



**Community Development and
Neighborhood Services**

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January 28, 2016

Cathy Mathis TB Group
444 Mountain Ave.
Berthoud, CO 80513

Re: 2590 Midpoint Dr – Office

Description of project: This is a request to build an 8,800 sq. ft. building at 2590 Midpoint Dr. (parcel #8720206018). The site development will include 34 parking spaces. The building does not have an end user at this point so the use is unknown. The parcel is located in the Industrial (I) zone district. This level of review for this proposal will depend on the use.

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, Meaghan Overton, at moverton@fcgov.com.

Comment Summary:

Department: Zoning

Contact: Ali van Deutekom, 970-416-2743, avandeutekom@fcgov.com

1. The zoning requirements will be based on the use.

RESPONSE: Acknowledged.

Department: Water-Wastewater Engineering

Contact: Shane Boyle, 970-221-6339, sboyle@fcgov.com

1. Existing water and sewer mains in the vicinity include an 8-inch water main in Midpoint Drive and an 8-inch sewer main in Midpoint Road.

RESPONSE: Noted.

2. There is an existing 1-inch water service stubbed into the site that must be used or abandoned at the main with this project. It does not appear sewer service was stubbed out with this project.

RESPONSE: Current design will utilize the 1" water service. New sanitary service will be constructed.

3. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>

RESPONSE: Acknowledged.

4. Development fees and water rights will be due at building permit.

RESPONSE: Acknowledged.

Department: Traffic Operations

Contact: Martina Wilkinson, 970-221-6887, mwilkinson@fcgov.com

1. The anticipated amount of traffic volume given the anticipated use (office) and size of building 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 unless the proposal changes to generate more traffic than anticipated.

RESPONSE: Acknowledged.

2. The sidewalk connections are good.

RESPONSE: Acknowledged.

3. Access location should be aligned with those across the street when possible (as shown).

RESPONSE: The access is aligned with the driveway from across the street.

Department: Stormwater Engineering

Contact: Jesse Schlam, 970-218-2932, jschlam@fcgov.com

1. The site disturbs more than 10,000 sq-ft, therefore Erosion and Sediment Control Materials need to be submitted. The erosion control requirements are in the Stormwater Design Criteria under the Amendments of Volume 3 Chapter 7 Section 1.3.3. Current Erosion Control Materials Submitted do not meet requirements. Please submit; Erosion Control Plan, Erosion Control Report, and an Escrow / Security Calculation. If you need clarification concerning the erosion control section, or if there are any questions please contact Jesse Schlam 970-218-2932 or email [@jschlam@fcgov.com](mailto:jschlam@fcgov.com)

RESPONSE: Erosion Control Report and Escrow calculation are included.

2. The design of this site must conform to the drainage basin design of the Cache La Poudre River Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

RESPONSE: Noted.

3. 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. 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. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or jschlam@fcgov.com.

RESPONSE: Submitted documents comply.

4. Onsite detention is required for the runoff volume difference between the 100-year developed inflow rate

and the 2-year historic release rate. The outfall for this site is the Midpoint Drive right-of-way.

RESPONSE: On-site detention for the 100-year event is being provided.

5. 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-gui-delines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged.

RESPONSE: Rain Gardens, Soft Pans, and Dry wells are incorporated in the design.

6. 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. Standard operating procedures (SOPs) for 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>

RESPONSE: Rain Gardens, Soft Pans, and Dry wells are incorporated in the design.

7. 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.

RESPONSE: Drain times are included in the Drainage Report.

8. 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.

RESPONSE: Acknowledged.

Department: Fire Authority

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

1. FIRE LANES

Fire access is required to within 150' of all exterior portions of the building exterior. This is not achievable from any position on Midpoint Dr. and an Emergency Access Easement will be required on the property and fire lane specifications shall apply. Code language provided below.

RESPONSE: A fire lane access easement will be proved as part of our final submittal.

> 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.

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.
- > Additional access requirements exist for buildings greater than 30' in height. Refer to Appendix D of the 2012 IFC or contact PFA for details.

RESPONSE: Acknowledged

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.

2. WATER SUPPLY

A fire hydrant is required within 300' of the building. This condition appears to be satisfied with the hydrant just across the street from the property. Code language provided below.

> IFC 508.1 and Appendix B: 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.

RESPONSE: A new Fire Hydrant is included with the design.

3. FIRE CONTAINMENT

The building exceeds 5000 square feet and shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation. Please contact Assistant Fire Marshal, Joe Jaramillo with any fire sprinkler related questions at 970-416-2868.

RESPONSE: Building will equipped with a fire sprinkler system

4. WOODWORKING OPERATIONS

An automatic sprinkler system shall be provided throughout al Group F-1 occupancy fire areas that contain

woodworking operations in excess of 2,500 sq. ft. which generate finely divided combustible materials. Other building department requirements may also apply.

RESPONSE: Acknowledged

Department: Environmental Planning

Contact: Rebecca Everette, 970-416-2625, reverette@fcgov.com

1. 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 and reduce bluegrass lawns as much as possible.

Given the proximity to the Prospect Ponds Natural Area and Poudre River corridor, please consider native landscaping similar to what is found in that area.

RESPONSE: We have provided some native landscaping on the landscape plan.

2. 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. ClimateWise program: fcgov.com/climatewise/

2. Zero Waste Plan and the Waste Reduction and Recycling Assistance Program (WRAP): fcgov.com/recycling/pdf/_20120404_WRAP_ProgramOverview.pdf, contact Caroline Mitchell at 970-221-6288 or cmtichell@fcgov.com

3. Green Building Program: fcgov.com/enviro/green-building.php, contact Tony Raeker at 970-416-4238 or traeker@fcgov.com

4. Solar Energy: www.fcgov.com/solar, contact Norm Weaver at 970-416-2312 or nweaver@fcgov.com

5. Integrated Design Assistance Program: fcgov.com/idap, contact Gary Schroeder at 970-224-6003 or gschroeder@fcgov.com

6. Nature in the City Strategic Plan: fcgov.com/planning/natureinthecity/?key=advanceplanning/natureinthecity/, contact Justin Scharton at 970-221-6213 or jscharton@fcgov.com

RESPONSE: Acknowledged

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.

Department: Engineering Development Review

Contact: Katie Sexton, 970-221-6501, ksexton@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.

RESPONSE: Acknowledged

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>

RESPONSE: Acknowledged

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. 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.

RESPONSE: Acknowledged

4. Sidewalk will need to be installed along the property's frontage which connects to the 2572 Midpoint Drive sidewalk.

RESPONSE: A 5' detached sidewalk is proposed.

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>

RESPONSE: Acknowledged

6. This project is responsible for dedicating right-of-way to accommodate the major collector cross section per the master street plan.

RESPONSE: Acknowledged. The project will dedicate 3' of additional right-of-way.

7. This project is responsible for dedicating or vacating any easements as required, including the standard utility easement that is to be provided behind the right-of-way (9 feet along Midpoint Drive).

RESPONSE: The 9' existing utility easement will be maintained.

8. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.

RESPONSE: Acknowledged

9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

RESPONSE: Acknowledged

10. LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design – the current site plan does not comply with this standard.

RESPONSE: The first parking stall is 54' from the flowline of Midpoint Drive.

11. Site access will need to comply with LCUASS access standards Table 7-3. A variance may be supported depending on access configuration.

RESPONSE: Acknowledged.

12. 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.

RESPONSE: Acknowledged

13. 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.

RESPONSE: Rain Gardens are proposed on site.

14. Doors are not allowed to open out into the right-of-way.

RESPONSE: Acknowledged

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.

RESPONSE: Acknowledged. Bike parking is not located in 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.

RESPONSE: Acknowledged

Department: Electric Engineering

Contact: Rob Irish, 970-224-6167, rirish@fcgov.com

1. Light & Power has existing electric facilities adjacent to this site along Midpoint Dr. There is an existing 3-phase 120/208v transformer at the SE corner of the site that was set for the property to the SE. This transformer could potentially be upgraded and shared between the two properties.

RESPONSE: Acknowledged

2. Any existing electric facilities that are located within the limits of the project that need to be relocated will be at the expense of the developer. If the City's existing electric facilities are to remain then they must be located within a utility easement.

RESPONSE: Acknowledged

3. A C-1 Form and a One-line diagram will need to be submitted to Light & Power Engineering for review. Please click on the following link for the C-1 Form. <http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-gui-delines-regulations>

RESPONSE: Acknowledged

4. 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>.

RESPONSE: Acknowledged

5. Electric Capacity Fee and Building Site charges will apply to this development. Please click on the following link for Estimated Light & Power charges and the Light & Power Fee calculator.

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

RESPONSE: Acknowledged

Planning Services

Contact: Meaghan Overton, 970-416-2283, moverton@fcgov.com

1. A minimum 5' landscaped area is required along the rear lot line, and the front parking and drive aisles require a minimum average setback of 10' from the front lot line. If there will be storage, loading, or similar operations required, these operations must be screened from view along the public street.

RESPONSE: There is a 5' landscape setback along the rear property line and 10.5' on the west property line and 5' on the east property line.

2. A landscape plan will be required as part of your submittal. Refer to LUC 3.2.1 for landscaping and tree planting requirements to help you prepare your submittal. Some of the most relevant requirements are also included in the following comments:

Foundation plantings and tree stocking in areas within 50' of the proposed building, concentrated along high visibility areas near the front of the lot, will be required.

Foundation plantings in beds at least 5 feet wide and along 50% of a building wall are required along building walls that are in high-use or high-visibility areas. This will apply along the front wall and at least along the front portion of the sidewalls.

RESPONSE: Foundation plantings are provided.

Street trees should be provided at a spacing of 30-40' in the parkway strip between the street and new detached sidewalk.

RESPONSE: Street Trees are shown on the landscape plan

3. It is possible that the proposed project may exceed the maximum number of vehicle parking spaces permitted under LUC 3.2.2(K)(2)(a). The use, when determined, will govern the minimum and maximum number of allowed vehicle parking spaces. Bicycle parking will also need to be provided as required in LUC 3.2.2(C)(4).

RESPONSE: The requested uses are office and industrial/flex. We have the parking calculations shown on the site plan. We also have a bike rack shown as well.

4. Will a curb or wheel stop be provided for all parking stalls? If so, the proposed length of parking stalls (17 feet) is adequate. If not, parking stalls will need to meet the 19 foot standard length.

RESPONSE: There will be a curb in the entire parking lot.

5. Building color should be neutral, with a medium or dark color range, and not white, bright, or reflective. Elevations of the proposed building, when submitted, must meet LUC requirements for building design and character as described in LUC 3.5.3.

RESPONSE: Acknowledged

6. The building should be located no more than 15 feet from the street right-of-way as required in Land Use Code (LUC) Section 3.5.3(C)(2), unless 1) the space between the building and the sidewalk is used to form an outdoor space such as a plaza, courtyard, patio, or garden or 2) the contextual build-to line as established by abutting properties exceeds the 15 foot build-to line requirement.

RESPONSE: The building is located farther than 15 feet due to the need for the detention pond location. In addition, the LEI building to the east also exceeds the building-to line due to the same situation.

7. The level of review required for the proposed development project will be determined by the use, once determined. Please refer to LUC 4.28 for a list of uses permitted in the Industrial District and the various levels of review for those uses.

RESPONSE: The requested uses are office and industrial/flex.

8. Parking lot perimeter screening will be needed along the front, rear, and western side lot lines. In addition, a minimum of 6% of the interior parking area should be devoted to landscaped areas. Refer to LUC 3.2.1(E) for parking lot landscaperequirements.

RESPONSE: See landscape plan for calculations for the 6% requirement. We have landscaping placed along all of the lot lines.

9. Additional parking information: Based on our conversation at Conceptual Review on 1/25/16, I've added some additional information about the vehicle parking requirements for the different uses we discussed.

School/assembly/place of worship, LUC 3.2.2(K)(1)(h): 1 parking space per 4 seats in the auditorium or place of assembly, or 2 parking spaces per 3 employees, or 1 parking space per 1,000 square feet of floor area, whichever requires the greatest number of parking spaces.

RESPONSE: The church use is not going to happen so we are seeking approval for office and industrial/flex space

There is a table that lists parking min/max requirements in LUC 3.2.2(K)(2)(a). This table should cover the rest of the possible uses we discussed, including bar/brewery, general office, industrial, workshop, etc. Please contact me if you have questions about the parking requirements as you are preparing your submittal.

RESPONSE: We have added parking calculations on the site plan demonstrating compliance with the minimum and maximum requirements.

10. 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.

RESPONSE: Acknowledged

11. 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>.

RESPONSE: Acknowledged

12. 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.

RESPONSE: Acknowledged

13. Please see the Submittal Requirements and Checklist at: <http://www.fcgov.com/developmentreview/applications.php>.

RESPONSE: Acknowledged

14. 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.

RESPONSE: Acknowledged

15. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

RESPONSE: Acknowledged

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 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