



Community Development and
Neighborhood Services
281 North College Avenue
PO Box 580
Fort Collins, CO 80522

Affordable Housing
F.C. Restaurant
Jim Simpson
227-3944

970.221.6750
970.224.6134 - fax
fcgov.com

May 12, 2011

Troy Jennings
3621 Richmond Dr.
Fort Collins, CO

RE: 217 W. Trilby Rd.- Change of Use

Dear Troy,

Attached, please see a copy of Staff's comments concerning the request referred to as the **217 W. Trilby Rd.- Change of Use**, which was presented before the Conceptual Review Team on December 20, 2010.

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 should have any questions regarding these comments or the next steps in the review process, please feel free to contact me at 970-221-6341.

Sincerely,

Steve Olt
City Planner

CRT RESPONSES

2-29-12



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CONCEPTUAL REVIEW STAFF COMMENTS

Meeting Date: December 20, 2010
Item: 217 W. Trilby Rd.- Change of Use
Applicant: Troy Jennings
3621 Richmond Dr.
Fort Collins, CO

Land Use Data:

This is a request for a change of use from residential to office with a contractor warehouse space just southeast of the house. The site is located in the LMN- Low Density Mixed-Use Neighborhood and is permitted subject to a Type II, Planning and Zoning boarding review and public hearing.

Comments:

ZONING

Contact: Jenny Nuckols, 970-416-2313, jnuckols@fcgov.com

1. The property is located in the LMN - Low Density Mixed-Use Neighborhood zoning district.
NOTED
2. The LMN zone allows "Workshops and custom small industry" as a Type 2 - Planning nad zoning board review. But the proposed use seems to fit in more of a warehouse category which is not an allowed use. The proposed new building is called out as Warehouse and Office. What square footage of the building will each use entail? If the primary use is "office" that is also allowed as a type 2 review and the warehouse portion maybe viewed as secondary to the office. Please provide documentation as to the square footage allotted for each use. **BUILDINGS PROPOSED ARE OFFICES W/ GARAGES IN SAME STRUCTURE. OFFICE SQUARE FOOTAGES ARE GREATER (SEE STMT. OF PLANNING OBJECTIVES)**
3. If the predominant use of the structure is warehouse, the applicant can apply for an "Addition of a permitted Use" for the property which is also a type 2 review. The code section 1.3.4. Our definition of a warehouse is: A building used primarily for the storage of goods or materials" **NO WAREHOUSES ARE PROPOSED (SEE NOTE ABOVE). TYPE 2 REVIEW APPLIES.**
4. Please provide detailed site and landscape plans showing all site details and existing as well as proposed landscaping to comply with sections 3.2.1 and 3.2.2 of the Fort Collins Land Use Code **INCLUDED ON COMPLETE SITE, LANDSCAPE & UTILITY PLANS.**
5. Provide elevations of the proposed new building, noting materials, colors, dimentions and note distance to property lines. **INCLUDED ON COMPLETE SITEPLAN & ELEVATIONS.**
6. Is there existing fencing around the property? What type of screening will be used?
EXISTING FENCING TO BE REPLACED ON WEST SIDE OF PROPERTY AND WILL REMAIN ON EAST SIDE.



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7. Where will parking be provided? Parking does need to be hard-surfaced and striped. IF **PARKING IS NOW PROVIDED** that is an overall width of 16' and signed as Van-accessible as well as bicycle parking. **W/EMERGENCY ACCESS & DISABLED STAIRS.**
8. How will trash and recyclables be handled: If an enclosure is proposed, please show its location on the site plan, show elevations, note materials, colors etc and how it will be screened. **TRASH & RECYCLEABLES WILL BE STORED IN ROLL OUT BINS WITHIN THE STRUCTURES.**

WATER-WASTEWATER ENGINEERING

THANK YOU!

Contact: Roger Buffington, 970-221-6854, rbuffington@fcgov.com

1. Water and wastewater services in this area are provided by the Fort Collins-Loveland Water District and the South Fort Collins Sanitation District. These districts can be contacted at 226-3104. **DISTRICTS HAVE BEEN CONTACTED AND SOLUTIONS ARRIVED AT. SERVICES SHOWN ON PLANS.**

STORMWATER ENGINEERING

THANK YOU!

Contact: Glen Schlueter, 970-224-6065, gschlueter@fcgov.com

1. 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 is required. **EXISTING AND IMPROVED IMPERVIOUS AREAS ARE SHOWN ON UTILITY PLANS & IN DRAINAGE RPT.**
2. Since there will be an increase in imperviousness greater than 1000 square feet, a drainage and erosion control report and construction plans are required and must be prepared by a Professional Engineer registered in Colorado. **SUBMITTED COMPLETE HEREWITH.**
3. When there is an impervious area increase greater than 1000 square feet, onsite detention is required. Detention ponds are required to have 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 detention area will need to be in a dedicated drainage easement. The outfall for the site is probably Trilby Road. The design engineer will need to verify where the increased runoff goes after it leaves the site. If it crosses onto private property, an offsite drainage easement may be needed. **DETENTION IS PROVIDED WITHIN EASEMENTS ON-SITE AND SHOWN ON UTILITY PLANS AND DRAINAGE REPORT.**
4. Part of bringing the site into compliance with the Land Use Code is to provide water quality treatment as described in the Urban Storm Drainage Criteria Manual, Volume 3 - Best Management Practices (BMPs). **WATER QUALITY & BMP'S ARE PROVIDED AS REQUIRED.**
5. There is an irrigation ditch on the property, and it appears there is a lateral branching from it. Both the irrigation company and the lateral owners will need to accept/approve any site improvement construction plans. The primary ditch contact is the NORTH LOUDEN DITCH AND RESERVOIR COMPANY, Jack Fetig, President - 226-4924, Mark Lang, Sec-Treas - 667-4314, Randolph Starr, and Attorney - 667-1029. They may have knowledge of the users of the lateral. **DITCH COMPANY AND STAKEHOLDERS HAVE BEEN CONTACTED BY OWNERS.**
6. The design of this site must conform to the drainage basin design of the Fossil Creek Drainage Master Drainage Plan as well the City's Design Criteria and Construction standards. **MASTER PLAN HAS BEEN ADHERED TO.**



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7. The city wide Stormwater development fee (PIF) is \$6,313.00/acre (\$0.1449/sq.ft.) for new impervious area over 350 sq.-ft. and there is a \$1,045.00/acre (\$0.024/sq.ft.) 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 on the City's web site 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. **NOTED.**

PARK PLANNING

THANK YOU!

Contact: Craig Foreman, 970-221-6618, cforeman@fcgov.com

1. No comments

THANK YOU!

HISTORICAL PRESERVATION

Contact: Karen McWilliams, 970-224-6078, kmcwilliams@fcgov.com

1. While it is not likely that the buildings on this property are historically important, because some are more than 50 years old, the property will need to be reviewed under the Demolition/Alteration Review Process (Chapter 14-72). We will need to receive good photographs of all sides of each building and structure on the property (even newer ones) for the review. Sufficient photos should be taken to show the current condition of the building, especially any previous alterations or additions. Digital photos are encouraged, and may be sent to kmcwilliams@fcgov.com. Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at CDNS, 1st Floor, 281 N. College Ave. The review takes no more than two weeks, once the photographs are received. If the buildings are found to be significant, then the application would be further reviewed under Land Use Code Section 3.4.7. **PHOTOS OF EXISTING AND ELEVATIONS OF PROPOSED BUILDINGS HAVE BEEN SUBMITTED.**
2. If the property is significant, and if the owner chooses to, the property can become recognized as a Fort Collins Landmark. This allows the owner to access financial incentives for preservation, including 20 % State Tax Credits, 20% Federal Tax Credits and no interest loans of up to \$7,500 each year. Please contact Karen McWilliams for additional information. **OWNER DOES NOT WISH TO BECOME RECOGNIZED.**
3. If thru the alteration/demolition process it is determined that your property needs to be reviewed by the Landmark Preservation Commission, they meet the second Wednesday of every month. Please contact Karen McWilliams to be put on the agenda. **NOTED.**

FIRE AUTHORITY

THANK YOU!

Contact: Carie Dann, 970-219-5337, CDANN@poudre-fire.org

1. WATER SUPPLY
 Fire hydrants, where required, must be the type approved by the water district having jurisdiction and the Fire Department. Hydrant spacing and water flow must meet minimum requirements based on type of occupancy. Minimum flow and spacing requirements include:
 - Commercial and multi-family dwellings 1,500 gpm at 20 psi residual pressure, spaced

not further than 300 feet to the building, on 600-foot centers thereafter

- Residential within Urban Growth Area, 1,000 gpm at 20 psi residual pressure, spaced not further than 400 feet to the building, on 800-foot centers thereafter
- Residential outside Urban Growth Area, 500 gpm at 20 psi residual pressure, spaced not further than 400 feet to the building, on 800-foot centers thereafter.

A hydrant located across an arterial does not "count" unless a structure is equipped with an approved fire-sprinkler system.

These requirements may be modified if buildings are equipped with automatic fire sprinkler systems.

2006 International Fire Code 508.1 and Appendix B

NOTED AND SUPPLIED ON PLANS.

2. REQUIRED ACCESS

Fire access roads (fire lanes) shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the PFA's jurisdiction 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 as measured by an approved route around the exterior of the building or facility. This fire lane shall be visible by painting and signage, and maintained unobstructed at all times. 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:

- ↳ Be designed as a flat, hard, all-weather driving surface (asphalt or concrete) capable of supporting fire apparatus weights. Compacted road base shall be used only for temporary fire lanes or at construction sites.
- ↳ Have appropriate maintenance agreements that are legally binding and enforceable.
- ↳ Be designated on the plat as an Emergency Access Easement.
- ↳ Maintain the required minimum width of 20 feet throughout the length of the fire lane (30 feet on at least one long side of the building when the structure is three or more stories in height).

If the building is equipped throughout with an approved automatic fire-sprinkler system, the fire code official is authorized to increase the dimension of 150 feet.

PLEASE NOTE: The proposed metal shop is considered out of access to fire apparatus.

2006 International Fire Code 503.1.1, 503.2.3, 503.3, 503.4 and Appendix D

3. METAL SHOP?

The site plan labels the new structure as an office/warehouse (B and S occupancies). The project application says it will be a metal shop (F1 occupancy). Please clarify.

ACCESS AND EASEMENTS PROVIDED ON UTILITY PLANS AND PLAT.

4. BUILDING AREA

Proposed buildings that exceed 5,000 square feet for Type V construction shall be fire contained or fire sprinklered. Also, an approved fire-sprinkler system shall be provided throughout type F1 occupancies if the F1 fire area exceeds 12,000 SF.

2006 International Fire Code New Table 903.1; Section 702; and 903.2.3

NOTED.

STRUCTURES WILL BE OFFICES WITH GARAGES.

5. ADDRESS NUMERALS

Address numerals shall be visible from the street fronting the property, and posted with a minimum six-inch high numerals on a contrasting background. (Bronze numerals on brown brick are not acceptable). If the numerals are mounted on a side of the building other than the side off of which it is addressed, the street name is required to be posted along with the

NOTED.



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numerals.
 2006 International Fire Code 505.1 **NOTED.**

ENVIRONMENTAL PLANNING

THANK YOU!

Contact: Lindsay Ex, 970-224-6143, lex@fcgov.com

1. The City requires a 50' buffer for irrigation ditches that have serve as wildlife corridors, as per Article 3.4.1(E). During the site visit, staff noted raptors perched within the trees surrounding the ditch. **A 50' SENSITIVE HABITAT CORRIDOR HAS BEEN PROVIDED ON THE WEST SIDE AND A 25' ON THE EAST.**
2. Within the 50' buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. If it is determined to be insufficient, then restoration and mitigation measures will be required. **NO EXISTING PLANTINGS WILL BE DISTURBED WITHIN THE BUFFERS AND NEW LANDSCAPING WILL BE ADDED.**
3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off-site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas. **THEY WILL NOT.**
4. Applicant will need to designate the area within buffer zone as a Natural Habitats Buffer Zone. This area will need to be identified on the plat, site plan, landscape plans, lighting plan, and utility plans, as applicable. A note with the following language will need to be added to the plat, site plan, landscape plan, and utility plan: "See Article 3.4.1(E) of the Land Use Code for allowable uses within the Natural Habitats Buffer Zone." **SHOWN ON UTILITY PLANS, WILL BE ADDED TO THE PLAT.**
5. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat." Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. From staff's site visit on December 17th, it appears that significant trees may be present on site. Thus, a review of the trees shall be conducted with Tim Buchanan, City Forester (221-6361) to determine the status of the significant existing trees and any mitigation requirements as the result of development impacts. **SHOWN ON LANDSCAPE PLANS. IF AN ADDITIONAL SHEET NEEDS TO BE ADDED, WE CAN DO SO UPON REQUEST.**
6. The City's green building program has many programs that may benefit your project. Resources are available at the Green Building web page: <http://www.fcgov.com/greenbuilding/>. Of particular interest may be the Integrated Design Assistance Program, which offers financial incentives and free technical support to those interested in delivering high-performance buildings that exceed building code requirements for energy performance. Gary Schroeder (970-221-6395) is the contact person for this program. This is the direct link to the web page for this program: <http://www.fcgov.com/conservation/biz-idap.php>. **NOTED.**
7. Any trash and/or recycling enclosures shall be compatible with the style of architecture of the building, per Section 3.2.5 of the LUC. Provide adequate space in the dumpster area to allow for recycling services, and do not place the dumpster area adjacent to the wildlife buffer area. **NO ENCLOSURES ARE PROPOSED. TRASH & RECYCLING BINS WILL BE STORED IN STRUCTURES.**
8. With respect to landscaping and project design, the City of Fort Collins Land Use Code, in Article 3.2.1(E)(2)(3), requires that you use native plants and grasses in your landscaping **HAVE USED NATIVE PLANTS & GRASSES PER CODE.**

THANK YOU!



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or re-landscaping and reduce bluegrass lawns as much as possible.

ENGINEERING DEVELOPMENT REVIEW

Contact: Andrew Carney, 970-221-6501, acarney@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. **NOTED.**
2. 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> **FEE HAS BEEN INCLUDED W/ 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. **NOTED.**
4. Please contact the City Traffic Engineer, Joe Olson (224-6062) and the Transportation Planning Department to schedule a scoping meeting and determine if a traffic study is needed for this project. **TRAFFIC ENGINEER EMAIL IS ATTACHED W/ SUBMITTAL.**
5. All public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). LCUASS is available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm> **DESIGN COMPLIES W/ LCUASS.**
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. In this location Trilby is considered a 2 lane arterial roadway which requires a ROW width of 84 feet. **RIGHT OF WAY HAS BEEN INCLUDED AS REQUIRED ON UTILITY PLANS & PLAT.**
7. Construction plans will be required for this project. **CONSTRUCTION UTILITY PLANS ARE INCLUDED W/ THIS SUBMITTAL.**
8. A Development Agreement may be required with this project. **NOTED.**
9. A Development Construction Permit (DCP) may need to be obtained prior to starting any work on site. **NOTED.**
10. As with any development, this project is responsible for the design and construction of the roadway frontage along the property. As mentioned in an earlier comment, in this location, Trilby is classified as a 2 lane arterial. **NOTED.**
11. Each of the proposed driveway entrances must be built to LCUASS standards and be paved in concrete to the back of the ROW **VARIANCE FOR ENTRANCES IS INCLUDED AS APPROVED BY EMAIL WITHIN SUBMITTAL AND SHALL BE CONSTRUCTED AS REQUIRED.**
12. The driveway separation distances in LCUASS will apply. Please coordinate with traffic and the transportation planning department to work out the most suitable locations. **APPROVED VARIANCE EMAIL HAS BEEN INCLUDED IN SUBMITTAL.**
13. A turnaround may need to be provided on-site to allow for PFA access. **2 TURNAROUNDS HAVE BEEN PROVIDED.**

ELECTRIC ENGINEERING

Contact: Bruce Vogel, 970-224-6157, bvogel@fcgov.com

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1. Power is available from existing facilities in Trilby Road. Any modifications to these facilities to get adequate power to the new site will be at the owners expense. **NOTED.**
2. Commercial development charges will apply to the new site. These will include fees for total electric entrance capacity, new transformer set, plus square footage and front footage of apportioned property. **NOTED.**

THANK YOU!

CURRENT PLANNING

Contact: Steve Olt, 970-221-6341, solt@fcgov.com

1. 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. **NEIGHBORHOOD MTG. HAS BEEN HELD (ONE PERSON ATTENDED)**
2. 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. **REVIEWED AND ACKNOWLEDGED.**
3. 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>. **REVIEWED.**
4. 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. **NOTED.**
5. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>. **REVIEWED AND INCLUDED W/ SUBMITTAL.**
6. 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. **FEES HAVE BEEN INCLUDED W/SUBMITTAL.**
7. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750. **APPOINTMENT WAS MADE AND HAS OCCURED AS PLANNED.**

THANK YOU!



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 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:

- 2009 International Building Code (IBC)*
- 2009 International Residential Code (IRC)*
- 2009 International Energy Conservation Code (IECC)*
- 2009 International Mechanical Code (IMC)*
- 2009 International Fuel Gas Code (IFGC)*
- 2009 International Plumbing Code (IPC) as amended by the State of Colorado*
- 2008 National Electrical Code (NEC) as amended by the State of Colorado*

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2003.

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: *2009 IRC* Chapter 11 or *2009 IECC* Chapter 4
2. Multi-family and Condominiums 3 stories max: *2009 IECC* Chapter 4.
3. Commercial and Multi-family 4 stories and taller: *2009 IECC* Chapter 5.