inch service.
3. If an additional water service or a larger water service is needed, development fees and water rights will be due at building permit.

**Department: Stormwater Engineering**

**Contact: Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)**

1. If this project is truly just an addition of a commercial use with no site improvements or grading required then Stormwater has no comments or requirements.
2. If there is to be site improvements 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.
3. 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 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>)
4. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).  
Basil may waive this requirement if there is no increase in impervious area.
5. If onsite improvements are proposed and there is an increase in imperviousness greater than 1000 square feet a drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer. If there is less than 1,000 square feet of new impervious area on an existing development, a drainage letter along with a grading plan should be sufficient to document the existing and proposed drainage patterns. If there is less than 1,000 but more than 350 square feet of new impervious area; a site grading and erosion control plan is required instead of a complete construction plan set.
6. The drainage outfall for the site is the surrounding streets since there are no storm drains near the property.
7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or 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 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. PREMISE IDENTIFICATION

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

2006 International Fire Code 505.1

**Department: Environmental Planning**

**Contact: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto: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. As several 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: Marc Virata, 970-221-6567, [mvirata@fcgov.com](mailto:mvirata@fcgov.com)**

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. The existing access ramp at the corner of Remington Street and Swallow Road is substandard would need to be rebuilt to an ADA accessible access ramp in accordance with Larimer County Street Standards. The design and/or a note on the plan indicating this will need to be provided.
5. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
6. 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>

7. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. Additional dedication of right-of-way and/or easement is not anticipated but may be required from the utility providers with the project submittal.
8. Construction plans may be required.
9. A Development Agreement may be required and recorded once the project is finalized with recordation costs paid for by the applicant.
10. A Development Construction Permit (DCP) or an excavation permit will need to be obtained prior to starting any work on the site.

**Department: Electric Engineering**

**Contact: Justin Fields, 970-224-6150, [jfields@fcgov.com](mailto:jfields@fcgov.com)**

1. No comments.

**Current Planning**

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

1. This development plan will require a Neighborhood meeting prior to the plan submittal, and a Planning and Zoning Board Hearing once project review is complete.
2. The proposed addition of permitted use is subject to Section 1.3.4 Addition of Permitted Uses, of the LUC. The proposed use is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request will be required to hold a neighborhood information meeting prior to formal submittal of the project. Type 2 development proposals are subject to the neighborhood meeting requirement, per Section 2.2.2 of the LUC. Please contact me at 221-6750, to assist you in setting a date, time, and location for a meeting. A planner and possibly other City staff, would be present to facilitate the meeting.
3. 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.
4. 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>.
5. 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.
6. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.

7. 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.
8. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

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

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

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

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

*2009 International Building Code (IBC)*

*2009 International Residential Code (IRC)*

*2009 International Energy Conservation Code (IECC)*

*2009 International Mechanical Code (IMC)*

*2009 International Fuel Gas Code (IFGC)*

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

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

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

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

Frost Depth: 30 inches.

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

Seismic Design: Category B.

Climate Zone: Zone 5

Energy Code Use

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

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

City of Fort Collins  
Building Services  
Plan Review  
416-2341