



April 01, 2016

Clay Cox
Cox Pavement Consulting
228 Stratton Park Rd
Bellvue, CO 80512

Re: 112 W Magnolia St - Parking Lot

Description of project: This is a request to improve a parking lot at 112 W Magnolia St (parcel #9711424001). The parking lot will contain 50 spaces with one handicap accessible space. The parking lot will preserve most of the mature trees currently on site. The site is located in the Downtown (D)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

1. LUC 3.2.2(E)(4) Landscaped Islands. To the maximum extent feasible, landscaped islands with raised curbs shall be used to define parking lot entrances, the ends of all parking aisles and the location and pattern of primary internal access drives, and to provide pedestrian refuge areas and walkways.

Acknowledged

2. LUC 3.2.2(J) TABLE Setback Requirements
Along an Arterial Street: Minimum landscape setback area- 15 ft Along a Nonarterial Street:

Minimum landscape setback area- 10 ft

Along a Lot Line: Minimum landscape setback area- 5 ft

Acknowledged

3. LUC 3.2.2(K)(2) Nonresidential Parking Requirements: Nonresidential uses shall provide a minimum number of parking spaces, and will be limited to a maximum number of parking spaces as defined by the standards defined below.
Financial Services: Minimum- 2/1000 sq. ft.

Maximum- 3.5/1000 sq. ft.

Acknowledged

4. LUC 3.2.2(L)(1) Standard Spaces. Parking spaces for standard vehicles shall conform with the standard car dimensions show on Table A.
Angle of Parking- 90°

Stall Width- 9 ft

Stall Length- 19 ft

Two-Way Drive Aisle Width- 24 ft

One-Way Drive Aisle Width- 20 ft

Acknowledged

5. LUC 3.2.2(K)(5)(d) Each parking lot shall contain at least the minimum specified number of handicap spaces as provided in the table below. Regardless of the number of handicap spaces required, at least one (1) such space shall be designated as a van-accessible space, and must be a minimum of eight (8) feet wide and adjoin a minimum eight-foot-wide access aisle.

Total Parking Spaces in lot: 51-75

Minimum Required Number of Accessible Spaces: 3

Acknowledged

6. LUC 3.2.2(C)(4)(b) Bicycle Parking Space Requirements. The minimum bicycle parking requirements are set forth in the table below. For uses that are not specifically listed in the table, the number of bicycle parking spaces required shall be the number required for the most similar use listed.

Financial Services:

Bicycle Parking Space Minimums- 1/4,000 sq. ft., minimum of 4

Percent of Enclosed Bicycle Parking-20%

Percent of Fixed Bicycle Racks-80%

Acknowledged

7. LUC 3.2.4 (C) Lighting plan is required, this should include a photometric site plan with catalog cut-sheets of the fixtures.

Acknowledged

8. Parking lot perimeter landscaping required as part of LUC 3.2.1(E)(4)

Acknowledged

9. Parking lot interior landscaping required as part of LUC 3.2.1(E)(5)

Acknowledged

10. Tree Removal will require replacement as part of LUC 3.2.1(F)

Acknowledged

Department: Water-Wastewater Engineering

Contact: Heather McDowell, 970-224-6065, hmcdowell@fcgov.com

1. It doesn't appear that this project will require water or sewer services for any purpose other than potentially irrigation of landscape areas. However, please contact Heather McDowell at (970) 224-6065 in Water Utilities Engineering if this changes.

2. If an irrigation tap is needed, there is an existing 8-inch water main in College Avenue and an existing 4-inch main in Magnolia Street that could be tapped into.
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: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. Since the parking lot isn't a land use that generates traffic, plus the property is already a parking lot, this proposal is not expected to generate any additional traffic and as such there is no requirement for a traffic impact study.

Acknowledged

2. The closure of the access on College is very helpful. We'll need to work with CDOT (Department of Transportation) on a change in use permit for that closure.

Acknowledged

3. Can one (or maybe even both?) of the accesses on Magnolia be closed? With an alley access and perhaps one access on Magnolia that would seem to provide adequate access, and allow for additional on-street parking to be striped.

There is only one access from Magnolia Street and one access from the alley. The eastern access from Magnolia Street has been removed and the western access on Magnolia has been shifted to accommodate the width of the parking stalls and drive aisle.

Department: Stormwater Engineering

Contact: Heidi Hansen, 970-221-6854, hhansen@fcgov.com

1. A portion of the existing parking lot is located in the City regulated, 100-year Old Town floodplain. City regulated floodway extends to the back of walk. A Flood Risk Map is attached.

A flood report for the site has been provided.

2. Any new construction and/or site work within the 100-year floodplain must obtain a Floodplain Use Permit and comply with the safety regulations of Chapter 10 of City Municipal Code. The permit form can be obtained at <http://www.fcgov.com/utilities/what-we-do/stormwater/flooding/forms-documents>.

A flood use permit has been filled out and provided.

3. Portions of the existing sidewalk, landscaping, and the street improvements are in the 100-year floodway. Nonstructural development (curb-cuts, driveways, sidewalks, vegetation, etc.) can be built 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 flood fringe. This is called a No-Rise Certification and it must be performed, and signed, by a Professional Engineer registered in the State of Colorado. The no-rise certification must be submitted as a part of the floodplain use permit if there will be work done in the floodway.

The no-rise certification is provided in the flood use permit.

4. 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.

The development review checklists for floodplain requirements was used for

preparing this submittal.

5. The boundaries of the floodplain and floodway should be included on any plans. Contact Beck Anderson of Stormwater Master Planning at banderson@fcgov.com for floodplain CAD line work, as required per the floodplain development review check list.

The floodway and floodplain boundary have been included in the plans.

6. Please contact Heidi Hansen with any questions about these comments or to schedule a meeting to discuss any requirements for development in the floodplain. hhansen@fcgov.com 970-221-6854.

Acknowledged.

7. The design of this site must conform to the drainage basin design of the Old Town Basin Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

The site design conforms to the Old Town Basin Master Drainage Plan and Fort Collins Stormwater Criteria Manual.

8. In the Old Town Basin, 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. Parking lot detention for water quantity is allowed as long as it is not deeper than one foot. The existing lot is a gravel parking lot, so the assumed existing imperviousness is 40%.

On-site detention will be required for the site. The void space in the subbase of the permeable pavers has sufficient volume for detention on site. The detention pond will release at the 2-year historic rate.

9. Stormwater outfall options for this site appear to be the following:
 - a. At street level - either the adjacent streets Magnolia or College;
 - b. Connection to the existing storm pipe and inlet in Magnolia Street, just west of the alley.

Option B will be used

10. 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. The existing lot is a gravel parking lot, so the assumed existing imperviousness is 40%.

The existing and proposed imperiousness is documented in Appendix A of the Drainage Report.

11. A drainage 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. There is a final site inspection required when the project is complete and the maintenance is handed over to an HOA or another maintenance organization.

A drainage report with the four-step process and construction plans are provided.

12. Water quality treatment for 50% of the site is provided for in the Udall Natural Area water treatment facility. However additional onsite water quality treatment is encouraged as described in the Fort Collins Stormwater Manual, Volume 3-Best Management Practices (BMPs). Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>)

Permeable pavers are being proposed for onsite water quality treatment.

13. 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.

The LID requirements were met using Option A.

14. 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.

The fees will be paid at the time each building permit is issued.

Department: Fire Authority

Contact: Jim Lynxwiler, 970-416-2869, jlynxwiler@poudre-fire.org

1. No PFA comment related to improvement of parking lot at 112 W Magnolia.

Department: Environmental Planning

Contact: Kelly Kimple, 970-416-2401, kkimple@fcgov.com

1. In regard to LED light fixtures, cooler color temperatures are harsher at night and cause more disruption to circadian rhythms for both humans and wildlife. Please consider a warmer color temperature (3000K or less) for your LED light fixtures. Please also consider fixtures with dimming capabilities so that light levels can be adjusted as needed.
3000k LED lamping will be specified.
2. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(3), requires that you use low-water-use plants and grasses in your landscaping or re-landscaping as much as possible. Native and wildlife-friendly landscaping is encouraged as well.
The majority of plants and grasses used in the landscaping are low- or very-low-water use plant.
3. The applicant should make note of Article 3.2.1(C) that requires developments to submit a landscape and tree protection plan, and if receiving water service from the City, an irrigation plan, that: "...(4) protects significant trees, natural systems, and habitat, and (5) enhances the pedestrian environment". Note that 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) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
A Tree Protection Plan will be part of the submittal; however, a tree review with the City Forester is pending.

4. Our city has an established identity as a forward-thinking community that cares about the quality of life it offers its citizens and has many sustainability programs and goals that may benefit your project. Of particular interest may be the:

1. Green Building Program: fcgov.com/enviro/green-building.php, contact Tony Raeker at 970-416-4238 or traeker@fcgov.com
2. Integrated Design Assistance Program: fcgov.com/idap, contact Gary Schroeder at 970- 224-6003 or gschroeder@fcgov.com

Please consider the City's sustainability goals and ways for your development to engage with these efforts, and let me know if I can help connect you to these programs.

Acknowledged

Department: Engineering Development Review

Contact: Marc Ragasa, 970.221.6603, 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.
Larimer County Road Impact Fees and Street Oversizing Fees will be provided with the building permit.
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>
The City's Transportation Development Review Fee will be provided at the time of submittal.
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.
Any damaged curb, gutter, and sidewalk will be fixed prior to the completion of construction.
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 driveways 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.
All public sidewalk, driveways and ramps will conform to ADA 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>
Standards were used for public improvements.
6. The parking stalls shown on the east of the site will need wheel stops so that the front end of the vehicle is at least 2' behind the sidewalk.
Wheel stops are shown on the plans for the parking stalls to the east.
7. This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project. 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). ROW may be needed to provide the minimum 7' sidewalks required for Downtown.
No new right-of-ways are required for the site.

8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
A utility plan will be provided.
9. This site is adjacent to CDOT roadway and all access to the site is governed by an access control plan. The access control plan will need to be followed and implemented with any project. Plans will be routed to CDOT for review and approval and the applicant may need to obtain access permits from CDOT. Please work with CDOT to modify the access permit to close the access off of College Avenue.
The closure of the access to College Avenue has been coordinated with CDOT.
10. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
The Development Construction Permit will be obtained prior to starting any work.
11. 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.
A site plan and utility plan will be provided if a utility coordination meeting is requested.
12. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design. It appears that the eastern access on Magnolia Street may not meet standards.
The proposed access on Magnolia Street meets parking setbacks standards according to Figure 19-6.
13. LCUASS intersection spacing requirements apply. Please verify that the two driveways along Magnolia meet minimum driveway spacing requirements. Also, verify that the minimum distance between the eastern driveway and College Avenue is met.
Both accesses on Magnolia Street are to be abandoned.
14. With the driveway location changes, it appears that an on street parking spot may need to be removed. Please work with Parking Services to verify that this will be allowed.
The removal of an existing parking space on Magnolia Street will be coordinated with Parking Services.
15. 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.
There are no proposed encroachments in the public ROW.
16. 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.
No rain gardens are proposed for the site.
17. 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. It appears that the bike parking shown on Magnolia Street will extend into the right of way. If only a bench is proposed, the bench needs to be set back at least 2 feet from the ROW.

The bike parking location has been moved to the northeast corner of the site and is completely outside of the ROW.

18. 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.

The ROW will not be used for staging or storage of materials or equipment, nor shall it be used for parking.

Department: Electric Engineering

Contact: Coy Althoff, , CAlthoff@fcgov.com

1. Light & Power currently serves this property with a400W HPS Flood Light located on the North central portion of the property. Light & Power can offer to remove this floodlight for no charge.
To be coordinated with electrical engineer once scope is determined.
2. Light & Power has underground electric facilities that could provide power to this parking lot. Contact Light and Power Engineering to coordinate the transformer and electric meter locations, please show the locations on the utility plans.
To be coordinated with electrical engineer once scope is determined.
3. 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.
To be coordinated with electrical engineer once scope is determined.
4. Please provide a one line diagram and a C-1 form to Light and Power Engineering. The C-1 form can be found at:
<http://zeus.fcgov.com/utills-procedures/files/EngWiki/WikiPdfs/C/C-1Form.pdf>
To be coordinated with electrical engineer once scope is determined.

Please contact Light & Power Engineering if you have any questions at 221-6700. Please reference our policies, development charge processes, and use our fee estimator at <http://www.fcgov.com/utilities/business/builders-and-developers>.

To be coordinated with electrical engineer once scope is determined.

Planning Services

Contact: Seth Lorson, 970-224-6189, slorson@fcgov.com

1. The proposed parking lot is required to be screened from the public ROW and adjacent properties. The following standards and guidelines apply to the screening:

LUC

Section 3.2.2(J) requires a 15 foot landscape setback from the ROW.

Section 3.2.2(J) requires a 5 foot landscape setback from adjacent property lines.

Section 3.2.1(E)(4) requires trees along the street property line spaced at 25' and along the adjacent property line at 40'. Also, the parking lot must provide "Screening from the street and all nonresidential uses shall consist of a wall, fence, planter, earthen berm, plant material or a combination of such elements, each of which shall have a minimum height of thirty (30) inches. Such screening shall extend a minimum of seventy (70) percent of the length of the street frontage of the parking lot and also seventy (70) percent of the length of any boundary of the parking lot that abuts any nonresidential use. Openings in the required screening shall be permitted for such features as access ways or drainage ways. Where screening from the street is required, plans submitted for review shall include a graphic depiction of the parking lot screening as seen from the street. Plant material used for the required screening shall achieve required opacity in its winter seasonal condition within three (3) years of construction of the vehicular use area to be screened." -- the most appropriate screening for this area of town would be a brick wall with landscaping integrated. Concepts for the screening wall can be found in the RDR Design Guidelines:

http://www.fcgov.com/planning/pdf/ftc_riverdrg_adoption_web.pdf

Acknowledged

2. The proposed development is in the Canyon Avenue Subdistrict of the Downtown Zone District. Parking lots in this district are required to be reviewed and approved by the Planning and Zoning Board (Type 2). A neighborhood meeting is required two weeks prior to submittal. Please contact me to schedule the meeting. A notice will be mailed to affected property owners two weeks prior to the neighborhood meeting.
A neighborhood meeting was held on August 10, 2016.
3. Section 3.2.1(E)(4): Six percent of the parking lot interior space shall be landscape areas. All the existing trees should be retained to lend to this requirement.
This requirement has been met.
4. 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.
A neighborhood meeting was held on August 10, 2016.
5. Please see the Development Review Guide at 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.

Acknowledged

6. 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>.

Acknowledged

7. 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.

Acknowledged

- 8.** Please see the Submittal Requirements and Checklist at:
<http://www.fcgov.com/developmentreview/applications.php>.
- 9.** 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.
- 10.** 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:

2002 International Building Code (IBC)

2002 International Residential Code (IRC)

2002 International Energy Conservation Code (IECC)

2002 International Mechanical Code (IMC)

2002 International Fuel Gas Code (IFGC)

2002 International Plumbing Code (IPC) as amended by the State of Colorado

2004 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: *2002 IRC* Chapter 11 or *2002 IECC* Chapter 4.
2. Multi-family and Condominiums 3 stories max: *2002 IECC* Chapter 4 Residential Provisions.
3. Commercial and Multi-family 4 stories and taller: *2002 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