



Development Review Guide – STEP 2 of 8

CONCEPTUAL REVIEW: 12/9/11  
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) \_\_\_\_\_

Bill Prather, church pastor Bill Moseley, Church Moderator 2013

Business Name (if applicable) American Baptist Church, owner of property

Your Mailing Address 600 S. Shields St., Ft. Collins, CO 80521

Phone Number 970 482 2173 Email Address \_\_\_\_\_

Site Address or Description (parcel # if no address) Randleman Addition, Lots 1 + 2 owned by American Baptist Church

Description of Proposal (attach additional sheets if necessary) 3-yr. plan to donate 1008 Mantz St. office house by moving house to church owned 605 S. Shields Street rear of Elderhaus for added Adult Day Care activities, counsel and guidance by Elderhaus Staff.

Proposed Use ↑ Existing Use Office for Elderhaus

Total Building Square Footage 1004 S.F. Number of Stories 1 Lot Dimensions .4 Acre Lot 1  
.4 Acre Lot 2

Age of any Existing Structures 1964

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 No pavement or additions to building 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?

11/19/12

**Greetings:**

Over the past three decades the American Baptist Church, 600 S. Shields Street has provided the only church-sponsored mission in Fort Collins for Adult Day Care through Elderhaus, now reaching over 2400 persons in Fort Collins each year. Elderhaus operates in two church properties at 1105 W. Myrtle and 605 S. Shields streets, Lots 1 and 2 of the Randleman Addition, as well as out of our Church building. This mission is now at full capacity serving veterans and individuals still living in their homes, but who need full care during the day.

During the last 5 years the ABC purchased 1008 Mantz Street property for future church parking expansion, and recently developed the house for temporary office space for Elderhaus staff, allowing more space for activities in the buildings on the west side of Shields Street. Currently the Long Range Planning team of ABC is considering a potential 3-year plan to donate the 1008 Mantz house office to the Elderhaus Board to be moved to the west rear side of 605 S. Shields for added program space. Together both west side properties owned by the church cover .8 acre of ground. City utilities are already in place. The city has declared in writing that the Mantz house is not of historical significance, and can be moved or dismantled in the future.

The church believes this non-profit mission is and has been a vital contribution to the greater community of Fort Collins since 1980. The Long Range Planning team welcomes city input and help in the initial stages of our plan as to feasibility and possibility. We need to know of any hindrances or impossibilities as we move forward. Currently off-street parking is provided on the west side of Shields which also benefits the city, and is fully needed by Elderhaus for daily service. Hopefully the move of the Mantz house to the rear lawn of the property would not sacrifice any of the current parking area.

Members of the ABC Long Range Planning team hope to meet with your conceptual review officers at your earliest convenience.

Thank you cordially.

*Brian Roth, Pastor*