

# Conceptual Review Agenda

Schedule for 09/12/16 to 09/12/16

281 Conference Room A

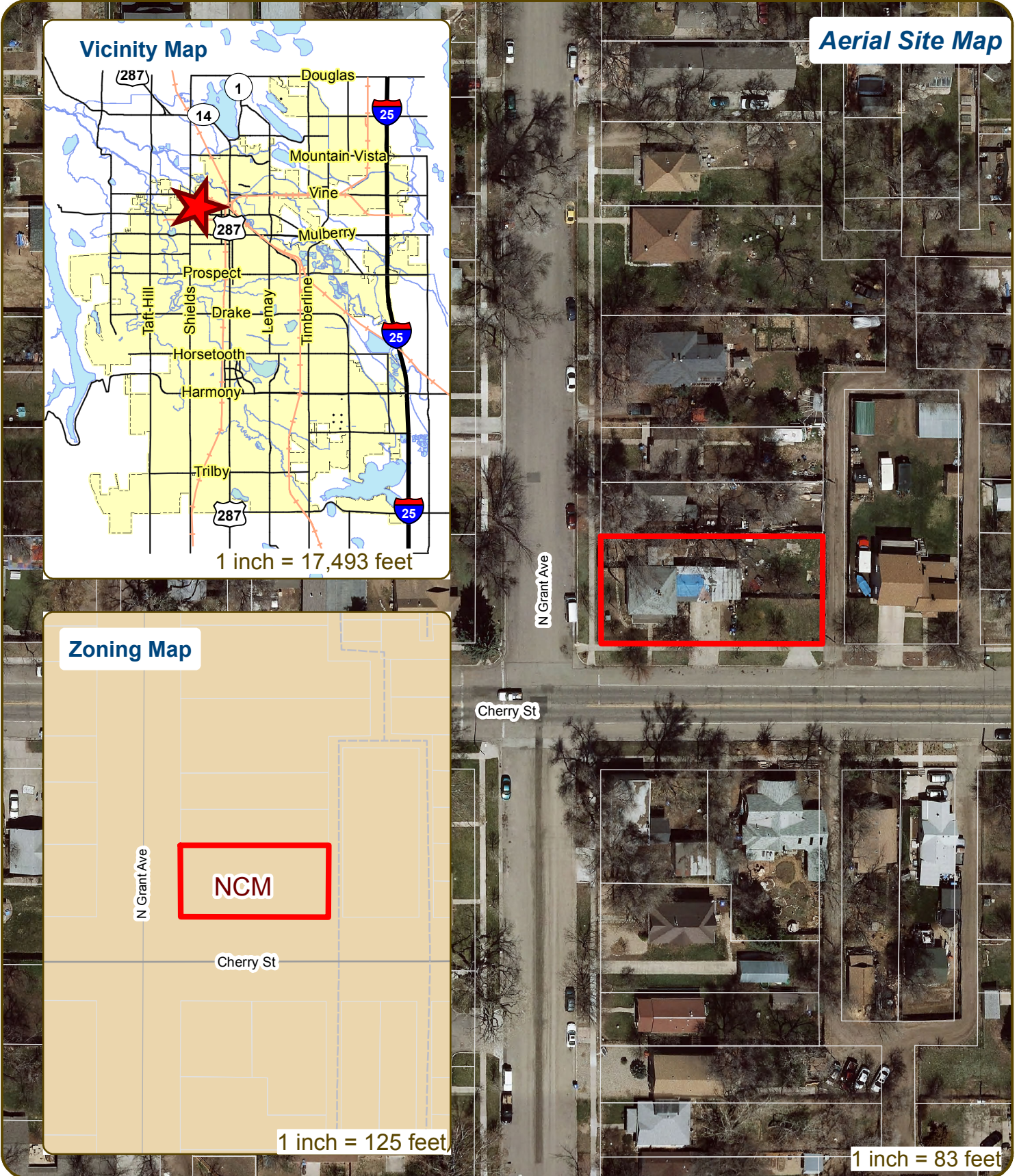
---

## Monday, September 12, 2016

Time	Project Name	Applicant Info	Project Description	Planner
9:30	728 Cherry St. - Duplex CDR160074	Gary VanDriel (970) 482-3500 <a href="mailto:gary@urband-c.com">gary@urband-c.com</a>	This is a request to add a second dwelling unit to the existing home at 728 Cherry St. (parcel #9711219025). The new 1,040 sq. ft. unit would be constructed behind the existing home and connected with a breezeway. The existing home will remain unchanged as part of this development. The site is located in the Neighborhood Conservation – Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.	Jason Holland
10:15	349 N Shields St - Replat and Fourplex CDR160075	John Long (970) 310-9079 <a href="mailto:johnragnarlong@icloud.com">johnragnarlong@icloud.com</a>	This is a request to replat 349 N Shields St with the intent of building a fourplex on the new lot (parcel #9710109002). Each lot would have at least 50' of frontage on Shields. The new fourplex would be built in the rear of the new lot and take access off Hanna St. The proposal also shows a carriage house to be added behind the existing single-family home. The site is located in the Neighborhood Conservation, Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.	Seth Lorson
11:00	830 and 834 E Myrtle St. - Fourplexes CDR160076	Tom Kalert (970) 412-3049 <a href="mailto:tomk@aplusarch.com">tomk@aplusarch.com</a>	This is a request to build two fourplexes at 830 & 834 Myrtle St. (parcel #'s 9713107017 and 9713107018). The existing homes will be demolished. Both fourplexes will be oriented towards a common, shared green space. Parking will be provided in a lot accessed off the alley. The site is located in the Neighborhood Conservation - Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.	Seth Lorson

---

# 728 Cherry St. Duplex



These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement of location of any map features thereon. THE CITY OF FORT COLLINS MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE MAP PRODUCTS OR THE UNDERLYING DATA. Any users of these map products, map applications, or data, accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility of the use thereof, and further covenants and agrees to hold the City harmless from and against all damage, loss, or liability arising from any use of this map product, in consideration of the City's having made this information available. Independent verification of all data contained herein should be obtained by any users of these products, or underlying data. The City disclaims, and shall not be held liable for any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.





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.

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays 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) Contractor

Gary VanDriel; CJ Johnson

Business Name (if applicable)

Your Mailing Address 6501 Lynn Drive Ft Collins CO 80525

Phone Number 970482 3500 Email Address Gary@UrbanD-C.com

Site Address or Description (parcel # if no address) 728 Cherry St Ftc

Description of Proposal (attach additional sheets if necessary) Add attached dwelling (duplex) to existing structure

Proposed Use Duplex Existing Use SFIH

Total Building Square Footage 1482 S.F. Number of Stories 1 Lot Dimensions 70x137

Age of any Existing Structures 100+ yrs

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.

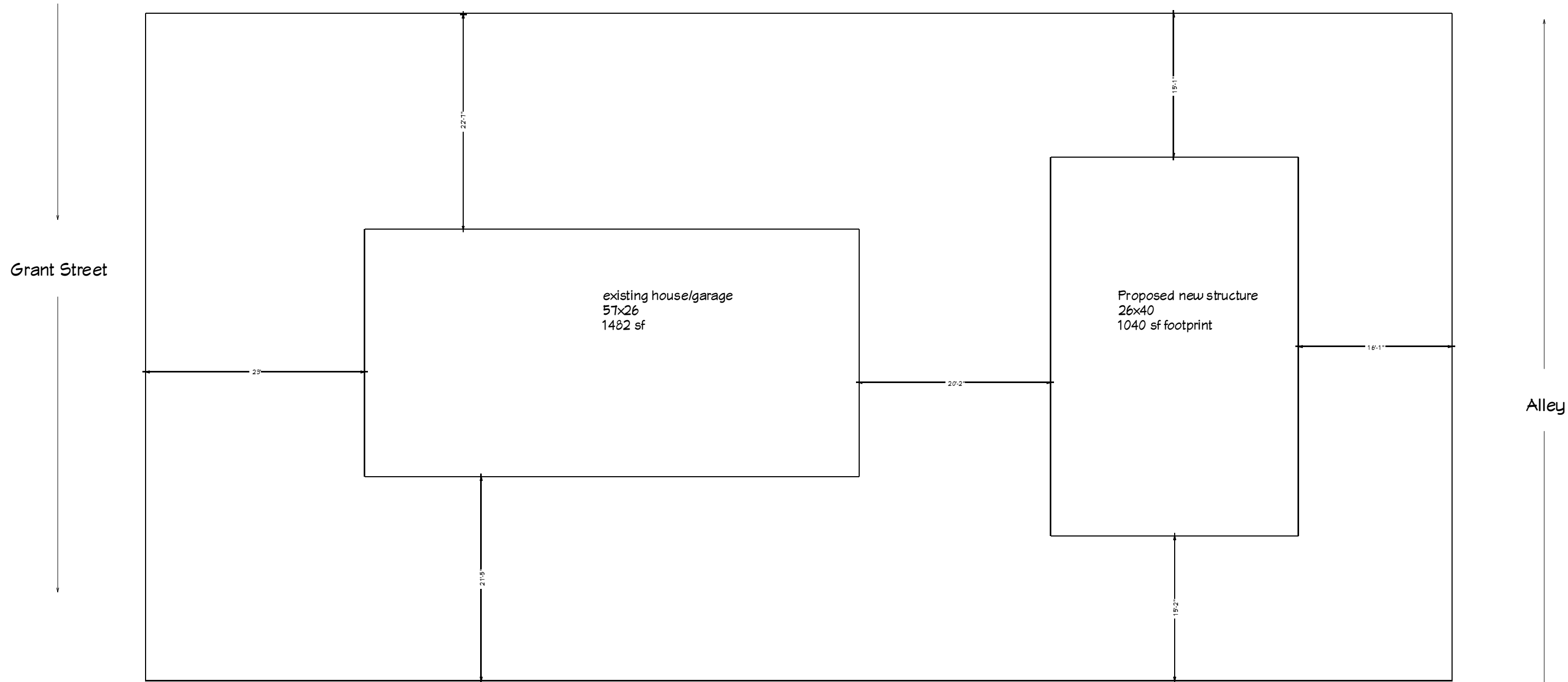
Is your property in a Flood Plain? [ ] Yes [X] No If yes, then at what risk is it?

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

Increase in Impervious Area 1050 Building, 520 drive way 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?



Grant Street

Alley

Cherry Street

728 Cherry St  
Lots 25&26 Bk284 Westside  
NCM Zoning  
9571 SF lot

existing house/garage  
57x26  
1482 sf

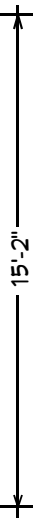
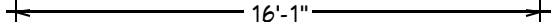
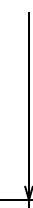
Proposed new structure  
26x40  
1040 sf footprint

Covered Breezeway

20'-2"

16'-1"

15'-2"





December 05, 2016

Gary Vandriel  
6501 Lynn Dr  
Fort Collins, CO 80525

**Re:** 728 Cherry St. - Duplex

**Description of project:** This is a request to add a second dwelling unit to the existing home at 728 Cherry St. (parcel #9711219025). The new 1,040 sq. ft. unit would be constructed behind the existing home and connected with a breezeway. The existing home will remain unchanged as part of this development. The site is located in the Neighborhood Conservation – Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Jason Holland, at 970-224-6126 or [jholland@fcgov.com](mailto:jholland@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Ali van Deutekom, 970-416-2743, [avandeutekom@fcgov.com](mailto:avandeutekom@fcgov.com)

1. 5,000 SF of lot area is required for a single or two family dwelling. 10,000 SF of lot area is required for 2 single family dwellings (carriage house).
2. In the NCM zoning district there is a 15 foot setback along Cherry, 15 foot setback on the rear, 15 foot setback on the Grant Ave. side and a 5 foot set back on the alley.
3. If you add an attached dwelling unit to the existing unit to create a duplex then all off street parking areas will need to take access off the alley.
4. Parking requirements for a duplex will be based on bedrooms per unit. For example; 2 two-bedroom units will require 4 parking spaces.

**Department: Water-Wastewater Engineering**

**Contact:** Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)

1. Existing water and sewer mains in the vicinity include a 4-inch water main in Grant, a 6-inch water main in Chery, and an 8-inch sewer main in Cherry.
2. New water and sewer services will be required for the new dwelling unit unless it qualifies as a carriage house designation through the Planning department. Duplexes may be served separately or individually, at the choice of the development. Water Utilities Standards will apply.
3. All existing services to these properties will need to be reused with this development or abandoned at the main.

4. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
5. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

**Contact: Nicole Hahn, 970-221-6820, [nhahn@fcgov.com](mailto:nhahn@fcgov.com)**

1. The anticipated change in traffic volume is not expected to rise to the threshold of needing a TIS. Based on section 4.2.3.D of LCUASS, the Traffic Impact Study requirement can be waived.
2. How will the second dwelling unit take access off of Cherry? No new access point off of Cherry would be preferred.

**Department: Technical Services**

**Contact: Jeff County, 970-221-6588, [jcounty@fcgov.com](mailto:jcounty@fcgov.com)**

1. As of January 1, 2015 all development plans are required to be on the NAVD88 vertical datum. Please make your consultants aware of this, prior to any surveying and/or design work.

**Department: Stormwater Engineering**

**Contact: Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)**

1. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.
2. The erosion control report requirements are in Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Stormwater Criteria Manual. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
3. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.
4. If there is an increase in imperviousness greater than 1,000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in the State of Colorado. The drainage report must address the four-step process for selecting structural BMPs. If the increase in impervious area is greater than 350 square feet and less than 1,000 square feet, a drainage letter along with a grading and erosion control plan should be sufficient to document the existing and proposed drainage patterns. A grading plan is required if the increase in imperviousness is less than 350 square feet.
5. When improvements are being added to an existing developed site, onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2-year historic release rate for water quantity.
6. Fifty percent of the newly added or modified impervious area is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
7. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment with one of the two following options:

- A. 50% of the newly added or modified impervious area must be treated by LID techniques and 25% of new paved areas must be pervious.
  - B. 75% of all newly added or modified impervious area must be treated by LID techniques.
8. From a maintenance standpoint, it is not desirable to have water quality treatment on individual singly family lots. A meeting is recommended with Stormwater staff early on in the project design in order to decide on a way to best manage the water quality requirement while minimizing long term maintenance for the homeowner.
  9. There will be a final site inspection of the stormwater facilities when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. Standard operating procedures (SOPs) for on-going maintenance of all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at:  
<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
  10. Per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
  11. The 2016 city wide Stormwater development fee (PIF) is \$8,217/acre for new impervious area over 350 sq. ft. and there is a \$1,045.00/acre review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221-6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

**Department: Historic Preservation**

**Contact: Karen McWilliams, 970-224-6078, [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com)**

1. As these home is more than 50 years of age, it will need to be reviewed for potential Landmark eligibility. The historic review process requires good quality photographs of all sides of all buildings and structures, a description of the work proposed for the buildings, and a signed owner sheet. The review takes no longer than 2 weeks, after which the results may be appealed by any citizen for a two-week period. If there is no appeal, then the results stand for five years.
2. If the proposed project is subject to the requirements in Chapter 3 of the Land Use Code, the project will be reviewed for compliance with LUC Section 3.4.7, historical and cultural resources.

LUC 3.4.7(B) General Standard, states: If the project contains a site, structure or object that is [designated or individually eligible for designation] then to the maximum extent feasible, the development plan and building design shall provide for the preservation and adaptive use of the historic structure. The development plan and building design shall protect and enhance the historical and architectural value of any historic property that is: (a) preserved and adaptively used on the development site; or (b) is located on property adjacent to the development site and qualifies under (1), (2) or (3) above. New structures must be compatible with the historic character of any such historic property, whether on the development site or adjacent thereto.

LUC 3.4.7(B)(b) states, "...to the maximum extent feasible... the development plan and



building design shall protect and enhance the historical and architectural value of any historic property that is...located on property adjacent to the development site and qualifies [as an individual landmark] [as an officially designated property]. New structures must be compatible with the historic character of any such historic property, whether on the development site or adjacent thereto.

LUC Division 5.1, Definitions, provides the definition of Maximum Extent Feasible: Maximum extent feasible shall mean that no feasible and prudent alternative exists, and all possible efforts to comply with the regulation or minimize potential harm or adverse impacts have been undertaken.

**Department: Fire Authority**

**Contact: Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)**

**1. PREMISE IDENTIFICATION**

The residences shall be addressed separately. Addresses shall be posted on each structure and where otherwise needed to aid in wayfinding. Code language provided below.

> IFC 505.1: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible, visible from the street or road fronting the property, and posted with a minimum of six-inch numerals on a contrasting background.

**2. FIRE ACCESS & WATER SUPPLY**

The site meets fire code requirements for fire lanes and hydrants.

**Department: Environmental Planning**

**Contact: Stephanie Blochowiak, 970-416-4290, [sblochowiak@fcgov.com](mailto:sblochowiak@fcgov.com)**

1. If upgrades to lighting are proposed note: blue light is harsher at night and can cause disruption to circadian (biological) rhythms for both humans and wildlife. Please consider a warmer color temperature (warm white, 3000K or less) for any LED light fixtures and fixtures with dimming capabilities so that light levels can be adjusted as needed. Site light sources shall be fully shielded and down-directional to minimize up-light, light spillage and glare [see LUC 3.2.4(D)(3)]. For further information regarding health effects please see: <http://darksky.org/ama-report-affirms-human-health-impacts-from-leds/>
2. City of Fort Collins Land Use Code [Section 3.2.1 (E)(3)], requires that to the extent reasonably feasible, all plans be designed to incorporate water conservation materials and techniques. This includes use of low-water-use plants and grasses in landscaping or re-landscaping and reducing bluegrass lawns as much as possible. Native plants and wildlife-friendly (ex: pollinators; songbirds) landscaping and maintenance are also encouraged. Please refer to the Fort Collins Native Plants document available online and published by the City of Fort Collins Natural Areas Department for guidance on native plants; the link is: <http://www.fcgov.com/naturalareas/pdf/nativeplants2013.pdf>.
3. If significant trees are to be removed note: a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (970-221-6361 or [tbuchanan@fcgov.com](mailto:tbuchanan@fcgov.com)) to determine the status of the existing trees and any mitigation requirements that could result from development [3.2.1(C)].
4. Please be aware, the creation or enforcement of covenants that prohibit or limit xeriscape or drought-tolerant landscapes, or that require primarily turf-grass are prohibited by both the State of Colorado and the City of Fort Collins.
5. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens now and generations from now. Thus, the City of Fort Collins has many sustainability programs and goals that may benefit this project. For example:

1) Green Building Program: <http://www.fcgov.com/enviro/green-building.php>, contact Tony

Raeker at 970-416-4238 or [traeker@fcgov.com](mailto:traeker@fcgov.com)

2) Solar Energy:

<http://www.fcgov.com/utilities/residential/renewables/solar-contractors-resources>, contact Norm Weaver at 970-416-2312 or [nweaver@fcgov.com](mailto:nweaver@fcgov.com)

3) Integrated Design Assistance Program: <http://fcgov.com/idap>, contact Gary Schroeder at 970-224-6003 or [gschroeder@fcgov.com](mailto:gschroeder@fcgov.com)

4) Nature in the City Strategic Plan: <http://www.fcgov.com/natureinthecity/>, contact Justin Scharton at 970-221-6213 or [jscharton@fcgov.com](mailto:jscharton@fcgov.com)

5) Urban Agriculture: <http://www.fcgov.com/urbanagriculture>, contact Spencer Branson at 970-224-6086 or [sbranson@fcgov.com](mailto:sbranson@fcgov.com)

Please consider City sustainability goals and ways this development can engage with these efforts. Let me know if I can help connect you to these programs.

## **Department: Engineering Development Review**

**Contact: Marc Ragasa, 970.221.6603, [mragasa@fcgov.com](mailto:mragasa@fcgov.com)**

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. The driveway(s) approaches along Cherry Street that don't serve the property will need to be replaced with curb, gutter, sidewalk and parkways in accordance with LCUASS standards.
7. This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project. Most easements to be dedicated need to be public easements dedicated to the City. This shall including the standard utility easements that are to be provided behind the right-of-way (15 foot along an arterial, 8 foot along an alley, and 9 foot along all other street classifications). Information on the dedication process can be found at: <http://www.fcgov.com/engineering/devrev.php>
8. The project would need to design and construct to City standards, the alley to the east, from the northern boundary of the site out to Cherry Street. A modification would be needed if there is justification that the impact is similar to a carriage house.
9. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
10. As of January 1, 2015 all development plans are required to be on the NAVD88 vertical datum. Please make your consultants aware of this, prior to any surveying and/or design work.
11. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
12. A utility coordination meeting on this site is suggested. Utility coordination meetings if requested are typically scheduled after the preliminary submittal of the project, but can be

scheduled prior to submittal upon request. Please provide a site plan with preliminary utility layout for routing with the meeting notice. If you are interested in having a utility coordination meeting, please contact the development review engineer for scheduling.

13. All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.
14. Any rain gardens within the right-of-way cannot be used to treat the development/ site storm runoff. We can look at the use of rain gardens to treat street flows – the design standards for these are still in development.
15. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
16. In regards to construction of this site, the public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

#### **Department: Electric Engineering**

**Contact: Tyler Siegmund, 970-416-2772, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

1. Light and Power has electric facilities in the alley behind 728 Cherry St.
2. Electric capacity fees, development fees, building site charges and any system modification charges necessary to feed the site will apply to this development. Please visit the following website for an estimate of charges and fees:

<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees>

3. The new residential unit will need to have its own meter. The new meter location will need to be coordinated with Light and Power Engineering.
4. Please contact Tyler Siegmund at Light & Power Engineering if you have any questions at 970.416.2772. Please reference our policies, construction practices, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>

#### **Planning Services**

**Contact: Jason Holland, 970-224-6126, [jholland@fcgov.com](mailto:jholland@fcgov.com)**

1. The building must be designed as a two-family dwelling in one single building, not as two buildings attached by a breezeway. The concept as shown is not allowed unless it is designed to meet the carriage house criteria, and would not be considered a duplex.
2. Each dwelling must have a separate entrance with a direct sidewalk connection to Grant or Cherry street per LUC 3.5.2(D)(1). Entrances must be visible and face the street to the extent feasible.

3. Off-street parking per the minimum quantities must be provided from the alley. Drive cuts off of N. Grant would need to be removed and the tree lawn/parkway restored.
4. With the formal submittal, provide an itemized land use table that demonstrates compliance, with "proposed and required" columns that summarize how the project meets the requirements described in the NCM zone district, including allowable floor area, lot area, dimensional and development standards. It is recommended that you get the help of an architect who is familiar with these requirements and how they are designed on a plan set.
5. If the desire is to have two detached single family dwelling units on the lot, a modification to the land use code would be needed because a lot of at least 10,000 SF is required. The required 10,000 SF includes a carriage house behind a principle dwelling. It is possible that the modification would not be supported, but we would need to see a formal application and a comprehensive design, with a supportable modification justification, in order to evaluate the request. Staff would recommend compliance with the standards without a modification request.
6. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
7. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
8. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
9. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
10. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.
11. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
12. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

## **Pre-Submittal Meetings for Building Permits**

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

Applicants of new commercial or multi-family projects are advised to call 970-416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

### **Construction shall comply with the following adopted codes as amended:**

*2012 International Building Code (IBC)*  
*2012 International Residential Code (IRC)*  
*2012 International Energy Conservation Code (IECC)*  
*2012 International Mechanical Code (IMC)*  
*2012 International Fuel Gas Code (IFGC)*  
*2012 International Plumbing Code (IPC) as amended by the State of Colorado*  
*2014 National Electrical Code (NEC) as amended by the State of Colorado*

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2009.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5.

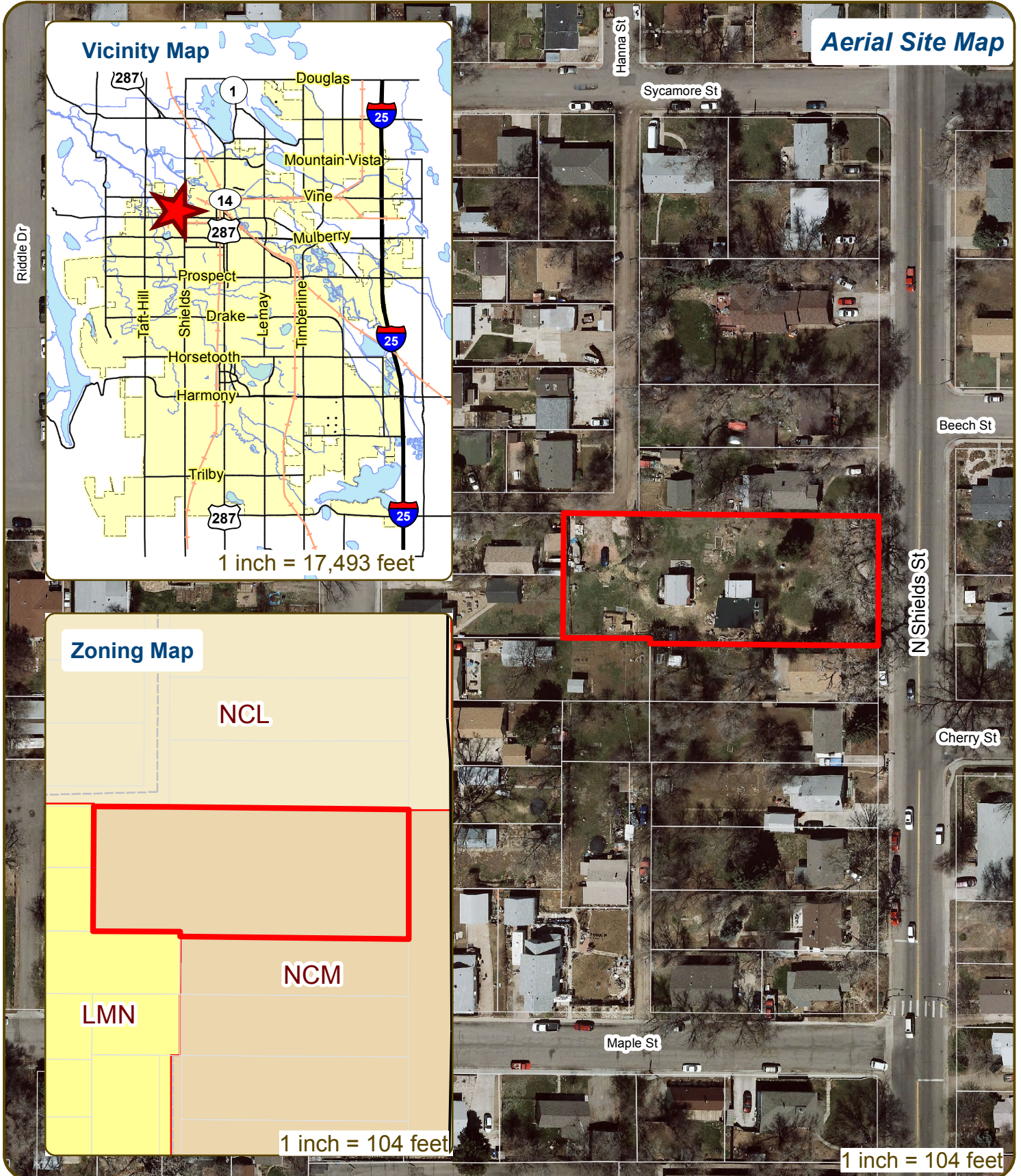
#### Energy Code Use

1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

Fort Collins Green Code Amendments effective starting 2/17/2014. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins  
Building Services  
Plan Review  
970-416-2341

# 349 N Shields St Replat and Fourplex



These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement of location of any map features thereon. THE CITY OF FORT COLLINS MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE MAP PRODUCTS OR THE UNDERLYING DATA. Any users of these map products, map applications, or data, accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility of the use thereof, and further covenants and agrees to hold the City harmless from and against all damage, loss, or liability arising from any use of this map product, in consideration of the City's having made this information available. Independent verification of all data contained herein should be obtained by any users of these products, or underlying data. The City disclaims, and shall not be held liable for any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.



Comments are offered by staff to assist you in preparing the detailed components of the project application. There is 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) JOHN R. LONG, owner

**Business Name** (if applicable) N/A

**Your Mailing Address** 349 N. Shields St., Fort Collins, CO 80521

**Phone Number** (970) 310-9079 **Email Address** John.Ragnar.Long@icloud.com

**Site Address or Description** (parcel # if no address) 349 N. Shields St.

**Description of Proposal** (attach additional sheets if necessary) Subdivide lot, build

new dwellings on both. One lot would have a 4-plex and the other a single-family residence.

**Proposed Use** Multi-family residential **Existing Use** Single-family residential

**Total Building Square Footage** 850 sqft **S.F.** **Number of Stories** 1 **Lot Dimensions** 105' x 240'

**Age of any Existing Structures** Built in 1923

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>.

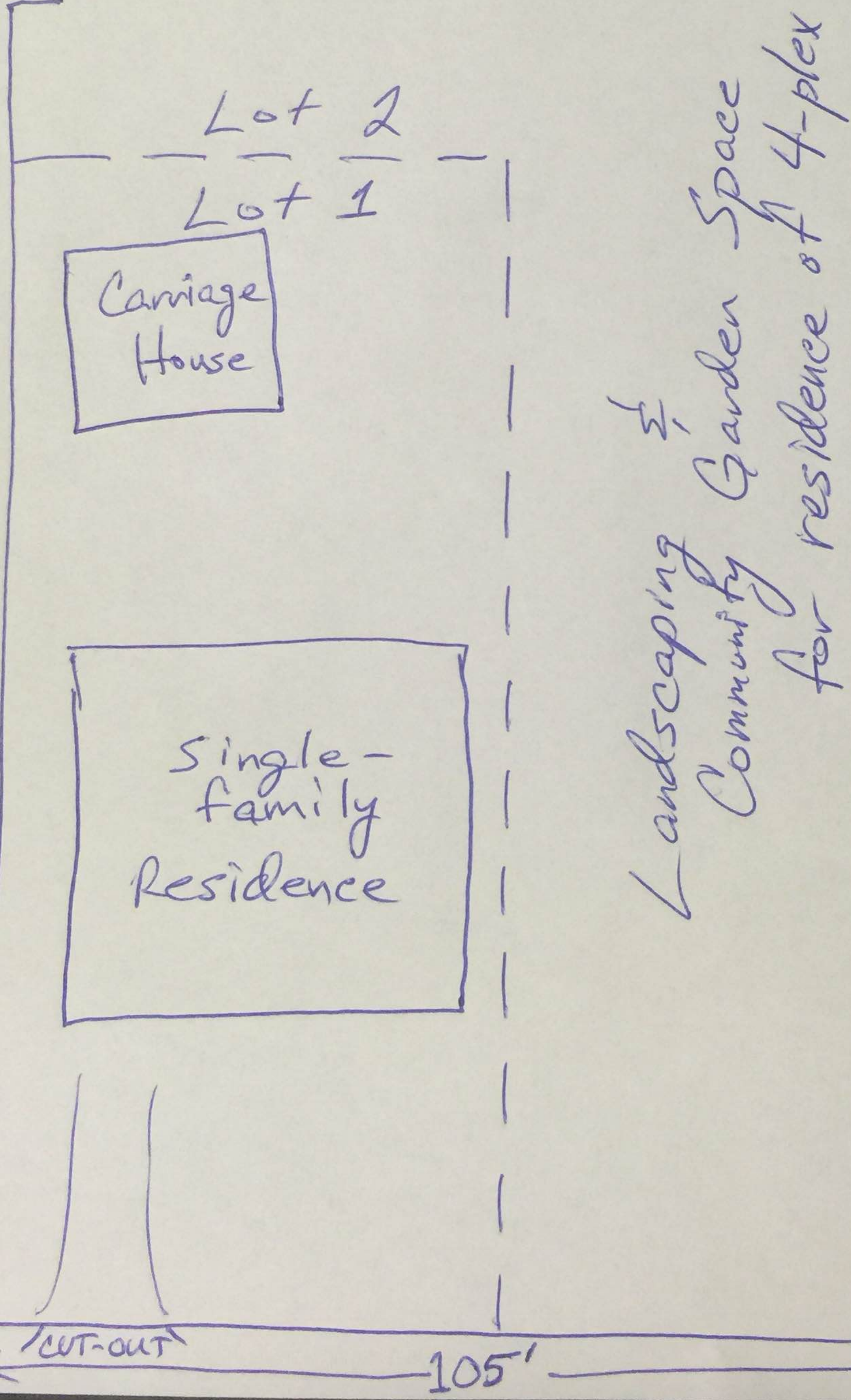
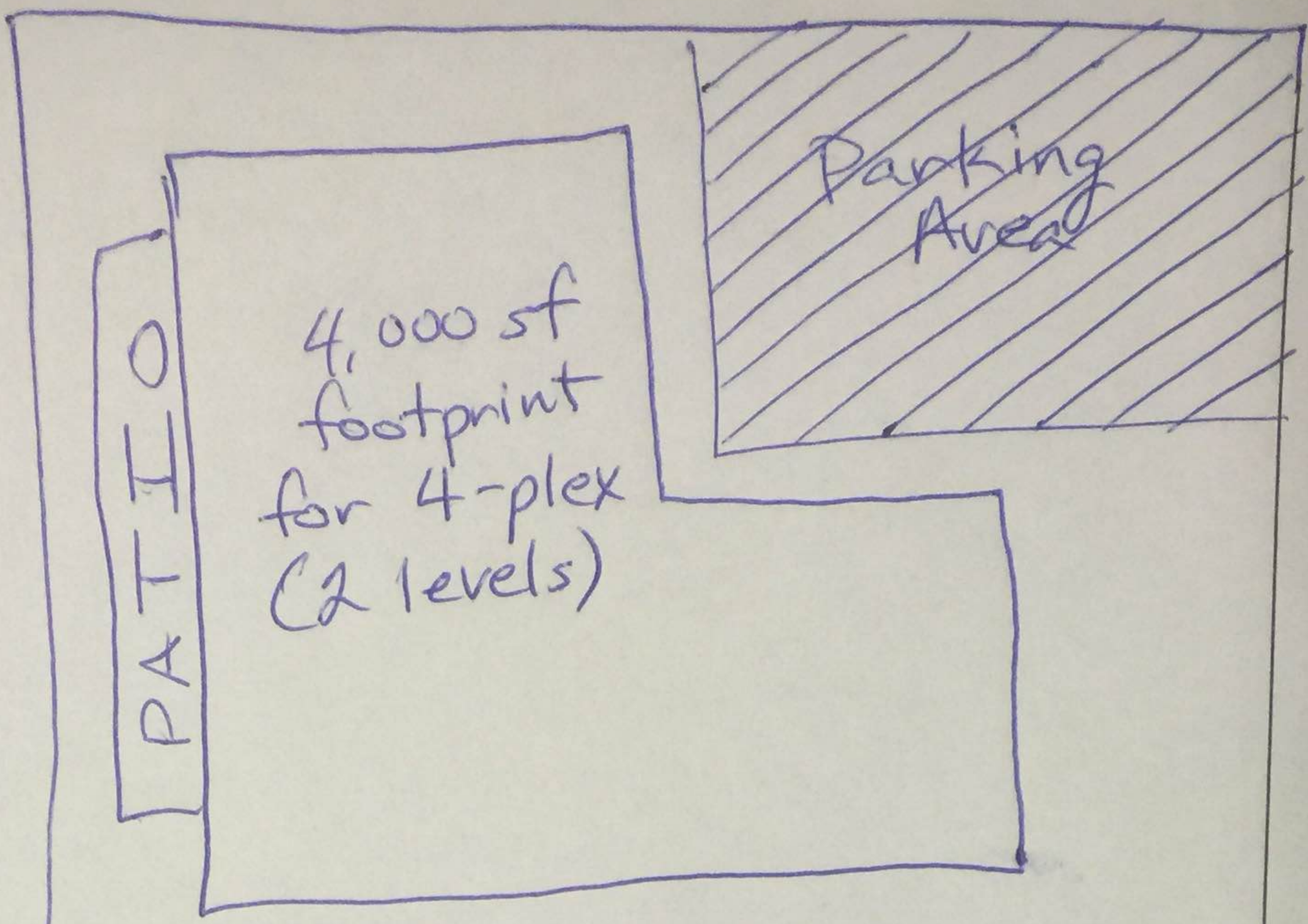
**Increase in Impervious Area** Adding 4,000 sqft duplex footprint S.F.

(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:**

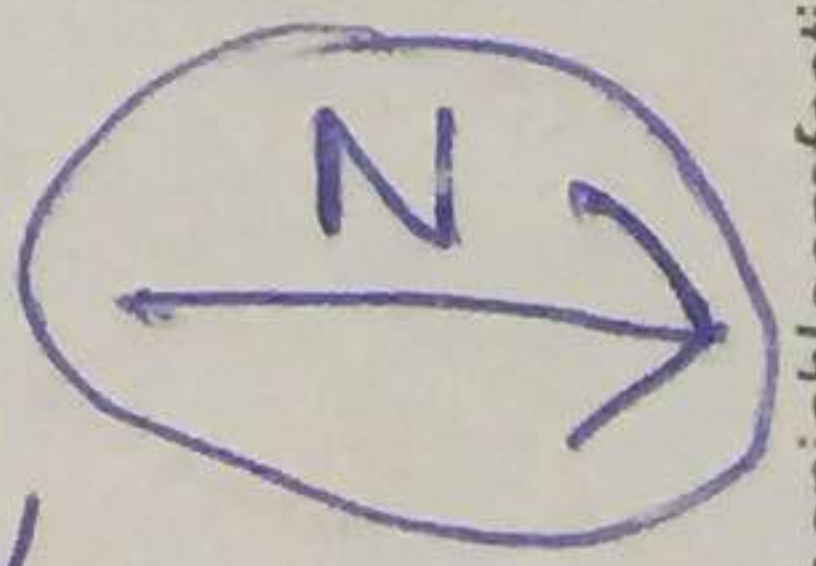
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility 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?

Total Acreage:  
0.58 acres  
(~25,000 sf.)



240'

105'



349 N. Shields





December 05, 2016

John Long  
349 N Shields St  
Fort Collins, CO 80521

**Re:** 349 N Shields St - Replat and Fourplex

**Description of project:** This is a request to replat 349 N Shields St with the intent of building a fourplex on the new lot (parcel #9710109002). Each lot would have at least 50% of frontage on Shields. The new fourplex would be built in the rear of the new lot and take access off Hanna St. The proposal also shows a carriage house to be added behind the existing single-family home. The site is located in the Neighborhood Conservation, Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Seth Lorson, at 970-224-6189 or [slorson@fcgov.com](mailto:slorson@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact: Ryan Boehle, 970-416-2401, [rboehle@fcgov.com](mailto:rboehle@fcgov.com)**

1. NCM zoning does not allow a lot to be split front to back, if Hanna St. is the front this configuration may not work.
2. Minimum front yard setback shall be fifteen (15) feet. Setbacks from garage doors to the backs of public walks shall not be less than twenty (20) feet. Minimum rear yard setback shall be five (5) feet from existing alleys and fifteen (15) feet in all other conditions. Minimum side yard width shall be five (5) feet for all interior side yards. Accessory buildings and attached garages shall have a front yard setback that is at least ten (10) feet greater than the front setback of the principal building that is located on the front portion of the lot.
3. We do not allow vehicle use areas to be located between the front of the building and the street, if Hanna St. is the front the parking area may not work.
4. You will be required to provide one parking space for the single family home, and one parking space for the carriage house.  
The multi-family residence will require parking spaces based on the number of bedrooms per dwelling unit. If you did 4- two bedroom dwelling units you would need to provide 7 parking spaces. One space needs to be a van accessible handicap space.
5. The floor area ratio on the lot containing the single family residence, if containing between 4,000 and 10,000 sq. ft. shall not exceed twenty-five (25) percent of the lot area plus one thousand (1,000) square feet.  
The allowable floor area for buildings containing permitted uses other than single-family

dwellings and buildings accessory to single-family dwellings shall not exceed forty (40) percent of the lot area.

Allowable floor area on the rear half of the lot shall not exceed 33% of the rear 50%.

6. The multi-family residence shall provide at least on bicycle parking space per bedroom.
7. Minimum lot area shall not be less than the following: five thousand (5,000) square feet for a single-family or two-family dwelling and six thousand (6,000) square feet for all other uses per dwelling unit. The proposed carriage house would need to be allotted its own 5,000 sq. feet.

**Department: Water-Wastewater Engineering**

**Contact: Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)**

1. Existing water and sewer mains in the vicinity include a 10-inch water main in Shields, a 6-inch sewer main in Shields, and a 6-inch sewer main in Hanna.
2. New water and sewer services will be required for the new Fourplex. Sewer service for the existing house is from the main in Hanna St. The water service for the carriage house can be connected to the existing service provided the project is in compliance with Sec. 26-94 of City Code.
3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
4. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

**Contact: Nicole Hahn, 970-221-6820, [nhahn@fcgov.com](mailto:nhahn@fcgov.com)**

1. The anticipated change in traffic volume is not expected to rise to the threshold of needing a TIS. We would, however, like to work with you and engineering on locating the accesses to the dwelling units.
2. There will need to be some adjacent street frontage improvements on Shields. This includes sidewalk. Work with the engineering department on specifics.

**Department: Technical Services**

**Contact: Jeff County, 970-221-6588, [jcounty@fcgov.com](mailto:jcounty@fcgov.com)**

1. Addresses are not acceptable as a Subdivision Plat name/title.
2. As of January 1, 2015 all development plans are required to be on the NAVD88 vertical datum. Please make your consultants aware of this, prior to any surveying and/or design work.

**Department: Stormwater Engineering**

**Contact: Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)**

1. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.
2. The erosion control report requirements are in Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Stormwater Criteria Manual. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
3. It is important to document the existing impervious area since drainage requirements and fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required prior to the time fees are calculated for each building permit.

4. If there is an increase in imperviousness greater than 1,000 square feet a drainage report, erosion control report and construction plans are required and they must be prepared by a Professional Engineer registered in the State of Colorado. The drainage report must address the four-step process for selecting structural BMPs. If the increase in impervious area is greater than 350 square feet and less than 1,000 square feet, a drainage letter along with a grading and erosion control plan should be sufficient to document the existing and proposed drainage patterns. A grading plan is required if the increase in imperviousness is less than 350 square feet.
5. Drainage into alleys in the Old Town Basin can be problematic, causing damage to downstream and neighboring properties. As part of any construction with this development, a drainage analysis will need to be completed by a Civil Engineer addressing any additional drainage created by the development and may be required to show how conveyance of site drainage is conveyed to an adequate public facility without impacting downstream properties.
6. When improvements are being added to an existing developed site, onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2-year historic release rate for water quantity.
7. Fifty percent of the newly added or modified impervious area is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
8. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment with one of the two following options:
  - A. 50% of the newly added or modified impervious area must be treated by LID techniques and 25% of new paved areas must be pervious.
  - B. 75% of all newly added or modified impervious area must be treated by LID techniques.
9. From a maintenance standpoint, it is not desirable to have water quality treatment on individual singly family lots. A meeting is recommended with Stormwater staff early on in the project design in order to decide on a way to best manage the water quality requirements for the overall project while minimizing long term maintenance for the single family homeowner.
10. There will be a final site inspection of the stormwater facilities when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. Standard operating procedures (SOPs) for on-going maintenance of all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at:  
<http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>
11. Per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
12. The 2016 city wide Stormwater development fee (PIF) is \$8,217/acre for new impervious area over 350 sq. ft. and there is a \$1,045.00/acre review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jill White at 970-416-2139 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount

of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

**Department: Historic Preservation**

**Contact: Maren Bzdek, 970-221-6206, [mbzdek@fcgov.com](mailto:mbzdek@fcgov.com)**

1. This property was reviewed on May 5, 2016 for landmark eligibility by the CDNS Director and LPC Chair. Their determination was that the existing residence (1923) is not individually eligible for local landmark designation due to extensive alterations, most recently in 2003. Because this is only a conceptual review and the applicant has not proposed an immediate timeline for potential development on the site, it is worth noting that this determination will remain legally valid for five years and will need to be updated in the future to remain current if development on the site does not occur within that five year period. Other than that caveat, no further review of proposed demolition of the residence by the Historic Preservation Division is required.
2. All of the abutting structures to the north, west, and south are at least 50 years old. None are known to be individually eligible for designation at this time, but that determination would need to be made (if and when a development proposal is brought forward) for any properties that would be considered within a reasonable area of adjacency for the new development. If any of those properties were determined to be eligible, the design of the proposed new construction would need to be reviewed in accordance with Land Use Code 3.4.7, which defines compatibility for projects that are near designated or eligible properties. Staff does not anticipate any serious difficulties regarding compliance with this section of the Land Use Code, based on what is known about proposed development options and the surrounding properties.

**Department: Fire Authority**

**Contact: Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)**

1. AUTOMATIC FIRE SPRINKLER SYSTEM  
The Multi-Family building will require an automatic fire sprinkler system under a separate permit. Any other building considered to be out of fire access shall be equipped with a fire sprinkler system. Please contact Assistant Fire Marshal, Joe Jaramillo with any fire sprinkler related questions at 970-416-2868.
2. GENERAL FIRE LANE REQUIREMENTS  
Fire access is required to within 150' of all exterior portions of any building, or facility as measured by an approved route around the perimeter. For the purposes of this section, fire access cannot be measured from an arterial road (in this case, Shields St). Fire access cannot be measured from any street, alley, or private drive not meeting minimum fire lane specifications.

Any private drive serving as a fire lane on the property shall be dedicated as an Emergency Access Easement (EAE) and be designed to standard fire lane specifications. Access by means of a public alley will be reviewed by the fire marshal on a case-by-case basis and approval will be based upon the ability to bring the alley up to minimum street standards and preserve minimum fire lane standards in perpetuity. In addition, aerial apparatus access requirements are triggered for buildings in excess of 30' in height.

Specific to this project, alley access to the multi-family building on proposed Lot 2 remains in question. Residential alley access is not typically approved unless the alley is brought up to street standards along its entire length. No change in the fire access to the existing structure is required, however fire access to the proposed carriage house in Lot 1 is required. Code language and fire lane specifications provided below.

> IFC 503.1.1: Approved fire Lanes shall be provided for every facility, building or portion of a

building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. When any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access, the fire code official is authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

### 3. FIRE LANE SPECIFICATIONS

A fire lane plan shall be submitted for approval prior to installation. In addition to the design criteria already contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- > Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
- > The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
- > Be visible by painting and/or signage, and maintained unobstructed at all times. Sign locations or red curbing should be labeled and detailed on future plans.
- > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details. International Fire Code 503.2.3, 503.2.4, 503.2.5, 503.3, 503.4 and Appendix D; FCLUC 3.6.2(B)2006 and Local Amendments.

### 4. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. A hydrant is required within 300' of any commercial Multi-Family building as measured along an approved path of vehicle travel. Hydrants on the opposite sides of major arterial roadways are not considered accessible to commercial properties. At this time, the existing utility infrastructure does not provide a hydrant in the area. The Multi-Family project currently exceeds the maximum allowable distance to the nearest hydrant, by approximately 319' (619' to hydrant) and an additional hydrant will be required. Code language provided below.

- > IFC 507.5 and PFA Policy: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.

### 5. PREMISE IDENTIFICATION & WAYFINDING

At this time, it is unclear how the multi-family and carriage house structures will be accessed and addressed. If addressed off of Shields, access is required into the site from Shields. Monument signage may be required to assist with wayfinding. Code language provided below.

- > IFC 505.1: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible, visible from the street or road fronting the property, and posted with a minimum of six-inch numerals on a contrasting background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

**Department: Environmental Planning**

**Contact: Stephanie Blochowiak, 970-416-4290, [sblochowiak@fcgov.com](mailto:sblochowiak@fcgov.com)**

1. If upgrades to lighting are proposed note: blue light is harsher at night and can cause disruption to circadian (biological) rhythms for both humans and wildlife. Please consider a

warmer color temperature (warm white, 3000K or less) for any LED light fixtures and fixtures with dimming capabilities so that light levels can be adjusted as needed. Site light sources shall be fully shielded and down-directional to minimize up-light, light spillage and glare [see LUC 3.2.4(D)(3)]. For further information regarding health effects please see: <http://darksky.org/ama-report-affirms-human-health-impacts-from-leds/>

2. City of Fort Collins Land Use Code [Section 3.2.1 (E)(3)], requires that to the extent reasonably feasible, all plans be designed to incorporate water conservation materials and techniques. This includes use of low-water-use plants and grasses in landscaping or re-landscaping and reducing bluegrass lawns as much as possible. Native plants and wildlife-friendly (ex: pollinators; songbirds) landscaping and maintenance are also encouraged. Please refer to the Fort Collins Native Plants document available online and published by the City of Fort Collins Natural Areas Department for guidance on native plants; the link is: <http://www.fcgov.com/naturalareas/pdf/nativeplants2013.pdf>.
3. If significant trees are to be removed note: a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (970-221-6361 or [tbuchanan@fcgov.com](mailto:tbuchanan@fcgov.com)) to determine the status of the existing trees and any mitigation requirements that could result from development [3.2.1(C)].
4. Please be aware, the creation or enforcement of covenants that prohibit or limit xeriscape or drought-tolerant landscapes, or that require primarily turf-grass are prohibited by both the State of Colorado and the City of Fort Collins.
5. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens now and generations from now. Thus, the City of Fort Collins has many sustainability programs and goals that may benefit this project. For example:

1) Green Building Program: <http://www.fcgov.com/enviro/green-building.php>, contact Tony Raeker at 970-416-4238 or [traeker@fcgov.com](mailto:traeker@fcgov.com)

2) Solar Energy:

<http://www.fcgov.com/utilities/residential/renewables/solar-contractors-resources>, contact Norm Weaver at 970-416-2312 or [nweaver@fcgov.com](mailto:nweaver@fcgov.com)

3) Integrated Design Assistance Program: <http://fcgov.com/idap>, contact Gary Schroeder at 970-224-6003 or [gschroeder@fcgov.com](mailto:gschroeder@fcgov.com)

4) Nature in the City Strategic Plan: <http://www.fcgov.com/natureinthecity/>, contact Justin Scharton at 970-221-6213 or [jscharton@fcgov.com](mailto:jscharton@fcgov.com)

5) Urban Agriculture: <http://www.fcgov.com/urbanagriculture>, contact Spencer Branson at 970-224-6086 or [sbranson@fcgov.com](mailto:sbranson@fcgov.com)

Please consider City sustainability goals and ways this development can engage with these efforts. Let me know if I can help connect you to these programs.

**Department: Engineering Development Review**

**Contact: Marc Virata, 970-221-6567, [mvirata@fcgov.com](mailto:mvirata@fcgov.com)**

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.

4. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if the driveway needs to be reconstructed as a result. The existing attached sidewalk along Shield Street may need to be widened (or removed and detached to the new right-of-way line) in order to meet current ADA and City standards.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project. Shields Street requires a dedication to obtain the 2 lane arterial street half width of 42 feet. Dedication shall also include the standard utility easements that are to be provided behind the right-of-way (15 foot along Shields Street as an arterial and 8 foot along Hanna Street as an alley. Information on the dedication process can be found at: <http://www.fcgov.com/engineering/devrev.php>
7. The project would need to design and construct to City standards, the alley known as Hanna Street, from the northern boundary of the site out to Sycamore Street.
8. Continued access off of Shields Street is not preferred and access for Lot 1 should take place from the alley.
9. Civil Construction plans will be required.
10. A Development Agreement will be required and recorded once the project is finalized, with recordation costs paid for by the applicant.
11. As of January 1, 2015 all development plans are required to be on the NAVD88 vertical datum. Please make your consultants aware of this, prior to any surveying and/or design work.
12. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
13. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.
14. All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.
15. The public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

**Department: Electric Engineering**

**Contact: Tyler Siegmund, 970-416-2772, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

1. Light & Power is currently serving the home at 349 N. Shields St. and can serve the proposed re-platted lot-2 with single phase power from the west down the alleyway.
2. Any changes to the existing electric capacity and or location will initiate electric development and system modification charges. Please coordinate power requirements with Light and

Power Engineering at 221-6700.

3. All new residential units must be metered separately.
4. Please contact Tyler Siegmund at Light & Power Engineering if you have any questions at 970.416.2772. Please reference our policies, construction practices, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>

## Planning Services

**Contact: Seth Lorson, 970-224-6189, [slorson@fcgov.com](mailto:slorson@fcgov.com)**

1. 1. The north-south alley is technically a street (Hanna) which allows this proposal to be permitted as a "street-fronting principal building".  
  
2. The lot containing the multi-family building will need to be > 6,000 S.F. and the single family lot will need to be > 5,000 S.F.  
  
3. The Neighborhood Conservation, Medium Density District (NCM) has many development and dimensional standards. Please see Section 4.8 (D-F) of the Land Use Code.  
Some notable standards:
  - Lots 4-10,000 s.f. have a floor area ratio (FAR) of 25%; > 10,000 s.f. is 35%; any multi-family project has a FAR of 40%
  - The rear half of any lot cannot exceed a FAR of 33%
  - The carriage house can have a maximum of 600 s.f. of floor area.
  - The parking for the multi-family building must be further away from the alley than the building.
2. Per our conversation at the conceptual review meeting, if you would like to create a 2 lot split with principal single-family lots with carriage houses, you will need to request a variance with City Development Review Engineering in order to not pave the alley.
3. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
4. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
5. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
6. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
7. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.



- 8.** The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
- 9.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

## **Pre-Submittal Meetings for Building Permits**

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

Applicants of new commercial or multi-family projects are advised to call 970-416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

### **Construction shall comply with the following adopted codes as amended:**

*2012 International Building Code (IBC)*  
*2012 International Residential Code (IRC)*  
*2012 International Energy Conservation Code (IECC)*  
*2012 International Mechanical Code (IMC)*  
*2012 International Fuel Gas Code (IFGC)*  
*2012 International Plumbing Code (IPC) as amended by the State of Colorado*  
*2014 National Electrical Code (NEC) as amended by the State of Colorado*

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2009.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5.

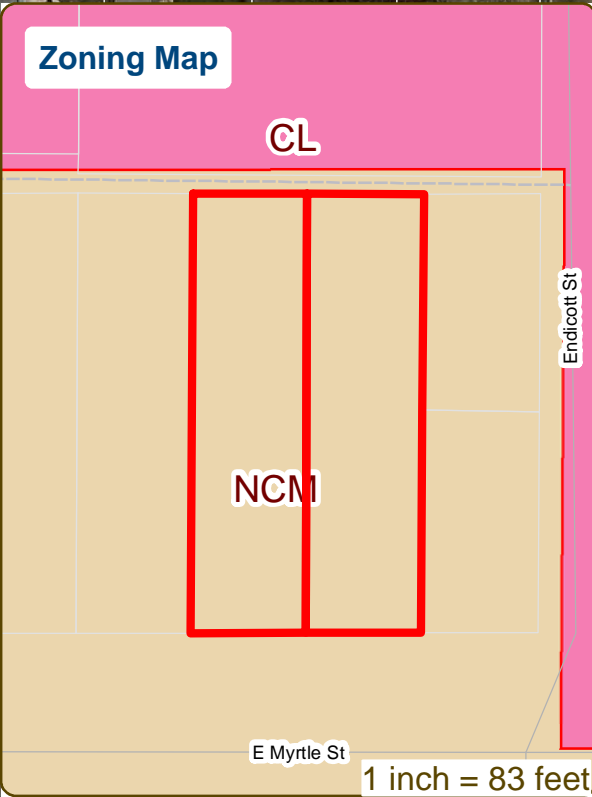
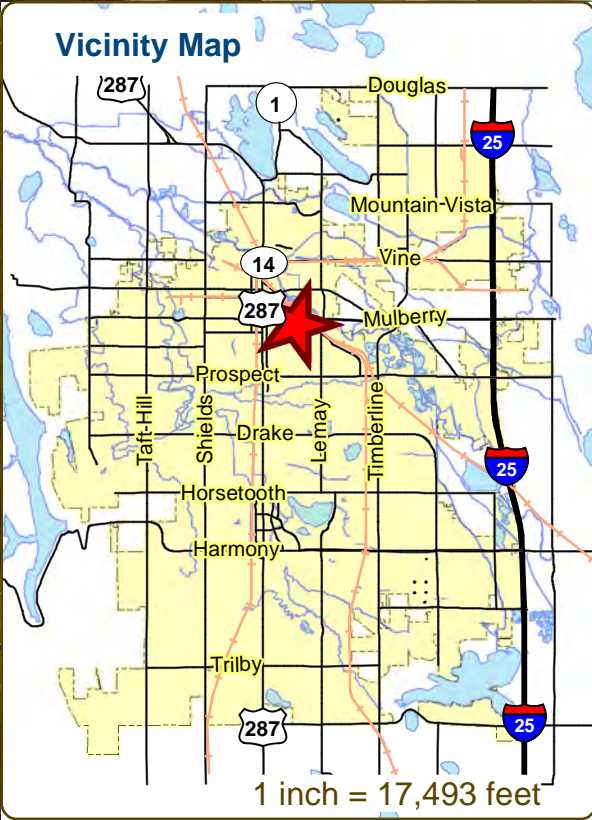
#### Energy Code Use

1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

Fort Collins Green Code Amendments effective starting 2/17/2014. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins  
Building Services  
Plan Review  
970-416-2341

# 830 and 834 E Myrtle St. Fourplexes



These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement of location of any map features thereon. THE CITY OF FORT COLLINS MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE MAP PRODUCTS OR THE UNDERLYING DATA. Any users of these map products, map applications, or data, accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility of the use thereof, and further covenants and agrees to hold the City harmless from and against all damage, loss, or liability arising from any use of this map product, in consideration of the City's having made this information available. Independent verification of all data contained herein should be obtained by any users of these products, or underlying data. The City disclaims, and shall not be held liable for any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.





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.

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. **Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays 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) \_\_\_\_\_

TOM KALERT

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

Your Mailing Address 318 EAST OAK ST., FORT COLLINS, CO 80524

Phone Number 970-412-3049 Email Address TOMK@APLUSARCH.COM.

Site Address or Description (parcel # if no address) 830 AND 834 EAST MYRTLE FORT COLLINS, CO 80524

Description of Proposal (attach additional sheets if necessary) RAZE EXIST. SINGLE FAMILY RESIDENCES & RE-DEVELOP TO (2) 4-PLEX UNITS.

Proposed Use MULTI-FAMILY HOUSING Existing Use SINGLE FAMILY HOUSING

Total Building Square Footage 7600 S.F. Number of Stories 1 Lot Dimensions 100'x190'

Age of any Existing Structures 830 = 1878, 834 = 1910

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.

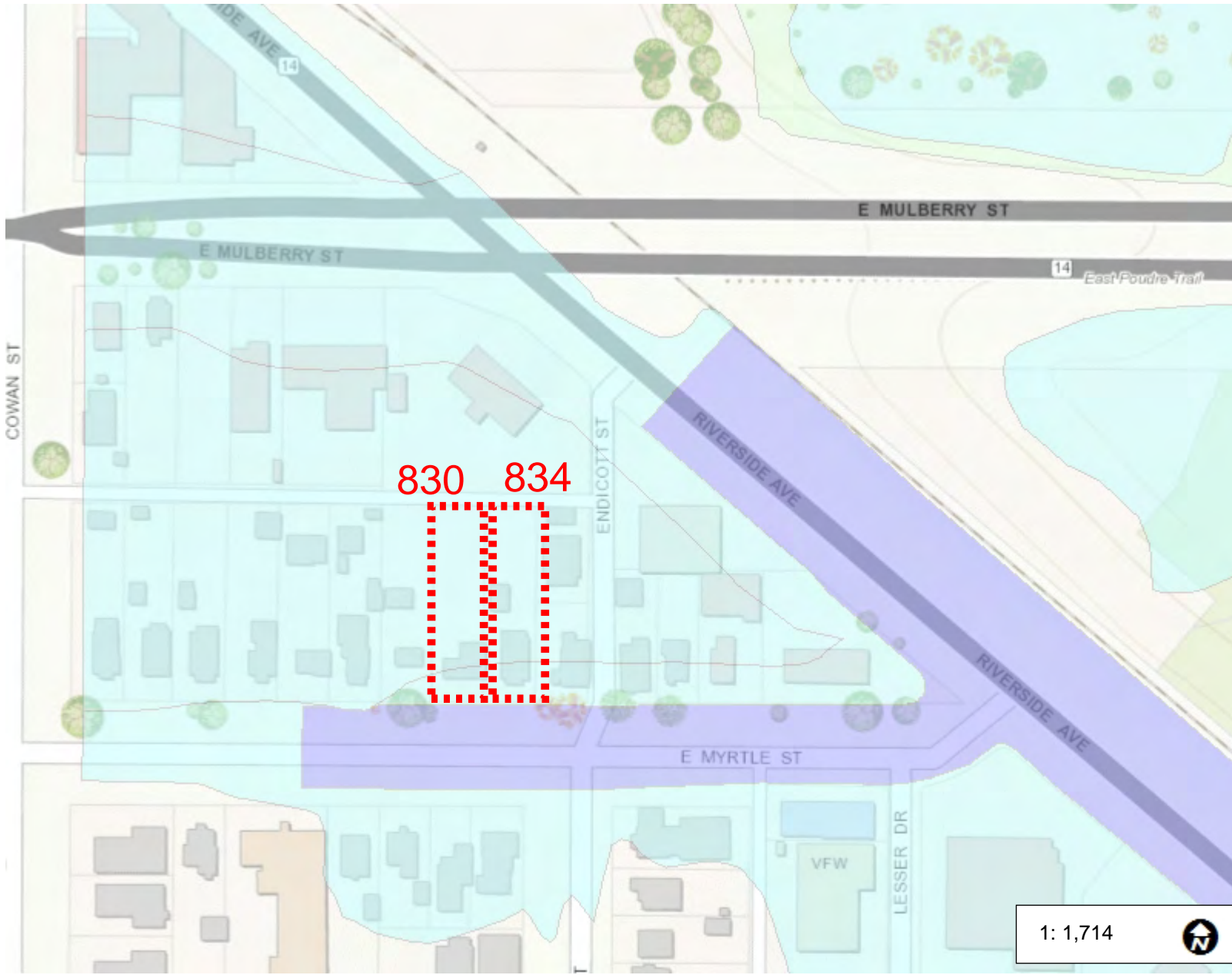
Is your property in a Flood Plain?  Yes  No If yes, then at what risk is it? CITY-HIGH RISK 100 YR

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

Increase in Impervious Area 830 & 834 EXIST: ~3,000 S.F. / 830+834 PROPOSED: ~11,000 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:**

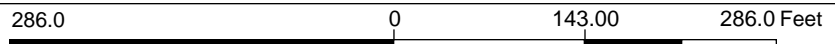
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility 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?



### Legend

- FEMA Floodplain**
  - FEMA High Risk - Floodway
  - FEMA High Risk - 100 Year
  - FEMA Moderate Risk - 100 / 500 Y
- FEMA Map Panel**
- City Floodplains**
  - City High Risk - Floodway
  - City High Risk - 100 Year
  - City Moderate Risk - 100 Year
- City Limits

1: 1,714

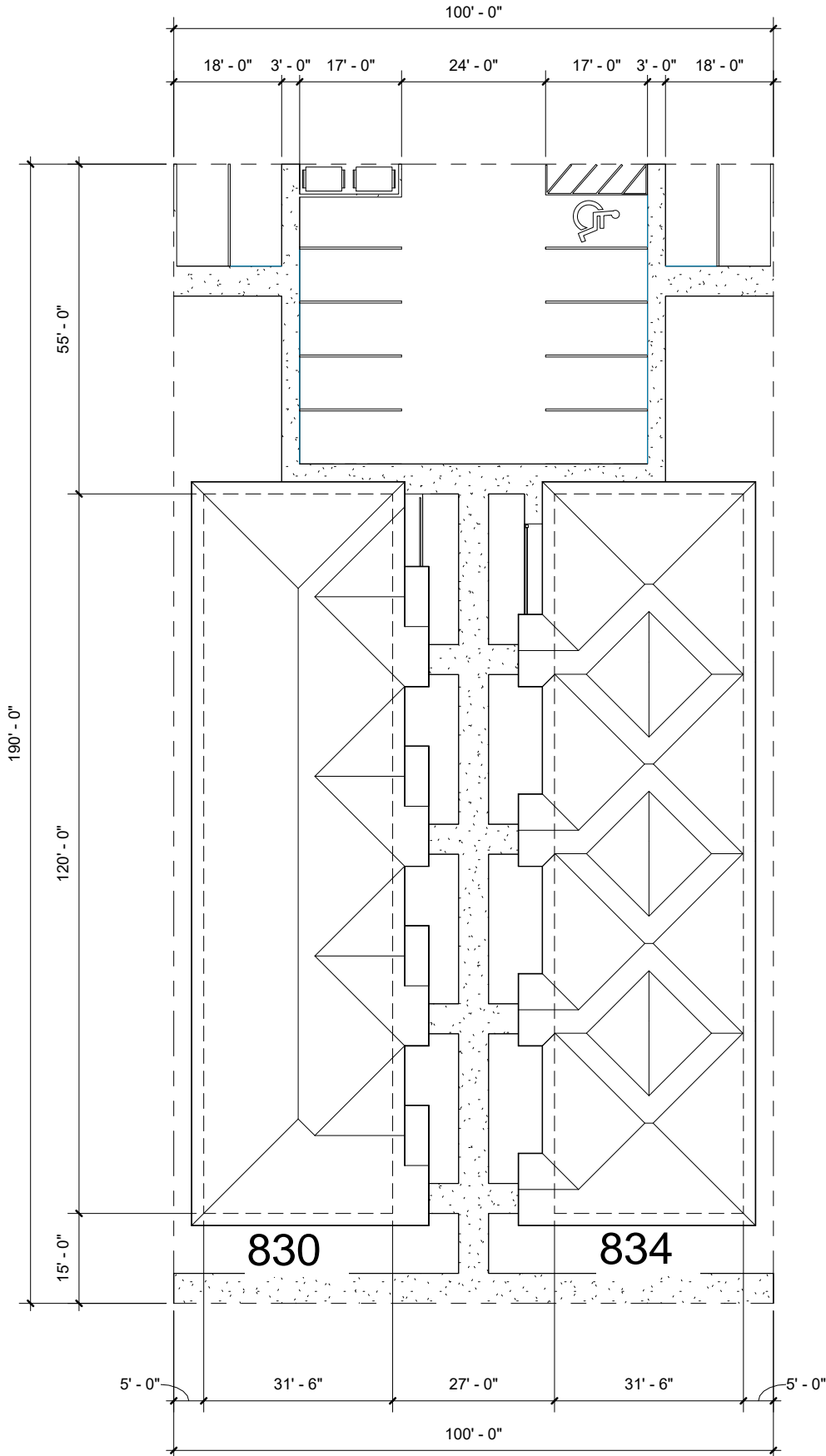


WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
City of Fort Collins - GIS

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

# REAR ALLEY



<b>ALLOWABLE F.A.R. 930 AND 838</b>	
9500 SF x 40%	3800 SF
REAR 50%	1568 SF
<b>ACTUAL LOT AREA</b>	
830:	3800 SF TOTAL
	1528 SF REAR 50%
838:	3800 SF TOTAL
	1528 SF REAR 50%

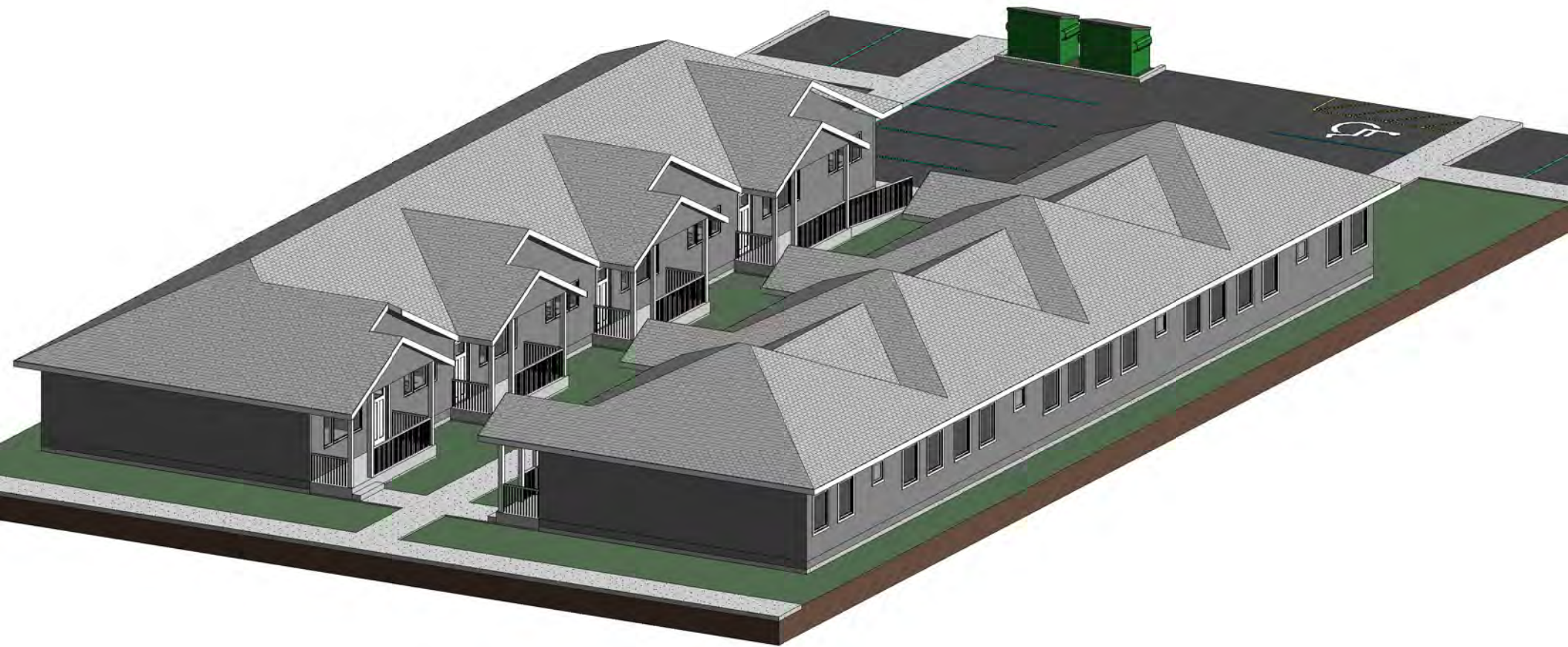
830 - 834 EAST MYRTLE



NOT TO SCALE



TYPICAL ELEVATION







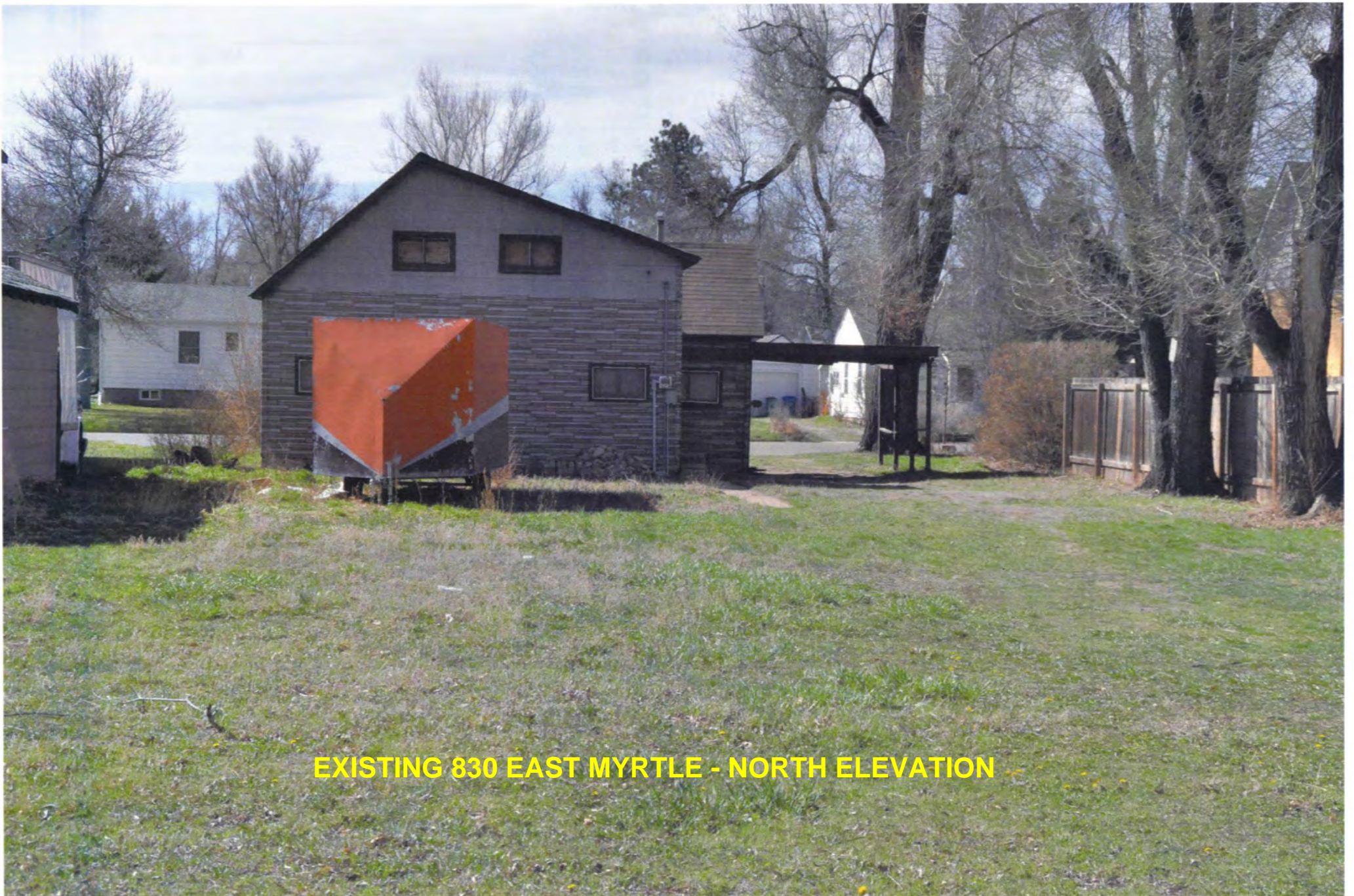
PERSPECTIVE LOOKING NORTH FROM MYRTLE



**EXISTING 830 EAST MYRTLE - SOUTH ELEVATION**



**EXISTING 830 EAST MYRTLE - SOUTH & WEST ELEVATION**



**EXISTING 830 EAST MYRTLE - NORTH ELEVATION**



**EXISTING 834 EAST MYRTLE - SOUTH ELEVATION**



**EXISTING 834 EAST MYRTLE - SOUTH & WEST ELEVATION**



**EXISTING834 EAST MYRTLE - SOUTH & EAST ELEVATION**



**EXISTING 834 EAST MYRTLE - NORTH ELEVATION**





December 05, 2016

Tom Kalert  
A Plus Architecture  
318 E Oak St  
Fort Collins, CO 80524

**Re:** 830 and 834 E Myrtle St. - Fourplexes

**Description of project:** This is a request to build two fourplexes at 830 & 834 Myrtle St. (parcel #s 9713107017 and 9713107018). The existing homes will be demolished. Both fourplexes will be oriented towards a common, shared green space. Parking will be provided in a lot accessed off the alley. The site is located in the Neighborhood Conservation Medium Density (NCM) zone district. This proposal will be subject to Planning & Zoning Board (Type II) review.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Seth Lorson, at 970-224-6189 or slorson@fcgov.com.

**Comment Summary:**

**Department: Zoning**

**Contact: Marcus Glasgow, 970-416-2338, [mglasgow@fcgov.com](mailto:mglasgow@fcgov.com)**

1. LUC 3.2.1 A landscape plan is required.
2. LUC 3.2.1 (D) (2) Planting of street trees shall occur in the adjoining street right-of-way in connection with the development
3. LUC 3.2.5 All development shall provide adequately sized conveniently located, accessible trash and recycling enclosures. These shall be designed with walk-in access separate from the main-service gates.
4. How many bedrooms in each unit?
5. The South units must face Myrtle Street.

LUC 3.8.30(D)(3) Minimum Building Frontage. Forty (40) percent of each block side or fifty (50) percent of the block faces of the total block shall consist of either building frontage, plazas or other functional open space.

LUC 3.8.30(F)(4) Entrances. Entrances shall be made clearly visible from the streets and public areas through the use of architectural elements and landscaping.

**Department: Water-Wastewater Engineering**

**Contact: Shane Boyle, 970-221-6339, [sboyle@fcgov.com](mailto:sboyle@fcgov.com)**

1. Existing water and sewer mains in the vicinity include 4-inch and 8-inch water mains in Myrtle and an 8-inch sewer main in the alley.
2. Both properties are currently served by ¾-inch domestic water services. These services will need to be reused or abandoned at the main. The size and condition of the existing sewer services is unknown. These services will also need to be reused or abandoned at the main. Service for the new development will need to be a single water and sewer service to each building with a single meter.
3. If fire service is required, the service will be required to be connected to the 8-inch water main. This may require an extension of the 6-inch main in front of 830 E Myrtle and reconfiguring the connection from the 6-inch main to the 8-inch main. Early coordination with Water Utilities Engineering and Water Field Services is recommended.
4. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
5. Development fees and water rights will be due at building permit.

**Department: Traffic Operations**

**Contact: Nicole Hahn, 970-221-6820, [nhahn@fcgov.com](mailto:nhahn@fcgov.com)**

1. The anticipated change in traffic volume is not expected to rise to the threshold of needing a TIS. Based on section 4.2.3.D of LCUASS, the Traffic Impact Study requirement can be waived. We may need to work with you on potential changes to the access on Endicott.
2. Work with the Engineering department on any necessary alley improvements.

**Department: Technical Services**

**Contact: Jeff County, 970-221-6588, [jcounty@fcgov.com](mailto:jcounty@fcgov.com)**

1. As of January 1, 2015 all development plans are required to be on the NAVD88 vertical datum. Please make your consultants aware of this, prior to any surveying and/or design work.
2. If submitting a replat for this property/project, addresses are not acceptable in the Subdivision Plat title/name.

**Department: Stormwater Engineering**

**Contact: Heidi Hansen, 970-221-6854, [hhansen@fcgov.com](mailto:hhansen@fcgov.com)**

1. A portion of this property is located in the City regulatory Old Town 100-year Floodplain and Myrtle Street is located within the Floodway. Any improvements within the floodplain/floodway area must comply with Chapter 10 of City Code. A Flood Risk Map is attached.
2. New residential construction is allowed within the floodplain, provided that the lowest finished floor of all structures (along with all duct work, heating, ventilation and air-conditioning systems, hot water heaters, boilers, electrical, etc.) are elevated a minimum of 18-inches above the Base Flood Elevation (BFE). This elevation is known as the Regulatory Flood Protection Elevation (RFPE). Basements are not allowed in any residential structure located within the floodplain.
3. Nonstructural development (sidewalks, tree lawn landscaping, curb and gutter, utility work, fill, driveways, etc.) in Myrtle Street, the tree lawn and sidewalk can be completed within the floodway as long it can be proven that the work will not cause a change in the Base Flood Elevation (BFE), or a change to the boundaries of the floodway or floodplain (No-Rise Certification).
4. Any and all construction activities in the floodplain and floodway must be preceded by an approved Floodplain Use Permit, the appropriate permit application fees, and approved plans. A FEMA Elevation Certificate is required prior to issuance of the CO for any structures

built in the 100-year floodplain. In addition to obtaining an approved Floodplain Use Permit, any development in the Floodway must be preceded by a No-Rise Certification as discussed above. The permit forms can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.

5. Please be aware that per Section 10-103 (9) of the City Municipal Code, Critical Facilities are prohibited in the floodplain. The definition for Critical Facilities includes facilities for at-risk populations (daycares, schools, nursing homes, etc.).
6. Development review checklists for floodplain requirements can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>. Please utilize these documents when preparing your plans for submittal.
7. The floodplain and floodway boundaries must be shown and called out on all plans. Please contact Beck Anderson of Stormwater Master Planning at [banderson@fcgov.com](mailto:banderson@fcgov.com) for floodplain CAD line work as required per the floodplain development review checklist.
8. Please contact Heidi Hansen, 970-221-6854, [hhansen@fcgov.com](mailto:hhansen@fcgov.com) with questions concerning development in the floodplain.
9. The design of this site must conform to the drainage basin design of the Old Town Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.
10. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs.
11. The erosion control report requirements are in Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Stormwater Criteria Manual. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
12. When improvements are being added to an existing developed site, onsite detention is only required if there is an increase in impervious area greater than 5000 square feet. If it is greater, onsite detention is required with a 2-year historic release rate for water quantity.
13. Drainage into alleys in the Old Town Basin can be problematic, causing damage to downstream and neighboring properties. As part of any construction with this development, a drainage analysis will need to be completed by a Civil Engineer addressing any additional drainage created by the development and may be required to show how conveyance of site drainage is conveyed to an adequate public facility without impacting downstream properties.
14. Fifty percent of the site runoff is required to be treated using the standard water quality treatment as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
15. Low Impact Development (LID) requirements are required on all new or redeveloping property which includes sites required to be brought into compliance with the Land Use Code. These require a higher degree of water quality treatment with one of the two following options:
  - A. 50% of the newly added or modified impervious area must be treated by LID techniques and 25% of new paved areas must be pervious.
  - B. 75% of all newly added or modified impervious area must be treated by LID techniques.
16. There will be a final site inspection of the stormwater facilities when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. Standard operating procedures (SOPs) for on-going maintenance of all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>

17. Per Colorado Revised Statute §37-92-602 (8) effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume based stormwater storage, including extended detention basins and bio-retention cells.
18. The 2016 city wide Stormwater development fee (PIF) is \$8,217/acre for new impervious area over 350 sq. ft. and there is a \$1,045.00/acre review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jill White at 970-4162139 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.

**Department: Historic Preservation**

**Contact: Karen McWilliams, 970-224-6078, [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com)**

1. As these homes are more than 50 years of age, both will need to be reviewed for potential Landmark eligibility. The historic review process requires good quality photographs of all sides of all buildings and structures, a description of the work proposed for the two buildings, and a signed owner sheet. The review takes two weeks, after which the results may be appealed by any citizen for a two-week period. If there is no appeal, then the results stand for five years.
2. If the proposed project is subject to the requirements in Chapter 3 of the Land Use Code, the project will be reviewed for compliance with LUC Section 3.4.7, historical and cultural resources.

LUC 3.4.7(B) General Standard, states: If the project contains a site, structure or object that is [designated or individually eligible for designation] then to the maximum extent feasible, the development plan and building design shall provide for the preservation and adaptive use of the historic structure. The development plan and building design shall protect and enhance the historical and architectural value of any historic property that is: (a) preserved and adaptively used on the development site; or (b) is located on property adjacent to the development site and qualifies under (1), (2) or (3) above. New structures must be compatible with the historic character of any such historic property, whether on the development site or adjacent thereto.

LUC 3.4.7(B)(b) states, "...to the maximum extent feasible... the development plan and building design shall protect and enhance the historical and architectural value of any historic property that is...located on property adjacent to the development site and qualifies [as an individual landmark] [as an officially designated property]. New structures must be compatible with the historic character of any such historic property, whether on the development site or adjacent thereto.

LUC Division 5.1, Definitions, provides the definition of Maximum Extent Feasible: Maximum extent feasible shall mean that no feasible and prudent alternative exists, and all possible efforts to comply with the regulation or minimize potential harm or adverse impacts have been undertaken.

**Department: Fire Authority**

**Contact: Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)**

### 1. AUTOMATIC FIRE SPRINKLER SYSTEM

These multi-family buildings will require an automatic fire sprinkler system under a separate permit. Please contact Assistant Fire Marshal, Joe Jaramillo with any fire sprinkler related questions at 970-416-2868.

### 2. FDC

> IFC 912.2: Fire Department Connections shall be installed in accordance with NFPA standards. Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access. The location of the FDC shall be approved by the fire department.

### 3. FIRE LANES

Fire access is required to within 150' of all exterior portions of any building, or facility as measured by an approved route around the perimeter. Fire access cannot be measured from the alley and the proposed site design places the farthest end of the buildings approximately 40' out of access as measured from Myrtle; however as the buildings will be equipped with a fire sprinkler system, the out of access condition is considered acceptable. Code language and fire lane specifications provided below.

> IFC 503.1.1: Approved fire Lanes shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. When any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access, the fire code official is authorized to increase the dimension if the building is equipped throughout with an approved, automatic fire-sprinkler system.

### 4. WATER SUPPLY

The fire hydrant immediately in front of these two properties is expected to provide sufficient volume and pressure for this project. Contact the city water department with any questions. Code language provided below.

> IFC 507.5 and PFA Policy: COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building.

## Department: Environmental Planning

Contact: **Stephanie Blochowiak, 970-416-4290, [sblochowiak@fcgov.com](mailto:sblochowiak@fcgov.com)**

1. Generally, an Ecological Characterization Study (ECS) is required by Section 3.4.1 (D)(1) as the site is within 500 feet of known natural habitats and features (aquatic; riparian forest; Springer Natural Area). However, as there are intervening parcels and a road (Riverside Av) between the natural features and the standard buffer would not extend to this project's parcel, the ECS is waived for this site.
2. If upgrades to lighting are proposed note: blue light is harsher at night and can cause disruption to circadian (biological) rhythms for both humans and wildlife. Please consider a warmer color temperature (warm white, 3000K or less) for any LED light fixtures and fixtures with dimming capabilities so that light levels can be adjusted as needed. Site light sources shall be fully shielded and down-directional to minimize up-light, light spillage and glare [see LUC 3.2.4(D)(3)]. For further information regarding health effects please see: <http://darksky.org/ama-report-affirms-human-health-impacts-from-leds/>
3. City of Fort Collins Land Use Code [Section 3.2.1 (E)(3)], requires that to the extent reasonably feasible, all plans be designed to incorporate water conservation materials and techniques. This includes use of low-water-use plants and grasses in landscaping or re-landscaping and reducing bluegrass lawns as much as possible. Native plants and wildlife-friendly (ex: pollinators; songbirds) landscaping and maintenance are also encouraged. Please refer to the Fort Collins Native Plants document available online and

published by the City of Fort Collins Natural Areas Department for guidance on native plants; the link is: <http://www.fcgov.com/naturalareas/pdf/nativeplants2013.pdf>.

4. If significant trees are to be removed note: a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. If any of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (970-221-6361 or [tbuchanan@fcgov.com](mailto:tbuchanan@fcgov.com)) to determine the status of the existing trees and any mitigation requirements that could result from development [3.2.1(C)].
5. Please be aware, the creation or enforcement of covenants that prohibit or limit xeriscape or drought-tolerant landscapes, or that require primarily turf-grass are prohibited by both the State of Colorado and the City of Fort Collins.
6. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens now and generations from now. Thus, the City of Fort Collins has many sustainability programs and goals that may benefit this project. For example:

1) Green Building Program: <http://www.fcgov.com/enviro/green-building.php>, contact Tony Raeker at 970-416-4238 or [traeker@fcgov.com](mailto:traeker@fcgov.com)

2) Solar Energy:

<http://www.fcgov.com/utilities/residential/renewables/solar-contractors-resources>, contact Norm Weaver at 970-416-2312 or [nweaver@fcgov.com](mailto:nweaver@fcgov.com)

3) Integrated Design Assistance Program: <http://fcgov.com/idap>, contact Gary Schroeder at 970-224-6003 or [gschroeder@fcgov.com](mailto:gschroeder@fcgov.com)

4) Nature in the City Strategic Plan: <http://www.fcgov.com/natureinthecity/>, contact Justin Scharon at 970-221-6213 or [jscharon@fcgov.com](mailto:jscharon@fcgov.com)

5) Urban Agriculture: <http://www.fcgov.com/urbanagriculture>, contact Spencer Branson at 970-224-6086 or [sbranson@fcgov.com](mailto:sbranson@fcgov.com)

Please consider City sustainability goals and ways this development can engage with these efforts. Let me know if I can help connect you to these programs.

## **Department: Engineering Development Review**

**Contact: Katie Andrews, 970-221-6501, [kandrews@fcgov.com](mailto:kandrews@fcgov.com)**

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. All public sidewalk, driveways and ramps existing or proposed adjacent or within the site need to meet ADA standards, if they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project. The existing driveway will need to be evaluated to determine if the slopes and width will meet ADA requirements or if they need to be reconstructed so that they do.
5. The existing driveways on Myrtle will need to be removed and the curb reconstructed.
6. The project will be responsible for improving the alley adjacent to the properties and providing an improved connection out to Cowan or Endicott. Please use one of the two different standard alley designs in the LCUASS.
7. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:

<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>

8. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. This shall include the standard utility easement behind the right of way (9ft along Myrtle and 8ft along the alley).
9. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
10. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
11. All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.
12. Any rain gardens within the right-of-way cannot be used to treat the development/ site storm runoff. We can look at the use of rain gardens to treat street flows – the design standards for these are still in development.
13. Doors are not allowed to open out into the right-of-way.
14. Bike parking required for the project cannot be placed within the right-of-way and if placed just behind the right-of-way need to be placed so that when bikes are parked they do not extend into the right-of-way.
15. In regards to construction of this site: the public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary Staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

**Department: Electric Engineering**

**Contact: Tyler Siegmund, 970-416-2772, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)**

1. System modification charges will apply due to the increased electric capacity needed for this new development. A link to the City of Fort Collins electric estimator is below:

<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees/electric-development-fee-estimator?id=2>

2. The 25kVA transformer located in the alley to the north of the lots will need to be increased. Charges will apply for crews to conduct a transformer change out.
3. Will these units be gas or electric heat?
4. Each residential unit will need to be individually metered. Meter location will need to be coordinated with Light and Power Engineering.
5. Multi family buildings are treated as commercial services; therefore a(C 1) form must be filled out and submitted to Light & Power Engineering. All secondary electric service work is the responsibility of the developer and their electrical consultant or contractor.
6. Please contact Tyler Siegmund at Light & Power Engineering if you have any questions at 970.416.2772. Please reference our policies, construction practices, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>

## Planning Services

Contact: Seth Lorson, 970-224-6189, [slorson@fcgov.com](mailto:slorson@fcgov.com)

1. In the NCM District, multi-family is permitted in "street-fronting principal buildings":  
"Two-family and multi-family dwellings up to four (4) units per building when structural additions or exterior alterations are made to an existing building, or when the dwellings are constructed on a lot or a parcel which contained a structure on October 25, 1991, provided that such two-family or multi-family dwelling is located within a street-fronting principal building."
2. The proposal appears to meet the Dimensional Standards in the NCM District but please still be attentive to Section 4.8(D-F)
3. Section 4.8(F)(1)(b) requires the primary entrance to be located along the front wall: "The primary entrance to a dwelling shall be located along the front wall of the building, unless otherwise required for handicap access. Such entrance shall include an architectural feature such as a porch, landing or portico."

Sec. 3.5.2(D)(1) reinforces this requirement and allows an exception for the other 6 units as long as the front two face and address the street.

4. Parking. Minimum parking requirements are based on the amount of bedrooms per unit 3.2.2(K):

Number of Bedrooms/Dwelling Unit

One or less 1.5

Two 1.75

Three 2.0

Four and above 3.0

Additionally, the parking lot requires minimum interior and perimeter landscaping per 3.2.1(E) (4-5).

5. Bike parking is required to be provided according to LUC Section 3.2.2(C)(4).
6. Per our conversation at the conceptual review meeting, there is not an exception to the front yard setback for front porches. However, you may request a modification of standard per section 2.8.
7. The proposed development project is subject to a Type 2 (Planning and Zoning Board) review and public hearing. The applicant for this development request is required to hold a neighborhood information meeting prior to formal submittal of the proposal. Neighborhood meetings offer an informal way to get feedback from your surrounding neighbors and discover any potential hiccups prior to the formal hearing. Please contact me, at 221-6750, to assist you in setting a date, time, and location. I and possibly other City staff, would be present to facilitate the meeting.
8. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
9. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.



- 10.** If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
- 11.** Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
- 12.** The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
- 13.** When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

## **Pre-Submittal Meetings for Building Permits**

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

Applicants of new commercial or multi-family projects are advised to call 970-416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

### **Construction shall comply with the following adopted codes as amended:**

*2012 International Building Code (IBC)*  
*2012 International Residential Code (IRC)*  
*2012 International Energy Conservation Code (IECC)*  
*2012 International Mechanical Code (IMC)*  
*2012 International Fuel Gas Code (IFGC)*  
*2012 International Plumbing Code (IPC) as amended by the State of Colorado*  
*2014 National Electrical Code (NEC) as amended by the State of Colorado*

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2009.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5.

#### Energy Code Use

1. Single Family; Duplex; Townhomes: *2012 IRC* Chapter 11 or *2012 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2012 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2012 IECC* Chapter 4 Commercial Provisions.

Fort Collins Green Code Amendments effective starting 2/17/2014. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins  
Building Services  
Plan Review  
970-416-2341