



Community Development and
Neighborhood Services
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May 15, 2020

220 CLEOPATRA ST
Fort Collins, CO 805257069

Re: 220 Cleopatra St Extra Occupancy

Description of project: This is a request to convert an existing single-family dwelling into an extra occupancy rental house that can accommodate up to three persons in addition to the owner at 220 Cleopatra Street (parcel # 9614412093). Four off-street parking spaces are proposed for the occupants. Access is taken from W Cleopatra Street directly to the south. The property is within the Medium Density Mixed-Use Neighborhood (MMN) zone district and is subject to Basic Development Review (BDR).

Please see the following summary of comments regarding 220 Cleopatra St Extra Occupancy. 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, please contact your Development Review Coordinator, Tenaé Beane via phone at 970-224-6119 or via email at tbeane@fcgov.com.

Comment Summary

Development Review Coordinator

Contact: Tenaé Beane, 970-224-6119, tbeane@fcgov.com

1. I will be your primary point of contact throughout the development review and permitting process. If you have any questions, need additional meetings with the project reviewers, or need assistance throughout the process, please let me know and I can assist you and your team. Please include me in all email correspondence with other reviewers and keep me informed of any phone conversations.
Thank you!
2. The proposed development project is subject to a Basic Development Review. The decision maker for your project will be the Development Review Manager and/or Director of Community Development and Neighborhood Services. All documents submitted to the City in association with your Basic Development Review project are available to the public

Commented [BJ1]: With the proposed addition of a 4th parking space (along with the house's existing square footage), it should be possible to accommodate four extra occupants, so I would like to submit my application as such (instead of for only three occupants, as I had originally outlined). As I understand it, this should still only be subject to a Basic Development Review, being in the MMN zone.

through our website. Formal public notice of your project is at the discretion of the Development Review Manager, including a posted sign, mailing to surrounding neighbors and/or published notice elsewhere.

3. I will provide you a roadmap specific to your development review project, helping to identify each step of the process. For more detailed process information, 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.
4. I will provide a Project Submittal Checklist to assist in your submittal preparation. Please use the checklist in conjunction with the Submittal Requirements located at: <http://www.fcgov.com/developmentreview/applications.php>. The checklist provided is specific to this Conceptual project; if there are any significant changes to this project, please let me know so we can adjust the checklist accordingly. I can send an updated copy of the Submittal Checklist to ensure you are submitting the correct materials.
5. As part of your submittal you will respond to the comments provided in this letter. This letter is provided to you in Microsoft Word format. Please use this document to insert responses to each comment for your submittal, using a different font color. When replying to the comment letter please be detailed in your responses, as all comments should be thoroughly addressed. Provide reference to specific project plans or explanations of why comments have not been addressed, when applicable.
6. The request will be subject to the Development Review Fee Schedule: <https://www.fcgov.com/developmentreview/fees.php>. I will provide estimated fees, which are due at time of project submittal for formal review. This is an estimate of the initial fees to begin the development review process based on your Conceptual Review Application. As noted in the comments, there are additional fees required by other departments, and additional fees at the time of building permit. The City of Fort Collins fee schedule is subject to change - please confirm these estimates before submitting. If you have any questions about fees, please reach out to me.
7. Submittals are accepted any day of the week, with Wednesday at noon being the cut-off for routing the same week. Upon initial submittal, your project will be subject to a completeness review. Staff has until noon that Friday to determine if the project contains all required checklist items and is sufficient for a round of review. If complete, a formal Letter of Acceptance will be emailed to you and the project would be officially routed with a three-week round of review, followed by a formal meeting.
8. When you are ready to submit your formal plans, please make an appointment with me at least 24 hours in advance. Applications and plans are submitted electronically in person with initial fees. Pre-submittal meetings can be beneficial to ensure you have everything for a complete submittal. Please reach out and I will assist in those arrangements.

Commented [BJ2]: Thank you; sounds good!

Planning Services

Contact: Will Lindsey, wilindsey@fcgov.com

1. Staff needs to ensure that you will have enough space to fit a minimum of four cars in the parking area given the minimum stall width requirement. A standard 90 degree parking stall is 9' x 19'. Currently, the fourth parking stall outlined in the submission does not meet

the minimum depth of 19' for a 90 degree parking stall. Additionally, based on the images submitted and existing conditions on Google Street view it appears that landscaping and a tree obstruct the exterior parking spaces direct access from Cleopatra St. Each parking space must have direct access to the abutting street and cannot be unobstructed in any way. Please note that vehicles should be parked on an existing or improved area having a surface of asphalt, concrete, rock, gravel or other similar inorganic material, and such improved area has a permanent border.

2. This project requires 1 bicycle parking space per bed on a fixed bicycle rack per Article 3.2.2 of the Land Use Code. Fixed bicycle parking shall mean parking that allows the bicycle frame and both wheels to be securely locked to the parking structure. The structure shall be of permanent construction such as heavy gauge tubular steel with angle bars permanently attached to the pavement foundation. Fixed bicycle parking facilities shall be at least two feet in width and five and one-half feet in length, with additional back-out or maneuvering space of at least five feet.

3. A minimum of 350 sq ft of habitable floor space is required per occupant in addition to a minimum of 400 sq ft of habitable floor space if owner-occupied. Please provide floor plans with submission materials to show that this requirement is being met. These floor plans should also show the location of all egress windows.

Department: Building Code Review

Contact: Russell Hovland, 970-416-2341, rhovland@fcgov.com

1. 1. This house built in 2000 had 3 bedrooms and a unfinished basement and no basement finish permit has been issued. All past construction and building permits must show as obtained and completed. For example: If the house has basement bedrooms, the original home construction permit or a basement finish permit must show as approving/inspecting/completing those areas. Work done without the required permit must obtain an after-the-fact permit.

2. The building must comply with the Rental Housing Minimum Requirements in the adopted 2006 International Property Maintenance Code (IPMC) and a building inspection will be conducted to verify these items. See separate handout or refer to the adopted 2006 IPMC and amendments.

Department: Engineering Development Review

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

1. Based on the premise that the level of review of the project is for an extra occupancy, there are limited comments from Engineering. Should the scope of the project instead expand to adding an additional dwelling, or other development/redevelopment scenarios, additional requirements may occur.

2. Should the applicant need to modify the sidewalk/driveway, whether as part of this project, or in general, this work in right-of-way would require a sidewalk/drive approach permit. This permit can be found here: https://www.fcgov.com/engineering/pdf/DriveApproachSWPermit_dig.pdf?1308238672

3. A grading plan (construction plan set) prepared by a Colorado licensed professional

Commented [BJ3]: The plan regarding the fourth parking space has been modified based on this feedback and subsequent discussions. As indicated on the site plan, the removal of the purple ash tree on the SW corner of the lot should allow for a full 9' x 19' parking stall on the existing gravel area.

Commented [BJ4]: OK, bicycle parking requirements are understood. As per our discussion on 5/27, I will either install a fixed bicycle parking structure on the site as per these requirements, or submit a proposal for alternative compliance such as enclosed parking in the garage..

Commented [BJ5]: Understood; floor plan will be included. The house has 2242 square feet of habitable floor space (including a finished basement with egress windows). This should be sufficient to accommodate 4 extra occupants in addition to owner.

Commented [BJ6]: OK, I will initiate the process for obtaining an after-the-fact permit for the finishing of the basement.

Commented [BJ7]: Understood; I will ensure the house complies with these requirements. Thanks!

engineer, does not appear to be required with this proposal. Should this assumption change and a Colorado P.E. is required, the construction plan would need to be in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <https://www.larimer.org/engineering/streets>

4. In regard to construction of this site, the public right-of-way should not be used for staging or storage of materials or equipment associated with the Development unless otherwise permitted via encroachment permit as linked here: https://www.fcgov.com/engineering/pdf/encroachmentpermit_digital.pdf?1588111157

Commented [BJ8]: Thank you for this information. I will keep this in mind if for any reason the scope changes.

Department: Traffic Operations

Contact: Steve Gilchrist, 970-224-6175, sgilchrist@fcgov.com

1. No comments.

Commented [BJ9]: Upon follow-up discussion with Martina Wilkinson on 5/27, she clarified that this "no comment" is intended to indicate that the need for a Transportation Impact Study (TIS) is waived for this project. A copy of this correspondence can be provided if necessary.

Department: Erosion Control

Contact: Chandler Arellano, (970) 420-6963, carellano@fcgov.com

1. Information Only:

No Comment from Erosion Control. Based upon the submitted Planning Materials it has been determined that this project; will disturb less than 10,000 sq. ft., is not proposed to be in a sensitive area, has no steep slopes (greater than 3H:1V) within or adjacent to the project, and is not part of a larger common development that will or is under construction. Therefore, no Erosion Control Material submittal is needed. If this project substantially changes in size or design where the above criteria now apply, erosion control materials should be submitted. Though the project at this time requires no erosion control material submittal, the project still must be swept and maintained to prevent dirt, saw cuttings, concrete wash, trash debris, landscape materials and other pollutants from the potential of leaving the site and entering the storm sewer at all times during the project in accordance with City Code 26-498. If complaint driven or site observation of the project seem not to prevent the pollutant discharge the City may require the project to install erosion and sediment control measures. Nearby inlets that may be impacted by the pollutants, in particular dirt, should be protected as a good preventative practice and individual lots should be protected from material escaping onto the sidewalk. If at building permit issuance any issues arise please email erosion@fcgov.com to help facilitate getting these permits signed off.

Commented [BJ10]: Understood, thanks for the information!

Department: Stormwater Engineering

Contact: Matt Simpson, (970)416-2754, masimpson@fcgov.com

2. Minimal site improvements (site specific comment):

If the project will add between 350- to 1,000-square feet of new impervious area a simple site grading plan and impervious area documentation are required. These must document the existing and proposed drainage patterns. In this case, this documentation can be prepared by the applicant or contractor. A drainage letter will not be necessary for this project.

If the project will add more than 1,000 square-feet of impervious area (net), please contact Water Utilities Engineering (WaterUtilitiesEng@fcgov.com) us to discuss

Stormwater requirements for this project.

3. Fees (standard comment):

The 2020 city wide Stormwater development fee (PIF) is \$9,447/acre of new impervious area over 350 square feet and there is a \$1,045/acre of site 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 our Utility Fee and Rate Specialists at (970) 416-4252 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.

Commented [BJ11]: Understood, thank you. I shouldn't be needing to add any new impervious area for this project.

Department: Water-Wastewater Engineering

Contact: Matt Simpson, (970)416-2754, masimpson@fcgov.com

1. Other service district (site specific comment):

This project site is located within the Fort Collins Loveland Water District and the South Fort Collins Sanitation District for water and sewer service. Please contact them at (970) 226-3104 for development requirements.

Commented [BJ12]: Ok, thanks for the info!

Department: Electric Engineering

Contact: Luke Unruh, 9704162724, lunruh@fcgov.com

1. If changes to the existing electrical system are anticipated, please contact Luke Unruh so I can walk you through your options. Electric Capacity Fee, Building Site charges, and any necessary system modification charges may apply at owners' expense, depending on what changes are made.

Commented [BJ13]: Thank you for the info; I don't plan on needing to do any electrical system modification, but I will keep that in mind!

Department: Forestry

Contact: Christine Holtz, choltz@fcgov.com

1. 05/11/2020: INFORMATION ONLY

Trees provide many environmental and socioeconomic benefits including reduced cooling expenses, creating natural wind breaks, improving air quality, and increasing property values. There are existing trees on site. Forestry recommends retaining and protecting significant trees to the extent reasonable feasible. Please contact choltz@fcgov.com with any forestry questions.

Commented [BJ14]: From a subsequent discussion (5/27) with Molly Roche from Forestry, it is understood that Extra Occupancy rental houses are exempt from the General Development Standards set forth in Article 3 of the Land Use Code. As such, no existing tree inventory/mitigation plans will be formally submitted.

Department: Fire Authority

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

1. Poudre Fire Authority is reviewing this proposal under the assumption that all occupants are sharing the same habitable space with common entrances. Should the applicant be

However, it can be noted that the only tree slated for removal in this project is an autumn purple ash tree, whose long-term survival is already unlikely due to the presence of Emerald Ash Borer in Fort Collins. Furthermore, though not formally included in the scope of the present project, there are future plans to plant an additional Kentucky Coffee tree elsewhere on the property.

proposing a duplex, applicable fire separation and fire sprinkler requirements shall apply.

2. In reviewing proposed extra-occupancy Group R-3 homes, PFA is primarily concerned with three topics: Fire Access, Water Supply and Address Posting.
 - > Fire Access: Minimum standards have been met for this site. No action required.
 - > Water Supply: Minimum standards have been met for this site. No action required.
 - > Address Posting: Address numerals (4" minimum) shall be posted on a contrasting background. Please update address posting so as to be contrasting with the background. Painting the numbers so as to be darker than the trim is recommended. Should a duplex be created, they shall be addressed separately and posted accordingly.

Department: Technical Services

Contact: Jeff County, 970-221-6588, jcounty@fcgov.com

1. As of January 1, 2015, all development plans are required to be on the NAVD88 vertical datum. Please make your consultants aware of this, prior to any surveying and/or design work. Please contact our office for up to date Benchmark Statement format and City Vertical Control Network information.
2. If submitting a replat for this property/project, addresses are not acceptable in the Subdivision Plat title/name. Numbers in numeral form may not begin the title/name. Please contact our office with any questions.

Commented [BJ15]: Yes, this is correct; we will share the same habitable space.

Commented [BJ16]: OK, understood. I will plan to either paint the existing numbers a darker color or replace them. I agree they do not contrast well and can be a bit hard to see from the street. Thanks for the feedback!

Commented [BJ17]: Understood; thank you!