

# Conceptual Review Agenda

Schedule for 08/04/22

Meetings hosted via Zoom Web Conferencing

---

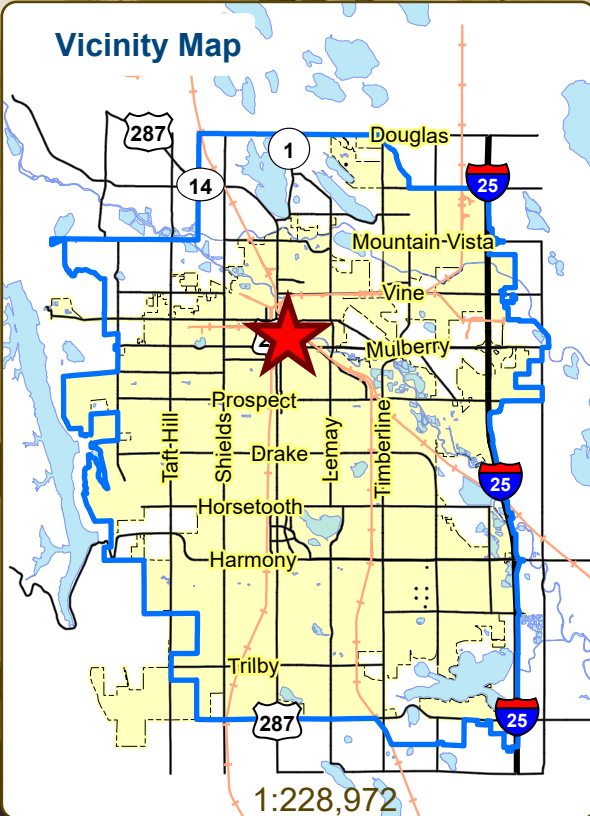
## Thursday, August 04, 2022

Time	Project Name	Applicant Info	Project Description	
11:15	322 E Oak St Carriage House  CDR220061	James S. Downie 303-419-6852 jamesscottdownie@gmail.com	This is a request to develop a single-family dwelling unit in the existing accessory building at 322 E Oak St. (parcel # 9712316021). The applicant is requesting approval of a dwelling unit at the rear of the property in an existing accessory building. Access to the property is taken from the alley directly to the north. The site is approximately 0.05 miles south of E Mountain Ave. and approximately 0.20 miles east of S College Ave. The property is within the Neighborhood Conservation, Buffer District (N-C-B) zone district and is subject to an Administrative (Type 1) Review.	<b>Planner: Arlo Schumann</b> <b>Engineer: Sophie Buckingham</b> <b>DRC: Brandy Bethurem Harras</b>

---

# 322 E Oak St Carriage House Single Family Detached Dwelling

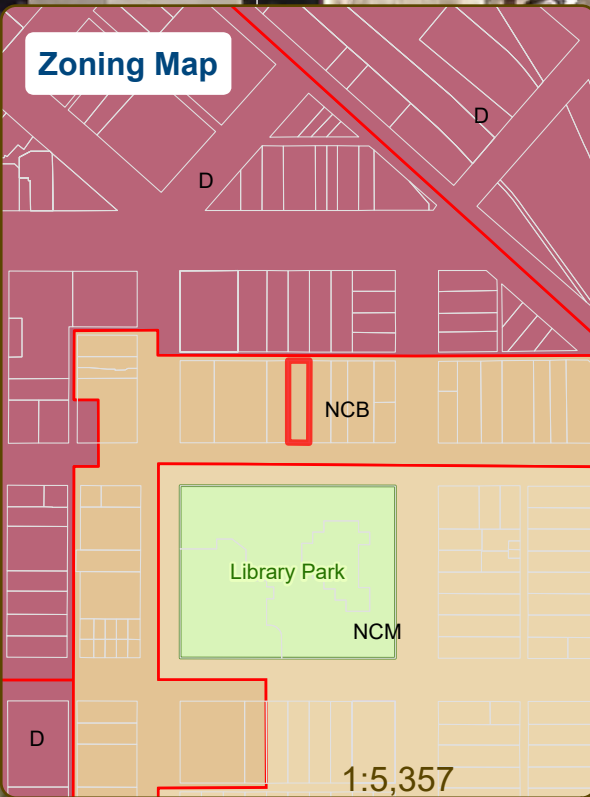
Vicinity Map



Aerial Site Map



Zoning Map





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.** The applicant acknowledges that they are acting with the owner's consent.

Conceptual Reviews are scheduled on three Thursday mornings per month on a "first come, first served" basis and are a free service. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Thursday morning. A completed application must be submitted to reserve a Conceptual Review time slot. **Complete applications and sketch plans must be submitted to City Staff on Thursday, no later than end of day, two weeks prior to the meeting date.** Application materials must be e-mailed to [currentplanning@fcgov.com](mailto:currentplanning@fcgov.com). If you do not have access to e-mail, other accommodations can be made upon request.

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

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

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

Business Name (if applicable) \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

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

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

**Proposed Use** \_\_\_\_\_ **Existing Use** \_\_\_\_\_

Total Building Square Footage \_\_\_\_\_ S.F. Number of Stories \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

**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?



**322 E. Oak Street**

**Lot dimensions:**  
Approximately 200 feet long and approximately 50 feet wide

**Land Use:**

**Zone District:** NCB

**Existing Use:**  
Commercial Office

**Proposed Use:**  
Residential Single Family Detached

**Total Floor Area (for both structures):**  
Approximately 3,800 sq ft (main house ~2,800 with basement and 1,000 for rear structure)

The rear structure will be an accessory building not to be used as an additional dwelling unit until Type I/ Administrative Review completed



East Side 1



East Side 2



South Side



North side (alley side)



West side