

# Development Review Staff Report

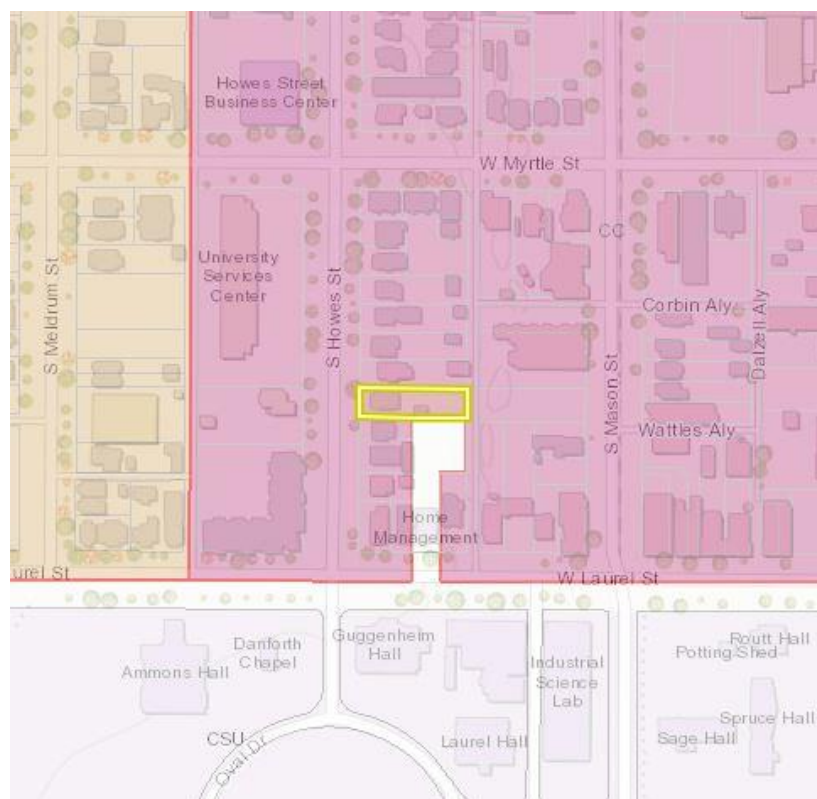
Administrative Hearing: June 17, 2019

**630 S Howes St – Extra Occupancy Rental, FDP190007**

## Summary of Request

This is a request for a combined Project Development Plan (PDP) and Final Development Plan (FDP) to modify the use of an existing single-family dwelling into an extra occupancy rental house to allow six unrelated tenants (parcel #9714113015). The unit has 2,271 sq. ft. of habitable floor area, equaling 378.5 sq. ft. per tenant, with six (6) bedrooms and one and three-fourths (1.75) bathrooms. Three (3) new parking spaces in the rear of the lot are proposed, for a total of five (5) off-street parking spaces. This property is in the Community Commercial (C-C) Zone District and is subject to an Administrative (Type 1) review.

## Zoning Map



## Next Steps

If approved by the decision maker, the applicant will be eligible to apply for a building permit and submit mylars for recording with the Technical Services Department. Once recorded, the permit application will be released to all reviewing departments.

## Site Location

630 S. Howes Street

## Zoning

Community Commercial District (C-C)

## Property Owner

Robert Kulikowski – RK Real Estate  
P.O. Box 1017  
Boulder, CO 80306

## Applicant/Representative

Kate Penning – KP Designs  
226 Cajetan Street  
Fort Collins, CO 80524  
p. (314) 406-4147  
e. katharine.penning@gmail.com

## Staff

Shawna Van Zee, Associate Planner  
p. (970) 224-6086  
e. svanee@fcgov.com

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## Staff Recommendation

Approval

## 1. Project Introduction

### A. SUMMARY OF PROJECT & PROCESS

During the Conceptual Review process, City records showed the property had received a violation notice on October 31, 2018 for work completed without a permit. The applicant was required to coordinate with Building Services to submit a scope of work as a follow up to this violation notice prior to initial submittal of a development review application. The work was inspected for conformance with applicable building codes and was given a Letter of Completion prior to first development review submittal. The Letter of Completion has been attached to this report.

The applicant is proposing to modify the current land use of 630 S. Howes St. from a single-family dwelling to an extra occupancy rental house for 6 tenants.

The existing house is a two-story residence with a basement, detached garage, concrete drive, and detached sidewalk. It is currently being used as a rental property for 3 tenants. There is a total habitable floor area of 2,271 sq. ft., equaling 378.5 sq. ft. per tenant. The house currently has 6 bedrooms, 1.75 bathrooms, and 7 bike parking spaces. There are no plans for exterior alterations to the existing building.

The applicant is proposing the addition of off-street parking to accommodate the needs and code requirements for 6 occupants. The existing drive, with minor alterations, can accommodate 2 compact parking spaces (8'x15') and the applicant is proposing the addition of three (3) standard parking spaces (9'x19') to the rear portion of the lot. Long term housing allows for 40% of parking spaces to be compact, which accounts for the two (2) compact spaces. The three (3) additional parking spaces will be accessible via the adjoining alley. Per the civil engineering drainage report, completed by Keefe Civil, LLC, the estimated increase in site runoff by these proposed changes will be negligible.

### B. SITE CHARACTERISTICS

#### 1. Surrounding Zoning and Land Use

This property is in an area close to Colorado State University (CSU) campus. Directly to the north and south of the lot are residential properties, utilized as rental properties. To the east of the lot, an alley separates the property from commercial properties. There is a dirt parking lot to the southeast, with a CSU office building on the southern portion of the lot extending to W. Laurel Street.

	North	South	East	West
<b>Zoning</b>	Community Commercial (C-C)	Community Commercial (C-C) and Colorado State University (CSU)	Community Commercial (C-C)	Community Commercial (C-C)
<b>Land Use</b>	Single-family detached	Two-family dwelling CSU Office Building	Commercial	Place of Worship United Presbyterian Church

## 2. Public Outreach

### A. PUBLIC COMMENTS

No public comment has been received at this time. Any communication received between the public notice period and hearing will be forwarded to the Hearing Office to be considered when making a decision on the project.

## 3. Article 2 – Applicable Standards

### A. PROJECT DEVELOPMENT PLAN PROCEDURAL OVERVIEW

#### 1. Conceptual Review (February 7, 2019)

A conceptual review meeting was held on February 7, 2019.

#### 2. Submittal (April 17, 2019)

The submittal of the project was completed on April 17, 2019 and deemed complete on April 19, 2019. The project was subsequently routed to all reviewing departments.

Only one formal round of review was necessary prior to hearing.

#### 3. Notice (Posted, Written and Published)

Posted notice: June 10, 2019, Sign # 496

Note: According to Section 2.2.6(B) of the Land Use Code, a posted development review sign shall be posted within fourteen (14) days following the submittal of a development application. The deadline for this proposal to meet the fourteen (14) day requirement was May 1, 2019. The posted notice was not posted within the fourteen (14) day timeframe due to staff oversight. Once staff identified the development review sign had not been posted, the issue was corrected, and the sign was posted as soon as possible. The sign will have been posted for one week prior to the date of the hearing. Given that the written and published notice were provided in accordance with the standards outlined in Article 2, staff finds that the affected property owners have received adequate notice.

Written notice: June 3, 2019, 800-foot notification boundary, 96 letters sent

Published Notice: June 6, 2019, Coloradoan confirmation #3612829

## 4. Article 3 - Applicable Standards

### A. DIVISION 3.2 - SITE PLANNING AND DESIGN

Applicable Code Standard	Summary of Code Requirement and Analysis	Staff Findings
3.2.2(C)(4)	<b>Bike parking:</b> Residential and Institutional Parking Requirements. Extra Occupancy Rental Houses: minimum of one (1) bicycle parking space required per bed.	Complies
3.2.2(K)(1)(j)	<b>Vehicular parking:</b> Residential and Institutional Parking Requirements. Extra Occupancy Rental Houses: minimum of three-fourths (0.75) parking space per tenant, rounded up to the nearest whole parking space.	Complies

## B. DIVISION 3.3 – ENGINEERING STANDARDS

The project is located along a section of S. Howes Street where the City of Fort Collins Master Street Plan currently identifies S. Howes Street as a minor arterial road. Based on the Larimer County Urban Area Street Standards Figure 7-4F, the applicant is required to widen the existing sidewalk to six (6) feet. According to City officials, this section of Howes Street is expected to be downgraded to a collector street, which only requires a five-foot sidewalk per Larimer County Urban Area Street Standards Figure 7-3F. The current sidewalk is five (5) feet wide, with little to no damage, and meets the Americans with Disabilities Act accessible routes standards. Based on this information, the applicant requested an engineering variance for the existing sidewalk width which was approved by the Engineering Manager.

Applicable Code Standard	Summary of Code Requirement and Analysis	Staff Findings
3.3.2(D)(6)	The applicant is responsible for any necessary street improvements to serve the lot in accordance with Section 24-95 of the City Code including sidewalk widths.	Variance Approved

## C. DIVISION 3.8 – SUPPLEMENTARY REGULATIONS

Applicable Code Standard	Summary of Code Requirement and Analysis	Staff Findings
3.8.28	Outlines occupancy limits and separation requirements for extra occupancy rental houses.	Complies

# 5. Article 4 – Applicable Standards

## A. SUMMARY

The purpose of the Community Commercial (C-C) District is to provide “a combination of retail, offices, services, cultural facilities, civic uses and higher density housing.” This proposal comports with the purpose of the C-C District by maintaining the physical character of the neighborhood while contributing to the higher density and a variety of housing choices.

## B. DIVISION 4.18 – COMMUNITY COMMERCIAL DISTRICT (C-C)

Applicable Code Standard	Summary of Code Requirement and Analysis	Staff Findings
4.18(B)(2)(a)	Outlines Extra Occupancy Rental House with more than five (5) tenants as a permitted use in the C-C zone district subject to Administrative Review.	Complies

## 6. Findings of Fact/Conclusion

In evaluating the request for the 630 S Howes St - Extra Occupancy Rental, consolidated Project Development Plan/Final Plan, FDP190007, staff makes the following findings of fact:

- The consolidated Project PDP/FDP complies with relevant standards located in Article 3 – General Development Standards.
- The consolidated Project PDP/FDP complies with standards located in Division 3.8.28 – Extra Occupancy Rental House Requirements of Article 3 – General Development Standards.
- The consolidated Project PDP/FDP complies with relevant standards located in Division 4.18, C-C Community Commercial District of Article 4.

## 7. Recommendation

Staff recommends approval of the 630 S Howes St - Extra Occupancy Rental, consolidated Project Development Plan/Final Plan, FDP190007.

## 8. Attachments

1. Letter of Completion
2. Vicinity/Zoning Map
3. Proposed Site Plan (including Site Images and Floor Plans)
4. Engineering Variance Request
5. Engineering Variance Approval
6. Notification Letter



Community Development & Neighborhood  
Services  
281 N. College Ave  
Fort Collins, CO 80522  
970.221.6760 970.224.6134 - fax

RK Real Estate  
PO BOX 1017  
BOULDER, CO 80306-1017

100-804100-549110

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## ***Letter of Completion***

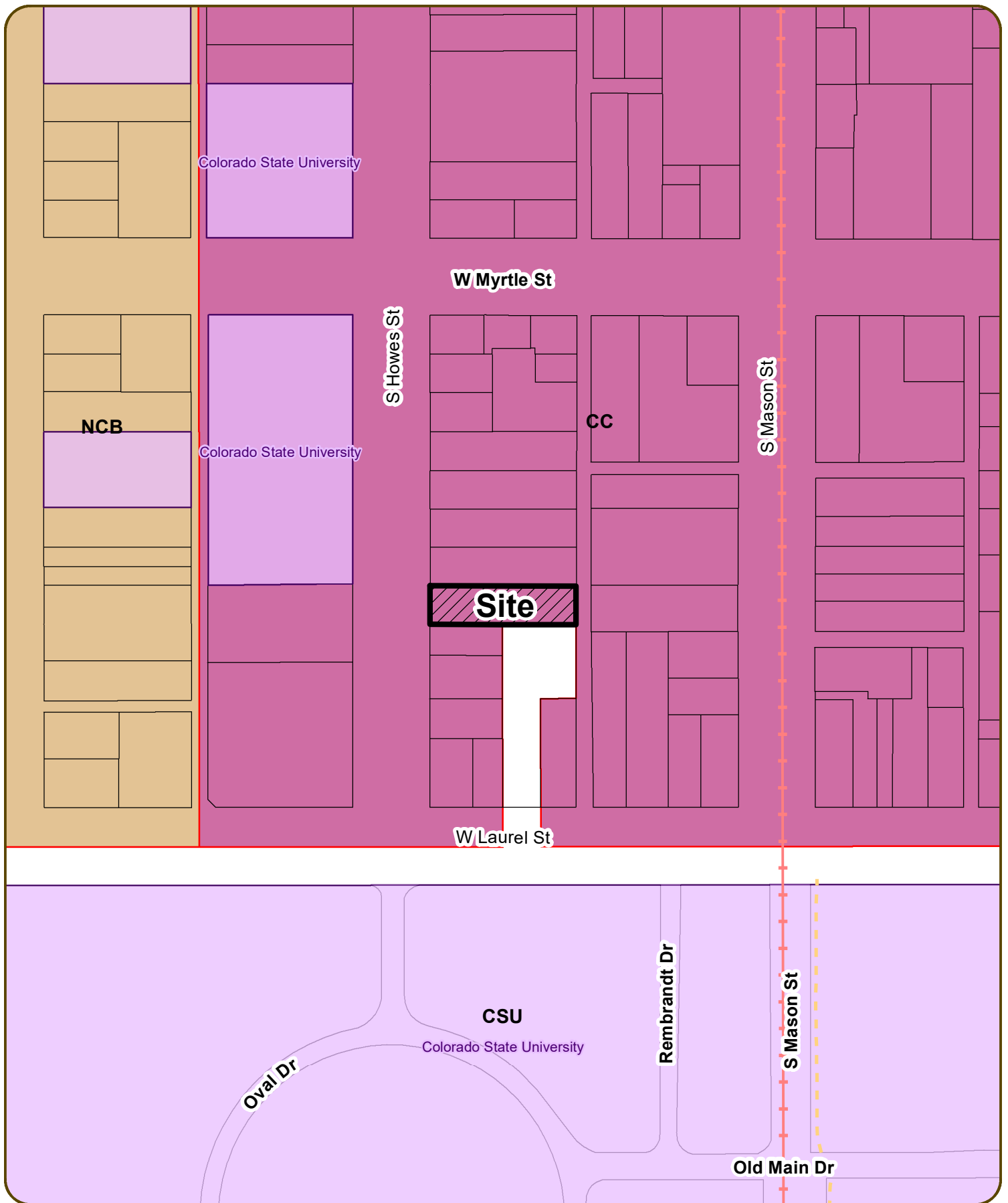
*Date:* March 29, 2019  
*Permit Number:* B1901423  
*Job Address:* 630 S HOWES ST

*Type of Work:* After the fact permit to replace furnace, move existing ductwork, move the water heater back & pipe and update and move gas line for furnace. All work done in mechanical room.

*Contractor or  
Owner/Address:* RK Real Estate  
PO BOX 1017  
BOULDER, CO 80306-1017

The work authorized under the above permit has been inspected for conformance with applicable codes of the City of Fort Collins.

*Russ Howland*  
*Building Department:* \_\_\_\_\_



## 630 S Howes St - Extra Occupancy Rental Vicinity/Zoning Map





SITE PLAN NOTES

1. EXISTING LANDSCAPE AND TREES TO REMAIN.
2. NO EXTERIOR ALTERATIONS WILL BE MADE TO BUILDINGS.
3. REFER TO FINAL UTILITY PLANS FOR EXACT LOCATIONS AND CONSTRUCTION INFORMATION FOR STORM DRAINAGE STRUCTURES, UTILITY MAINS AND SERVICES, PROPOSED TOPOGRAPHY, STREET IMPROVEMENTS.
4. REFER TO THE SUBDIVISION PLAT AND UTILITY PLANS FOR EXACT LOCATIONS, AREAS AND DIMENSIONS OF ALL EASEMENTS, LOTS, TRACTS, STREETS, WALKS AND OTHER SURVEY INFORMATION.
5. THE PROJECT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS. AMENDMENTS TO THE PLANS MUST BE REVIEWED AND APPROVED BY THE CITY PRIOR TO THE IMPLEMENTATION OF ANY CHANGES TO THE PLANS.
6. ALL ROOFTOP AND GROUND MOUNTED MECHANICAL EQUIPMENT MUST BE SCREENED FROM VIEW FROM ADJACENT PROPERTY AND PUBLIC STREETS. IN CASES WHERE BUILDING PARAPETS DO NOT ACCOMPLISH SUFFICIENT SCREENING, THEN FREE-STANDING SCREEN WALLS MATCHING THE PREDOMINANT COLOR OF THE BUILDING SHALL BE CONSTRUCTED. OTHER MINOR EQUIPMENT SUCH AS CONDUIT, METERS AND PLUMBING VENTS SHALL BE SCREENED OR PAINTED TO MATCH SURROUNDING BUILDING SURFACES.
7. ALL CONSTRUCTION WITH THIS DEVELOPMENT PLAN MUST BE COMPLETED IN ONE PHASE UNLESS A PHASING PLAN IS SHOWN WITH THESE PLANS.
8. ALL EXTERIOR LIGHTING PROVIDED SHALL COMPLY WITH THE FOOT-CANDLE REQUIREMENTS IN SECTION 3.2.4 OF THE LAND USE CODE AND SHALL USE A CONCEALED, FULLY SHIELDED LIGHT SOURCE WITH SHARP CUT-OFF CAPABILITY SO AS TO MINIMIZE UP-LIGHT, SPILL LIGHT, GLARE AND UNNECESSARY DIFFUSION.
9. SIGNAGE AND ADDRESSING ARE NOT PERMITTED WITH THIS PLANNING DOCUMENT AND MUST BE APPROVED BY SEPARATE CITY PERMIT PRIOR TO CONSTRUCTION. SIGNS MUST COMPLY WITH CITY SIGN CODE UNLESS A SPECIFIC VARIANCE IS GRANTED BY THE CITY.
10. FIRE HYDRANTS MUST MEET OR EXCEED POUDE FIRE AUTHORITY STANDARDS. ALL BUILDINGS MUST PROVIDE AN APPROVED FIRE EXTINGUISHING SYSTEM.
11. ALL BIKE RACKS PROVIDED MUST BE PERMANENTLY ANCHORED
12. ALL SIDEWALKS AND RAMPS MUST CONFORM TO CITY STANDARDS. ACCESSABLE RAMPS MUST BE PROVIDED AT ALL STREET AND DRIVE INTERSECTIONS AND AT ALL DESIGNATED ACCESSABLE PARKING SPACES. ACCESSABLE PARKING SPACES MUST SLOPE NO MORE THAN 1:48 IN ANY DIRECTION. ALL ACCESSIBLE ROUTES MUST SLOPE NO MORE THAN 1:20 IN DIRECTION OF TRAVEL AND WITH NO MORE THAN 1:48 CROSS SLOPE.
13. COMMON OPEN SPACE AREAS AND LANDSCAPING WITHIN RIGHT OF WAYS, STREET MEDIANS, AND TRAFFIC CIRCLES ADJACENT TO COMMON OPEN SPACE AREAS ARE REQUIRED TO BE MAINTAINED BY THE PROPERTY OWNER OF THE COMMON AREA. THE PROPERTY OWNER IS RESPONSIBLE FOR SNOW REMOVAL ON ALL ADJACENT STREET SIDEWALKS AND SIDEWALKS IN COMMON OPEN SPACE AREAS.
14. DESIGN AND INSTALLATION OF ALL PARKWAY/TREE LAWN AND MEDIAN AREAS IN THE RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH CITY STANDARDS, UNLESS OTHERWISE AGREED TO BY THE CITY WITH THE FINAL PLANS, ALL ONGOING MAINTENANCE OF SUCH AREAS IS THE RESPONSIBILITY OF THE OWNER/DEVELOPER.
15. THE PROPERTY OWNER FOR EACH RESIDENTIAL LOT IS RESPONSIBLE FOR SNOW REMOVAL ON ALL STREET SIDEWALKS ADJACENT TO EACH RESIDENTIAL LOT.
16. PRIVATE CONDITIONS, COVENANTS, AND RESTRICTIONS (CC&R'S), OR ANY OTHER PRIVATE RESTRICTIVE COVENANT IMPOSED ON LANDOWNERS WITHIN THE DEVELOPMENT, MAY NOT BE CREATED OR ENFORCED HAVING THE EFFECT OF PROHIBITING OR LIMITING THE INSTALLATION OF XERISCAPE LANDSCAPING, SOLAR/PHOTO-VOLTAIC COLLECTORS (IF MOUNTED FLUSH UPON ANY ESTABLISHED ROOF LINE), CLOTHES LINES (IF LOCATED IN BACK YARDS), ODORCONTROLLED COMPOST BINS, OR WHICH HAVE THE EFFECT OF REQUIRING THAT A PORTION OF ANY INDIVIDUAL LOT BE PLANTED IN TURF GRASS.
17. 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.
18. FIRE LANE MARKING: A FIRE LANE MARKING PLAN MUST BE REVIEWED AND APPROVED BY THE FIRE OFFICIAL PRIOR TO THE ISSUANCE OF ANY CERTIFICATE OF OCCUPANCY. WHERE REQUIRED BY THE FIRE CODE OFFICIAL, APPROVED SIGNS OR OTHER APPROVED NOTICES THAT INCLUDE THE WORDS NO PARKING FIRE LANE SHALL BE PROVIDED FOR FIRE APPARATUS ACCESS ROADS TO IDENTIFY SUCH ROADS OR PROHIBIT THE OBSTRUCTION THEREOF. THE MEANS BY WHICH FIRE LANES ARE DESIGNATED SHALL BE MAINTAINED IN A CLEAN AND LEGIBLE CONDITION AT ALL TIMES AND BE REPLACED OR REPAIRED WHEN NECESSARY TO PROVIDE ADEQUATE VISIBILITY.
19. PREMISE IDENTIFICATION: AN ADDRESSING PLAN IS REQUIRED TO BE REVIEWED AND APPROVED BY THE CITY AND POUDE FIRE AUTHORITY PRIOR TO THE ISSUANCE OF ANY CERTIFICATE OF OCCUPANCY. UNLESS THE PRIVATE DRIVE IS NAMED, MONUMENT SIGNAGE MAY BE REQUIRED TO ALLOW WAY-FINDING. ALL BUILDINGS SHALL HAVE ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE, VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY, AND POSTED WITH A MINIMUM OF SIX-INCH NUMERALS ON A CONTRASTING BACKGROUND. WHERE ACCESS IS BY MEANS OF A PRIVATE ROAD AND THE BUILDING CANNOT BE VIEWED FROM THE PUBLIC WAY, A MONUMENT, POLE OR OTHER SIGN OR MEANS SHALL BE USED TO IDENTIFY THE STRUCTURE.

STREET TREE NOTE:

1. A PERMIT MUST BE OBTAINED FROM THE CITY FORESTER BEFORE ANY TREES OR SHRUBS AS NOTED ON THIS PLAN ARE PLANTED, PRUNED OR REMOVED IN THE PUBLIC RIGHT-OF-WAY. THIS INCLUDES ZONES BETWEEN THE SIDEWALK AND CURB, MEDIANS AND OTHER CITY PROPERTY. THIS PERMIT SHALL APPROVE THE LOCATION AND SPECIES TO BE PLANTED. FAILURE TO OBTAIN THIS PERMIT IS A VIOLATION OF THE CITY OF FORT COLLINS CODE SUBJECT TO CITATION (SECTION 27-31) AND MAY ALSO RESULT IN REPLACING OR RELOCATING TREES AND A HOLD ON CERTIFICATE OF OCCUPANCY.
2. CONTACT THE CITY FORESTER TO INSPECT ALL STREET TREE PLANTINGS AT THE COMPLETION OF EACH PHASE OF THE DEVELOPMENT. ALL MUST BE INSTALLED AS SHOWN ON THE LANDSCAPE PLAN. APPROVAL OF STREET TREE PLANTING IS REQUIRED BEFORE FINAL APPROVAL OF EACH PHASE.
3. STREET LANDSCAPING, INCLUDING STREET TREES, SHALL BE SELECTED IN ACCORDANCE WITH ALL CITY CODES AND POLICIES. ALL TREE PRUNING AND REMOVAL WORKS SHALL BE PERFORMED BY A CITY OF FORT COLLINS LICENSED ARBORS WHERE REQUIRED BY CODE. STREET TREES SHALL BE SUPPLIED AND PLANTED BY THE DEVELOPER USING A QUALIFIED LANDSCAPE CONTRACTOR.
4. THE DEVELOPER SHALL REPLACE DEAD OR DYING STREET TREES AFTER PLANTING UNTIL FINAL MAINTENANCE INSPECTION AND ACCEPTANCE BY THE CITY OF FORT COLLINS FORESTRY DIVISION. ALL STREET TREES IN THE PROJECT MUST BE ESTABLISHED, WITH AN APPROVED SPECIES AND OF ACCEPTABLE CONDITION PRIOR TO ACCEPTANCE.
5. SUBJECT TO APPROVAL BY THE CITY FORESTER - STREET TREE LOCATIONS MAY BE ADJUSTED TO ACCOMMODATE DRIVEWAY LOCATIONS, UTILITY SEPARATIONS BETWEEN TREES, STREET SIGNS AND STREET LIGHTS. STREET TREES TO BE CENTERED IN THE MIDDLE OF THE LOT TO THE EXTENT FEASIBLE. QUANTITIES SHOWN ON PLAN MUST BE INSTALLED UNLESS A REDUCTION IS APPROVED BY THE CITY TO MEET SEPARATION STANDARDS.

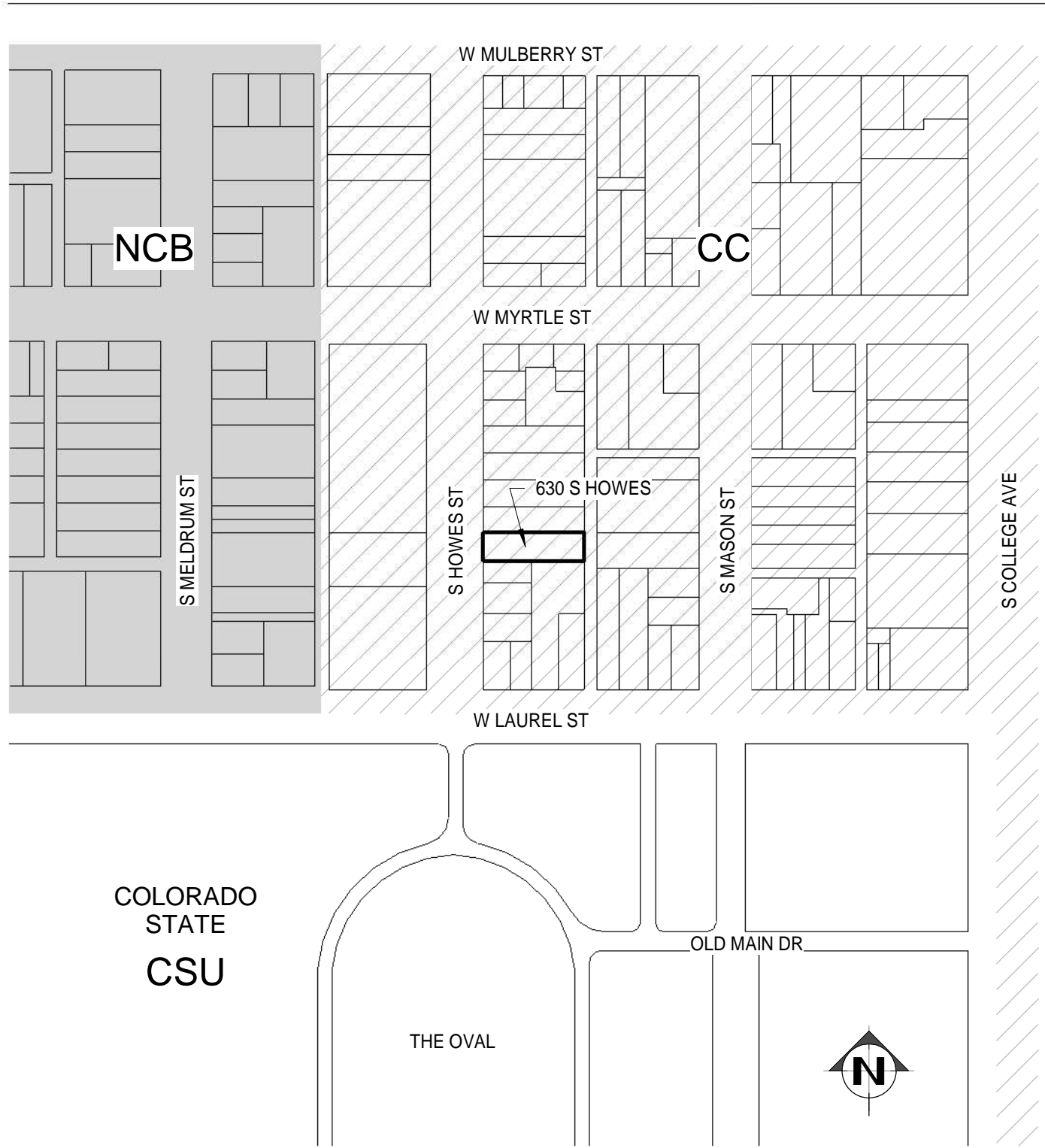
TREE PROTECTION NOTES:

1. ALL EXISTING TREES WITHIN THE LIMITS OF THE DEVELOPMENT AND WITHIN ANY NATURAL AREA BUFFER ZONES SHALL REMAIN AND BE PROTECTED UNLESS NOTED ON THESE PLANS FOR REMOVAL.
2. WITHIN THE DRIP LINE OF ANY PROTECTED EXISTING TREE, THERE SHALL BE NO CUT OR FILL OVER A FOUR-INCH DEPTH UNLESS A QUALIFIED ARBORIST OR FORESTER HAS EVALUATED AND APPROVED THE DISTURBANCE.
3. ALL PROTECTED EXISTING TREES SHALL BE PRUNED TO THE CITY OF FORT COLLINS FORESTRY STANDARDS. TREE PRUNING AND REMOVAL SHALL BE PERFORMED BY A BUSINESS THAT HOLDS A CURRENT CITY OF FORT COLLINS ARBORIST LICENSE WHERE REQUIRED BY CODE.
4. PRIOR TO AND DURING CONSTRUCTION, BARRIERS SHALL BE ERECTED AROUND ALL PROTECTED EXISTING TREES WITH SUCH BARRIERS TO BE OF ORANGE FENCING A MINIMUM OF FOUR (4) FEET IN HEIGHT, SECURED WITH METAL T-POSTS, NO CLOSER THAN SIX (6) FEET FROM THE TRUNK OR ONE-HALF (1/2) OF THE DRIP LINE, WHICHEVER IS GREATER. THERE SHALL BE NO STORAGE OR MOVEMENT OF EQUIPMENT, MATERIAL, DEBRIS OR FILL WITHIN THE FENCED TREE PROTECTION ZONE.
5. DURING THE CONSTRUCTION STAGE OF DEVELOPMENT, THE APPLICANT SHALL PREVENT THE CLEANING OF EQUIPMENT OR MATERIAL OR THE STORAGE AND DISPOSAL OF WASTE MATERIAL SUCH AS PAINTS, OILS, SOLVENTS, ASPHALT, CONCRETE, MOTOR OIL OR ANY OTHER MATERIAL HARMFUL TO THE LIFE OF A TREE WITHIN THE DRIP LINE OF ANY PROTECTED TREE OR GROUP OF TREES.
6. NO DAMAGING ATTACHMENT, WIRES, SIGNS OR PERMITS MAY BE FASTENED TO ANY PROTECTED TREE.
7. LARGE PROPERTY AREAS CONTAINING PROTECTED TREES AND SEPARATED FROM CONSTRUCTION OR LAND CLEARING AREAS, ROAD RIGHTS-OF-WAY AND UTILITY EASEMENTS MAY BE "RIBBONED OFF," RATHER THAN ERECTING PROTECTIVE FENCING AROUND EACH TREE AS REQUIRED IN SUBSECTION (G)(3) ABOVE. THIS MAY BE ACCOMPLISHED BY PLACING METAL T-POST STAKES A MAXIMUM OF FIFTY (50) FEET APART AND TYING RIBBON OR ROPE FROM STAKE-TO-STAKE ALONG THE OUTSIDE PERIMETERS OF SUCH AREAS BEING CLEARED.
8. THE INSTALLATION OF UTILITIES, IRRIGATION LINES OR ANY UNDERGROUND FIXTURE REQUIRING EXCAVATION DEEPER THAN SIX (6) INCHES SHALL BE ACCOMPLISHED BY BORING UNDER THE ROOT SYSTEM OF PROTECTED EXISTING TREES AT A MINIMUM DEPTH OF TWENTY-FOUR (24) INCHES. THE AUGER DISTANCE IS ESTABLISHED FROM THE FACE OF THE TREE (OUTER BARK) AND IS SCALED FROM TREE DIAMETER AT BREAST HEIGHT AS DESCRIBED IN THE CHART BELOW:

TREE DIAMETER AT BREAST HEIGHT (INCHES)	AUGER DISTANCE FROM FACE OF TREE (FEET)
0-2	1
3-4	2
5-9	5
10-14	10
15-19	12
OVER 19	15

9. ALL TREE REMOVAL SHOWN SHALL BE COMPLETED OUTSIDE OF THE SONGBIRD NESTING SEASON (FEB 1 - JULY 31) OR CONDUCT A SURVEY OF TREES ENSURING NO ACTIVE NESTS IN THE AREA.

VICINITY MAP



LAND USE TABLE

ZONING	CC - COMMUNITY COMMERCIAL
EXISTING LAND USE	SINGLE FAMILY DWELLING
PROPOSED LAND USE	EXTRA OCCUPANCY RENTAL HOUSE FOR 6 TENANTS
OCCUPANCY	NON-OWNER OCCUPIED WITH 6 TENANTS
TWO STORY BUILDING W/ BASEMENT	2690 GROSS SF
TOTAL PARKING PROVIDED	5 SPACES
# OF BEDROOMS	6 BEDROOMS
SITE AREA	9500 SF
FRONT YARD TOTAL AREA	950 SF
HOUSE FOOTPRINT	1088 SF
HOUSE & DETACHED GARAGE FOOTPRINT	1474 SF
TOTAL HABITABLE AREA	2271 SF
DRIVE/PARKING TOTAL AREA	1603 SF
EXISTING DRIVE	954 SF
PROPOSED CONC ADDED TO EX	31 SF
PROPOSED REAR PARKING	618 SF

PARKING TABLE (LUC 3.2.2)

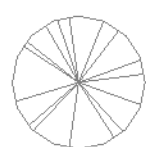
PARKING SPACE #	STALL DESCRIPTION	DIMENSIONS
#1 & #2 (2 SPACES)	90 DEGREE COMPACT	8' x 19'
#3, #4, #5 (3 SPACES)	90 DEGREE STANDARD	9' x 19'
#6 (7 SPACES)	FIXED BIKE PARKING	5 LOOP WAVE

(LONG TERM PARKING ALLOWS 40% OF SPACES TO BE COMPACT)

TREE INVENTORY AND MITIGATION TABLE

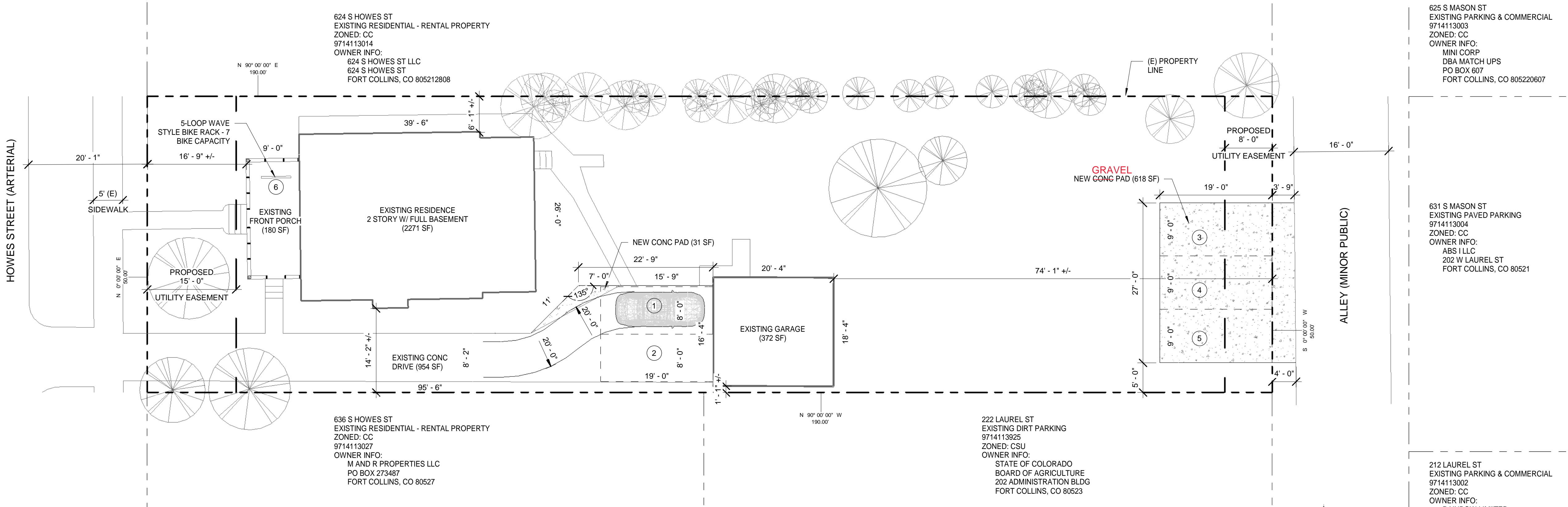
#	SPECIES	DBH	CONDITION	MITIGATION VALUES	STATUS
1	SIBERIAN ELM	17	FAIR	1	REMAIN
2	CRABAPPLE	9	POOR	1	REMAIN
3	HACKBERRY	9.5	POOR	1	REMAIN
4	BUR OAK	34	FAIR PLUS	4.5	REMAIN
5	HACKBERRY	36	FAIR	4	REMAIN
6	SPRUCE	14	FAIR MINUS	1.5	REMAIN
7	SPRUCE	19	FAIR	2	REMAIN

SITE PLAN LEGEND



EXISTING TREE

\*\* SEE DRAINAGE PLAN FOR DOWNSPOUT LOCATIONS AND SITE DRAINAGE



1 Site Plan  
Scale: 1" = 10'-0"



PLANNING CERTIFICATE

APPROVED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT AND NEIGHBORHOOD SERVICES OF THE CITY OF FORT COLLINS, COLORADO  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

DIRECTOR SIGNATURE \_\_\_\_\_

OWNER'S CERTIFICATION

THE UNDERSIGNED DOES/DO HEREBY CERTIFY THAT I/WE ARE THE LAWFUL OWNERS OF REAL PROPERTY DESCRIBED ON THIS SITE PLAN AND DO HEREBY CERTIFY THAT I/WE ACCEPT THE CONDITIONS AND RESTRICTIONS SET FORTH ON SAID SITE PLAN BY.

OWNER (SIGNED) \_\_\_\_\_

DATE \_\_\_\_\_

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_, BY \_\_\_\_\_

AS  
(PRINT NAME) \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

WITNESS MY HAND AND OFFICIAL SEAL

NOTARY PUBLIC \_\_\_\_\_

ADDRESS \_\_\_\_\_



226 Cajetan St  
Fort Collins, Colorado 80524  
314.406.4147 phone  
katharine.penning@gmail.com

SHEET INDEX

Sheet Number	Sheet Name
A-1	Site Plan
A-2	Floor Plans & Exterior Elevations
G-1	Grading and Drainage Plan

EXTRA OCCUPANCY  
TYPE 1  
PDP SUBMITTAL  
ROUND 1  
05/17/2019

PROJECT: 1901  
ISSUE DATE: 05/17/2019

REVISIONS:

NO. DESCRIPTION DATE

OWNER INFORMATION: RK  
REAL ESTATE  
ROBERT KULKOWSKI  
P.O. BOX 1017  
BOULDER, COLORADO 80306  
ROBKUL@HOTMAIL.COM

PROPERTY DESCRIPTION:  
THE SOUTH HALF OF LOT 10,  
BLOCK 106, HARRISON'S  
ADDITION

630 S Howes  
Street Extra  
Occupancy

630 S Howes St.  
Fort Collins, CO 80521

Site Plan

A-1

SHEET





West Elevation



North Elevation

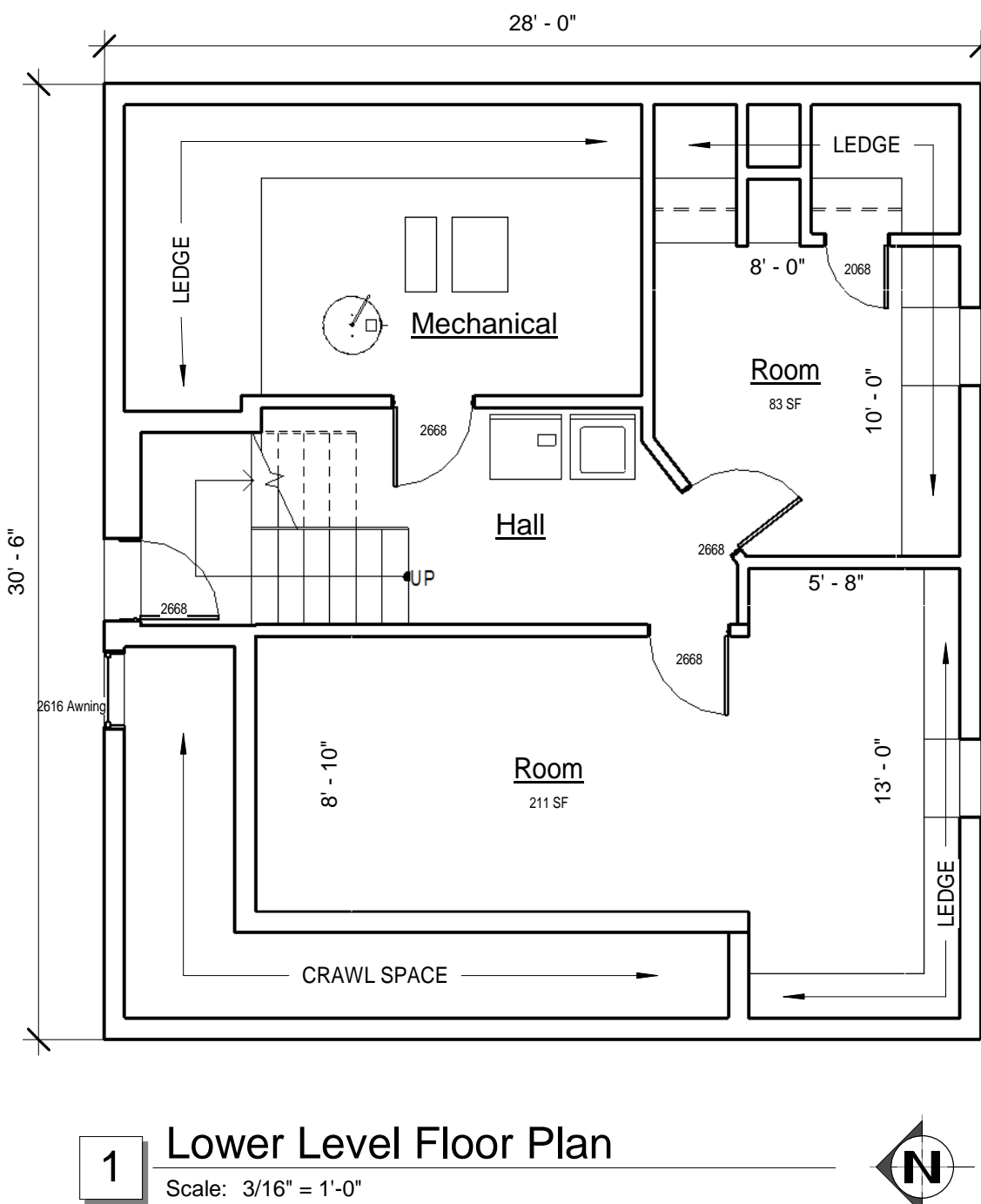
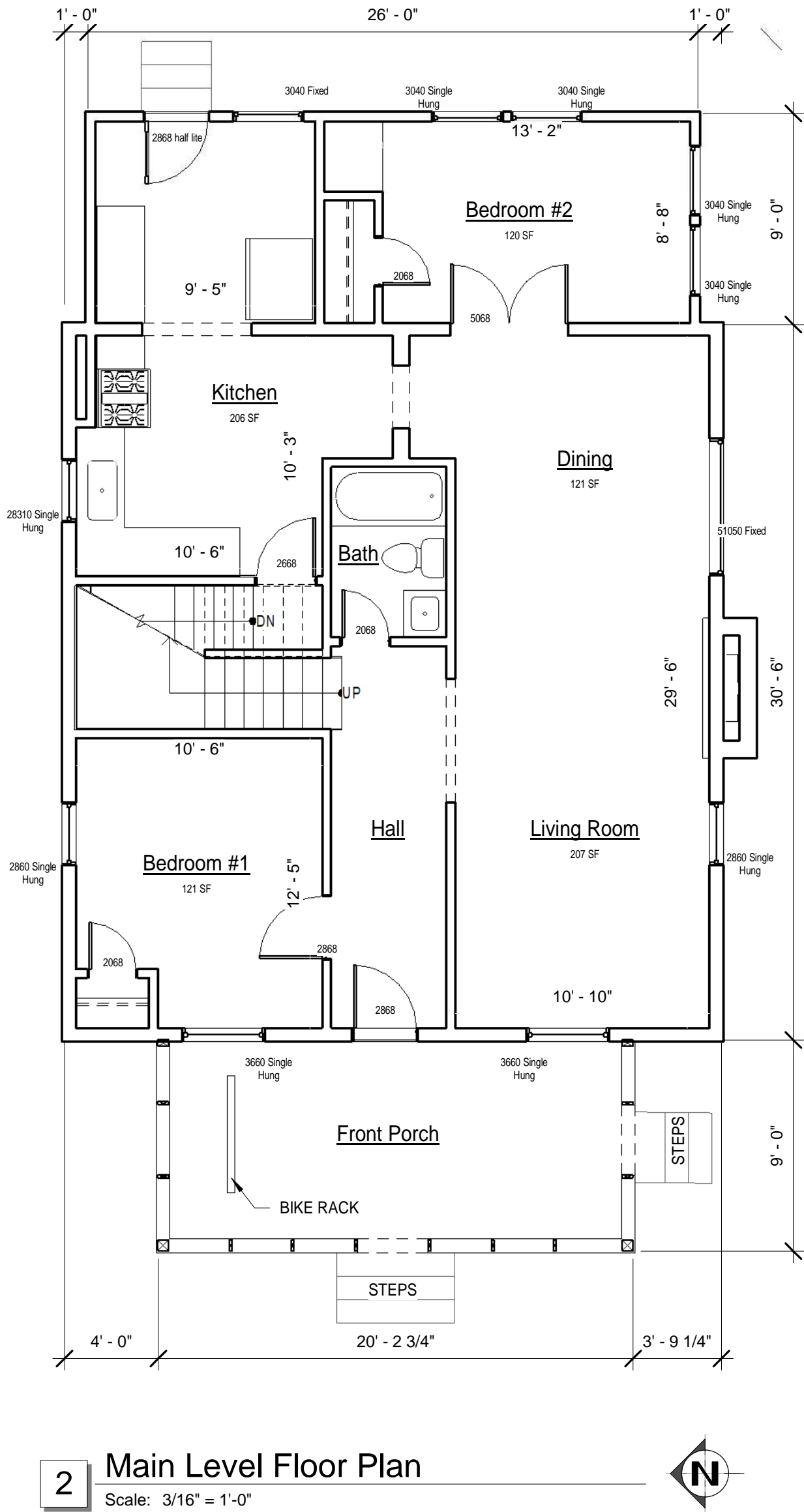
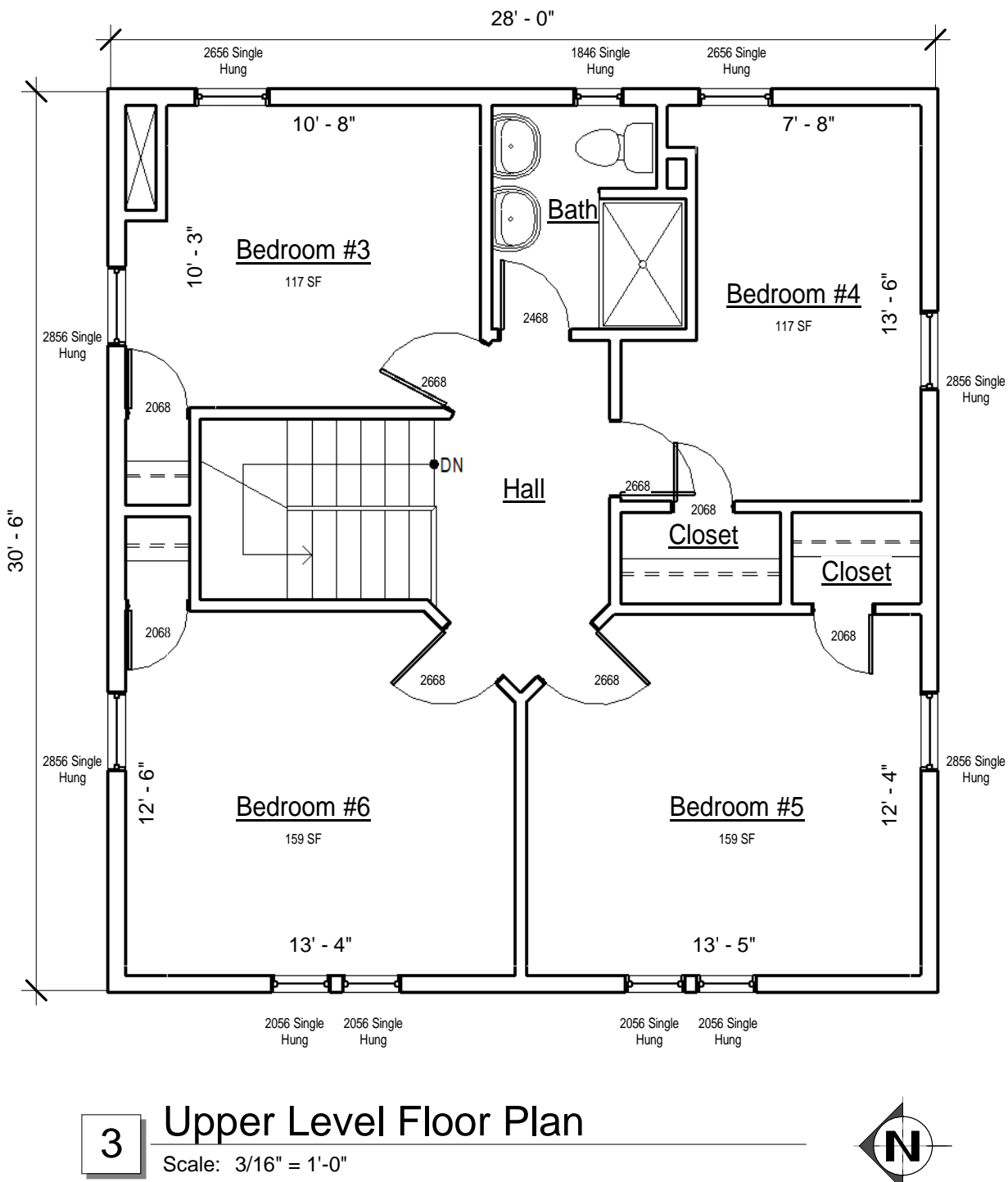


East Elevation



South Elevation

Habitable Floor Area	
Name	Area
Lower Level	436 SF
Main Level	1034 SF
Upper Level	801 SF
	2271 SF







KEEFE CIVIL, LLC  
825 Union Street  
Golden, Colorado 80401  
(970) 215-6808

May 17, 2019

Keefe Civil Project Number: 2019-006

Dan Mogen  
Development Review Engineer  
Stormwater Engineering & Development Review Division  
City of Fort Collins Utilities  
700 Wood Street  
Fort Collins, Colorado 80522

**RE:** 630 South Howes Street Sidewalk Variance Request

Dear Dan:

This letter is a variance request for the 630 South Howes extra occupancy project (parcel #9714113015). The project is located along a section of South Howes Street where the City of Fort Collins Master Street Plan currently identifies Howes as a minor arterial road. Based on the Larimer County Urban Area Street Standards Figure 7-4F, the property owner is required to widen the existing sidewalk to six feet.

According to City officials, this section of Howes Street is expected to be downgraded to a collector street, which only requires a five-foot sidewalk per Larimer County Urban Area Street Standards Figure 7-3F. The current sidewalk is five feet wide, with little to no damage, and meets the Americans with Disabilities Act accessible routes standards. Based on this information, the property owner respectfully requests a variance for the existing sidewalk.

Please do not hesitate to reach out to me if you have any questions or comments regarding the above items. (970) 215-6808

Best regards,

Megan L. Keefe, PE / Manager  
Keefe Civil, LLC



Cc: Robert Kulikowski, Owner  
Kate Penning, Assoc. AIA, LEED Green Assoc.



## Planning, Development & Transportation

Engineering Department  
281 North College Avenue  
P.O. Box 580  
Fort Collins, CO 80522.0580

970.221.6605  
970.221.6378 - fax  
[fcgov.com/engineering](http://fcgov.com/engineering)

May 23, 2019

Megan L. Keefe, PE  
Keefe Civil, LLC  
825 Union Street  
Golden, CO 8401

Re: 630 South Howes Street Sidewalk Variance Request

This letter is in response to the variance request letter dated May 17, 2019 regarding a variance to Figure 7-4F of the Larimer County Urban Area Street Standards. Figure 7-3F states that a sidewalk along a major collector street shall be six feet wide. The variance is to allow the existing five-foot sidewalk to remain because it meets Americans with Disabilities Act ("ADA") cross-slopes and is in good condition.

With consideration that 630 South Howes is going through the development review process to allow an extra rental occupancy and has limited site changes. The variance to keep the existing five-foot ADA compliant sidewalk is approved.

However, this variance does not apply to future development or redevelopment of this property. This request does not set precedence or change the application of our design standards in other situations. If you have any questions, please contact me at 221-6573.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Betley".

Dave Betley, P.E.

Cc:



Development Review Center  
281 North College Avenue  
PO Box 580  
Fort Collins, CO 80522-0580  
970-221-6689  
[fcgov.com/DevelopmentReview](http://fcgov.com/DevelopmentReview)

«Name»  
«Name1»  
«Address»  
«City», «State» «Zipcode»  
100.803100.549110

## NOTICE OF PUBLIC HEARING

June 3, 2019

Dear Property Owner or Resident:

This letter is being sent to let you know a public hearing has been scheduled to consider a development proposal near your property. Specific information about this development proposal is to the right and on the back of this letter. A decision regarding the approval or denial of the proposal will be made by an administrative hearing officer following the hearing.

You received this notice because records from the Larimer County Assessor's Office indicate you own property near the proposed development site. Because of the lag time in recordkeeping, or because of rental situations, some neighbors may be missed. Please feel free to notify your neighbors of the public hearing so they can attend. If you own or manage an apartment building, please post this notice in a common area so your residents can participate.

If you are unable to attend the meeting or would like to provide comments in advance, please contact me or Sylvia Tatman-Burruss, Neighborhood Development Review Outreach Specialist, at 970-224-6076 or [statman-burruss@fcgov.com](mailto:statman-burruss@fcgov.com). Sylvia is available to assist residents who have questions about the review process and how to participate.

We welcome and encourage your participation, as your input is an important part of the development review process.

Sincerely,

Shawna Van Zee | Senior Coordinator  
970.224.6086  
[svanzee@fcgov.com](mailto:svanzee@fcgov.com)

### HEARING TIME AND LOCATION

Monday, June 17, 2019

5:30 P.M.

281 N. College Avenue  
Conference Rooms A-D

### PROPOSAL NAME & LOCATION

630 S Howes St - Extra Occupancy  
Rental, FDP190007

This site is located on S. Howes St., north of W. Laurel St.  
(Please see project location map on the back of this letter)

### PROPOSAL DESCRIPTION

- The project is proposing to convert an existing single-family dwelling into an extra occupancy rental house to allow six unrelated tenants.
- The unit has 2,271 square feet of habitable area equaling 378 square feet per tenant.
- The applicant is proposing to add three new parking spaces in the rear of the lot for a total of five off-street parking spaces.
- There are no plans for exterior alterations to the existing building.

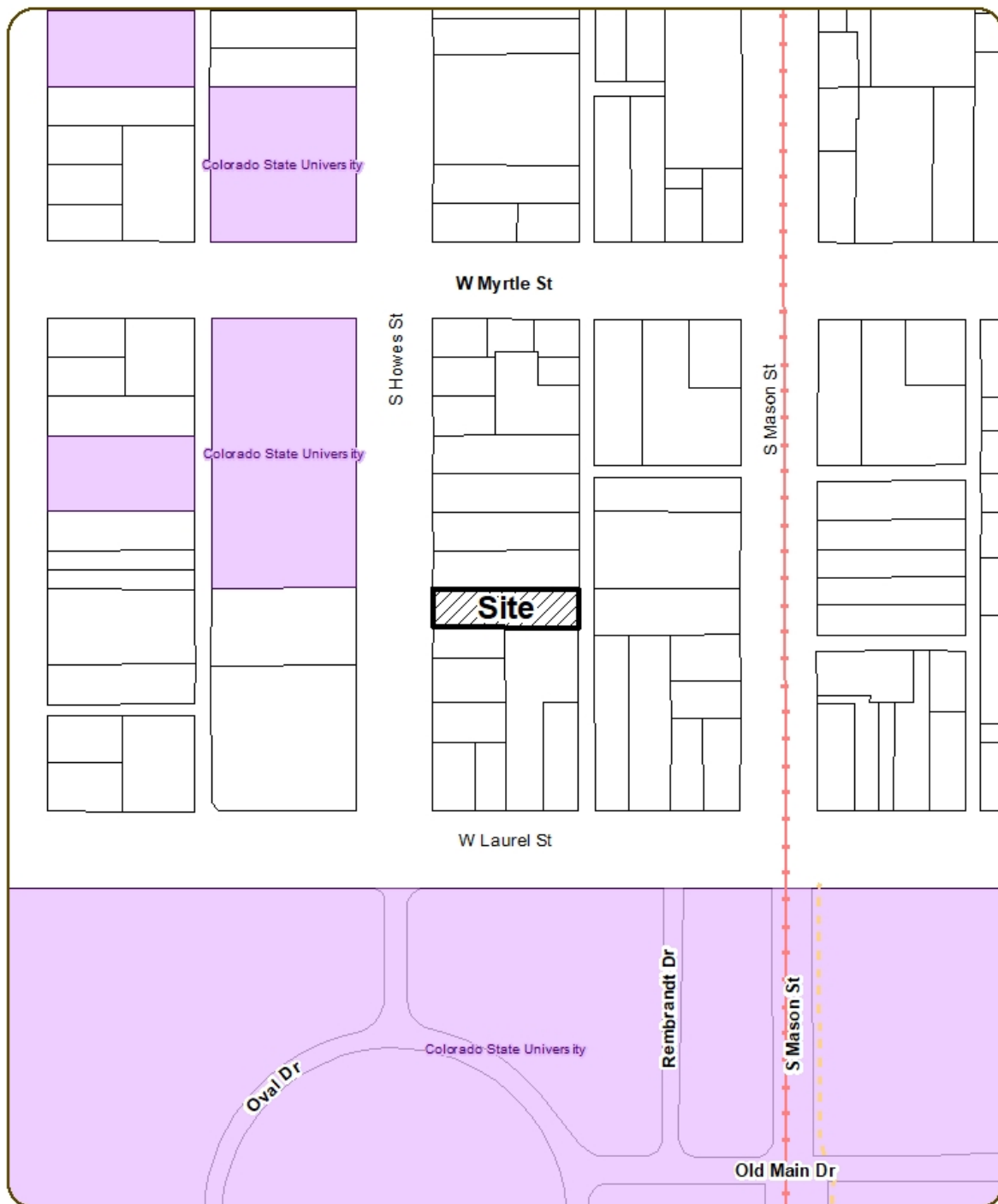
### ZONING INFORMATION

- Property is in the Community Commercial (CC) Zone District.

### HELPFUL RESOURCES

- Hearing Notice, Plans, and Staff Report: [fcgov.com/ReviewAgendas](http://fcgov.com/ReviewAgendas)
- Information About the Review Process: [fcgov.com/CitizenReview](http://fcgov.com/CitizenReview)





## 630 S Howes St - Extra Occupancy Rental Vicinity Map



*The City of Fort Collins will make reasonable accommodations for access to City services, programs, and activities and will make special communication arrangements for persons with disabilities. Auxiliary aids and services are available for persons with disabilities. V/TDD: Dial 711 for Relay Colorado.*

*Esta es una notificación sobre la reunión de su vecindario o sobre una audiencia pública sobre el desarrollo o proyecto en la propiedad cerca de donde usted es el dueño de propiedad. Si usted desea que esta notificación sea traducida al español sin costo alguno, favor enviar un correo electrónico en español a la siguiente dirección electrónica: [translate@fcgov.com](mailto:translate@fcgov.com).*