

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

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## Review Date

6/15/2023 10:15 AM

## Project Name

Extra Occupancy at 620 S Sherwood  
CDR230046

## Applicant

Sadia Lone  
970-286-9946  
sadia\_ekstrand@yahoo.com

## Description

This is a request to convert an existing two-family dwelling into an extra occupancy rental house for four occupants per dwelling unit at 620 S Sherwood St (parcel # 9714111022). The applicant proposes a 4-person extra occupancy rental for each of the units in the duplex building that is situated on the rear half of the property. Access is taken from S Sherwood St directly to the west and the alley to the east. The site is approximately 0.15 miles south of W Mulberry St, and approximately 0.33 miles west of S College Ave. The property is within the Neighborhood Conservation, Buffer District (N-C-B) zone district and is subject to basic Development Review (BDR) Review.

**Planner:** Jill Baty

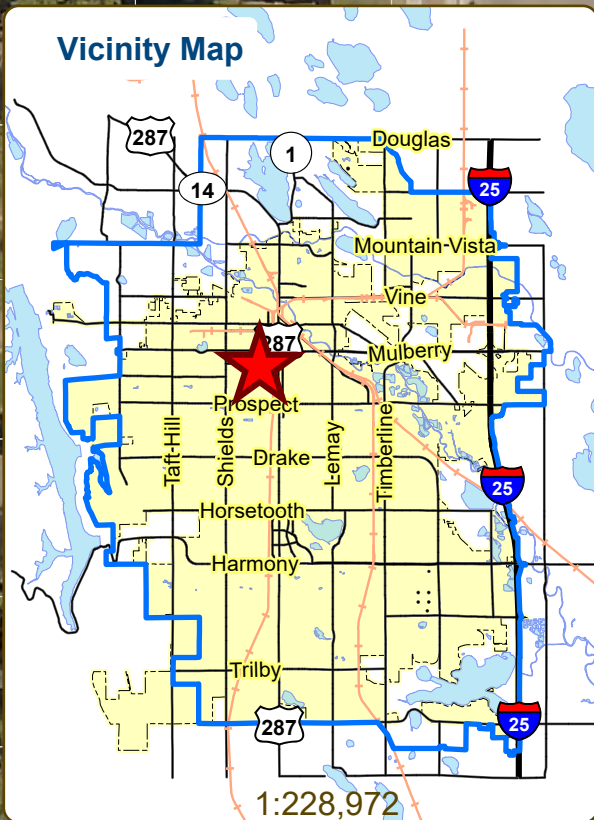
**Engineer:** Tim Dinger

**DRC:** Tenae Beane

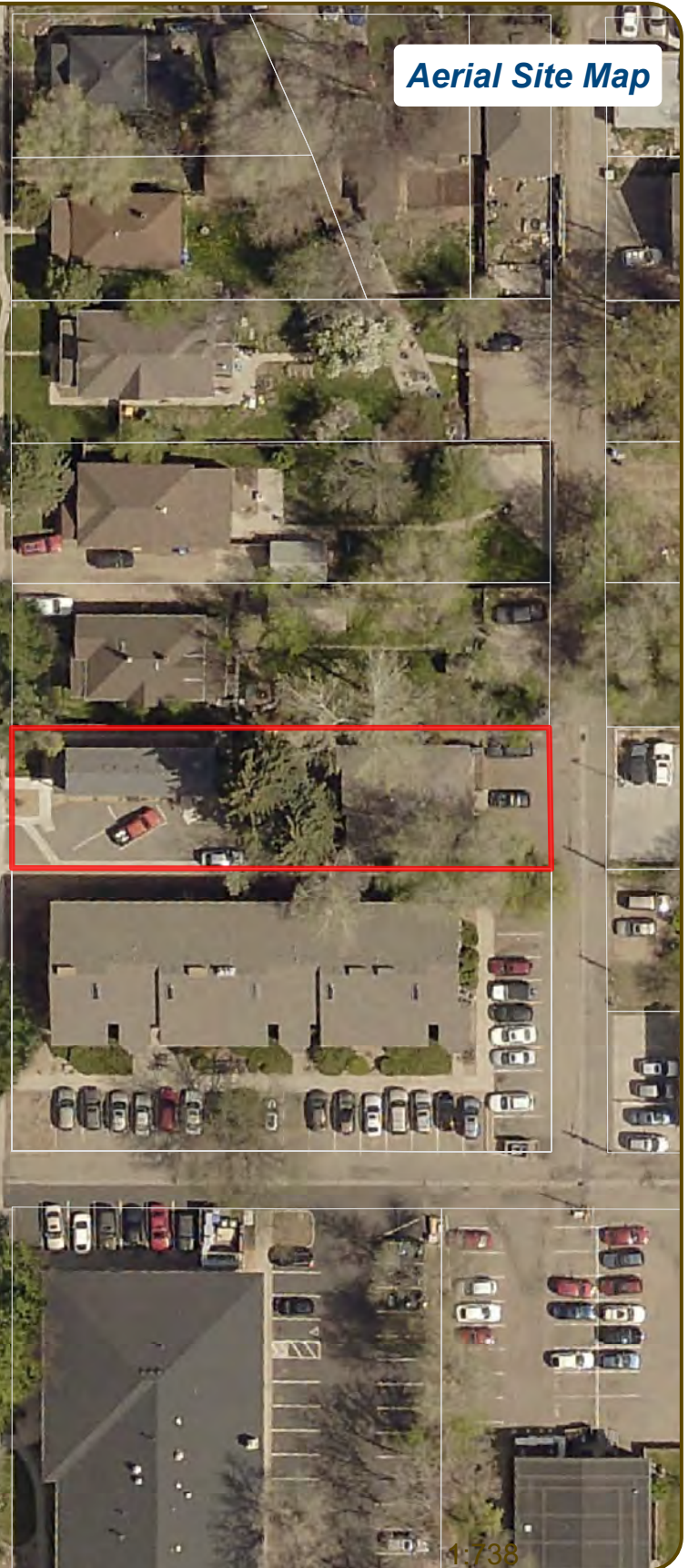
# Extra Occupancy at 620 S Sherwood

## Extra Occupancy Rentals with 4 Tenants

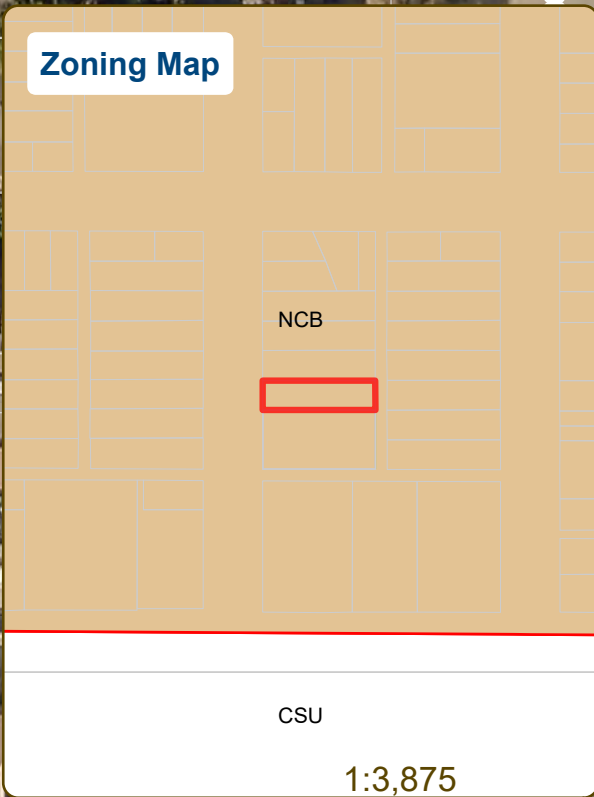
Vicinity Map



Aerial Site Map



Zoning Map



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CONCEPTUAL REVIEW: APPLICATION

General Information

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

Sadia Lone (manager of owner Sherwood Holdings, LLC)

Business Name (if applicable) Sherwood Holdings, LLC

Your Mailing Address 109 Creekside Court, Buena Vista, CO 81211

Phone Number 970-286-9946 Email Address sadia\_ekstrand@yahoo.com

Site Address or Description (parcel # if no address) Site consists of single family residence facing South Sherwood St and side-by-side duplex (each unit is 4 bedroom , 2 bath) facing Sherwood alleyway.

Description of Proposal (attach additional sheets if necessary) Wish to change each size of the duplex to extra occupancy to allow for 4 unrelated tenants in side of the duplex. Currently there are 5 alleyway parking spaces for the duplex. We would expand the parking area by the single family to add 2-3 additional parking spaces for the duplex.

Proposed Use Extra occupany rental unit Existing Use Rental unit

Total Building Square Footage 2 x 1485 S.F. Number of Stories 2 Lot Dimensions 190.1 ft x 50 ft

Age of any Existing Structures side by side Duplex built 1996 , single family built 2017

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 expand parking lot by 20x25 = 500 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?

**Description of Proposal:**

620 S Sherwood consists of a duplex facing the rear alleyway (each unit is a 4 bed 2 bath) and single family residence (3 bed 2.5 bath) facing South Sherwood St.

We would like to get EACH side of the duplex zoned for extra occupancy (i.e. 4 tenants in each unit).

I'm attaching the original Plat Map and the proposed parking lot expansion (located between the single family residence and duplex).

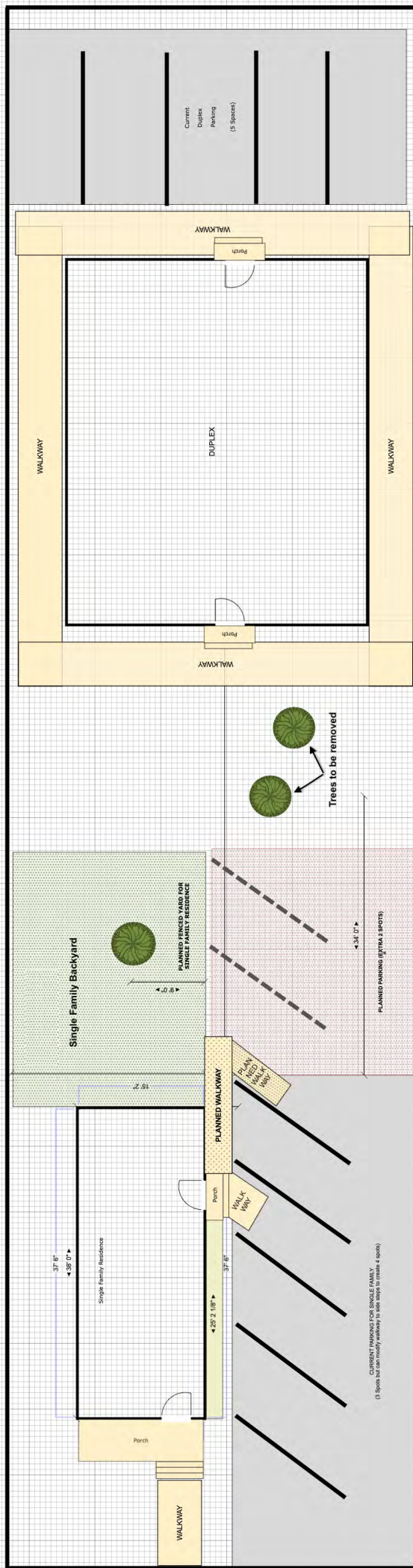
The property currently has 8 parking spaces: 5 alley way parking spaces allocated to the duplex , 3 off-road parking spaces allocated to the single family residence.

We would like to expand the off-road parking lot, as shown in the attached "620 S Sherwood - Planned Layout.png" drawing, to add another 3 parking spaces which would be dedicated to the duplex. This would be done as follows:

- a) Re-route the current walkway out of the single family side door to the 'Planned Walkway'. This will allow 4 parking spots in the existing off-road parking lot.
- b) Extend the off-road parking lot to create an additional 2 spots (for 6 spots total) between the single family residence and the duplex. This would require increasing the existing parking lot by and additional 20 x 25 ft. We would also want to remove 2 spruce trees located near the duplex as they would be too close to the expanded parking area. We received confirmation from Freddie Haberecht in Forestry that we could pay to relocated / remove the 2 spruce trees.

The above 2 changes would allow us to create 3 additional parking spaces for the Duplex. This would give us 8 total parking spaces for the 8 residents in the duplex, meeting the extra occupancy minimum requirement of 1 parking space for 1.5 residences .

No changes would be required in the duplex building to accommodate the additional resident in each side of the duplex.



CENTERLINE OF STREET

SHERWOOD STREET  
(100' R.O.W.)

5004.52  
TBC

5004.50  
TBC

5004.26  
TBC

5004.94

5004.79  
TBC

5004.62  
TBC

N00°09'20"W  
50.06'

CONCRETE WALK

RECOVERED 1.25" YELLOW  
PLASTIC CAP  
STAMPED: AYERS PLS 23573

N89°51'08"E 190.09'

117.0'

LOT 22

S89°50'15"W 190.11'

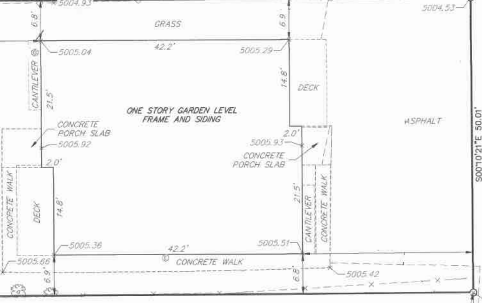
THREE STORY  
FRAME AND SIDING

SHERWOOD GREEN  
CONDOMINIUMS

**INDEXING STATEMENT**

DEPOSITED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AT \_\_\_\_\_ M., IN BOOK \_\_\_\_\_ OF  
THE COUNTY SURVEYOR'S LAND SURVEY/RIGHT-OF-WAY SURVEYS AT PAGE(S) \_\_\_\_\_  
RECEPTION NUMBER \_\_\_\_\_

COUNTY SURVEYOR/DEPUTY COUNTY SURVEYOR



AREA INLET  
GRAVE-5004 TO  
BOTTOM OF BOX  
= 5002.10

ALLEY

5001°21'E 50.01'

CONCRETE PAV



IMPROVEMENT SURVEY PLAT  
620 SOUTH SHERWOOD STREET  
JOB NO. 39738.00  
JULY 8, 2016  
SHEET 1 OF 1



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Fort Collins 970-491-9888 • www.jrengineering.com



620 H











**SPRUCE TREES TO BE REMOVED**

