

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

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

## Review Date

10/2/2025 9:15 AM

## Project Name

Commissary Kitchen at 1003 Horsetooth Avenue  
CDR250065

## Applicant

Greg Thornton  
970-420-7116  
greg@provelobikes.com

## Description

This is a request to develop a commissary kitchen at 1003 W Horsetooth Rd (parcel # 9735265004). The applicant is proposing to repurpose the existing kitchen into a commercial shared kitchen. Access can be taken from W Horsetooth Rd. The property is directly south of W Horsetooth Rd and approximately east of S Shields St. The site is located in the Neighborhood Commercial (N-C) zone district and the project is subject to a Minor Amendment.

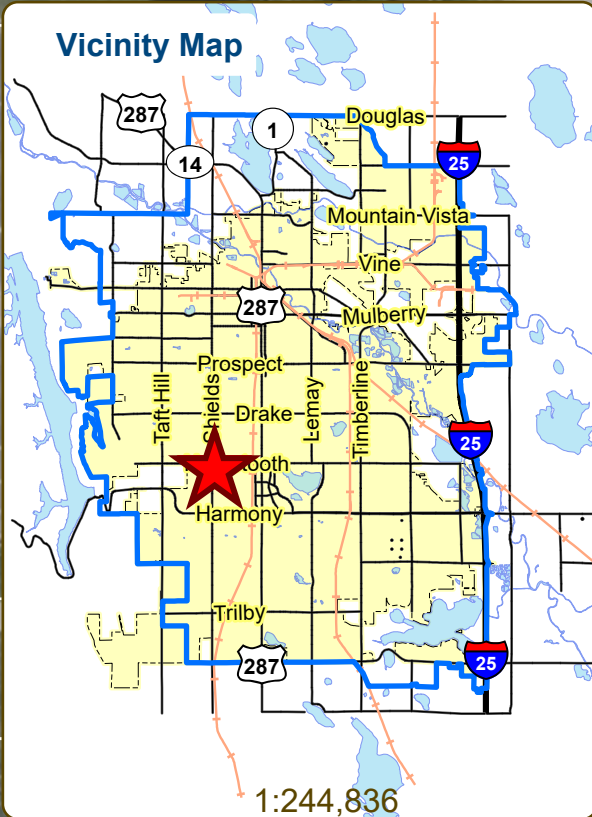
**Planner:** Kayla Redd

**Engineer:** Dave Betley

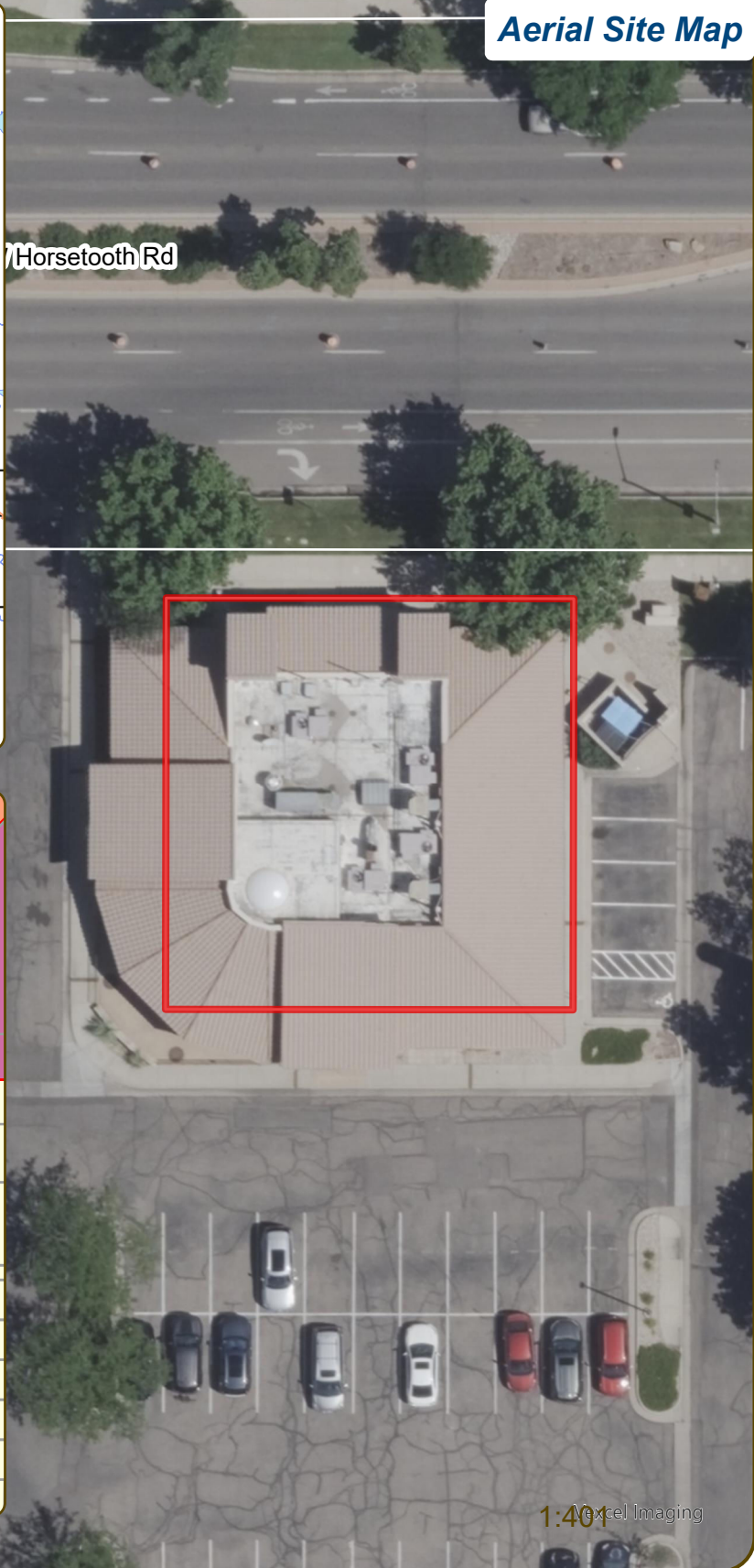
**DRC:** Marissa Pomerleau

# Commissary Kitchen at 1003 Horsetooth Ave- Small Food Production

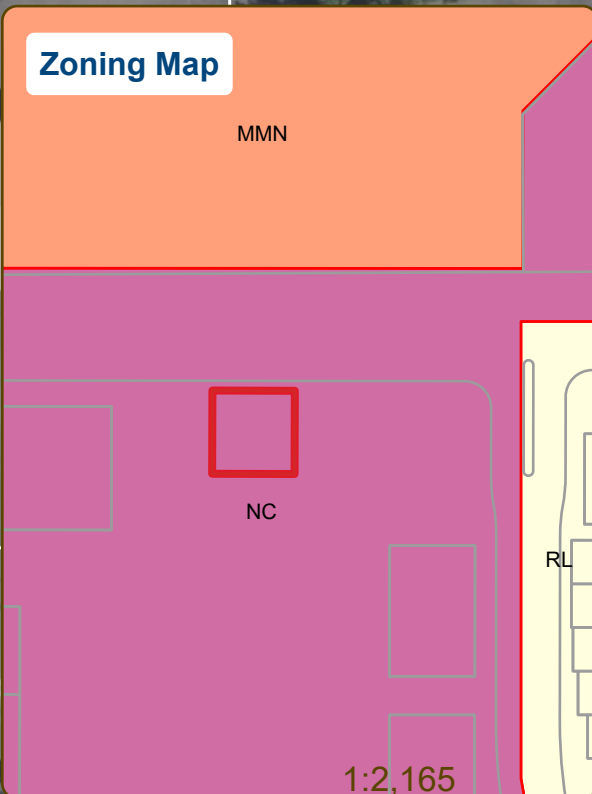
Vicinity Map



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) Greg Thornton - Owner

**Are you a small business?** ☒ Yes ☐ No **Business Name** (if applicable) Velo Cuisine

**Your Mailing Address** 1003 W. Horsetooth Rd

**Phone Number** 970-420-7116 **Email Address** greg@provelobikes.com

**Site Address or Description** (parcel # if no address) 1003 W. Horsetooth Rd.

**Description of Proposal** (attach additional sheets if necessary) Repurposing existing kitchen (formerly a restaurant kitchen) to a commercial shared kitchen / commissary.

**Proposed Use** Commercial Kitchen **Existing Use** Storage

**Total Building Square Footage** 950 **S.F. Number of Stories** 1 **Lot Dimensions** \_\_\_\_\_

**Age of any Existing Structures** Built in 2000

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?

THE INTENT OF THESE DRAWINGS IS TO PROVIDE STRUCTURAL, SAFETY, AND DESIGN INFORMATION NECESSARY TO OBTAIN A BUILDING PERMIT. THE CONTRACTOR IS RESPONSIBLE FOR SECONDARY DECISIONS REGARDING, BUT NOT LIMITED TO, FINISHES, TRIM, DECORATIVE ELEMENTS, FLASHING, CAULKING, WEATHERPROOFING, NON-STRUCTURAL ELEMENTS, LIGHTING AND PLUMBING FIXTURES, MECHANICAL EQUIPMENT, ETC., AND PROPER INSTALLATION OF ALL WORK IN ACCORDANCE WITH STANDARD INDUSTRY PRACTICE AND THE RELEVANT BUILDING CODES.

ALL CONSTRUCTION SHALL COMPLY WITH 2021 INTERNATIONAL  
BUILDING CODES AND FORT COLLINS AMENDMENTS

DRAWINGS MAY NOT BE USED FOR MATERIAL TAKEOFFS - CONTRACTOR IS REQUIRED TO VERIFY ON-SITE MATERIAL MEASUREMENTS.

CONTRACTOR IS RESPONSIBLE FOR ALL MEANS AND METHODS OF CONSTRUCTION, INCLUDING BRACING, SHORING, TEMPORARY SUPPORT, AND PROTECTION OF EXISTING UTILITIES.

ANY CHANGES, ALTERATIONS, OR DEVIATIONS FROM THESE PLANS  
REQUIRES CONSULTATION AND APPROVAL FROM THE ARCHITECT.

SCOPE OF PROJECT IS RENOVATION OF A 4553 SF TENANT SPACE IN AN EXISTING 6081 SF COMMERCIAL BUILDING. IN 2021 A RESTAURANT DINING AREA WAS CONVERTED TO A BIKE SHOP. THE ATTACHED KITCHEN (WITHOUT APPLIANCES AND FIXTURES) WAS CONVERTED TO ACCESSORY STORAGE/STOCK ROOM FOR THE BIKE SHOP. THE FORMER KITCHEN IS NOW BEING REIMAGINED AS A LEASABLE TENANT SPACE. THE PROJECT INCLUDES DEMOLITION AND RECONSTRUCTION OF NON-BEARING PARTITIONS, AND DOES NOT AFFECT EXISTING FIRE PROTECTION OR LIFE SAFETY ELEMENTS. NO RENOVATIONS ARE PLANNED FOR ALTERATIONS TO BUILDING EXTERIOR.

THE NEW COMMERCIAL KITCHEN (NOT ASSOCIATED WITH RESTAURANTS).  
OCCUPANCY IS "B" (BUSINESS).

FOR AREA ALLOWANCES, CONSTRUCTION TYPE IS ASSUMED TO BE V-B.  
THE EXISTING BUILDING IS ONE STORY, SPRINKLERED THROUGHOUT.

FOR TYPE V-B SPRINKLERED ONE-STORY CONSTRUCTION, MAX. ALLOWABLE  
AREA FOR OCCUPANCIES "M" AND "B" IS 36,000 SF.

OCCUPANT LOAD: MERCANTILE FLOOR AREA = 3,603 SF/60 = 61 OCCUPANTS  
COMMERCIAL KITCHEN AREA = 950 SF/200 = 5 OCCUPANTS

OCCUPANCY "M" = MAX. 49/ONE FIRST FLOOR EXIT, TOTAL OCCUPANT LOAD OF 65 REQUIRES TWO EXITS FROM TENANT SPACE. (TWO EXITS ARE EXISTING). MAX. EXIT ACCESS DISTANCE IS 250'.

OCCUPANCY "B" = MAX. 49/ONE FIRST FLOOR EXIT, TOTAL OCCUPANT LOAD OF 5 REQUIRES ONE EXIT FROM TENANT SPACE. (ONE EXIT IS EXISTING). MAX. EXIT ACCESS DISTANCE IS 100'.

### OCCUPANT LOAD FOR FIXTURES

TOILETS:  
RETAIL AREA = 61 OCCUPANTS/2 = 31 MALE/500 = .062 TOILETS PER MALE  
KITCHEN AREA = 5 OCCUPANTS/2 = 3 MALE/25 = .12 TOILETS PER MALE  
.062 + .12 = .182 TOILETS (ROUND TO 1.00) REQUIRED PER MALE OR FEMALE BATHROOMS

LAVATORIES:  
RETAIL AREA =  $61 \text{ OCCUPANTS} / 2 = 31 \text{ MALE} / 150 = .041 \text{ LAVATORIES PER MALE}$   
KITCHEN AREA =  $5 \text{ OCCUPANTS} / 2 = 3 \text{ MALE} / 40 = .075 \text{ LAVATORIES PER MALE}$   
.041 + .075 = .116 LAVATORIES (ROUND TO 1.00) REQUIRED PER MALE OR FEMALE BATHROOMS

ONE SERVICE SINK EXISTS FOR USE BY KITCHEN AND BIKE SHOP.

ONE DRINKING FOUNTAIN EXISTS AS REQUIRED FOR BIKE SHOP. FOUNTAIN IS NOT REQUIRED IN KITCHEN FOR OCCUPANCY LESS THAN OR EQUAL TO 15.

FOR OCCUPANCY "M" WITH OCCUPANT LOAD LESS THAN OR EQUAL TO 100 AND OCCUPANCY "B" WITH OCCUPANT LOAD LESS THAN OR EQUAL TO 25, AND ONLY ONE TOILET REQUIRED PER SEX, SEPARATE TOILET FACILITIES ARE NOT REQUIRED. EXISTING TOILET FACILITIES WILL BE UNISEX.

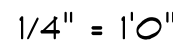
FIRE EXTINGUISHERS:

EXISTING FIRE EXTINGUISHERS IN THE BIKE SHOP SHALL REMAIN


FOR KITCHEN OCCUPANCY AWAY FROM COOKING EQUIPMENT,  
CLASSIFICATION IS MODERATE HAZARD.  
2-A PROVIDES 3,000 SF COVERAGE  
10-B IS LIMITED BY 30' TRAVEL DISTANCE

2-A:10-B:C FIRE EXTINGUISHER IS PROVIDED FOR GENERAL  
USE NEAR OFFICE AND STORAGE AREAS,

1.5 GAL TYPE K EXTINGUISHER IS PROVIDED NEAR COOKING EQUIPMENT. PROVIDE SIGN INDICATING EXTINGUISHER MAY ONLY BE USED AFTER HOOD EXTINGUISHER HAS BEEN ACTIVATED.

$$1/2'' = 1'0''$$


BIKE SHOP = 3,603 SF  
COMMERCIAL KITCHEN = 950 SF  
ADJACENT TENANT = 1,528 SF  
TOTAL = 6,081 SF

 NEW WALL  
 EXISTING WALL  
 WALL ON KITCHEN/BIKE SHOP SEPARATION

EXIT EXISTING EXIT SIGN TO REMAIN

F FIRE EXTINGUISHER

