

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

Please use the URL and Meeting ID # listed below to join the Review Meeting

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## Review Date

5/8/2025 11:15 AM

## Project Name

Duplex or Multi-Unit at 645 S Whitcomb  
CDR250027

## Applicant

Keith Meyer  
970-988-8605  
meyer.keith1021@gmail.com

**Planner:** Clark Mapes

**Engineer:** Dave Betley

**DRC:** Seth Goldstein

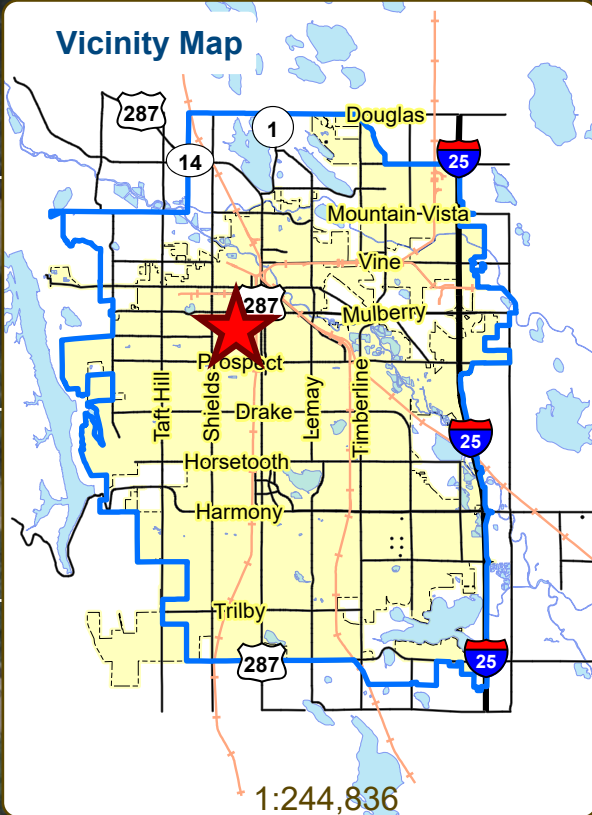
## Description

This is a request to develop either a duplex or four (4) unit multi-unit at 645 Whitcomb (parcel # 9714212019). The applicant is proposing to replat the existing lots to allow for development of duplex or apartment building. Access can be taken from S Whitcomb St to the west. The site is directly north of W Laurel St and approximately 0.48 mi west of S College Ave. The site is approximately Old Town District, High (OT-C) Zone District and is subject to a Planning & Zoning Commission (Type 2) Review.

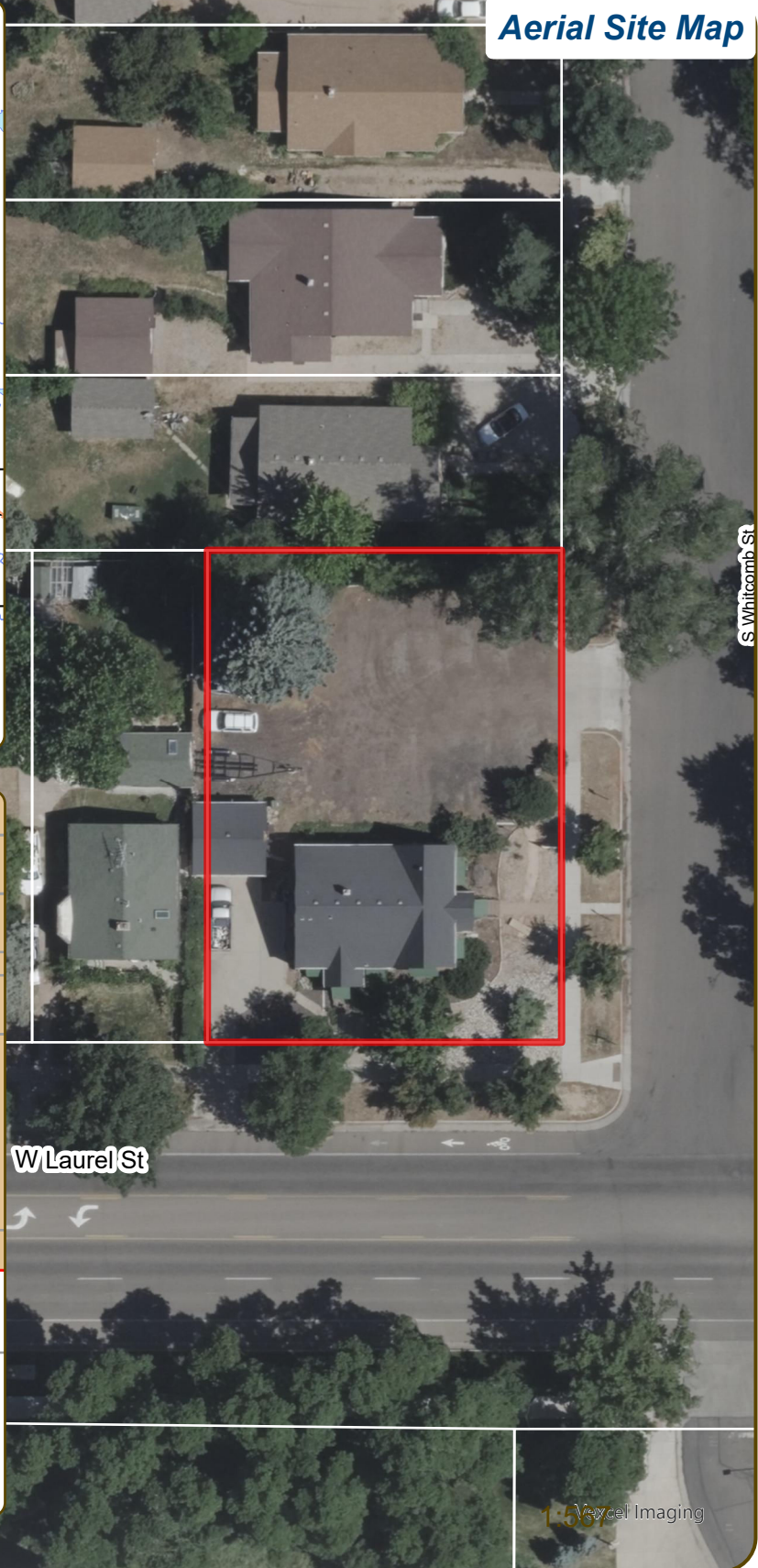
# Duplex or Multi-Unit at 645 Whitcomb-

## Duplex, Multi-Unit

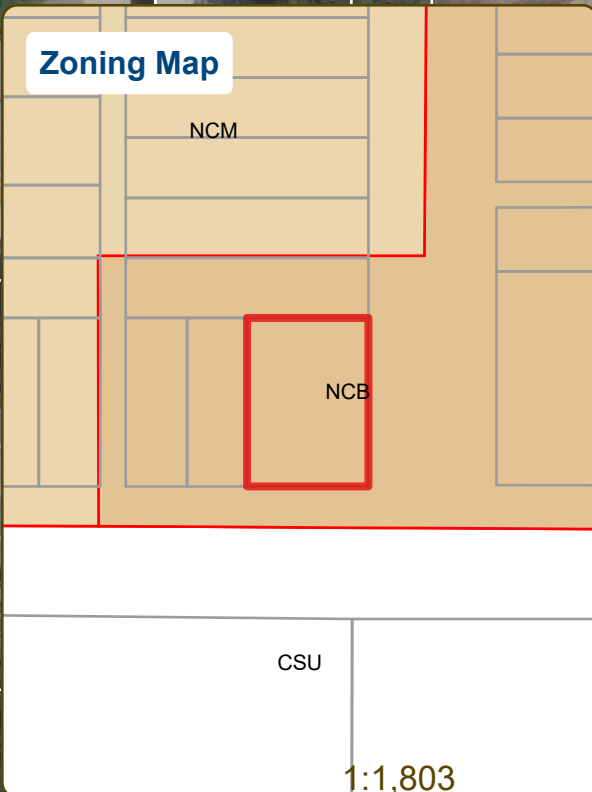
Vicinity Map



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](mailto: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) \_\_\_\_\_

**Are you a small business?** ☐ Yes ☐ No **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?

# Concept Review Application

## 645 Whitcomb – Replat and Development

### Description of Proposal

Parcel No. 9714212019  
Address: 645 S. Whitcomb Street  
Legal Description: LOTS 19 & 20, BLK 4, WEST LAWN, FTC

Existing Zoning: OT-C

Existing Use: Parking Lot

Proposed Use: Option 1: Duplex for short term rental, long term rental or sale  
Option 2: Apartment for long term rental

Surrounding Use: Residential adjacent and Mixed Use across the street

### Narrative for Duplex Use

The proposed development of a duplex will involve construction of duplex housing units (one building, 2 units) to accommodate short-term rental, long-term rental or units for sale. The lot will be replatted adjusting the 1920 Westlawn Addition plat to move the existing north-south property line to an east-west orientation creating a new lot north of the existing 645 Whitcomb St. The new building will include driveway access to a single garage for each unit, landscaping and architecture consistent with Article 3, Section 3.1.5 Duplex building standards. Existing vegetation including one large pine tree will be removed from the site. Parking is anticipated to be on property and on-street.

The project is within the Old Town Basin. The existing site is covered in compacted recycled asphalt offering relative impervious runoff. Drainage patterns will remain the same providing flow from west to east. Detention, comprehensive water quality and low impact development improvements are not planned with this development. Downspouts will be directed through landscaped areas to filter runoff through vegetated buffers.

Conceptually, the change in impervious area is shown below in Table 1.

Table 1:

	Area	Existing Area Recycled Asphalt	Proposed Paved / Roof	Proposed Lawns
	(sf)	(sf)	(sf)	(sf)
Area Total	6,175	6,175	2,725	3,450
Runoff Coefficient		0.80	0.95	0.15
Weighted Impervious		80.0%	50.3%	

The applicant may consider accessory dwelling unit use on the property as part of the duplex option. If included as part of a short-term rental, it would be a long-term rental unit.



#### Narrative for Apartment Use

The proposed development of an apartment building will involve construction of a 4-unit apartment complex (2-3 bedrooms per unit). The proposed apartment use would be for long-term rentals. The lot will be replatted adjusting the 1920 Westlawn Addition plat to move the existing north-south property line to an east-west orientation creating a new lot north of the existing 645 Whitcomb St. The new building will include landscaping and architecture consistent with Article 3, Section 3.1.2 Apartment building standards. Existing vegetation including one large pine tree will be removed from the site.

The project is within the Old Town Basin. The existing site is covered in compacted recycled asphalt offering relative impervious runoff. Drainage patterns will remain the same providing flow from west to east. Detention, comprehensive water quality and low impact development improvements are not planned with this development. Downspouts will be directed through landscaped areas to filter runoff through vegetated buffers. The runoff condition would be similar to that shown in the duplex option on page 1.

#### Questions for staff:

1. Does the rear floor area requirements of the OT-C apply to the single-family lot as it's an existing condition, not new development? (e.g. 33% maximum of rear 50% of lot area)



## Legend

- Parcels**
- City Zoning**
  - Community Commercial (CC)
  - Community Commercial North Collr
  - Community Commercial Poudre Ri
  - General Commercial (CG)
  - Limited Commercial (CL)
  - Service Commercial (CS)
  - CSU
  - Downtown (D)
  - Employment (E)
  - Harmony Corridor (HC)
  - Industrial (I)
  - High Density Mixed-Use Neighborh
  - Low Density Mixed-Use Neighborh
  - Manufactured Housing (MH)
  - Medium Density Mixed-Use Neighb
  - Neighborhood Commercial (NC)
  - Old Town District - A (OT-A)
  - Old Town District - B (OT-B)
  - Old Town District - C (OT-C)
  - Public Open Lands (POL)
  - River Conservation (RC)
  - River Downtown Redevelopment (F
  - Residential Foothills (RF)
  - Low Density Residential (RL)
  - Rural Lands District (RUL)
  - Transition (T)

645 Whitcomb  
OT-C  
TOD Overlay

CSU

1: 3,430



572.0 0 286.00 572.0 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
City of Fort Collins - GIS

This map is a user generated static output from the City of Fort Collins FCMaps Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

## Notes



