

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

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## Review Date

10/12/2023 10:15 AM

## Project Name

Duplex at 618 E Myrtle

CDR230078

## Applicant

Cristina Windsor

970-568-6672

windsorcristina@icloud.com

**Planner:** Arlo Schumann

**Engineer:** Sophie Buckingham

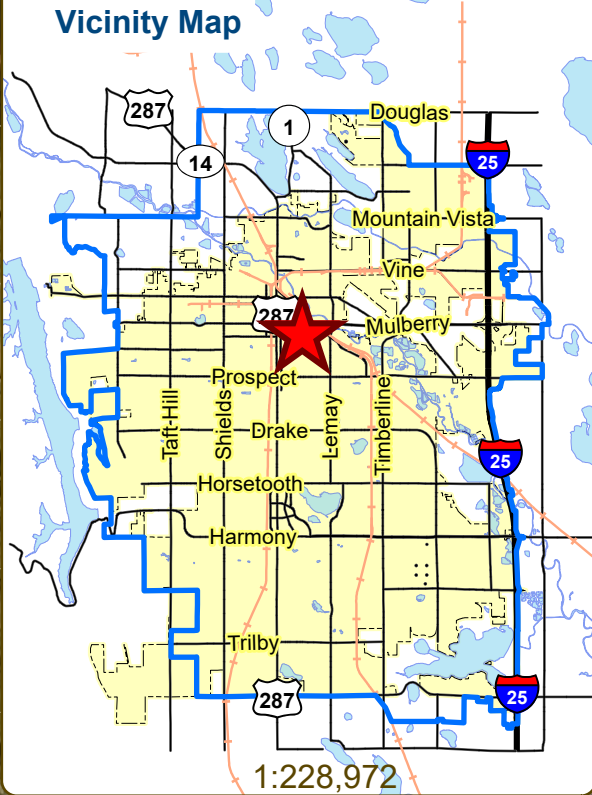
**DRC:** Marissa Pomerleau

## Description

This is a request for approval of a two-family dwelling at 618 E Myrtle St (parcel # 9713232017). The applicant is seeking approval of an existing unapproved duplex. Access is taken from E Myrtle St to the south and the alley to the east. The site is approximately 0.06 miles south of E Mulberry St and approximately 0.48 miles east of S College Ave. The property is within the Neighborhood Conservation, Medium Density District (N-C-M) zone district and the project would be subject to Basic Development Review (BDR) review.

# Duplex at 618 E Myrtle Two Family Dwelling

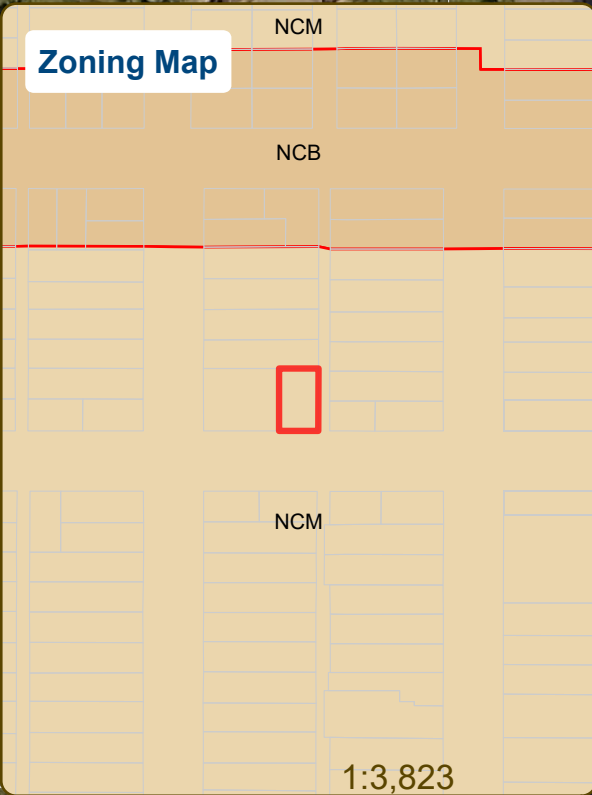
Vicinity Map



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 preappmeeting@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) Sean & Cristina Windsor, owner

Business Name (if applicable)

Your Mailing Address 513 E. Oak Street

Phone Number 970568.6672 Email Address windsorcristina@icloud.com

Site Address or Description (parcel # if no address) 618 E. Myrtle St. Fort Collins, CO 80524

Description of Proposal (attach additional sheets if necessary) Change property to duplex. Existing unit built in 1980, was permitted but code was not changed to duplex

Proposed Use duplex Existing Use Single Family

Total Building Square Footage 2600 S.F. Number of Stories Lot Dimensions

Age of any Existing Structures 1956 home with added unit in 1980

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?

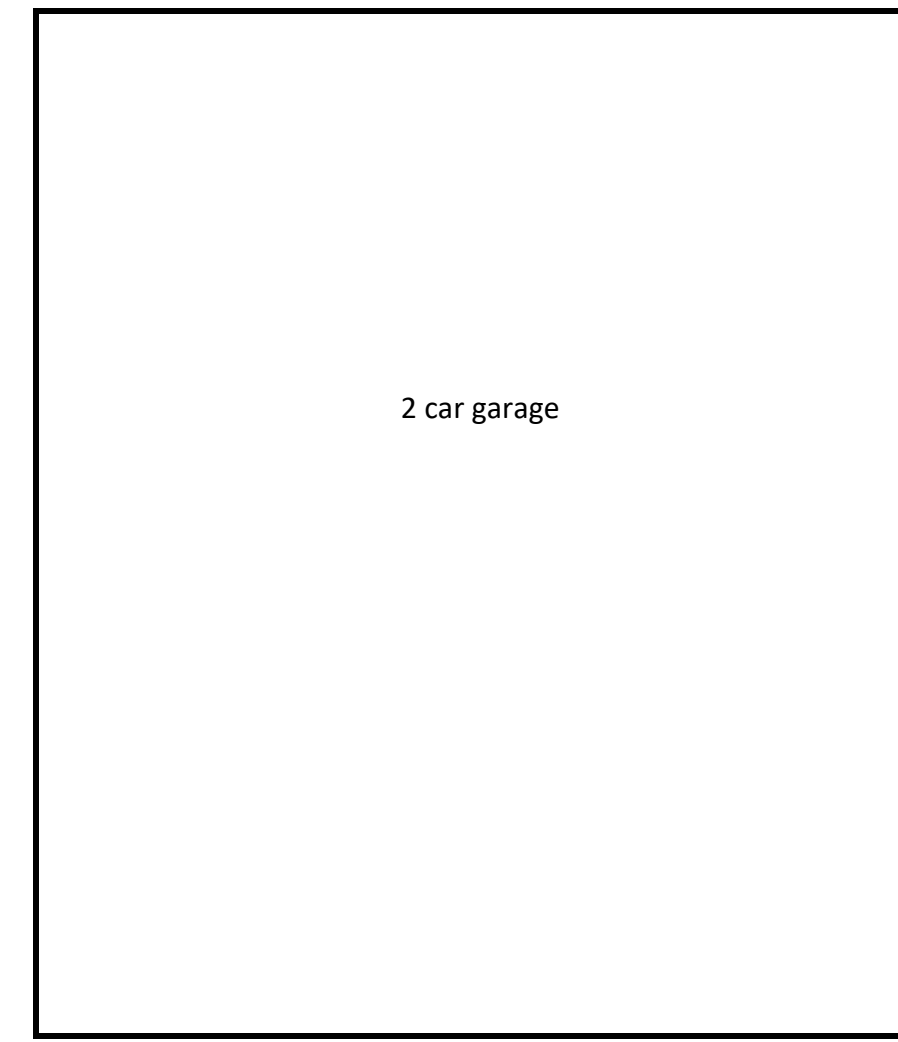
Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

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

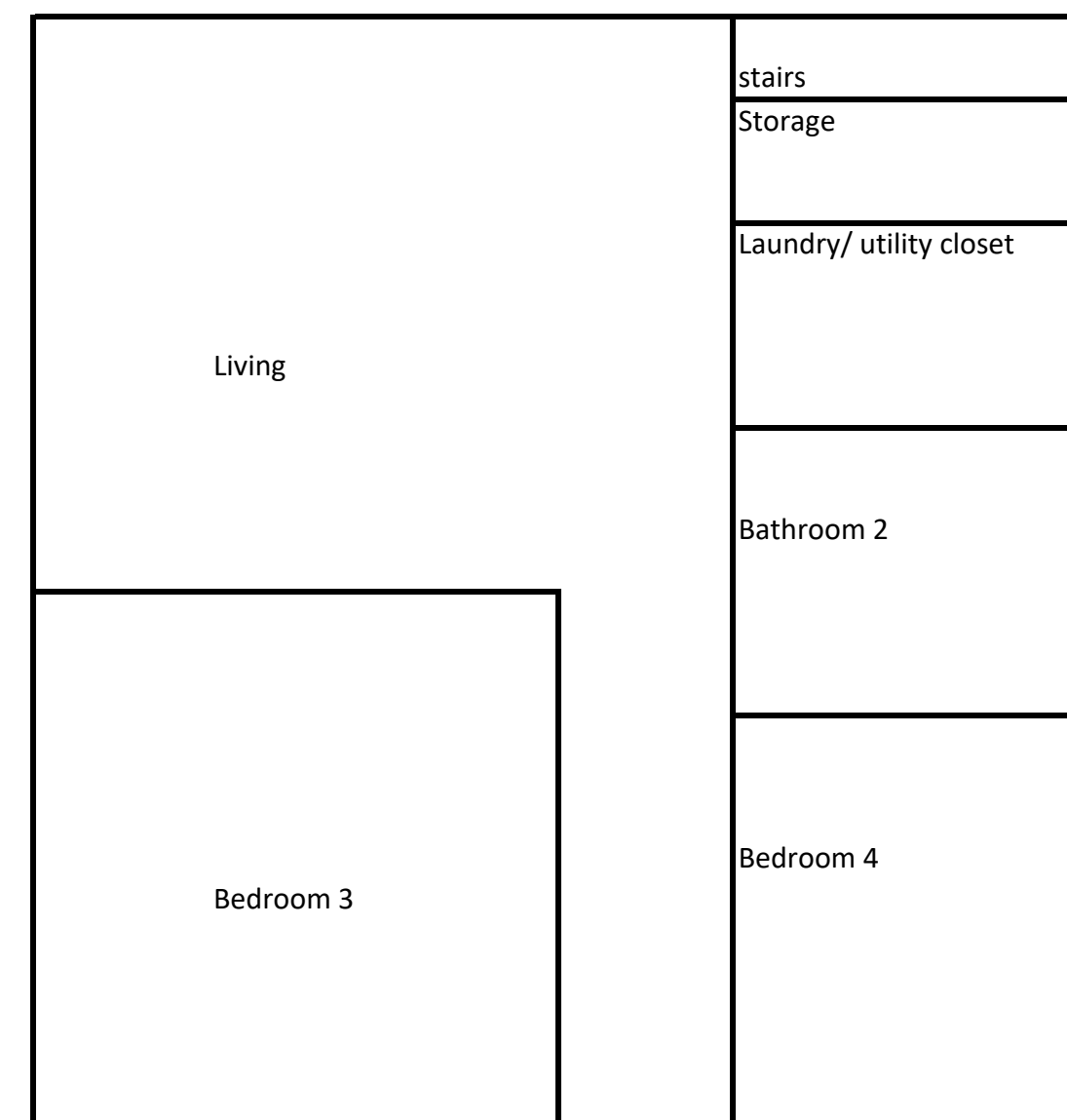
Suggested items for the Sketch Plan: Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, 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?

Main level

Myrtle



Basement



# City of Fort Collins BUILDING INSPECTION DIVISION

## APPLICATION FOR BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY

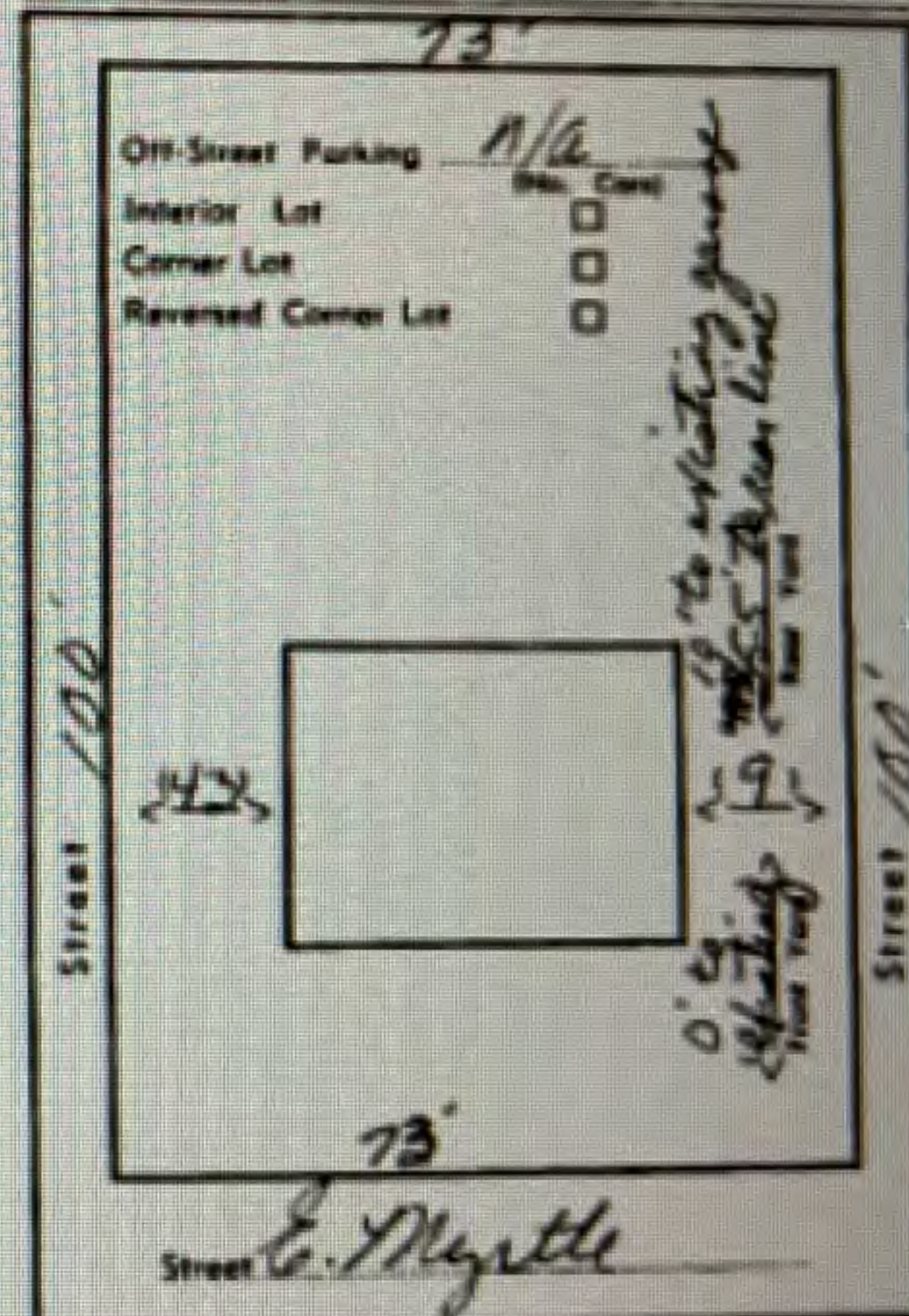
TO BUILD, ALTER, REPAIR, ADD TO OR WRECK A BUILDING OR STRUCTURE  
(APPLICANT FILL IN THIS SECTION ONLY)

Plan Check No. **4050** Date Issued **OCT 23 1988**

VALUATION	Eng. Fee	184.90
<b>9000</b>	Other Fees and Inspections	91.45
	Total	276.35

PLANNING AND ZONING INFORMATION  
Type of Occupancy **R-3**  
Total Floor Area **320 S.F.**

No. of Stories \_\_\_\_\_ Total Height \_\_\_\_\_  
Plot File No. \_\_\_\_\_ Area of Lot \_\_\_\_\_  
Frontage \_\_\_\_\_  
New Construction \_\_\_\_\_ Alter \_\_\_\_\_  
Change of Occupancy from \_\_\_\_\_  
To \_\_\_\_\_



Approved Variance Reference  
ZBA Case No. \_\_\_\_\_ Date \_\_\_\_\_  
BBA Case No. \_\_\_\_\_ Date \_\_\_\_\_  
Approved: For the Chief Building Inspector  
By **JAMES J WILSON**

Building Address <b>618 E. MYRTLE</b>		— CLASS OF WORK —	
Date of Application <b>OCT 23 1988</b>		New	Demolish
Name <b>L.W. MINTS</b>		Alteration	Repair
Mail Address <b>618 E MYRTLE</b>		Addition <input checked="" type="checkbox"/>	Move
City <b>FT. COLLINS</b> Tel. No. _____		Use of Building <b>HOME</b>	
Name <b>VANCE PHIPPS</b>		Size of Building <b>20' x 16'</b> Height <b>10'</b>	
Address <b>625 MATHEWS</b>		No. Floors <b>1</b>	No. Families <b>1</b>
City <b>FT. COLLINS</b>		Floor Type <b>WOOD</b>	Size of Basement <b>NONE</b>
City License No. <b>UL 5</b> Tel. No. <b>482 4451</b>		No. of Fireplaces <b>NONE</b>	Size of Garage _____
Lot _____		No. Baths <b>3/4</b>	Type of Heat <b>HOT AIR</b>
Block _____		— SPECIFICATIONS —	
Subdivision _____		— FOUNDATION —	
Name of Planned Unit Dev. _____		Material	Exterior or Interior or Piers
		<b>ASBESTOS</b>	
		Width & Thickness of Footing	
		<b>20' x 8"</b>	
		Width of Foundation Wall	
		<b>5'</b>	
		Depth below fin. grade	
		<b>32"</b>	
		— FRAMING —	
		Size	Spacing
		Maximum Span	
		Girders	
		Joint, 1st Fl.	<b>2 x 8 - 10' 16" 9'-6"</b>
		Joint, 2nd Fl.	
		Joint, Ceiling	<b>TROUSSED</b>
		Exterior Studs	<b>2 x 6 24"</b>
		Interior Studs	<b>2 x 4 16"</b>
		Roof Rafters	<b>TROUSSED</b>
		— COVERING —	
		Exterior Walls <b>ASBESTOS</b>	Roof <b>2 x 8 ASPH</b>
		Interior Walls <b>1/2" S&amp;B</b>	Roof
TOTAL VALUE <b>9000.00</b> Includes all subcontracts; excludes land value. Valuation subject to approval of Building Inspector.		I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all city ordinances and state laws regulating building construction.	
DESCRIPTION OF WORK <b>20' x 16' ADDITION TO REAR OF EXISTING HOUSE WITH 3/4 BATH.</b>		Signature of Owner By <b>Vance Phipps</b>	

**INSPECTION RECORD**  
(For Departmental Use Only)

Address 614 E. MYRTLE ST  
 Plumbing Permit MILLEN  
 Heating Permit LEGAL LUNNELL  
 Electrical Permit JOHN RUSSELL

Building Permit No. 04058  
 OCT 25 1981

Inspection	Date	Inspector
Building	Setback & Footing	JUL 2 8 1980 MICHAUD
	Foundation	OCT 4 8 1980 MICHAUD
	Frame & Roofing	MICHAUD
	Garage Fireproofing	
	Fireplace	
	Wallboard	
	Garage Footings	
	Garage Foundation	
	Final	JUL 2 8 1981 MICHAUD
Heating	Rough	NOV 1 8 1980 MICHAUD
	Temp.	
	Final	JUL 2 8 1981 MICHAUD
Plumbing	Sewer	
	Water	
	Rough In	NOV 1 8 1980 MICHAUD
	Water Test	MICHAUD
	Gas	
	Final	
Electrical	Underground	
	Rough	MICHAUD
	Energize	MICHAUD
	Final	JUL 2 8 1981
Correction Order Left		
Stop Order Issued		
Stop Order Released		
Certificate of Occupancy		
Sidewalk, Curb, Gutter & Street		
Landscape		

GIVE BRIEF REPORT OF SPECIAL OR UNUSUAL CONDITIONS

NOV 1 2 1980 *Boundary improper*

letter sent 7/21/81-SF

