



City of Fort Collins

## CONCEPTUAL REVIEW STAFF COMMENTS

**MEETING DATE:** June 28, 1999

**ITEM:** New Offices on Lots 6 and 7 Collindale Business Park

**APPLICANT:** Mr. Craig Olson, Mr. Tom Richards  
(Summit Constructors) and  
Ms. Peggy Friesen (Galloway and Romero)  
1605 South Remington  
Fort Collins, CO 80525

### LAND USE DATA:

Request for six to seven separate two-story office buildings, about 6,000 square feet each, on a combination of Lots six and seven of the Collindale Business Park, located at the northwest corner of Automation Way and Caribou Drive.

### DEPARTMENTAL CONTACTS:

Current Planning	Ted Shepard	221-6750
Advance Planning	Clark Mapes or Pete Wray	221-6376
Zoning Dept.	Peter Barnes	221-6760
Engineering Dept.	Marc Virata	221-6605
Street Oversizing Coordinator	Matt Baker	221-6605
Poudre Fire Authority	Ron Gonzales	221-6570
Stormwater Utilities	Glen Schlueter	224-6065
Water & Sewer Utilities	Roger Buffington	221-6854
Natural Resources Development Planner	Kim Kreimeyer	221-6750
Light & Power	Doug Martine	221-6700
Transportation Services (ped. & transit)	Kathleen Reavis	221-6608
Transportation Services (traffic)	Eric Bracke	221-6608
Transfort (local bus service)	Gaylene Rossiter	224-6195
Park Planning	Janet Meisel-Burns	221-6367
Bldg -	RICK LEE	221-6760

## COMMENTS:

1. The site is zoned E, Employment. Offices are a permitted use in this zone, subject to Administrative Review by the Planning Director of the Hearing Officer. The request would not need to be reviewed by the Planning and Zoning Board, unless a modification to a standard is needed. The request would have to comply with all applicable standards of the Land Use Code, in particular Article Three, Section Five, Division Three which relates to building placement. This code section requires a 15 foot "build-to" line along Automation Way. Some exceptions are allowed according to the LUC.
2. Parking is required not to exceed a maximum. For medical or dental offices, the maximum allowable parking would be 4.5 spaces per 1,000 square feet of office. For general office, the maximum would be 3.00 spaces per 1,000 square feet.
3. Electrical power will be brought in from Automation. An electrical contractor must complete the Commercial One ("C-1") form to determine entrance capacity. The location of the transformer must be coordinated with Light and Power. Transformers must not be in the landscape strip along the public street. They must be within ten feet of hard surface for emergency change-out. Transformers must be screened by a solid enclosure or by landscape material. Normal electrical charges will apply. For further information, please contact Doug Martine, 221-6700.
4. There is an eight inch water main and an eight inch sewer main in Automation Way that may be tapped to serve the site. Because there are multiple buildings and because each building must have its own water and sewer service, new mains must be brought into the site. These mains must be placed within exclusive easements with a minimum width of 20 feet for the water main and 30 feet for the sewer main. Water conservation standards for landscaping and irrigation will apply. Plant investment fees and water rights acquisition charge will also apply, payable at the time of building permit issuance. For further information, please contact Roger Buffington, 221-6681.
5. The Poudre Fire Authority will require internal drive aisles to have a minimum of 20 feet inside and 40 feet outside turning radii. These fire lanes must feature curbs painted red and signs stating "No Parking – Fire Lane." Any internal floor space greater than 5,000 square feet that is not protected by fire-rated walls and doors will require an automatic fire extinguishing system. Addresses must be visible from Automation. Numerals on buildings must be no less than six inches and be of a contrasting color to the building exterior. Each building must be within 300 feet of a fire hydrant capable of delivering a minimum of 1,500 gallons per

minute at 20 psi residual pressure. For further information, please contact Ron Gonzales, 221-6570.

6. The construction may trigger the requirement to obtain a fugitive dust permit from the Larimer County Health Department.
7. Trash enclosures must be large enough for not only the dumpster but also for recycle containers. Trash enclosures must be totally screened with a solid material that matches the buildings' exterior. The swinging gate may be metal.
8. The property does not necessarily have to be replatted. If new dedications for easements are needed, however, they would have to be dedicated by separate instrument. At your option, you may choose to replat in order to plat new easements or dedications.
9. Each building would be assessed the Commercial Capital Expansion Fee. This fee is \$0.46 cents per square foot of floor area, payable at the time of building permit issuance.
10. Each building would also be assessed the Street Oversizing Fee. This fee varies depending on the category of general office or medical office. For an estimate of this fee, please contact Matt Baker, 221-6605.
11. The Engineering Department will require an additional two feet of right-of-way to be dedicated along Automation Way. The new sidewalk standard requires the walk to be detached. Street trees are to be planted in the parkway strip. For further information, please contact Marc Virata, 221-6605. *4.5' sw req detached by 6.5' pkwy*
12. Submittal for an Administrative Review will require a Utility Plan to be prepared by a licensed (State of Colorado) professional engineer. These plans will show how the public improvements are to be constructed.
13. Prior to issuance of a building permit, a Development Construction Permit will be required. There is a small fee associated with this permit. A development construction coordination meeting is also required.
14. Please contact Eric Bracke, 221-6630, to determine if an updated Transportation Impact Study (T.I.S.) will be required. If so, the scope of the study must be determined. Also, please contact Kathleen Reavis, 221-6140, to determine if the scope of the T.I.S. needs to be expanded beyond the original study that was done several years ago in order to include analysis for bikes, pedestrians and transit.



## Galloway, Romero & Associates

Design Engineering Planning

5350 DTC Parkway  
Englewood, Colorado 80111  
(303) 770-8884  
(303) 770-3636 fax

November 3, 1999

Ted Shepard  
City of Fort Collins Current Planning  
281 North College Avenue  
Fort Collins, CO 80522-0580

RE: Collindale Offices at the Fairways – Chapter 7 Ownership Group  
Lots 6 and 7 Collindale Business Park

Dear Mr. Shepard:

Please accept formal submittal of a Type I administratively reviewed Project Development Plan (PDP) and Replat. The revised drawings reflect changes in response to staff comments given at the June 28 Conceptual Review Meeting and written comments from that meeting. The following is an itemized response that corresponds to the attached staff comments:

### **LAND USE DATA:**

The request is to construct six, two-story office buildings of 6,064 square feet each, on a combination of Lots 6 and 7 of the Collindale Business Park, located at the northwest corner of Automation Way and Caribou Drive in Fort Collins.

The subject site is currently owned by Bill Tiley and the Estate of Mae M. Tiley in care of University Realty, P.O. Box 471, Fort Collins, Colorado 80522. Developer and Contract Purchaser is Chapter 7 Ownership Group, 1605 Remington Street, Fort Collins, Colorado 80525. Galloway, Romero & Associates will represent the owner and developer for all correspondence and matters related to the development review process for PDP and Replat approvals.

### **RESPONSE TO 7/8/99 WRITTEN STAFF COMMENTS:**

1. No modifications are requested with the proposed PDP. The buildings have been oriented to provide a fifteen foot build-to line along the public street. A pedestrian connection is provided from the public way along the building fronts without forcing pedestrian crossing of parking areas.
2. The proposed uses are as follows: General Office (25%); Medical/Dental Office (75%).
3. The Commercial One form will be prepared by the electrical contractor, once chosen. The transformer locations shown have been coordinated with Light and Power and are located internal to the site and within ten feet of the parking/drive area for emergency change-out needs. The transformers have been screened by shrub beds around the facilities plus a landscaped buffer between

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the street and the units. They are located away from view from the public street as requested. Careful placement of trees along the street frontage will further obscure any visibility of the utility facilities from the public way.

4. The water and sanitary lines will be extended from the main in Automation Way and looped through the drive aisles internal to the site. They will be located in a 174' combination utility/access/drainage easement. Water conservation standards for landscaping and irrigation will be met.
5. The internal drive aisles meet the required width and radii of the Poudre Fire Authority. There are no floor spaces proposed greater than 5,000 square feet. The structures are protected by fire rated walls and doors; therefore automatic fire extinguishing systems are not required. The address will be located on the monument sign, which is located parallel to the street right-of-way and visible to the public. The individual buildings will be identified by letters "A" through "F", which are a contrasting color to the buildings and greater than 6" high. One fire hydrant has been added north of the south entrance drive. Each building is within 300' of a fire hydrant. The Fire Department confirms the fire hydrants are capable of delivering a minimum of 1,500 gallons per minute at 20 psi residual pressure.
6. A fugitive dust permit will be obtained, if required.
7. Trash enclosures are sized large enough to accommodate recycling containers. The enclosures are made of the same brick material and color as used on the buildings. The trash enclosure gate is made of solid steel, painted to match the structure.
8. The applicant will replat the two lots as one. Existing unused easements will be vacated and new easements rededicated by plat.
9. Advisory comment on Commercial Capital Expansion Fee is noted.
10. Advisory comment on Street Oversizing Fee is noted.
11. An additional two feet of right-of-way will be dedicated along Automation Way by replat. A 4.5 foot sidewalk will be constructed separated by a 6.5 foot landscaped parkway. We have satisfied the requirements of Section 3.2.2 of the Land Use Code with trees spaced at 40' on center along the street frontage.
12. A utility plan is included in the PDP submittal.
13. Advisory comment on the requirement for a Development Construction Permit and construction coordination meeting is noted.
14. An updated Transportation Impact Study is provided with the submittal. Analysis for bikes, pedestrians and transit has been included in the new T.I.S.

We trust the revisions adequately address your comments. Please let me know if you need additional information at this time.

Sincerely,

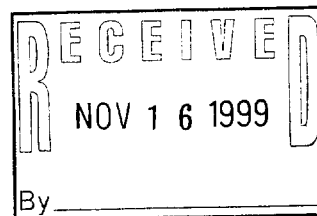


Peggy Friesen  
Project Manager

Enclosure: June 28 Conceptual Review Comments



**NEW CENTURY  
ENERGIES<sup>SM</sup>**



PROJECT NAME: Collindale Business Park 3<sup>rd</sup> Lot 6A

PLANNING AGENCY: City of Fort Collins Current Planning

ATTN: Ted Shepard

Public Service Company of Colorado has the following comments in regard to the above-named project recently sent to us for review by the above-named agency:

         No Problems  
  XX   Problems, concerns, requirements as follows:

- 1) Gas mains and meters will not be installed in back of the buildings as proposed on the utility plans.
- 2) Utility easements need to be expanded such that from back of walk to rear line of UE is 9" for gas only, or 13" for gas & electric.
- 3) Utility easements must extend around transformer pad easements.

REVIEWED BY: JIM SLAGLE    DATE: 11/16/99  
TITLE: DESIGN ENGINEER  
PHONE: 970-225-7843      FAX: 970-225-7833      EMAIL: jslagle@psco.com

CC: \_\_\_\_\_



## Galloway, Romero & Associates

Design Engineering Planning

5350 DTC Parkway  
Englewood, Colorado 80111  
(303) 770-8884  
(303) 770-3636 fax

January 11, 2000

Ted Shepard  
City of Fort Collins Current Planning  
281 North College Avenue  
Fort Collins, CO 80522

RE: Collindale Offices at the Fairways  
Revised Project Development Plan

Dear Mr. Shephard:

Enclosed are revised drawings corresponding to staff review comments of the Project Development Plan. Following is an itemized response to your December 6 letter:

1. The detached sidewalk along Automation has been increased to five feet wide. The proposed street trees have been moved to the requested location. Engineering comments on the redline Utility Plans and comment sheet from Mark McCallum have been addressed on the revised plans.
2. The water and sewer lines are shown on the landscape plan as requested. Redline comments from Jeff Hill have been addressed on the revised drawings.
3. The sidewalk chase is shown on the revised plan. Standard city details have been added to the Utility Plan. Comments from Donnie Dustin have been addressed on the revised plans and drainage report.
4. The utility plans are revised as a result of a meeting between the developer and Public Service Company. Utility easements are provided for the utilities.
5. The plat has been revised to include the names of the abutting subdivisions as requested.
6. The plans have been regrouped into sets as requested.
7. Two-inch conduit is provided under the access drives along Automation Way for future cable needs, if required. This is the result of a meeting between the developer and the utility company.
8. Transformer locations will be coordinated with Light and Power Department at the building permit stage.
9. Revisions have been addressed pursuant to the Poudre Fire authority comments. Please see the attached comment sheet for itemized responses to the review comments.
10. Building Inspection Comments are advisory – no action required at this time.
11. A “man door” has been added to the trash enclosure as requested.
12. Street trees are moved to the requested location on the parkway strip along Automation Way.
13. Two ornamental trees are placed in front of each building, behind the sidewalk as requested.
14. Additional trees were added to the site.
15. The building elevations have been revised as a result of meetings between you and Tom Richards. Windows are individually defined with detail elements.

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Ted Shepard

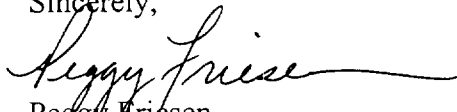
Collindale Offices at the Fairways – Response to Staff Review Comments

Page Two

16. A note has been added to the elevations restricting the degree of opacity as requested.
17. The building elevations were upgraded to include a cornice treatment along the top of the structures.
18. Samples of the building materials are included in the resubmittal.
19. Additional notes on the elevations have clarified the entryway façade.
20. The proposed structures are in compliance with the height:width ratio of 1:3. Details of the entry feature is illustrated on the site plan and elevation sheets.
21. See note on the site plan requiring screening of all rooftop mechanical equipment.
22. The stairs located on the backside of each building is for emergency exit only, not for pedestrian use, therefore there is no sidewalk connection by design.
23. The sign details are removed from the monument sign. This site is within the E Zone District, not the Residential Neighborhood Sign District. Signage areas proposed meet city code.
24. The percentage of projected use areas has been modified to 75% general office and 25% medical office. Permits for these projections will be monitored through the building permitting process for tenant finish requests since specific tenants are unknown at this time.
25. The site lights have been changed to high-pressure sodium. Shields have been added to direct lighting. The photometric plan has been revised to reflect the changes. The revised lighting proposed is in compliance with Article 3, Section 3.2.4 (D) (7,8) of the city Land Use Code. Maximum on-site lighting levels do not exceed 10 foot-candles. Light levels measured 20' beyond the property line adjacent to public rights-of-way do not exceed 0.1 foot-candle as a direct result of the on-site lighting.
26. Standard notes have been added as requested.

Please let me know if you need additional information at this time.

Sincerely,

  
Peggy Friesen  
Project Manager

Enclosures: Revised Project Development Plan  
Revised Drainage Report  
Revised Utility Plans  
Redlines and Copy of Staff Review Comments

Cc: Tom Richards, Chapter 7 Ownership Group

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City of Fort Collins  
Current Planning

# PROJECT COMMENT SHEET

**DATE:** January 13, 2000      **DEPT:** ENGINEERING  
**PROJECT:** #7-82K Collindale Business Park, 3<sup>rd</sup> Filing,  
Lot 6A, Offices at the Fairways-PDP LUC  
**PLANNER:** Ted Shepard  
**ENGINEER:** Mark McCallum  
*All comments must be received by:*

Wednesday, February 8, 2000

### General Comments

- ◆ See redlined comments on all sheets of the utility, plat, site, and landscape plans. More specific comments will be mentioned below.

### Utility Plan Comments

- ◆ Please show all street cuts and curb and gutter removal. The street cuts should be made in accordance with the city's "Street Repair and Reconstruction Standards and Guidelines". Also, provide a minimum street cut and repair width per the aforementioned standards.
- ◆ Please show a modified detail of D-15 and D-17.
- ◆ Please provide the curb, gutter and sidewalk detail to show the slope on a sidewalk.
- ◆ Please omit the typical trench detail. It no longer applies.

### Site Plan Comments

- ◆ Please incorporate the redline notes on the site plan in the utility plan set.
- ◆ Please setback the parking spaces 50 feet from the flowline (Table 5).

Date: 2/8/00

Signature: 

PLEASE SEND COPIES  PLAT  
OF MARKED REVISIONS:  SITE  
 UTILITY  
 LANDSCAPE

NO COMMENTS – SUBMIT MYLARS



## Galloway, Romero & Associates

Design Engineering Planning

5350 DTC Parkway  
Englewood, Colorado 80111  
(303) 770-8884  
(303) 770-3636 fax

HEARING 3/6/00  
DUE 3/1/00

February 21, 2000

Ted Shepard  
City of Fort Collins Community Planning  
281 North College Avenue  
Fort Collins, CO 80522-0580

RE: Collindale Business Park 3<sup>rd</sup> Filing "Offices at the Fairways"

Dear Ted:

Enclosed are four sets of revised planning documents, utility plans and drainage reports. The following is an itemized list of responses to your February 11 letter and attached staff comments:

### **Planning Comments:**

1. See Engineering Response Section of this letter.
2. See Stormwater Response Section of this letter.
3. The proposed sign meets the City of Fort Collins code requirements. Our client feels that this is the most efficient orientation for the identification of this office complex and chooses to keep the location as originally proposed.
4. The trash enclosure height is reduced by 8" as requested. The golf course views will actually be impaired by the location of the existing rail line, which is higher than the top of the trash enclosure structure.
5. Thank you for your comment. We feel the proposed landscaping screening is much softer and more aesthetically pleasing than a wall enclosure for the utility facilities.
6. The Site Plan (Sheet 1 of 4) has been revised pursuant to your request as outlined in items A through F.
7. The Landscape Plan is revised as requested on items A and B.
8. The note regarding rooftop equipment screening has been revised on the Elevation Sheet. The Rooftop equipment is screened with a parapet wall and will not be visible from the property line at eye level.
9. The size and type of luminaries are specified on the photometric plan, Sheet 4 of 4.

### **Stormwater Comments:** (corresponds to the February 9 comments)

1. The 100 year calculations were revised. Release rates are revised per city comments.
2. The drainage plan is included in the utility plan set, along with the erosion control plan.

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3. The drainage pond volume is expanded. Area calculations were generated by computer, which can be provided, if required.

Previous Comments (12/1/99):

1. Erosion Control Plan
  - a. Straw bale barriers were removed. Inlet sediment traps are located adjacent to the outlet structures.
  - b. Silt fencing was addressed in the previous submittal. The fencing line was darkened this submittal to be read easier.
  - c. The project schedule is shown on the erosion control plan.
  - d. Stabilization notes appear on the Erosion Control Plan.
  - e. Temporary seeding area is on the plan as shown in the previous submittal.
2. The escrow calculation was revised and included in the back of the drainage report.

Current Submittal Comments:

1. Most of the comments under “previous comments” were addressed as stated in the previous submittal.
2. The erosion control calculation has been corrected to include information required by the City of Fort Collins specifications and is found in the back of the drainage report.
3. Redlines have been revised as requested.

**Engineering Comments:** (Corresponding to 2/8/00 review comments from Mark McCallum)

General Comments: Drawings have been revised per redlined comments.

Utility Comments:

1. Street cuts and curb and gutter removal is shown on the revised plans. Sawcut lines are revised to comply with City standards.
2. Detail of D-15 and D-17 has been modified per your request.
3. Curb, gutter and sidewalk details are provided to show the slope on the sidewalk.
4. The typical trench detail has been removed as requested.

Site Plan Comments:

1. The redline notes on the site plan have been incorporated into the utility plan set.
2. 8 parking spaces are removed to comply with the 50 foot parking setback from Automation Way (Table 5).

**Water/Wastewater Comments:** (Corresponds to 2/2/00 Comments)

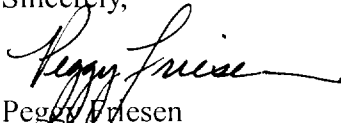
1. Two trees are moved to provide the required landscape/utility separation.
2. Curb stop and meter pit are shown and labeled on plan.
3. Fittings, valves and thrust blocks are shown and bubbled on plan.

Ted Shepard  
Collindale Offices at the Fairways  
Page Three

4. Note #9 is added to utility plan as requested.
5. Minimum 4' separation is provided between the curb stops/meter pits and all other underground utilities.
6. The elevations of the existing 8-inch water main located in Automation Way was determined through a meeting between the developer, Tom Richards, and the city . Mr. Richards measured the valve locations at the site. The main depths will be verified at the time of construction, at which time final determination will be made if any modifications are required to accommodate the tap.
7. Concrete encasements of all sewers are shown and labeled as requested.
8. Site, landscape and utility plans are revised as requested per the redlined copies.

We understand that a tentative hearing date is scheduled for March 2. Please let me know if we are required to provide additional material for the mailing. Also, we assume the City posts the property and mails the public notifications unless we hear otherwise.

Sincerely,



Peggy Friesen  
Project Manager

Enclosures: 4 Revised Site Plan Sets  
4 Revised Utility Sets  
2 Revised Drainage Plan and Reports

cc: Tom Richards



City of Fort Collins  
Current Planning

# REVISIONS COMMENT SHEET

**DATE:** February 28, 2000      **DEPT:** ENGINEERING  
**PROJECT:** #7-82K Collindale Business Park, 3<sup>rd</sup> Filing,  
Lot 6A, Offices at the Fairways-PDP LUC  
**PLANNER:** Ted Shepard  
**ENGINEER:** Mark McCallum  
*All comments must be received by:*

Wednesday, March 1, 2000

### General Comments

- ◆ Please make sure that the sidewalk is within the right-of-way.
- ◆ See corrections to the street cut and repair.
- ◆ Please show driveway profile per detail 15 in the City's street design manual (see redlined comments for detail 6).

Date: 2/28/00

Signature:

PLEASE SEND COPIES     PLAT  
 OF MARKED REVISIONS:  SITE  
                                    UTILITY  
                                    LANDSCAPE

~~NO COMMENTS~~ - SUBMIT MYLARS