



November 25, 2019

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

**RE: Breeze Thru Headquarters, FDP190003, Round Number 3**

Dear Todd,

Baseline Corporation, representing the Breeze Thru Headquarters, is in receipt of the Round Number 3 submittal comments concerning the submitted **Final Development and Utility Plans**. We have considered your comments in the aforementioned letter and have made appropriate revisions to the previously-submitted application materials, which are enclosed. Below, we have provided written responses to each of your comments.

**Please note that based on conversations with the City, we have decided not to move ahead with a phasing plan. Based on this decision, a phasing sheet in the planning set and all other references to a phasing plan have been removed from submittal materials.**

**Comment Summary:**

**Development Review Coordinator**

**Contact: Todd Sullivan, 970-221-6695, [tsullivan@fcgov.com](mailto:tsullivan@fcgov.com)**

**Topic: General**

**Comment Number: 1**

**Comment Originated: 11/08/2019**

11/08/2019 INFORMATION ONLY:

It has been determined that a phasing plan will not be required to construct the accessory building (garage/shed) and receive a Certificate of Occupancy prior the completion of the site improvements.

- The Chief Building Official agrees to issue a building permit for the accessory building (through the normal Building Permit Application and Plan Review process) and, upon completion and final inspection of the building will issue a final Certificate of Occupancy for that structure.
- Zoning will require a Landscape Escrow to cover the estimated costs of the site improvements prior to the issuance of the Building Permit.
- Erosion Control will require the escrow be in place prior to the issuance of the
- Building Permit.

Please reach out to me with any questions.

**Corporate Headquarters**  
112 N Rubey Drive, Suite 210  
Golden, Colorado 80403  
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**Rocky Mountains**  
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4007 S Lincoln Avenue, Suite 405  
Loveland, Colorado 80537  
Ph 970.353.7600  
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**Department: Planning Services**

**Contact: Kai Kleer, 970-416-4284, kkleer@fcgov.com**

**Topic: General**

**Comment Number: 2**

**Comment Originated: 11/01/2019**

11/01/2019 INFORMATION ONLY:

In regard to the phasing plan, planning staff is OK with the level of improvements associated with each phase. The listed items with each phase bear a proportional relationship to the improvements of the site.

**RESPONSE: Comment acknowledged.**

**Comment Number: 3**

**Comment Originated: 11/01/2019**

11/01/2019 INFORMATION ONLY:

Staff would like to see if the property owner would consider extending the walkway to the frontage road as indicated by redlines. If any near-term capital projects were to take place in this area, this project would not be able to connect into the sidewalk system as required by the land use code. In summary, making the connection now would 'future proof' this site.

**RESPONSE: Owner specifies that the walkway is NOT to be extended to the frontage road. Owner is aware that this might be required in the future.**

**Department: Engineering Development Review**

**Contact: Marc Virata, 970-221-6567, mvirata@fcgov.com**

**Topic: General**

**Comment Number: 4**

**Comment Originated: 11/04/2019**

11/04/2019: FOR APPROVAL:

The phasing information that was resubmitted appears to be limited to Sheet S-2 on the planning set. Phasing information should also be reflected on the other drawings including the civil plan set, the landscaping sheet, etc. From my view, it's unclear how aspects of the existing area shown as Phase 2 will exist with just work shown in Phase 1. How much existing striping removal within the existing parking lot would have to occur to define the emergency access way? What are the limits of landscaping that is proposed to be built with just Phase 1, or is the intention to have all the landscaping for the entire site completed with just the Phase 1 being identified?

**RESPONSE: The proposed development will no longer be phase; therefore, phasing sheets have been removed from the plan set.**

**Comment Number: 5**

**Comment Originated: 11/04/2019**

11/04/2019: FOR APPROVAL:

Please revise some of the language regarding easements being indicated as future, as these have been recorded (see redlines).

**RESPONSE: Language has been updated to note existing easements as existing and proposed easements.**

**Comment Number: 6**

**Comment Originated: 11/04/2019**

11/04/2019: FOR APPROVAL:

I do not have any proposed changes to the development agreement resulting from the phasing, but this would need to be verified with the other reviewers. It may be that the check provided to record the development agreement would need to be issued due to changes in the number of pages and/or the time that has passed since providing. Also, please note that the payment for sidewalk along College Avenue would remain applicable with the first building permit, which would be Phase 1.

**RESPONSE: The proposed development will no longer be phase; therefore, phasing sheets have been removed from the plan set.**

**Department: Stormwater Engineering – Erosion Control**

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

**Topic: Erosion Control**

**Comment Number: 6**

**Comment Originated: 10/31/2019**

10/31/2019: FOR APPROVAL:

Erosion Control Plan has redlined comments that the LID not being adequately protected during construction. With the discussion of phasing this protection of the LID is even more needed as there may be additional controls that will need to be planned to prevent sediment loading the LID between phases. These erosion control plans seem not to delineate the difference of what controls are needed in which phase and will need some clear choice in what is needed during each phase of construction. Please address returned redlines.

**RESPONSE: Erosion control plan more accurately delineates the different stages of construction. Each BMP is being identified as being used in the “initial, interim and final” stages of construction. The disturbed area around the LID will be stabilized with seeding and mulching in the interim condition. Redline comments have been addressed see below.**

**Comments from redlines:**

1. “None of these structural materials are on the erosion control plan these will need to be called out and added.”

**RESPONSE: Note added to reference sheet C8 for lid feature structural materials and details.**

2. "How are these to be sod when sod has a clay that will prevent infiltration?"  
**RESPONSE: Interior sodding note has been removed. Contractor to reference detail on sheet C8 for LID feature construction.**
3. "This may not be the best control measure to use on asphalt. I would suggest looking into a tracking mat, or mud mat or rumble grates on the proprietary end as a more economic and effective option. And add that detail to the plans."  
**RESPONSE: Note added for contractor to install FODS vehicle tracking control system or city approved alternate.**
4. "Trench drain shown on C3 need to be called out and protected here."  
**RESPONSE: Trench drain called out and protection added.**
5. "Where is the outfall pipe from the bio retention? is that past the SF? what controls will be installed for the trench line? Are there outfall controls to prevent erosion on the downstream toe of the pipe?"  
**RESPONSE: Note has been added to clearly identify pipe outfall. Outfall is not past the silt fence. Permanent turf matting is being installed at/beyond pipe outfall and along the trench line to prevent erosion on the downstream toe of the pipe.**
6. "C3 Shows this to be a bio-retention basin this will need additional control to prevent sediment from clogging the permanent facility during construction. Some clarity will need to be provided in the plans to better understand what is going to prevent clogging of the media during construction."  
**RESPONSE: SCL and note added to provide protection to lid feature during construction.**
7. "The erosion control plan does not seem to be adequately anticipating what needs to be in phase 1 vs phase 2 this should be clearly delineated or made a separate sheet. Also additional controls will be needed moving from phase 1 to phase 2 and the time that lapses between the two."  
**RESPONSE: Erosion control bmp sequencing has been more clearly identified. Project is no longer being phased.**
8. "A Section will need to be added to the erosion control report to adequately address the protection of the site during each phase and the time lapsing between phases."  
**RESPONSE: Project is no longer being phased.**

9. "This is a number based off the existing vegetation density, i.e. how thick the grass is where it is present, not the percent of the site that has vegetation. Is this bare dirt? 0% or is this Sod 100%?"  
**RESPONSE: Vegetative cover estimated at 10%. Nearly bare dirt in most locations.**
10. "If this is truly a phasing plan we will need an escrow calculation for each portion of the project to reflect the scope of work during each phase DA language will need to be changed as well as part of the phasing activities."  
**RESPONSE: Project is no longer being phased.**
11. "This seems high where did this number come from?"  
**RESPONSE: Number now represents unit price for a 12' X 7' rumble mat from FODS.**
12. "This will need to be recalculated after changes to the erosion control plan."  
**RESPONSE: Erosion control escrow has been recalculated after changes to erosion control plan.**
13. "If this is a phasing plan, Stabilization of Phase 1 of the site to Landscape plans should occur on phase 1 upon completion of the prior 7 bullets. As prolonged exposed dirt to the elements will need stabilization to start as soon as possible."  
**RESPONSE: Project is no longer being phased.**

**Comment Number: 7**

**Comment Originated: 10/31/2019**

10/31/2019: FOR APPROVAL:

Erosion Control Report has redlined comments on the vegetative density percentage as well as needing an additional paragraph speaking to the proposed phasing with what controls will be needed in each phase and the interim between phases.

**RESPONSE: Vegetative density percentage has been updated. No additional paragraph has been added to the report because the project is no longer going through phasing.**

**Comment Number: 8**

**Comment Originated: 10/31/2019**

10/31/2019: FOR APPROVAL:

Erosion Control Escrow Sheet should be provided to show changed calculations. These calculations will change based upon redlines on the erosion control plans. There should also be an escrow calculation for each of the phases to ensure that appropriate securities are collected during each phase of construction.

**RESPONSE: Erosion control escrow sheet has been updated with changed calculations.**

**Department: Stormwater Engineering**

**Contact: Wes Lamarque, 970-416-2418, wlamarque@fcgov.com**

**Topic: General**

**Comment Number: 9**

**Comment Originated: 11/04/2019**

11/04/2019:

Please provide a phasing plan in the Utility Plan set.

**RESPONSE: The proposed development will no longer be phase; therefore, phasing sheets have been removed from the plan set.**

**Department: Light And Power**

**Contact: Tyler Siegmund, 970-416-2772, tsiegmund@fcgov.com**

**Topic: General**

**Comment Number: 1**

**Comment Originated: 02/26/2019**

02/26/2019: AT BUILDING PERMIT SUBMITTAL:

Please provide a one-line diagram that shows the main disconnect size and meter sequencing. A copy of our meter requirements can be found in our electric policies practices and procedures below.

<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations>

**RESPONSE: Comment acknowledged, will be provide by the electrical engineer at time of building submittal.**

**Comment Number: 2**

**Comment Originated: 02/26/2019**

02/26/2019: AT BUILDING PERMIT SUBMITTAL:

A commercial service information form (C-1 form) and a one-line diagram for all commercial meters will need to be completed and submitted to Light & Power Engineering for review. A link to the C-1 form is below:

<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations>

**RESPONSE: Comment acknowledged, will be provide by the electrical engineer at time of building submittal.**

**Comment Number: 3**

**Comment Originated: 02/26/2019**

02/26/2019: INFORMATION:

Electric capacity fees, development fees, building site charges and any system modification changes necessary to feed the site will apply to this development. Please contact me or visit the following website for an estimate of charges and fees related to this project:

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

**RESPONSE: Comment acknowledged, owner will contact you and coordinate fees.**

**Comment Number: 4**

**Comment Originated: 02/26/2019**

02/26/2019: INFORMATION:

Please contact Tyler Siegmund with Light & Power Engineering if you have any questions at 970.416.2772. Please reference our policies, construction practices, development charge processes, electric service standards, and use our fee estimator at

<http://www.fcgov.com/utilities/business/builders-and-developers>

**RESPONSE: Comment acknowledged.**

**Comment Number: 5**

**Comment Originated: 02/28/2019**

02/28/2019: AT BUILDING PERMIT SUBMITTAL:

Development charges may apply to this project. Depending on how the metering for the commercial service is modified and by adding 10 residential units to the building, fees may apply. Once the one-line diagram is submitted for review to see proposed meter sequencing, I can evaluate if any fees will apply to this project. Please contact me if you would like to discuss.

**RESPONSE: Comment acknowledged.**

**Comment Number: 6**

**Comment Originated: 11/04/2019**

11/04/2019: FOR APPROVAL:

Please show the private electrical service that will be extended to feed the garage from the existing panel on the existing building.

**RESPONSE: An electrical service is now show to feed the garage from the existing panel on the existing building.**

**Comment Number: 7**

**Comment Originated: 11/07/2019**

11/07/2019: INFORMATION:

I suggest that you confirm that your existing electrical service and service conductors are adequately sized to serve your new power needs for the main building prior to phase 1 improvements. If upsizing your service and/or service conductors is necessary for the main building you will want to install to our existing transformer in the alley as part of phase 1 to avoid trenching through phase 1 parking lot improvements. You can contact me to discuss if necessary.

**RESPONSE: Comment acknowledged; electrical services will be sized accordingly.**

**Department: PFA**

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

**Topic: General**

**Comment Number: 2**

**Comment Originated: 11/05/2019**

11/05/2019: ADDRESS POSTING:

The address may be posted on the north facing side of the building as shown in the fire striping and signage plan; however, it shall also be posted on the west side of the building which fronts College Ave.

**RESPONSE: An additional leader has been added to indicate the address is to be posted on the north and west side of the building.**

**Comment Number: 3**

**Comment Originated: 11/05/2019**

11/05/2019: HYDRANT LOCATION

Has there been a discussion regarding hydrant placement on site? I'd like to know if it can be moved west, into the landscape area adjacent to the frontage road so that it's more universally available for other incidents along the Frontage Road or College Ave.

**RESPONSE: Fire hydrant is to remain in its current placement.**

**Comment Number: 4**

**Comment Originated: 11/05/2019**

11/05/2019: EMERGENCY ACCESS EASEMENT

1. The potential "future driveway access" to rear collector road should be included in the dedication of the Emergency Access Easement.

**RESPONSE: Additional easement dedicated as requested see revised plans.**

2. The EAE limits need to extend to the north property line to include the 20' Access Easement, east to west.

**RESPONSE: EAE limits have been extended to include the 'future driveway access' and the 20' access easement, east to west.**

**Department: Internal Services**

**Contact: Katy Hand, , khand@fcgov.com**

**Topic: Building Insp Plan Review**

**Comment Number: 3**

**Comment Originated: 11/04/2019**

11/04/2019: FOR BUILDING PERMIT:



Please visit our website for a list of current adopted building codes and local amendments: <https://www.fcgov.com/building/codes.php>

**RESPONSE: Comment acknowledged**

**Department: Technical Services**

**Contact: Jeff County, 970-221-6588, [jcounty@fcgov.com](mailto:jcounty@fcgov.com)**

**Topic: General**

**Comment Number: 17**

**Comment Originated: 11/05/2019**

11/05/2019: FOR FINAL APPROVAL:

We have no comments but will need to see any future submittals.

**RESPONSE: Comment noted, thank you.**

Attached please find the resubmittal package for final approval. We look forward to approval based on these minor changes. Feel free to contact me at (303) 940-9966 if you have any questions or concerns.

Sincerely,



Noah J Nemmers  
Engineering Manager  
Baseline Engineering