

City of Fort Collins

Current Planning

# PROJECT COMMENT SHEET

DATE: November 25, 2005

TO: **Engineering**

PROJECT PLANNER: Shelby Sommer

**#52-05 638 West Prospect Road Boarding House PDP –  
Type I**

Please return all comments to the project planner no later than the staff review meeting:

**December 7, 2005**

***Note - Please identify your redlines for future reference***

- No Problems
- Problems or Concerns (see below or attached)

\_\_\_\_\_  
*Name (please print)*

CHECK HERE IF YOU WISH TO RECEIVE COPIES OF REVISIONS

Plat       Site       Drainage Report       Other \_\_\_\_\_  
 Utility       Redline Utility       Landscape



James R. Swanstrom

PO Box 271516  
Fort Collins, Colorado 80527  
Home 970 225-0170  
November 25, 2005

---

*Planning Objectives*

*Reference: 638 W. Prospect, Fort Collins Lot Blevins Subdivision*

*Convert existing 7 bedroom 3.5 bath home into a 3.5 bath 7 bedroom boarding house.*

1. Larimer County Road Impact Fees and Street Oversizing Fees for this site may apply. Contact Matt Baker at (970) 224-6108 for an updated estimate of the fees for this kind of use.

Comment: Contacted Matt Baker no change in car count no fees.

2. A Traffic Impact Study is required for this project but may be waived because of low traffic volume. Contact Eric Bracke at (970) 224-6062 to discuss.

Comment: Contact Eric Bracke same as above

3. Applicant is responsible for repairing or replacing any damaged curb, gutter or sidewalk.

Comment: No new construction proposed nothing damaged now. We can review further.

4. Applicant will need to dedicate Right-of-Way (ROW) and Utility Easements. For this project, a total of 57.5 feet of right-of-way from the centerline and a 15 foot utility easement will be required.

Comment: Would need more specifics to comment.

5. Applicant may be responsible for sidewalk improvements.

Comment: Would need more specifics to comment. But it should be one or the other.

6. A Development Construction Permit may be required for this project development plan.

Comment: Would need more specifics to comment.

7. Engineering will need to review the parking lot plans. Parking spaces will need to meet the setback requirements from Prospect Road.

Comment: Parking spaces are set back what is the requirement?

8. Repayment may be due for the Prospect Road improvements.

Comment: Would need more specifics to comment.

9. All public improvements need to be made in accordance with Larimer County Urban Area Street Standards (LCUASS)

Comment: No public improvements currently proposed existing property.

### **Light and Power**

**Contact Info: Judy Dahlgren, 221-6150, [jdahlgren@fcgov.com](mailto:jdahlgren@fcgov.com)**

1. Applicant will need to contact utility billing at 212-2900 in order to change existing service from residential to commercial.

Comment: Utilities are in the tenant's name. We can request this be updated. Is this not still a residential use?

**Copy of applicable conceptual letter & Response letter to  
Comments combined to save paper**

**Owners comments noted below each item.**

**ITEM:** Request to change the use of the property at 638 W. Prospect Rd. from a single-family residence to a boarding house.

**MEETING DATE:** October 31, 2005

**APPLICANT:** Jim Swanstrom  
4720 Prairie Ridge Dr.  
Fort Collins, CO 80526  
970-225-0170 home / 970-377-0937 work  
j.swanstrom@comcast.net

Comment: My mailing address is PO Box 271516, Fort Collins, Co The above address is my Fathers, Robert Swanstrom.

**LAND USE DATA:** Request to change the use of the property at 638 W. Prospect Rd. from a single-family residence to a boarding house. The property is within the City of Fort Collins and is zoned HMN – High Density Mixed-Use Neighborhood District.

**COMMENTS:** The following departmental agencies have offered comments for this proposal based on a map and site plan which were presented to the review team:

**Zoning**

**Contact Info:** Peter Barnes, 416-2355, pbarnes@fcgov.com

1. Boarding Houses are permitted uses in the HMN District, subject to a Type 1 (Administrative) public hearing.

Comment: Understand the meeting is scheduled for Dec. 12<sup>th</sup>

2. Off-street parking requirements for boarding houses are specified in Section 3.2.2(K)(1)(e) of the *Land Use Code*. For each boarding house, there shall be one parking space per two beds, plus one parking space per two employees. Garage space does not count as a parking space. For the proposed six beds, a minimum of three unobstructed, off-street parking spaces are required. One of these parking spaces must be van accessible with wheelchair access into the building, if 6 or more sleeping rooms are proposed. Parking areas must be paved in a hard surface (concrete or asphalt).

Comment: parking provided see plans No Employees

3. A plat will be required for this property since it is currently unplatted.

Comment: Working on

**Engineering**

**Contact Info:** Marc Virata and Dan DeLaughter, 221-6605, mvirata@fcgov.com, ddelaughter@fcgov.com

enclosure is proposed, please include a letter addressing how trash and recycling service will be provided.  
Comment the trash is stored in the existing storage shed.

### **Current Planning**

**Contact Info: Shelby Sommer, 221-6750, [ssommer@fcgov.com](mailto:ssommer@fcgov.com)**

1. The entire Fort Collins *Land Use Code* (LUC) is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>
2. This development proposal is subject to all applicable standards of the Fort Collins *Land Use Code*, specifically Article 3 General Development Standards, and Division 4.24 High Density Mixed-Use Neighborhood District.
3. If you decide to propose six or more sleeping rooms, be aware that building codes require one accessible sleeping room which is provided with visual and audible smoke alarm, one accessible van parking space with wheelchair access into the building and one wheelchair accessible restroom complete with bathing facilities.

Comment; This is an older home with no bedrooms on the main level. An elevator and remodeling a bathroom would be cost primitive. Is this a method like a hard ship that this can be waved?

4. A neighborhood meeting will be required for your proposed six boarding houses. Rather than have separate meetings, please coordinate with my office (and planner Steve Olt) so that we can find a place and time for a meeting to discuss all six proposals.
5. Please contact me if you have any questions about the code requirements or application submittal requirements.
6. You will need to set up an appointment to submit your application with Tara Leman, Planning Technician at 221-6750. Incomplete submittals will not be accepted.

### **Storm water Utility**

**Contact Info: Glen Schlueter, 221-6700, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)**

1. These sites are in the Old Town drainage basin where the new development fee is \$4,150.00/acre which is subject to the runoff coefficient reduction. This fee is to be paid at the time the building permit is issued and is charged only when there is an increase in imperviousness greater than 350 square feet. The fee may change as City Council is considering a new city wide drainage fee instead of the present fee which is based on a specific drainage basin.

Comment: Paving the parking will increase the impervious area by approximately 1200 sf

2. In the Old Town drainage basin a drainage report and construction plans are required if there is an increase in imperviousness greater than 5000 square feet. They would need to be prepared by a Professional Engineer registered in Colorado.

Comment: Increase is less then 5000 SF

3. If there is 5000 square feet or less of new imperviousness, water quantity detention is not required nor is water quality extended detention. When onsite detention is required the release rate would be the 2 year historic for water quantity and extended detention would be required for water quality treatment. Parking lot detention is allowed as long as it is not deeper than one foot. If there is an increase in imperviousness greater than 350 square feet, but less than 5000 square feet, a grading plan is all that is required. If it can be shown that the total imperviousness, including one-half any adjacent streets or alleys, is equal to or less that the masterplan imperviousness, the report and detention requirements are waived, but a grading plan is still required.

Comment: Increase is less then 5000 SF

### **Water Wastewater**

**Contact Info: Roger Buffington, 221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)**

1. No changes planned to the existing water/sewer services; therefore, no comments.

Comment: no changes in utility services proposed

### **Transportation Planning**

**Contact Info: Kurt Ravenschlag, 416-2040, [kravenschlag@fcgov.com](mailto:kravenschlag@fcgov.com)**

1. Please provide bicycle parking for the six residents. Indicate on the site plan where the bicycle parking will be provided..

Comment: There is plenty of bike parking in the existing storage areas.

### **Natural Resources**

**Contact Info: Doug Moore, 224-6143, [dmoore@fcgov.com](mailto:dmoore@fcgov.com)**

1. Trash enclosure needs to be designed to accommodate recycling services. The City of Fort Collins Design Considerations Guidance Document may be found at <http://www.fcgov.com/recycling/pdf/enclosure-guidelines0804.pdf>. If no trash



# STAFF PROJECT REVIEW

JAMES SWANSTROM  
PO BOX 271516  
FORT COLLINS, CO 80527

Date: 12/08/2005

Staff has reviewed your submittal for 638 WEST PROSPECT ROAD BOARDING HOUSE PDP, and we offer the following comments:

## ISSUES:

Department: **Current Planning**  
Topic: **General**

Issue Contact: **Shelby Sommer**

Number: 13

Created: 12/6/2005

[12/6/05] This property has not been platted. Please submit plat with next round of revisions.

Number: 14

Created: 12/6/2005

[12/6/05] The planning objectives state that this is a proposal for 7 boarders, and asks whether the handicap accessibility requirements could be waived due to hardship. Contact Mike Gebo with the Building Department at 416-2618 to discuss building code requirements pertaining to boarding houses.

Number: 15

Created: 12/6/2005

[12/6/05] For the proposed 7 bedrooms, a minimum of 4 parking spaces (including 1 handicap van accessible) must be provided. .

Number: 16

Created: 12/6/2005

[12/6/05] Please enlarge plans for readability/scanability. Try 1" = 20' scale or similar.

Number: 17

Created: 12/6/2005

[12/6/05] Parking areas and vehicle use areas must be paved with asphalt or concrete (Section 3.2.2(D)(3)(c) of the Land Use Code). Please indicate on site plan which areas are to be paved.

Number: 18

Created: 12/6/2005

[12/6/05] The vicinity map on the site plan is difficult to read. I can provide a clearer map if needed.

**Department: Engineering**

**Issue Contact: Dan DeLaughter**

**Topic: General**

**Number: 3**

**Created: 11/29/2005**

[11/29/05] For 7 bedrooms proposed, parking will not be adequate with only 3 spaces.

**Number: 4**

**Created: 11/29/2005**

[11/29/05] Dimension and label existing ROW, sidewalk width, and driveway opening.

**Number: 5**

**Created: 11/29/2005**

[11/29/05] Contact Poudre Fire Authority at 416-2864 regarding site access. The proposed driveway may not meet their standards.

**Number: 6**

**Created: 11/29/2005**

[11/29/05] As discussed in conceptual review, if platting the two parcels separately, an access easement will need to be dedicated across the front lot.

**Number: 10**

**Created: 12/1/2005**

[12/1/05] Show utilities on plan. When platting, we would need appropriate easements dedicated to accommodate them.

**Number: 11**

**Created: 12/1/2005**

[12/1/05] No plat has been received.

**Number: 12**

**Created: 12/1/2005**

[12/1/05] There does not seem to be any reason that parking setback cannot be met from Prospect. The required setback distance is 50' from flowline. Please design your new parking accordingly.

**Department: Natural Resources**

**Issue Contact: Doug Moore**

**Topic: General**

**Number: 1**

**Created: 11/28/2005**

[11/28/05] No issues.



**Department: Police**

**Topic: General**

**Number: 21**

**[12/7/05] No comments**

**Issue Contact: Joseph Gerdom**

**Created: 12/7/2005**

**Department: Transportation Planning**

**Topic: General**

**Number: 19**

**[12/6/05] Please label and dimension the existing ROW and sidewalk width on Prospect Rd.**

**Issue Contact: David Averill**

**Created: 12/6/2005**

**Number: 20**

**[12/6/05] Bicycle parking needs to be shown on the site plan.**

**Created: 12/6/2005**

**Department: Zoning**

**Topic: Zoning**

**Number: 7**

**[12/1/05] Is this a request for 7 boarders or for 5 boarders? The Planning Objectives statement indicates that it's for 7 boarders, but note #'s e. and f. on the site plan indicate that it's to be for 5 boarders.**

**Issue Contact: Peter Barnes**

**Created: 12/1/2005**

**Number: 8**

**[12/1/05] Note # v. on the site plan states this is a single story building, but it appears to be a 2 story building.**

**Created: 12/1/2005**

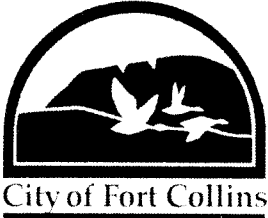
**Number: 9**

**[12/1/05] If this is actually intended to be for only 5 boarders, the application can be processed as a Basic Development Review provided the finished habitable floor space is at least 1750 square feet and at least 4 parking spaces are provided. If these requirements are met, the applicant would have the option of withdrawing this application from the Type 1 process and resubmitting as a Basic Development Review.**

**Created: 12/1/2005**

**Be sure and return all of your redlined plans when you re-submit.**

**If you have any questions regarding these issues or any other issues related to this project, please feel free to call me at (970) 221-6750.**



City of Fort Collins

Current Planning

# REVISION COMMENT SHEET

DATE: September 27, 2006

TO: **Engineering**

PROJECT PLANNER: Shelby Sommer

#52-05 638 W. Prospect Boarding House PDP

## THIRD ROUND OF REVIEW

Please return all comments to the project planner no later than the staff review meeting:

**October 11, 2006**

*not in for review*

**Note - Please identify your redlines for future reference**

No Problems

Problems or Concerns (see below, attached, or DMS)

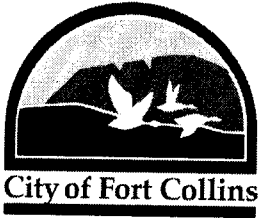
*parking config  
drive width  
didn't receive a new  
submittal, only old  
redlines*

*Susan Joy*  
Name (please print)

CHECK HERE IF YOU WISH TO RECEIVE COPIES OF REVISIONS

Plat     Site     Drainage Report     Other  
 Utility     Redline Utility     Landscape





# Project Comments Sheet Selected Departments

Department: **Engineering**

---

Date: **October 11, 2006**

Project: **638 WEST PROSPECT ROAD BOARDING HOUSE PDP**

All comments must be received by Shelby Sommer in Current Planning, no later than the staff review meeting:

## October 11, 2006

*Note - Please identify your redlines for future reference*

---

**Issue Contact: Susan Joy**

**Topic: General**

Number: 28

Created: 10/10/2006

[10/10/06] The parking lot does not work (cars can't back out without going onto the grass). Either rotate the stalls 90 degrees or increase the parking lot to include a drive aisle and room to back out.

**Issue Contact: Dan DeLaughter**

**Topic: General**

Number: 4

Created: 11/29/2005

[10/10/06] Please remove the incorrect sidewalk label and dimension as it conflicts with the new & correct label.

[6/9/06] dimension sidewalk (not concrete) and driveway opening: repeat.

[11/29/05] Dimension and label existing ROW, sidewalk width, and driveway opening.

Number: 10

Created: 12/1/2005

[10/10/06] Please show, label and dimension the existing easement discussed below.

[6/9/06] There is an existing 5' by 10' utility easement on the SE corner of the property for the electric transformer. Please include this on the plat. In addition, any other existing easements must be shown on the plat.

[12/1/05] Show utilities on plan. When platting, we would need appropriate easements dedicated to accommodate them.

Number: 25

Created: 6/15/2006

[10/3/06] Repeat comment. Please see Figure 16-1 of LCUASS for this and other requirements.

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

**CHECK HERE IF YOU WISH TO RECEIVE COPIES OF REVISIONS**

Plat     Site     Drainage Report     Other \_\_\_\_\_  
 Utility     Redline Utility     Landscape

[6/15/06] The low rock wall on the property must be moved a minimum of 2' back from the edge of the sidewalk.

Number: 27

Created: 6/23/2006

[10/3/06] The Final Compliance Fee has been reduced to \$200 per the City Engineer.

[6/23/06] At the time of Final Compliance, a \$1000 Transportation Development Review fee will be owed to engineering.

**Issue Contact: Susan Joy**

**Topic: Plat**

Number: 30

Created: 10/11/2006

[10/11/06] From Technical Services: Boundary and legal close.

Number: 31

Created: 10/11/2006

[10/11/06] From Technical Services: How was Prospect dedicated? Is the term "re-dedicated" proper in this case? From Susan Joy: No, it would not be, please remove that sentence. Needs to show how it was dedicated originally.

Number: 32

Created: 10/11/2006

[10/11/06] From Technical Services: Addition ROW needed? What about easements? From Susan Joy: This development is responsible for dedicating an additional 21' of row for its half of a constrained arterial. No utility easement is required.

Number: 33

Created: 10/11/2006

[10/11/06] From Technical Services: Need to see the final plat.

Number: 34

Created: 10/11/2006

[10/11/06] Please email me at [sjoy@fcgov.com](mailto:sjoy@fcgov.com) for the current plat language.

Number: 35

Created: 10/11/2006

[10/11/06] Please remove the word "preliminary" from the plat title.

*Shelby Sommer  
City Planner  
City Of Fort Collins*

Reference: Staff comments 638 WEST PROSPECT ROAD BOARDING HOUSE PDP

Ms Sommer:

My Comments are below the copy of the staff comment

**ISSUES:**

Department: Current Planning

Topic: General

Number: 26

[6119106] Please show parking stall dimensions.

**Jim Swanstrom** There will be 4 stalls 9 feet wide and 17 feet deep with wood wheel stops as shown on the drawings.

Department: Engineering

Issue Contact: Dan DeLaughter

Topic: General

Number: 4

Created: 11/29/2005

[619106] Dimension sidewalk (not concrete) and driveway opening: repeat.

[11129105] Dimension and label existing ROW, sidewalk width, and driveway opening.

**Jim Swanstrom** Existing Sidewalk note added, width of existing driveway noted, ROW labeled

Number: 10

Created: 12/1/2005

[619106] There is an existing 5' by 10' utility easement on the SE corner of the property for the electric transformer. Please include this on the plat. In addition, any other existing easements must be shown on the plat.

[1211105] Show utilities on plan. When platting, we would need appropriate easements dedicated to accommodate them.

**Jim Swanstrom corrected**

Number: 24

Created: 6/9/2006

[619106] I believe the ROW on Prospect is existing and should be labeled that way, with a reference to the Road Book dedication. The County Engineering Office should be able to help you find this information.

**Jim Swanstrom** Thank You

Number: 25

Created: 6/15/2006

[6115106] The low rock wall on the property must be moved a minimum of 2' back from the edge of the sidewalk.

**Jim Swanstrom** What would require it to be moved any further then the property line?

Number: 27

Created: 6/23/2006

[6123106] At the time of Final Compliance, a \$1000 Transportation Development Review fee will be owed to engineering.

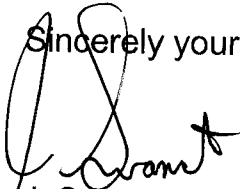
**Jim Swanstrom** A one thousand dollar fee for an existing house! Whom do I talk to about having this waved?

I have attached all of the redlined plans.

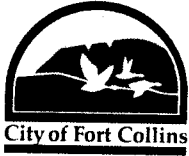
If I understand the revision routing sheet correctly I am to hand in 3 copies of the revised site plan and three pf the plat. So I am handing in 4 along with the three redlined site plans previously returned.

If you need addition information I can be reached numbers noted above.

Sincerely yours



J. Swanstrom



# FINAL PLAN COMMENT SHEET

Planning and Zoning  
PO Box 580  
Fort Collins, CO 80522-0580  
Fax: 970-416-2020

DATE: November 2, 2007

TO: **Engineering**

PROJECT PLANNER: Shelby Sommer

#52-05/A 638 WEST PROSPECT BOARDING HOUSE PDP

Please return all comments to the project planner no later than the staff review meeting:

**November 28, 2007**

*Note - Please identify your redlines for future reference*

No Problems

Problems or Concerns (see below, attached, or DMS)

Name (pl



CHECK IF YOU WISH TO RECEIVE COPIES OF REVISIONS

Plat  Drainage Report  Other

Utility  Redline Utility  Landscape

*James R. Swanstrom*

*PO Box 271516  
Fort Collins  
Colorado 80527  
Home 970-225-0170  
Cell 970-567-1327  
October 26, 2007*

---

*Shelby Sommer  
City Planner  
City Of Fort Collins*

Reference: Staff comments 638 WEST PROSPECT ROAD BOARDING HOUSE PDP

Ms Sommer:

My Comments are below the copy of the staff comment

**ISSUES:**

**Department: Current Planning**

**Issue Contact: Shelby Sommer**

**Topic: General**

Number: 36

Created: 10/18/2006

This proposal is ready for a Type I (Administrative) Public Hearing. Steve Olt and I agree that it makes the most sense to hold one public hearing for all six boarding house proposals. If the proposal is approved at the public hearing, you will be required to address any remaining issues with your final plan submittal.

Jim Swanstrom; the hearing was held and the project approved.

**Department: Engineering**

**Issue Contact: Susan Joy**

**Topic: General**

Number: 28

Created: 10/10/2006

[10/10/06] The parking lot does not work (cars can't back out without going onto the grass). Either rotate the stalls 90 degrees or increase the parking lot to include a drive aisle and room to back out.

Jim Swanstrom; Parking lot has been widen.

Number: 4

Created: 11/29/2005

[10/10/06] Please remove the incorrect sidewalk label and dimension as it conflicts with the new & correct label.

[6/19/06] dimension sidewalk (not concrete) and driveway opening: repeat.

[11/29/05] Dimension and label existing ROW, sidewalk width, and driveway



opening.

Jim Swanstrom; Old label removed

Number: 10

Created: 12/1/2005

[10/10/06] Please show, label and dimension the existing easement discussed below.

[6/9/06] There is an existing 5' by 10' utility easement on the SE corner of the property for the electric transformer. Please include this on the plat. In addition, any other existing easements must be shown on the plat.

[12/1/05] Show utilities on plan. When platting, we would need appropriate easements dedicated to accommodate them.

Jim Swanstrom; Easement has been shown

Number: 25

Created: 6/15/2006

[10/13/06] Repeat comment. Please see Figure 16-1 of LCUASS for this and other requirements.

[6/15/06] The low rock wall on the property must be moved a minimum of 2' back from the edge of the sidewalk.

Jim Swanstrom; Wall will be removed. The front area will have a berm instead.

Number: 27

Created: 6/23/2006

[10/3/06] The Final Compliance Fee has been reduced to \$200 per the City Engineer.

[6/23/06] At the time of Final Compliance, a \$1000 Transportation Development Review fee will be owed to engineering

Jim Swanstrom; Great

**Department: Engineering**

**Issue Contact: Susan Joy**

**Topic: Plat**

Number: 30

Created: 10/11/2006

[10/11/06] From Technical Services: Boundary and legal close.

Number: 31

Created: 10/11/2006

[10/11/06] From Technical Services: How was Prospect dedicated? Is the term "re-dedicated" proper in this case? From Susan Joy: No, it would not be, please remove that sentence. Needs to show how it was dedicated originally.

Jim Swanstrom; I understand RJL Surveying has corrected this.

Number: 32

Created: 10/11/2006

[10/11/06] From Technical Services: Addition ROW needed? What about easements? From Susan Joy: This development is responsible for dedicating an additional 21' of row for its half of a constrained arterial. No utility easement is required.

Jim Swanstrom; we have had further discussion and I understand this is not really a requirement. So it is not being done. The easement for the transformer has been shown. The water and sewer lines on site are private service lines

Number: 33

Created: 10/11/2006

[10/11/06] From Technical Services: Need to see the final plat.

Number: 34

Created: 10/11/2006

[10/11/06] Please email me at [sjoy@fcgov.com](mailto:sjoy@fcgov.com) for the current plat language.

Jim Swanstrom; I understand RJL Surveying has corrected this.

Number: 35

Created: 10/11/2006

[10/11/06] Please remove the word "preliminary" from the plat title.

Jim Swanstrom; I understand RJL Surveying has corrected this.

**Department: Stormwater-Water-Waste water Issue Contact: Glen Schlueter**

**Topic: Storm water**

Number: 29

Created: 10/10/2006

[10/10/06] It is not clear on the site plan how much "new" impervious area is being added. As discussed at the conceptual review meeting, there is a fee for any new imperviousness over 350 sq.ft. The fee is \$3070.00/acre or \$0.0705/sq.ft. for new imperviousness and no charge for existing imperviousness. Please provide the "new" impervious area being added to your site plan. In the Old Town Drainage basin, 5000 sq.ft of "new" imperviousness can be added to a site without providing a drainage study or onsite detention. Normally a grading plan is required with an increase of 350 sq.ft of new imperious area. However that requirement is being waived since the new impervious areas are driveways and parking areas, not buildings. It is suggested the applicant make sure the new impervious areas drain

away from structures and out to the street, not onto neighboring properties. The applicant could be liable if the increased runoff causes damage to others.

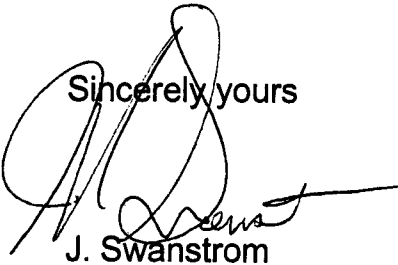
Jim Swanstrom; There is approximately 2950 sf of new impervious area (asphalt) is being added for the drive and parking.

I have attached all of the redlined plans.

If I understand the revision routing sheet correctly I am to hand in 3 copies of the revised site plan and three pf the plat. They are attached.

If you need addition information I can be reached numbers noted above.

Sincerely yours



J. Swanstrom