

# Conceptual Review Agenda

Schedule for 09/23/13 to 09/23/13

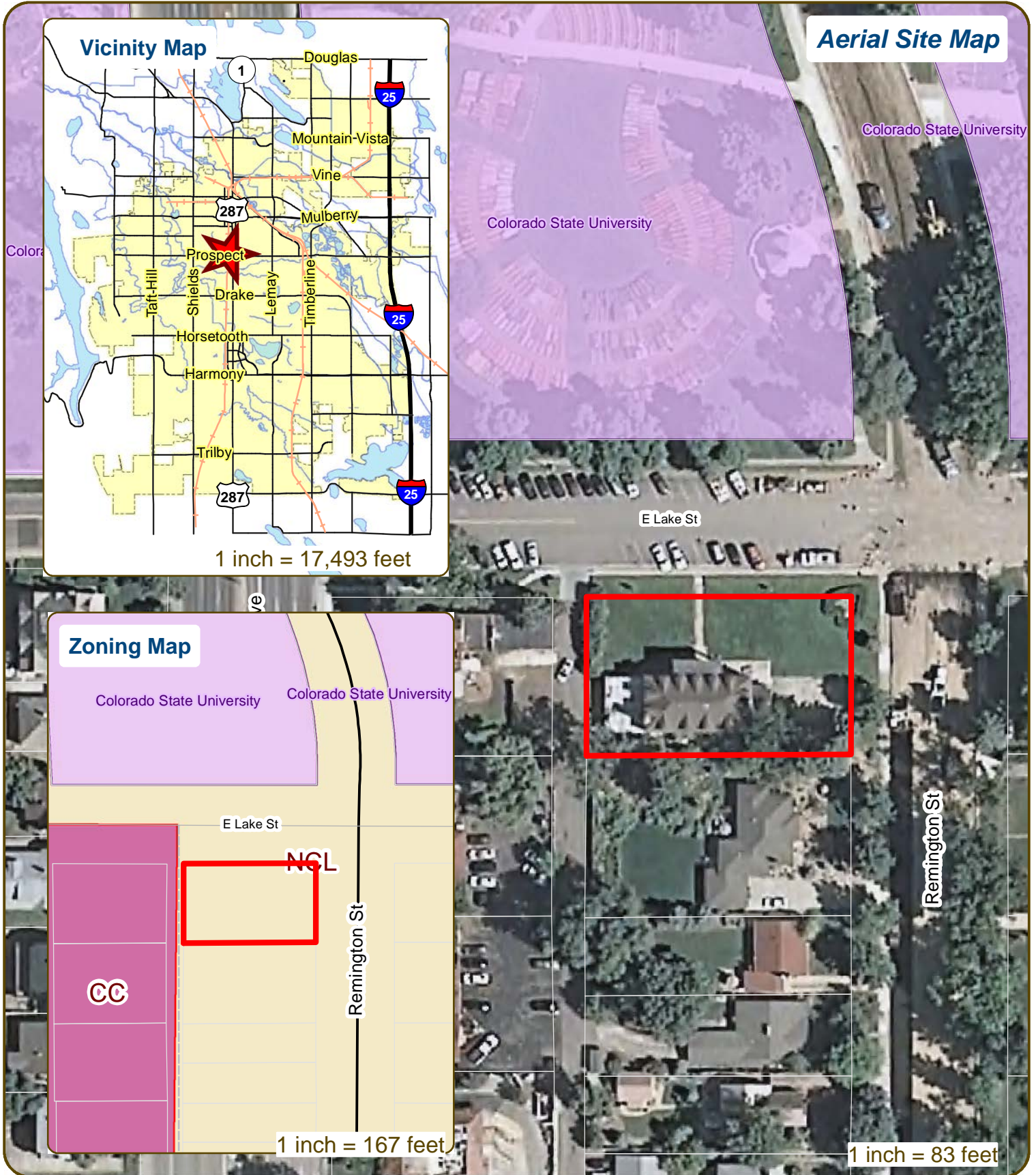
281 Conference Room A

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## Monday, September 23, 2013

Time	Project Name	Applicant Info	Project Description	Planner
9:30	121 E Lake - Fraternity Addition	Mitch Christ 303-916-6199 <a href="mailto:mitch.christ@thecpigroup.net">mitch.christ@thecpigroup.net</a>	This is a request to construct an addition to the Sigma Phi Epsilon Fraternity located at 121 East Lake Street (Parcel # 97133-31-019). A new second-story addition would be constructed on the western portion of the existing building. The site is located in the Neighborhood Conservation Low Density (N-C-L) Zone District. The fraternity is a non-conforming use and expansion is subject to Planning & Zoning Board (Type 2) review.	Ted Shepard
10:15	1109 W Harmony - Lot Split	Tom Peterson 970-226-1414	This is a request to split a lot located at 1109 West Harmony Road (Parcel# 96031-00-008). The existing site would be split into two lots; the new western lot would be approximately 1.5 acres and vacant while the second eastern lot would be approximately 2.8 acres and contain an existing single family home / utility buildings. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. The replatting is subject to Administrative (Type 1) Review.	Jason Holland
11:00	Harmony & Shields - Front Range Community College	Derek Brown 303-404-5492 <a href="mailto:derek.brown@frontrange.edu">derek.brown@frontrange.edu</a>	This is a request for proposed master plan improvements to the existing Front Range Community College Larimer Campus located at the southeast corner of West Harmony Road and South Shields Street (Parcel #s 96022-00-916 & 96022-00-039). Future improvements include approximately 109,000 SF of new square footage. The site is located in the Low Density Residential (R-L) Zone District. The master plan improvements may utilize a Site Plan Advisory Review with the Planning & Zoning Board.	Seth Lorson

# 121 Lake Sigma Phi Epsilon Expansion



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CONCEPTUAL REVIEW: APPLICATION

General Information

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

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

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

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

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) Mitch Christ - consultant & member of Board of Directors
Business Name (if applicable) Sigma Phi Epsilon
Your Mailing Address 7400 E. Orchard Rd. Suite 270 Greenwood Village Co 80111
Phone Number 303 916-6199 Email Address mitch.christ@theepi group.net
Site Address or Description (parcel # if no address) 121 E. Lake St., Ft. Collins, CO

Description of Proposal (attach additional sheets if necessary) Second Floor addition on the west side and renovation inside and exterior of the existing structure

Proposed Use Sigma Phi Epsilon Fraternity Existing Use Sigma Phi Epsilon Fraternity
Total Building Square Footage 12,385 S.F. Number of Stories 3 Lot Dimensions 170' x 100'

Age of any Existing Structures approx. 85 years 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?



September 10, 2013

Project No.: 1388

City of Fort Collins  
Community Development and Neighborhood Services  
281 N. College Ave  
Fort Collins, CO 80522-0580  
Attention: Mr. Ryan Mounce, Current Planning

Dear Mr. Mounce:

We are pleased to submit this request for a Conceptual Review for a major renovation, including a 2<sup>nd</sup> story Library addition to an existing fraternity house located at 121 East Lake Street (Parcel #9713331019). The original house was built in 1930 by Lambda Chi Alpha and purchased by Sigma Phi Epsilon in 1936 – who is the current owner today. There was a one-story kitchen addition constructed on the west side of the house in 1957.

The site is within the Neighborhood Conservation Low-Density District (N-C-L) and the fraternity is a non-conforming use, requiring Planning & Zoning Board (Type-2) review.

The proposed alterations to the house include of a high-ceiling second-story Library/Study Hall space to be built above the existing one-story kitchen as well as a gut & renovation of the existing interiors including mechanical, electrical, plumbing and finishes. It is our intent to add fire sprinklers to the whole house.

New insulation will be installed and all exterior fenestrations will be refurbished to increase energy efficiencies. The 48-bed capacity of the house remains unchanged.

The exterior of the house will be restored to its original look with re-installation of wood (or approved fiberglass reproduction) balustrades and shutters as well as repair or restoration of any damage to the brick veneer.

Sigma Phi Epsilon has engaged The CPI Group to provide Design-build services for the project and we have worked with the City and a subcommittee of the Landmark Preservation Commission to develop an exterior architectural concept that has been deemed acceptable.

Attached is the Conceptual Review Application form and a conceptual design package for your use. We look forward to meeting with you at 9:30am on September 23<sup>rd</sup>.

The CPI Group  
7400 East Orchard Road, Suite 270  
Greenwood Village, CO 80111  
[www.theCPIgroup.net](http://www.theCPIgroup.net)

Mr. Mounce  
September 10, 2013

Please do not hesitate to contact me at 303-916-6199 or email me at [mitch.christ@theCPIgroup.net](mailto:mitch.christ@theCPIgroup.net) if you have any questions.

Respectfully,

A handwritten signature in black ink that reads "Mitchell S. Christ". The signature is written in a cursive, flowing style.

Mitchell S. Christ, DBIA, LEED-AP  
Principal, Director of Construction Services

CC: Mike Bello, Thomas Giles

Attachments: City of Fort Collins Conceptual Review Application;  
CPI Drawing Sheets dated 09.10.2013: G000, A001, A301, A302,  
A303, A304, A700, A701 and A702



3333 S. Bannock St. Suite 740  
Englewood, CO 80110  
(303) 504-9999  
[www.theCPIgroup.net](http://www.theCPIgroup.net)

# Sigma Phi Epsilon Fraternity Fraternity House Renovation

COVER SHEET  
CITY OF FORT COLLINS - CONCEPTUAL REVIEW

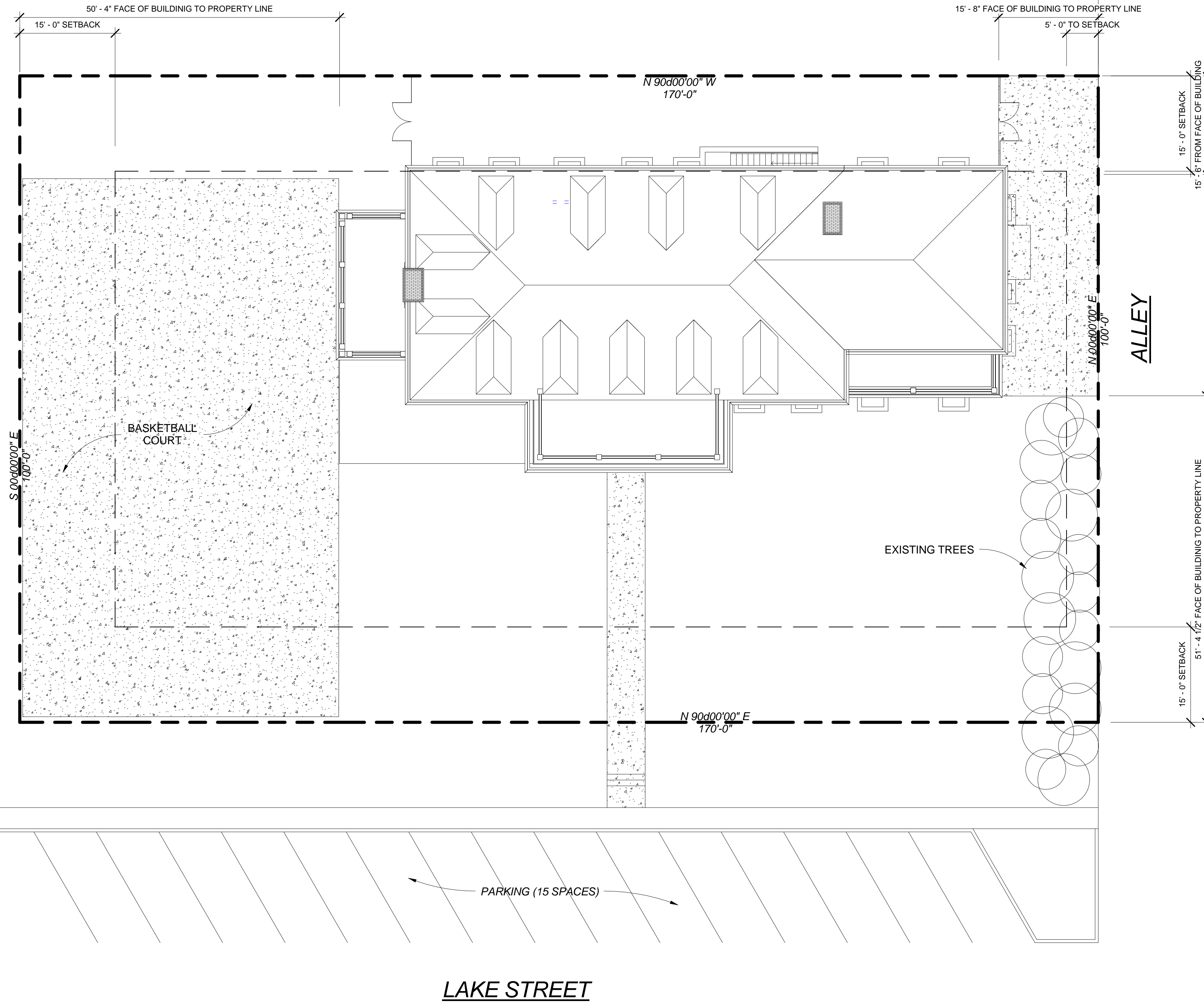
PROJECT NUMBER: 1388  
DATE: 09.10.2013  
DRAWN BY: TMG  
CHECKED BY: MCC

## G000

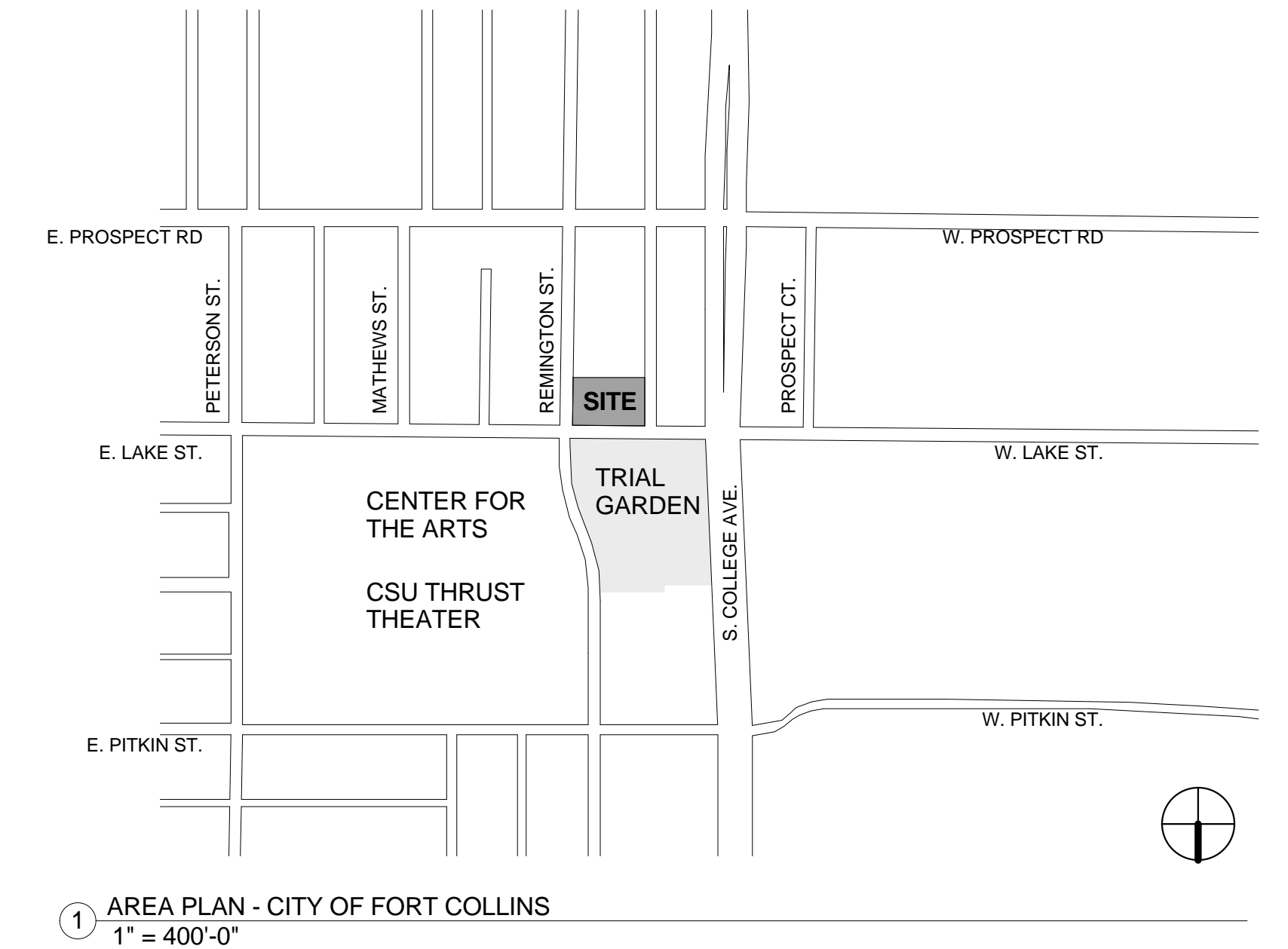
SCALE:

REMINGTON STREET

ON STREET PARALLEL PARKING



2 SITE PLAN  
1" = 10'-0"



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# Sigma Phi Epsilon Fraternity Fraternity House Renovation

SITE AND AREA PLANS  
CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER:	1388
DATE:	09.10.2013
DRAWN BY:	Author
CHECKED BY:	Checker
<b>A001</b>	
SCALE:	As indicated



1 NORTH ELEVATION  
 1/4" = 1'-0"  
 NOTE: HALFTONED OR SCREENED LINEWEIGHTS ARE INTENDED TO INDICATE EXISTING COMPONENTS OF THE BUILDING.

**cpi**  
 GROUP  
 3333 S. Bannock St. Suite 740  
 Englewood, CO 80110  
 (303) 504-9999  
 www.theCPIgroup.net

# Sigma Phi Epsilon Fraternity Fraternity House Renovation

EXTERIOR ELEVATIONS  
 CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER:	1388
DATE:	09.10.2013
DRAWN BY:	TMG
CHECKED BY:	MCC
<b>A301</b>	
SCALE:	1/4" = 1'-0"

C:\Users\TMG\Documents\1388-R14\_A\_SPE Renovation\_ARCH\_TM\files.rvt





① EAST ELEVATION  
1/4" = 1'-0"

NOTE: HALFTONED OR SCREENED LINEWEIGHTS ARE INTENDED TO INDICATE EXISTING COMPONENTS OF THE BUILDING.



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# Sigma Phi Epsilon Fraternity Fraternity House Renovation

EXTERIOR ELEVATIONS  
CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER: 1388  
DATE: 09.10.2013  
DRAWN BY: TMG  
CHECKED BY: MCC

## A302

SCALE: 1/4" = 1'-0"



① SOUTH ELEVATION  
 1/4" = 1'-0"  
 NOTE: HALFTONED OR SCREENED LINEWEIGHTS ARE INTENDED TO INDICATE EXISTING COMPONENTS OF THE BUILDING.



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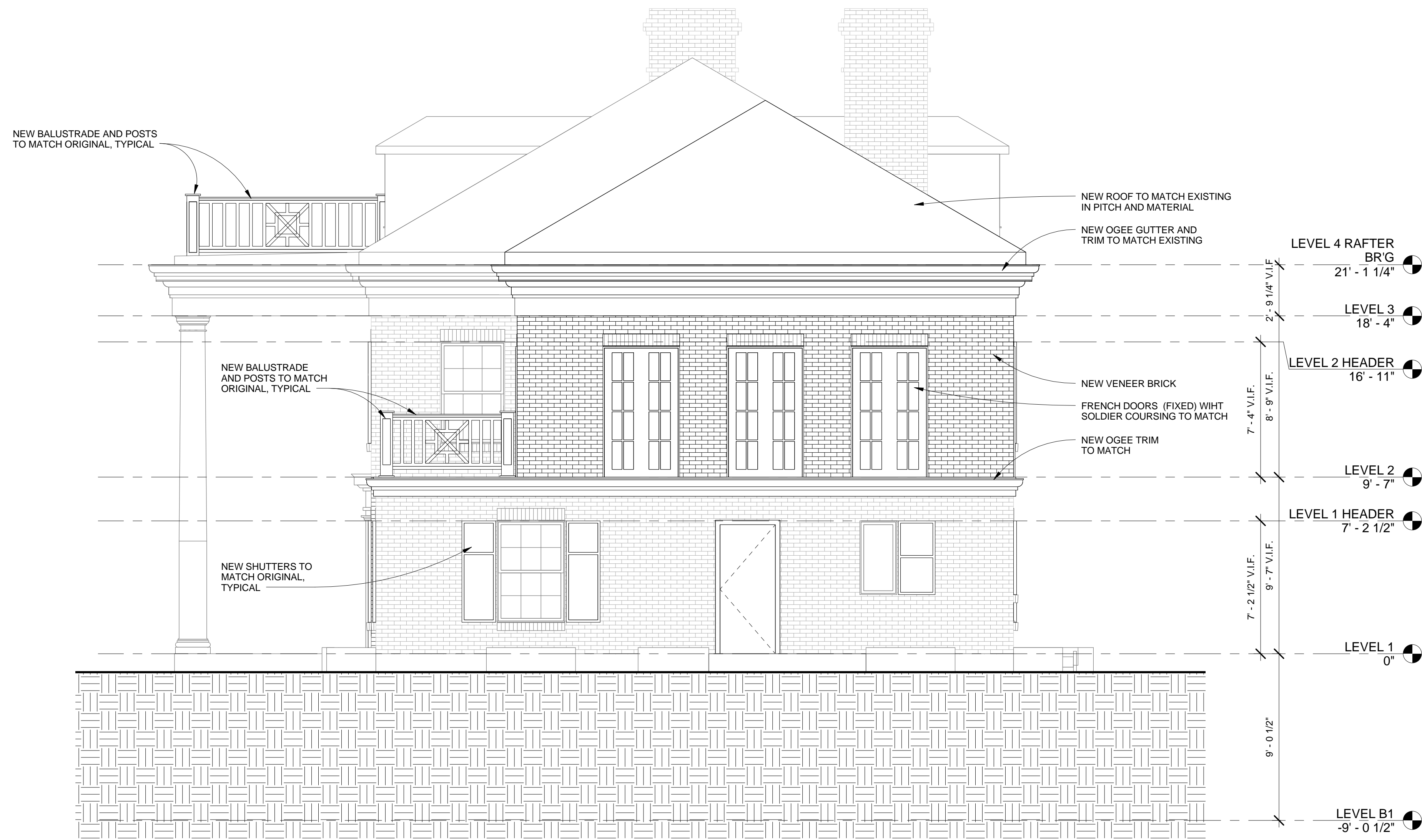
# Sigma Phi Epsilon Fraternity Fraternity House Renovation

EXTERIOR ELEVATIONS  
 CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER: 1388  
 DATE: 09.10.2013  
 DRAWN BY: TMG  
 CHECKED BY: MCC

## A303

SCALE: 1/4" = 1'-0"



1 WEST ELEVATION  
 1/4" = 1'-0"  
 NOTE: HALFTONED OR SCREENED LINEWEIGHTS ARE INTENDED TO INDICATE EXISTING COMPONENTS OF THE BUILDING.



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# Sigma Phi Epsilon Fraternity Fraternity House Renovation

EXTERIOR ELEVATIONS  
 CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER:	1388
DATE:	09.10.2013
DRAWN BY:	TMG
CHECKED BY:	MCC

## A304

SCALE: 1/4" = 1'-0"



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION (INSET DETAIL)



EAST ELEVATION



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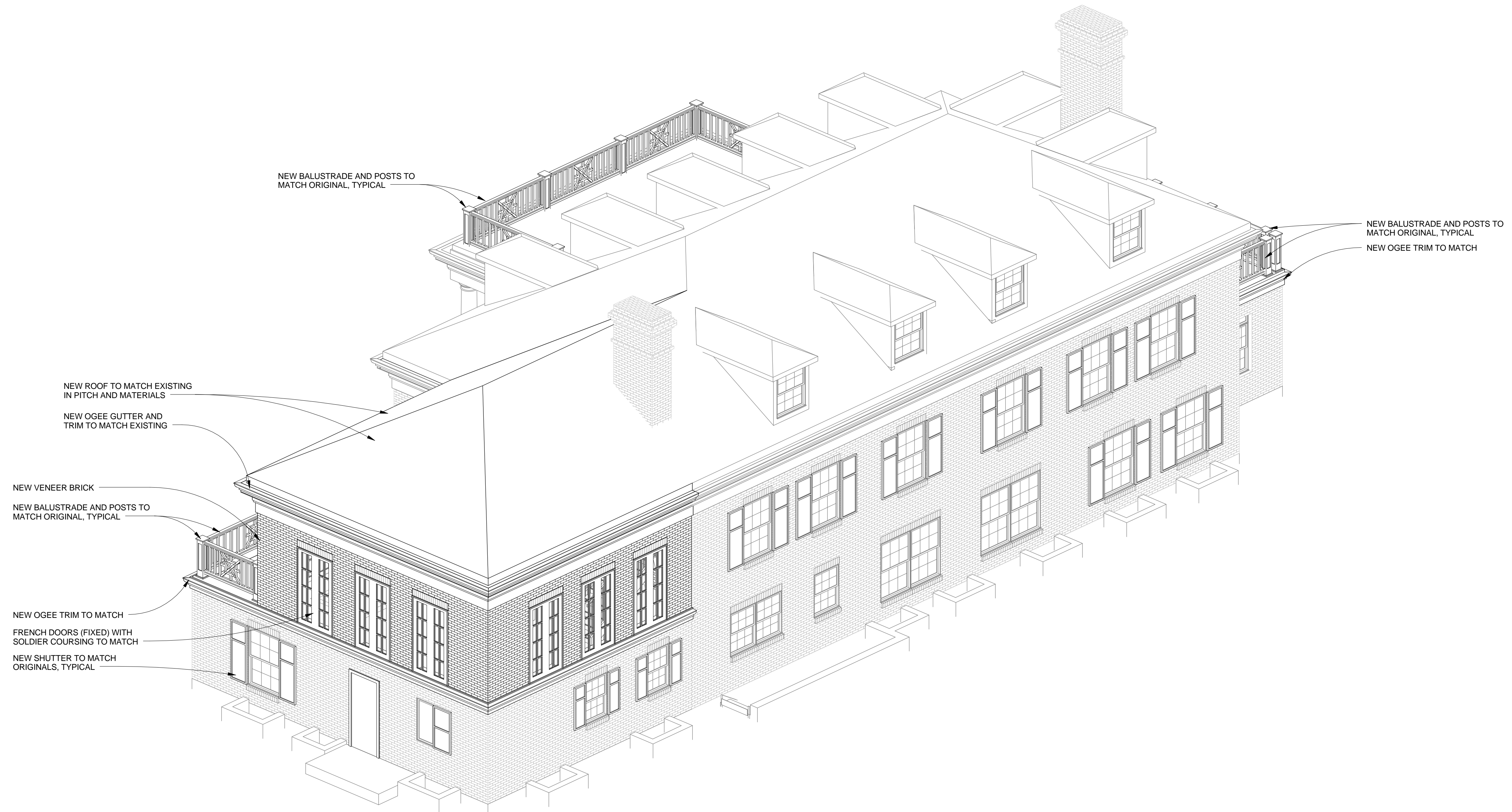
# Sigma Phi Epsilon Fraternity Fraternity House Renovation

PHOTOS  
CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER: 1388  
DATE: 09.10.2013  
DRAWN BY: TMG  
CHECKED BY: MCC

**A700**

SCALE:



1 AXONOMETRIC 01

NOTE: HALFTONED OR SCREENED LINEWEIGHTS ARE INTENDED TO INDICATE EXISTING COMPONENTS OF THE BUILDING.

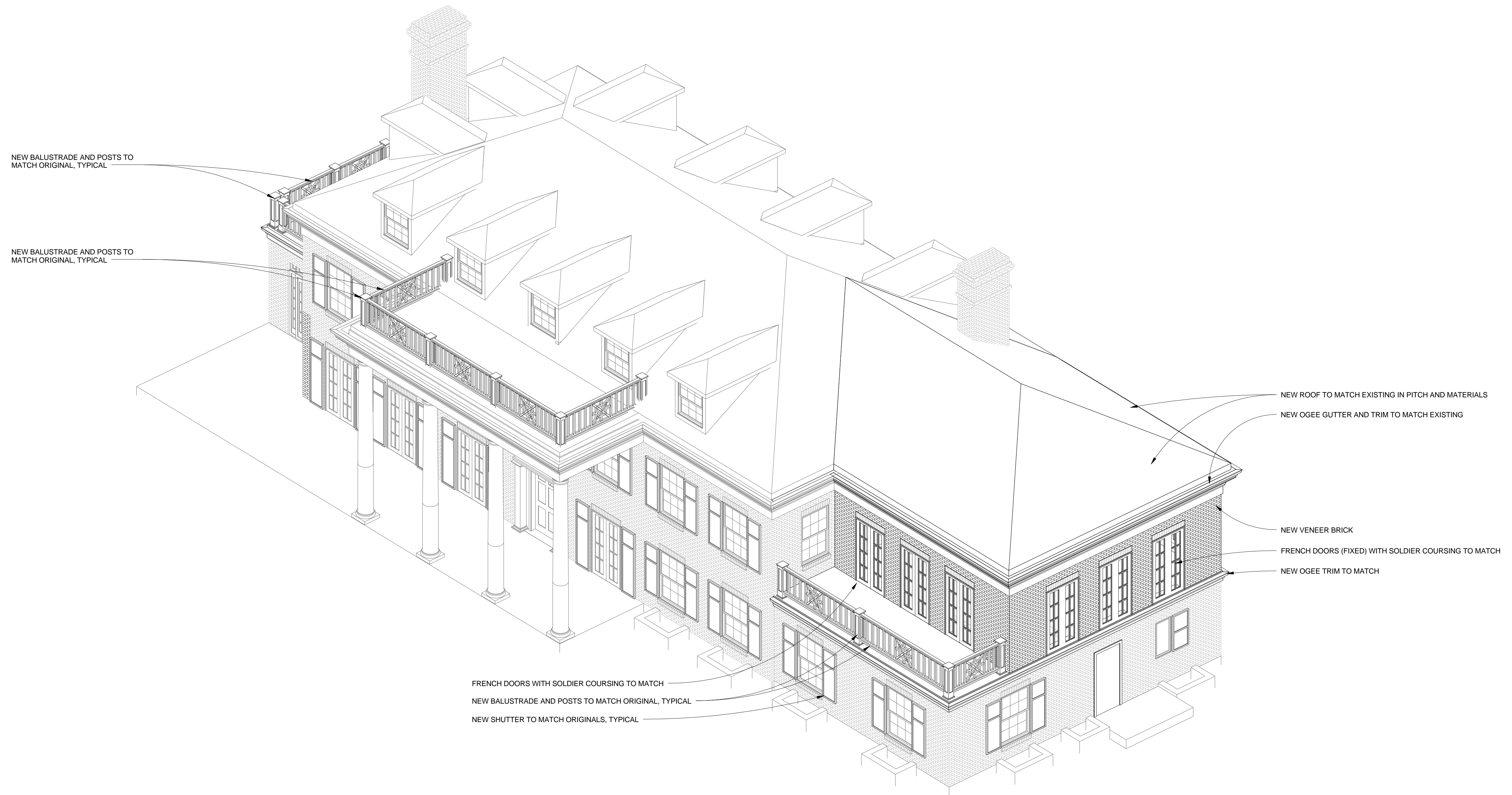


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# Sigma Phi Epsilon Fraternity Fraternity House Renovation

AXONOMETRICS  
 CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER:	1388
DATE:	09.10.2013
DRAWN BY:	TMG
CHECKED BY:	MCC
<b>A701</b>	
SCALE:	



1 AXONOMETRIC 02

NOTE: HALFTONED OR SCREENED LINEWEIGHTS ARE INTENDED TO INDICATE EXISTING COMPONENTS OF THE BUILDING.



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# Sigma Phi Epsilon Fraternity Fraternity House Renovation

AXONOMETRICS  
 CITY OF FORT COLLINS - CONCEPTUAL REVIEW

PROJECT NUMBER: 1388  
 DATE: 09.10.2013  
 DRAWN BY: TMG  
 CHECKED BY: MCC

**A702**

SCALE:



September 27, 2013

Mitch Christ  
Sigma Phi Epsilon  
7400 E. Orchard Rd., Suite 270  
Greenwood Village, CO 80111

**Re:** 121 E Lake - Fraternity Addition

**Description of project:** This is a request to construct an addition to the Sigma Phi Epsilon Fraternity located at 121 East Lake Street (Parcel # 97133-31-019). A new second-story addition would be constructed on the western portion of the existing building. The site is located in the Neighborhood Conservation Low Density (N-C-L) Zone District. The fraternity is a non-conforming use and expansion is subject to Planning & Zoning Board (Type 2) 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, Ted Shepard, at 970-221-6343 or [tshepard@fcgov.com](mailto:tshepard@fcgov.com).

**Comment Summary:**

**Department: Zoning**

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

1. The fraternity is a legal nonconforming use. Any expansion to the building is regulated by Section 1.5.5 of the LUC, which means that a P&Z Board hearing is required and the parcel needs to be brought into compliance with the applicable standards in Articles 3 and 4 of the LUC
2. If there isn't already an enclosure for trash and recycling that complies with Sec. 3.2.5 of the LUC, one will be required.
3. Bike parking will be required in compliance with Sec. 3.2.2(C)(4) of the LUC. This means that there needs to be one bike parking space per bed, with 60% of them in an enclosed area.
4. Will the interior renovation result in an increase in the number of bedrooms? If so, additional off-street parking will be required.
5. The site plan submitted with the development application will need to include a notes and data table including information about the existing building square footage, proposed square footage, number of bike parking spaces, number of bedrooms, etc.
6. It looks like the addition will displace existing roof-top mechanical units. Where will they be relocated to? If they will be ground-mounted, please show location and screening.

**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 a 16-inch water main in Lake, a 12-inch water main in Remington and an 8-inch sanitary sewer in the N/S alley west of the site.
2. The existing water service to the site is a 1-inch service connecting to the main in Remington.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. If a larger water service is needed, development fees and water rights will be due at building permit.

**Department: Park Planning**

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

1. 1. 9/19/2013: No comments

**Department: Historical Preservation**

**Contact: Josh Weinberg, 970-221-6206, [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com)**

1. This property has been determined individually eligible for designation as a Fort Collins Landmark, per the process outlined in Municipal Code Section 14-72.
2. The eligibility of a property for landmark designation does not, in any way, designate the property as a Landmark; it does define which of the various City review processes the development application would be reviewed under. If any of the buildings or structures are found to be individually eligible for Landmark designation, then the project would be reviewed for compliance with LUC Section 3.4.7. Section 3.4.7. is intended to ensure that, to the maximum extent feasible: (1) historic sites, structures or objects are preserved and incorporated into the proposed development and any undertaking that may potentially alter the characteristics of the historic property is done in a way that does not adversely affect the integrity of the historic property; and (2) new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.
3. Properties that are, or become, designated as Fort Collins Landmarks, and/or on the National or State Registers of Historic Places, qualify for financial incentives, for both interior and exterior work. These include Historic Structure Assessment grants, State Historic Fund grants, both 20% State and 20% Federal Tax Credits, and 0% -interest City Rehabilitation Loans.
4. The applicant has met multiple times with a Design Review Subcommittee of the Landmark Preservation Commission to ensure the proposed addition is compatible with the historic building, and that the addition will uphold the building's significance and integrity.
5. Prior to obtaining Historic Preservation approval, detailed plans for the addition, as well as for the restoration of shutters, railings, windows, etc, will need to be reviewed by staff.



**Department: Fire Authority**

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

1. Remodel and expansion of the fraternity house will not affect existing water supply and fire access available to the property. As long as the fraternity house remodel will include the addition of a fire sprinkler system, PFA has only minor comments at this stage. The FDC location needs to be coordinated with the fire department, a Knox Box is required, and appropriate premise identification is required. If not already provided, the kitchen will require a hood and duct system under a separate permit. PFA may have other comments at the time of building plans review.

**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 may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
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:** Tyler Siegmund, 970-221-6501, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. Depending on the width of the existing sidewalk, widening of the sidewalk along Lake St may be required with this project. 4.5 ft wide sidewalk is the minimum width required however, when sidewalk is attached to the curb and gutter and cars parking overhang on the sidewalk, greater sidewalk width may be necessary.

7. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
8. Depending on the extent of construction proposed in the right-of-way, construction and utility plans will be required with the project.
9. A Development Agreement may be required and will be recorded once the project is finalized.
10. A Development Construction Permit (DCP) may 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)**

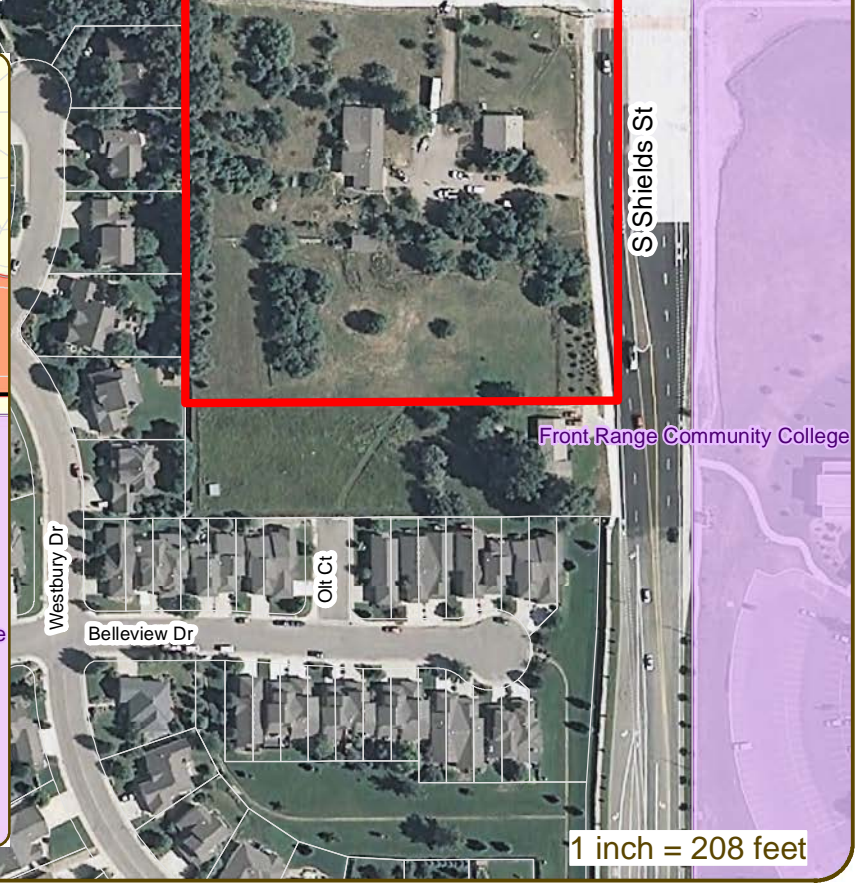
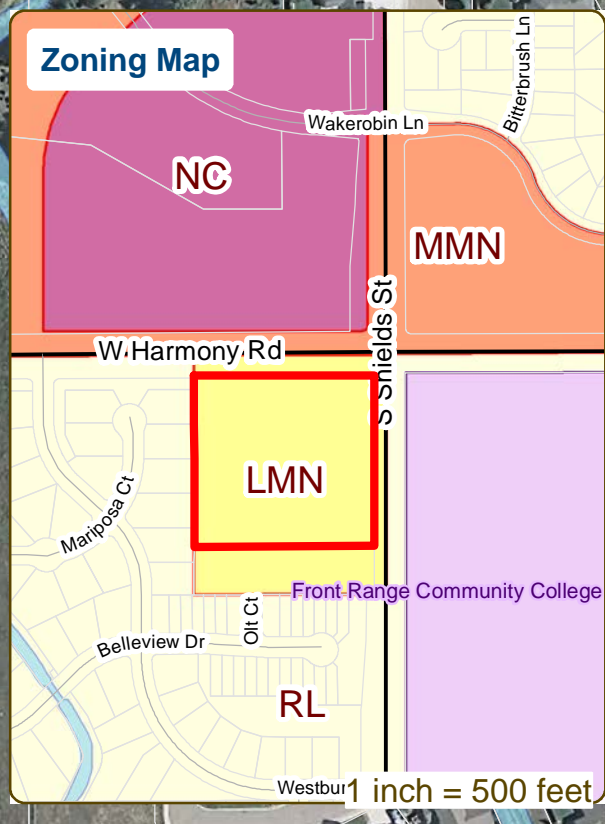
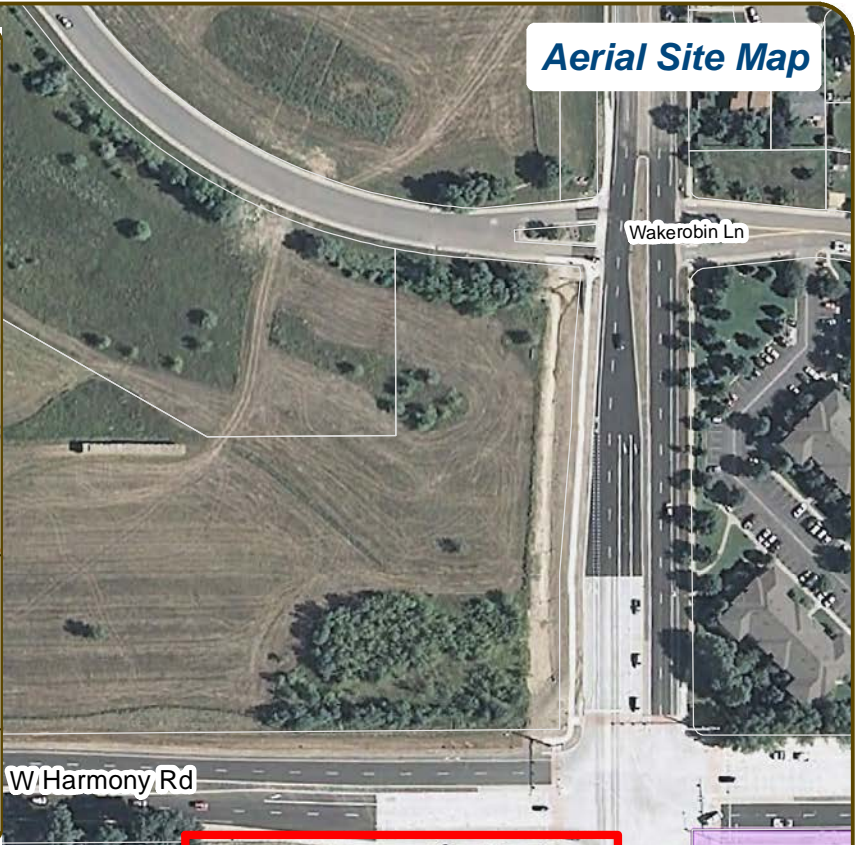
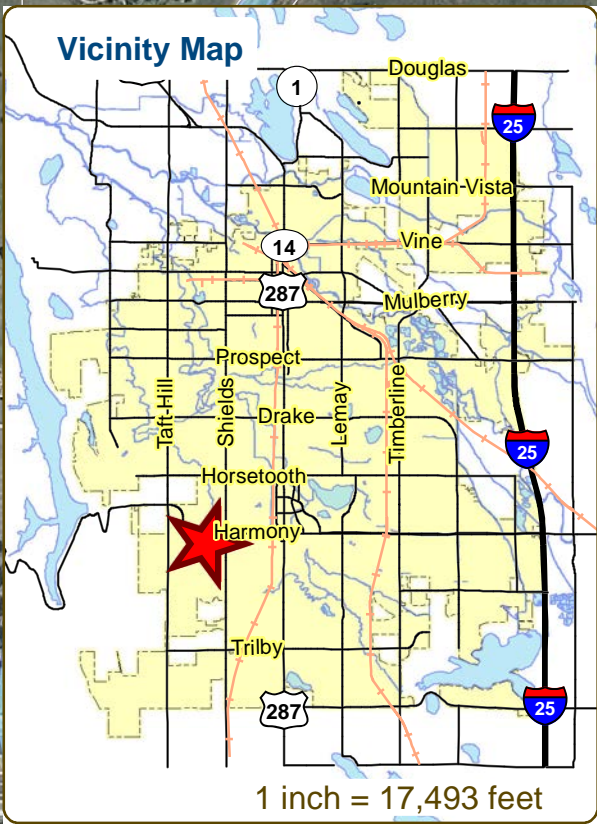
1. Contact Light and Power Engineering, 970-221-6700, if changes need to be made to the electric service.

**Current Planning**

**Contact: Ted Shepard, 970-221-6343, [tshepard@fcgov.com](mailto:tshepard@fcgov.com)**

1. It would be helpful to know how many total members there are and then how many reside within the facility and how many would commute in for the various functions and activities. Also, please indicate how many staff would be on the premises and during what hours. And then, please indicate how many off-street parking spaces are available.
2. As mentioned at the Conceptual Review meeting, the rooftop mechanical equipment would be relocated to one of the walls. Please note that in the past, wall-mounted mechanical equipment, especially kitchen and range exhaust fans, has prove to be problematic for neighboring properties. Per the City's sound ordinance, the property to the south is zone N-C-L and has a maximum decibel allowance of 55 from 7:00 a.m. to 8:00 p.m., and 50 from 8:00 p.m. to 7:00 a.m. The property to the west is zoned C-C and has a maximum decibel allowance of 60 from 7:00 a.m. to 8:00 p.m. and 55 from 8:00 p.m. to 7:00 a.m. All decibels are measured at the receiving property line of the neighboring property. You may have to consider sound buffering for equipment depending on location and proximity to neighboring property.
3. We have guidelines for trash and recycling enclosures. Please refer to [www.fcgov.com/recycling/enclosures.php](http://www.fcgov.com/recycling/enclosures.php)
4. Please refer to Article Five, Definitions, for definitions for "Bicycle Parking, Enclosed" and "Bicycle Parking, Fixed." Such parking may be distributed around the site and not centrally located at your option.
5. As mentioned, a neighborhood information meeting is required. A good idea for the meeting would be to have a fact sheet as a hand-out, which also contains contact information. Please let us know when you would like to have the meeting. Generally, we need two-weeks notice for the mailing. The mailing will be based on a geographic notification area that we prepare for you. Then you provide the mailing labels of all property owners within the mailing area. We will mail out the letters.
6. The project would be eligible for the Small Project Submittal Fee. Please call in advance of the submittal to determine the exact amount of this fee.

# 1109 W Harmony - Lot Split



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CONCEPTUAL REVIEW: APPLICATION

General Information

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

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

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

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

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

TOM PETERSON

Business Name (if applicable) STANFORD REAL ESTATE, LLC

Your Mailing Address 3555 STANFORD ROAD, SUITE 204 FORT COLLINS, CO 80525

Phone Number 970-226-1414 Email Address tpeterson.stanford@gmail.com

Site Address or Description (parcel # if no address) 1109 W. HARMONY RD

Description of Proposal (attach additional sheets if necessary) LOT SPLIT INTO TWO TRACTS

OF APPROX 1.5 ACRES & 2.8 ACRES

Proposed Use NEW VACANT LOT Existing Use SINGLE FAMILY

Total Building Square Footage \_\_\_\_\_ S.F. Number of Stories \_\_\_\_\_ Lot Dimensions ~445' x 470'

Age of any Existing Structures \_\_\_\_\_

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.

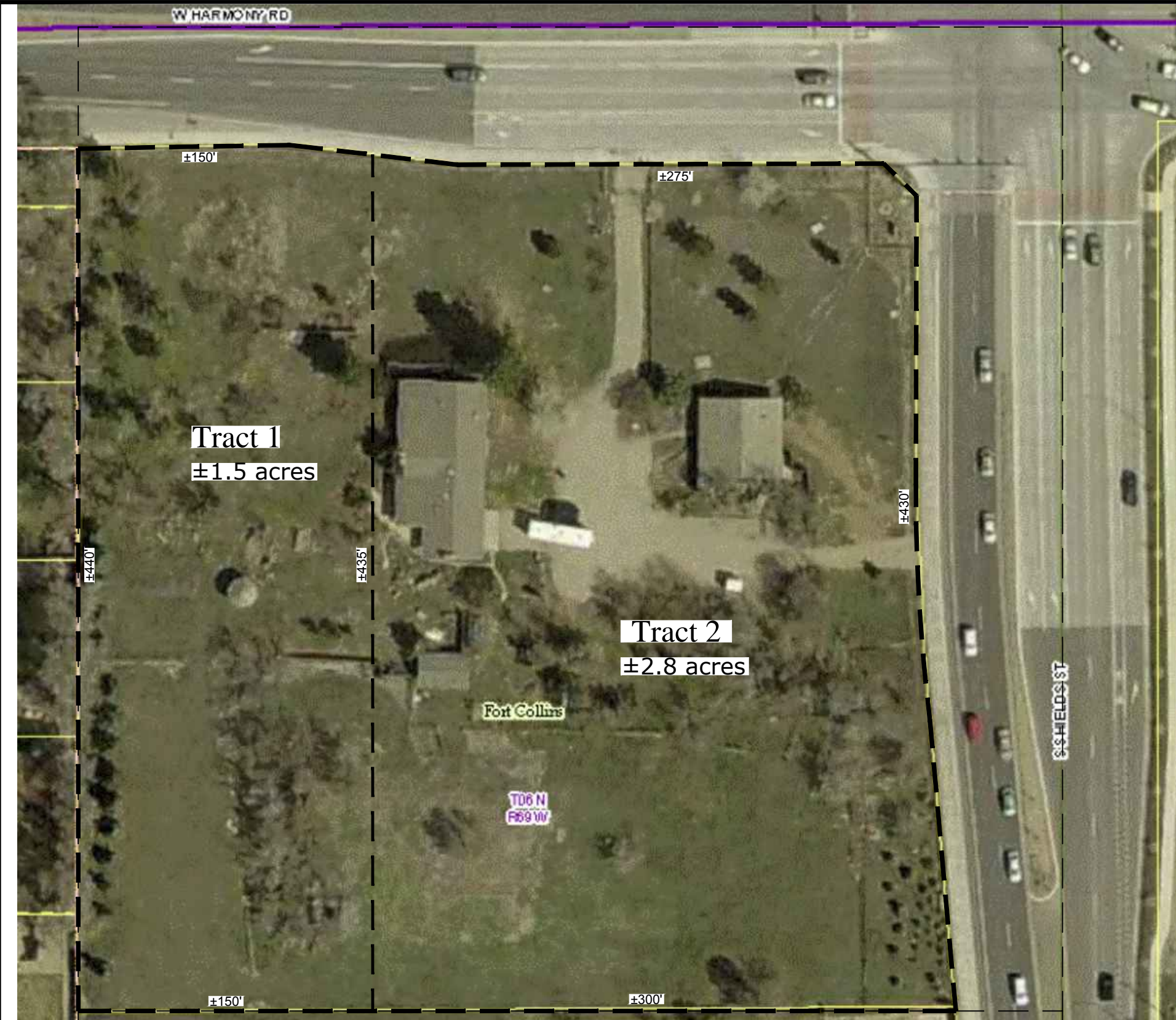
Is your property in a Flood Plain?  Yes  No If yes, then at what risk is it? \_\_\_\_\_

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

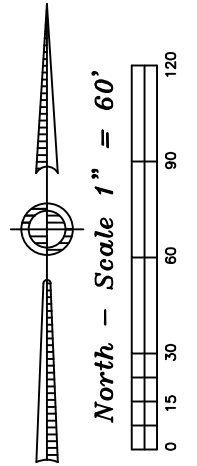
Increase in Impervious Area \_\_\_\_\_ S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

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?



# Property Exhibit



Legal Description - (per Assessor's website):  
 BEG AT NE COR 3-6-69,  
 TH W 500 FT, S 500 FT, E 500 FT, N 500 FT TO BEG, FTC  
 LESS 20090073915

Notes:  
 - This is not a land survey.  
 - Address: 1109 W HARMONY RD, FORT COLLINS 80526  
 - Parcel Number: 96031-00-008

**NOTICE:** According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

#	Date	Revisions

Field Date n/a
Party Chief n/a
Survey Tech n/a
Proj. Manager MBS
Scale 1"= 60'

Prepared for: Project#: 13124.001

**Stanford Real Estate**

PLS Group, LLC  
 6843 North Franklin Avenue  
 Loveland, Colorado 80538  
 Office 970.669.2100 - 970.669.3652 Fax



September 27, 2013

**Re:** 1109 W Harmony - Lot Split

**Description of project:** This is a request to split a lot located at 1109 West Harmony Road (Parcel# 96031-00-008). The existing site would be split into two lots; the new western lot would be approximately 1.5 acres and vacant while the second eastern lot would be approximately 2.8 acres and contain an existing single family home / utility buildings. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) Zone District. The replatting is subject to Administrative (Type 1) Review.

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

**Comment Summary:**

**Department: Zoning**

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

1. The current parcel is not platted, so this would be a 2-lot subdivision plat, which is subject to a Type 1 review. The plat does not authorize any development. Future development will require approval of a development plan.
2. The existing house and other buildings would need have a minimum setback of 5' from the new lot line along the west side of the house. This lot line will become the new interior side lot line.

**Department: Water-Wastewater Engineering**

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

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

**Department: Stormwater Engineering**

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

1. There are no Stormwater Utility requirements to split a lot. However if there is to be a new structure or anything that increases the impervious area on either lot; there are Stormwater detention and water quality

treatment requirements that would apply. There are also no Stormwater fees associated with a simple lot split.

2. One thing to consider is that onsite detention will be required if the second lot develops in the future. Therefore a common tract of land needs to be dedicated for that purpose since this essentially becomes a two lot subdivision from a drainage point of view. Detention is not allowed on separate private lots; it needs to be on a separate tract of land that is owned and maintained by both lots. If it becomes a commercial development the detention can be on the individual lots.
3. The drainage outfalls for the site are either the surrounding streets or there is a storm drain and inlets in the northeast corner of the site. This would be the logical location for a common detention pond.

**Department: Park Planning**

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

1. 1. 9/19/2013: No comments

**Department: Fire Authority**

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

1. PFA has no comments related to the lot split if the western lot is to be developed for residential use. Further review and consideration is required if either lot is to be developed commercially.

**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 may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
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. The street frontage along Harmony Road and Shields Street was improved within the past few years with an Engineering Capital Improvement project. This project would be required to repay the City for the local street portion of the costs fronting the project, including right-of-way acquisition. The local street portion cost has been standardized at \$204 per foot (for frontage on both Harmony Road and Shields Street), if paid this year and may be revised if paid after 2013. Specific to the repay for right-of-way acquisition costs, the applicant should contact Dean Klinger in Engineering Capital Projects (221-6511) for establishment of that repay obligation amount. These repay would be required to be satisfied prior to the first building permit for

the development, and would be for the entire frontage of both Harmony Road and Shields Street.

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. The parcel split at this time would need to look into and establish driveway access points to the site off the arterials in a manner acceptable to the City. Shared access instead of separate access points for the parcels should be implemented and the establishment of access easement(s) shared between the two parcels should be made on the plat.
5. 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.
6. 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.
7. Any public improvements required with the project (such as a driveway approach in right-of-way) 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>
8. Drainage and utility design considerations should ideally be designed at this time with engineering construction plans for City review and approval of access, drainage, and utility design.
9. A Development Agreement is required and will be recorded once the project is finalized, with recordation costs paid for by the applicant.
10. A Development Construction Permit (DCP) may need to be obtained prior to starting any work on the site if utility connections and/or public improvements are required.
11. Street cuts to Harmony Road and/or Shields Street would be subject to an excavation permit with a street cut penalty fee due to the roadways being less than 5 years in age.

**Department: Electric Engineering**

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

1. A utility easement along the south side of tract 2 will be needed to provide electric service to tract 1.

**Current Planning**

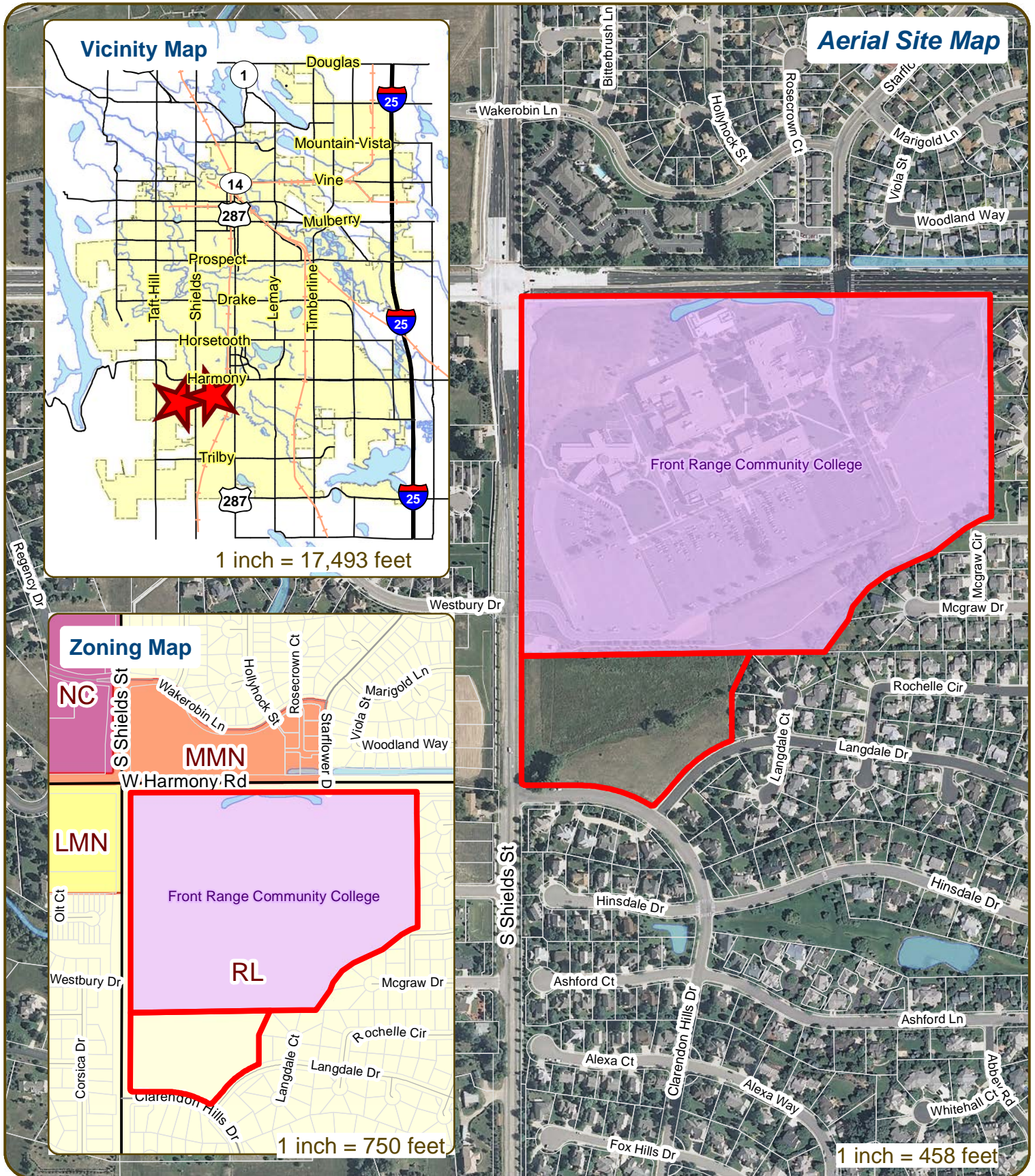
**Contact: Jason Holland, 970-224-6126, [jholland@fcgov.com](mailto:jholland@fcgov.com)**

1. No additional comments.



2. 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.
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.

# Front Range Community College SPAR



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





CONCEPTUAL REVIEW: APPLICATION

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\*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) \_\_\_\_\_

OWNER - Derek Brown - AVP Facilities Planning and Management

Business Name (if applicable) Front Range Community College

Your Mailing Address 3645 W 112th Ave, Westminster, CO

Phone Number 303-404-5492 Email Address derek.brown@frontrange.edu

Site Address or Description (parcel # if no address) \_\_\_\_\_

4616 South Shields Street, Fort Collins, CO

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

FRCC is submitting a master plan for proposed improvements to their existing Larimer Campus. Improvements include additional parking, three new buildings and an addition onto an existing building on the campus.

Proposed Use College Existing Use College

Total Building Square Footage new - 109K SF S.F. Number of Stories varies Lot Dimensions 1735'x1640'

Age of any Existing Structures varies

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 81,000 SF S.F.

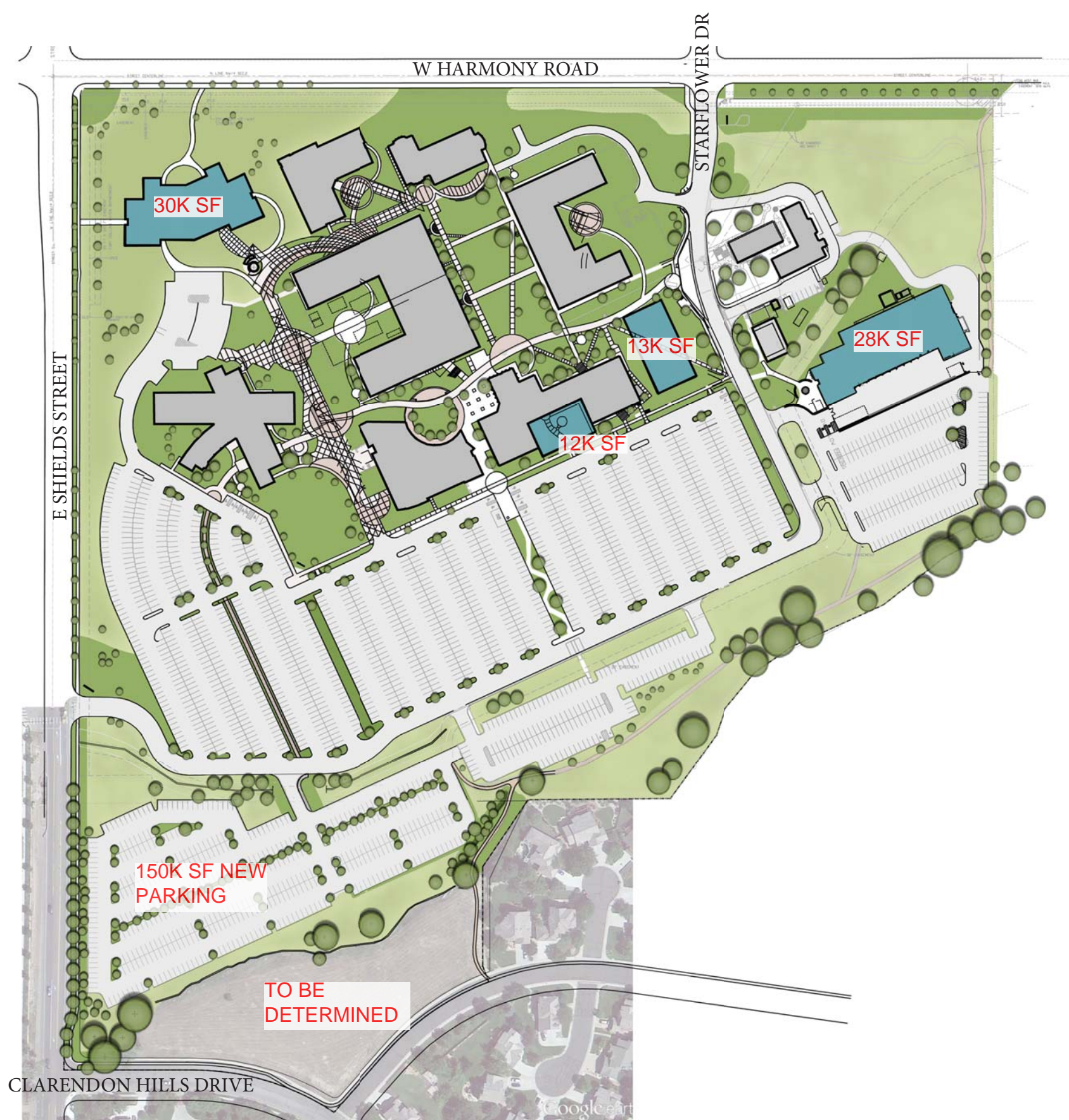
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

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?

# FRCC CAMPUS MASTER PLAN

1:200



SEPTEMBER 13, 2013



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)

September 27, 2013

Derek Brown  
Front Range Community College  
3645 W 112th Avenue  
Westminster, CO 80031

**Re:** Harmony & Shields - Front Range Community College

**Description of project:** This is a request for proposed master plan improvements to the existing Front Range Community College Larimer Campus located at the southeast corner of West Harmony Road and South Shields Street (Parcel #s 96022-00-916 & 96022-00-039). Future improvements include approximately 109,000 SF of new square footage. The site is located in the Low Density Residential (R-L) Zone District. The master plan improvements may utilize a Site Plan Advisory Review with the Planning & Zoning Board.

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, Seth Lorson, at 970-224-6189 or [slorson@fcgov.com](mailto:slorson@fcgov.com).

**Comment Summary:**

**Department: Zoning**

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

1. The new parking lot should comply with the landscape and design standards in Sections 3.2.1 and 3.2.2 of the Land Use Code. If parking lot lighting is proposed, the lighting plan should comply with Sec. 3.2.4 of the Land Use Code.

**Department: Water-Wastewater Engineering**

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

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

**Department: Transportation Planning**

**Contact:** Seth Lorson, 970-224-6189, [slorson@fcgov.com](mailto:slorson@fcgov.com)

1. TRAFFIC:

FRCC Master Plan: No TIS is required as the changes are not expected to increase existing traffic. Please provide a memo providing that the changes are not expected to generate additional traffic.

**Department: Stormwater Engineering**

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

1. Since the FRCC only requires a Site Plan Advisory Review the process is a little different than normal development within the City. However since FRCC has indicated they want to comply with the drainage requirements and the drainage does enter into the City's drainage system I will give some of the same comments as for any development site in the City.
2. If FRCC pays Stormwater fees, the fees will be adjusted as more impervious area is added to the site. It would be good to document how much impervious area there is now on an exhibit showing the areas and listing them in a table on the exhibit.
3. FRCC does have a drainage master plan so it will need to be updated. Normally 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).
4. Onsite detention and water quality treatment requirements do apply and have already been discussed with your drainage consultant. Fort Collins does normally require fifty percent of the site runoff to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3 – Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
5. Also 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).
6. 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: Fire Authority**

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

1. FIRE LANES

It would appear that adequate fire lanes are not currently provided in all areas of this expansion project. Also, please advise if any of the expansion projects will result in buildings over 30' in height as additional code requirements apply (see below).

06IFC 503.1.1: Fire Lanes shall be provided to within 150' of all portions of the building, as measured by an approved route around the exterior of the building. When fire lanes cannot be provided, the fire code official is authorized to increase the dimension of 150 feet if the building is equipped throughout with an approved, automatic fire-sprinkler system.

#### FIRE LANE SPECIFICATIONS

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

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

2006 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.

#### \*STRUCTURES EXCEEDING 30' (OR THREE OR MORE STORIES) IN HEIGHT

In order to accommodate the access requirements for aerial fire apparatus (ladder trucks), required fire lanes shall be 30 foot wide minimum on at least one long side of the building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building.

2006 International Fire Code Appendix D; Poudre Fire Authority Administrative Policy 85-5

#### 2. WATER SUPPLY

06IFC 508.1 and Appendix B: Hydrant spacing and flow must meet minimum requirements based on type of occupancy. Commercial hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.

#### 3. FIRE CONTAINMENT

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

#### 4. PUBLIC-SAFETY RADIO AMPLIFICATION SYSTEM

New buildings or building additions that cause the building to be greater than 50,000 square feet will require a fire department, emergency communication system evaluation after the core/shell but prior to final build out. For the purposes of this section, fire walls shall not be used to define separate buildings. Where adequate radio coverage cannot be established within a building, public-safety radio amplification systems shall be designed and installed in accordance with criteria established by the Poudre Fire Authority. Poudre Fire Authority Bureau Admin Policy #07-01

#### 5. FDC

Fire Department Connections shall be installed in accordance with NFPA standards. Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access. The location of the FDC shall be approved by the fire department.

2006 International Fire Code 912.2

## 6. KEY BOXES REQUIRED

Poudre Fire Authority requires at least one key box ("Knox Box") to be mounted in approved location(s) on every new building equipped with a required fire sprinkler or fire alarm system. The top shall not be higher than 6 feet above finished floor.

2006 International Fire Code 506.1 and Poudre Fire Authority Bureau Policy 88-20

## 7. 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

## 8. SECURITY GATES

The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.

2006 International Fire Code 503.6

## 9. 2012 IFC CODE ADOPTION

Be advised, the Poudre Fire Authority and the City of Fort Collins are currently in the process of reviewing the 2012 International Fire Code in preparation for its adoption in 2014. Building plan reviews shall be subject to the adopted version of the fire code in place at the time of plan review submittal and permit application.

**Department: Environmental Planning**

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

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (irrigation ditch that serves as a wildlife corridor). Please note the buffer zone standard for this feature is 50', as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process. We can have a separate discussion for scoping what should be included in this ECS.

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

2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
5. 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. 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.
2. 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.
3. 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>
4. Civil construction plans are required with any needed public infrastructure installed in City right-of-way. If no infrastructure in City right-of-way is being installed, ideally a civil construction plan set is still submitted for approval to aid in documentation purposes for the general public.
5. If public infrastructure in City right-of-way is to be installed, either a Development Construction Permit (DCP) or City Excavation Permit will need prior to starting any of the associated work.
6. The City constructed road improvements to Harmony Road and Shields Street that abut the property. Typically, the City requires repayment from development/redevelopment of the local street portion of the abutting improvements, tied to a building permit. As the proposal under the SPAR process does not require this, City Engineering would still be interested in obtaining a repay for the infrastructure and would find interest in this being included in any IGA between FRCC and the City.

**Department: Electric Engineering**

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

1. Electric development and system modification charges will apply. Contact Light and Power Engineering, 970-221-6700, for an estimate of these charges.
2. A C-1 form and 1-line diagram will need to be submitted for each new and upgraded service. The C-1 form is available at [http://www.fcgov.com/utilities/img/site\\_specific/uploads/c-1\\_form.pdf](http://www.fcgov.com/utilities/img/site_specific/uploads/c-1_form.pdf).
3. New transformer and meter locations will need to be coordinated with Light and Power Engineering.

**Current Planning**

**Contact: Seth Lorson, 970-224-6189, [slorson@fcgov.com](mailto:slorson@fcgov.com)**

1. The integrated tech building should be turned 90 degrees so that the garage doors/bays face away from the neighborhood to the east.
2. Please add additional space and landscaping between the integrated tech building and the parking lot and the neighborhood to the east (along the entire east side of the parking lot). This should have been done when this parking lot was developed.

3. With the SPAR submittal, please provide detailed landscape plans that include berms and walls/fences; and a lighting plan that shows fixtures and poles with cut sheets and a photometric plan.
4. The Clarendon Hills HOA has requested that the minimum foot-candle of 1.0 as required in the Land Use Code be a maximum for the proposed parking lot.
5. What is the phasing plan for the parking lot? When will it get paved? Summer 2014?
6. The Clarendon Hills HOA is requesting a 100' buffer from their neighborhood on the southeast corner of the parking lot.
7. Provide bike parking as required in 3.2.2(C)(4) of the Land Use Code. Apparently the entire campus needs to be upgraded, please confirm whether that is accurate.
8. Timeline: The neighborhood meeting is scheduled for Oct 2.; if the SPAR is submitted by Oct. 8, then the staff review meeting will occur on Oct 30 and the proposal will be heard by the Planning and Zoning Board on Nov. 21.