



MEMORANDUM

TO: PRE17-0055; Case File, pre-application
DATE: March 24, 2017
FROM: Kris Ranslem, Planning Technician
SUBJECT: Pre-Application Meeting prior to submitting
Amendment to MUSR13-0004

Attendees:

Todd Hodges, Applicant
Dori Dejong, Applicant
Angela Schneider, Applicant
Tom Potter, Building
Diana Aungst, Planning
Hayley Balzano, Engineering
Kris Ranslem, Planning

On Friday, March 24, 2017 an informal discussion took place at the Greeley Administrative Offices Conference Room regarding a proposed amendment to MUSR13-0004. (The legal description is Sections 13 & 14, T5N, R65W of the 6th P.M.; Situs Address is 22999 & 23251 Hwy 34)

Background Information:

The applicants have acquired the farm east of and adjacent to the permitted site as well as use of the CDOT property west of and adjacent to the permitted site. The applicants are proposing to expand the existing uses to the farm and CDOT property as well as add 72 camping sites comprised of 46 RV sites, 20 tent sites and an additional 6 Yurt sites (total of 12). These sites will only be available from April-October and will not have electric or sewage hook-ups. Additionally, the applicants are looking to add swimming and tubing along the existing stream which flows through the property into the South Platte River.

The applicants are proposing to add additional bathrooms/showers near the barn area, swimming pool, additional bedrooms in the existing loafing shed, additional parking areas with lighting, commercial kitchen attached to existing barn, amphitheatre, storage shed, campsites, yurts with additional septic/restrooms and showers, additional 8-10 cabins, horse barn, and outdoor riding arena.

Building Department

Commercial Building Permits for the Barn, amphitheatre, swimming pool, locker rooms, yurts, lighting for parking area (if moving lighting), cabins, shower for cabins, and any electrical stations for RV/camp sites will be required, per Section 29-3-10 of the Weld County Code. Currently the following has been adopted by Weld County: 2012 International Codes; 2006 International Energy Code; 2014 National Electrical Code. Effective July 2017 Weld County will adopt the 2017 National Electrical Code. A building permit application must be completed and two complete sets of engineered plans bearing the wet stamp of a Colorado registered architect or engineer must be submitted for review. A geotechnical engineering report or an open-hole inspection report performed by a registered State of Colorado engineer may be required for new structures and or additions.

A Fire District Notification letter may be required and shall be submitted with Commercial Permit applications.

All building permit requirements can be found on the Weld County web-site:
www.weldgov.com/departments/building/building_permit/permit_applications/.

Health Department

Staff was unavailable; however please contact Lauren Light at 970-400-2211 for further direction.

Waste handling: Waste materials shall be handled, stored, and disposed in a manner that controls blowing debris, and other potential nuisance conditions. The applicant shall operate in accordance with Chapter 14, Article 1 of the Weld County Code.

Please answer the following if applicable; indicate if there will be washing of vehicles or equipment, fuel storage, maintenance of vehicles or equipment, floor drains in shop, air emissions permit.

Onsite dust: Fugitive dust should attempt to be confined on the property. Uses on the property should comply with the Colorado Air Quality Commission's air quality regulations.

Sewage disposal information: Include in application how sewage disposal will be accommodated. If using a septic system provide a copy of the septic permit. Either utilize the County website www.co.weld.co.us/maps/propertyportal/ or call (970-304-6415) or stop by EH front counter and request a copy.

Potable water information: Include in application how potable water will be provided. Provide a will serve letter or water bill from the water district or provide a copy of well permit.

Portable toilets and Bottled water can be used for employees and customers per policy below:

TO DEFINE WHEN PORTABLE TOILETS AND COMMERCIALLY BOTTLED WATER ARE ALLOWED

Purpose: To define when portable toilets and commercially bottled water are allowed.

Policy: Bottled water from a commercial source is allowed in the following circumstances:

1. Temporary or seasonal uses that are utilized 6 months or less per year (for example recreational facilities, firework stands, farmers markets)
2. Gravel mines
3. 10 or less customers or visitors per day

And/or one of the following:

4. 2 or less full time (40 hour week) employees located on site
5. 4 or less part time (20 hour week) employees located on site
6. Employees or contractors that are on site for less than 2 consecutive hours a day

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Public Works

Please contact the following staff regarding the following Public Works issues:

Access Permits: Morgan Gabbert mgabbert@weldgov.com 970-400-3778

Improvements Agreements: Evan Pinkham epinkham@weldgov.com 970-400-3727

Traffic Studies: Janet Lundquist jlundquist@weldgov.com 970-400-3726

Right-of-Way: Tiffane Johnson tvjohnson@weldgov.com 970-400-3766

The Colorado Department of Transportation (CDOT) has jurisdiction over all accesses to the state highways. Please contact Gloria Hice-Idler at the Greeley office (970-350-2148 or 970-350-2163) to verify the access permit or for any additional requirements that may be needed. (State Highway 34)

A Site Plan will be required identifying the following (if applicable):

- o Show and label location of existing road Right-of-Way, future road Right-of-Way, and Easements

- Show and label the unmaintained section line Right-of-Way
- Show and label location of the access(es) and label with access permit number
- Show and label the access turning radii (25 feet for passenger vehicles/60 feet for trucks)
- Show and label the approved tracking control

ENGINEERING DEPARTMENT

Weld County has recently adopted a new stormwater drainage code located under Chapter 23, Article 12 Storm Drainage Criteria.

A list of professional engineering consultants is available if you need help finding an engineer to assist you with your project at the following link <http://www.co.weld.co.us/Departments/PlanningZoning/Engineering.html>. Please contact the Department of Planning Services/Development Review Engineering for questions or assistance 970-353-6100.

This area IS within an Urbanizing Drainage Area: Urbanizing Drainage Areas generally require detention of runoff from the 1-hour, 100-year, storm falling on the developed site and release of the detained water at the historic runoff rate of the 1-hour, 5-year storm falling on the undeveloped site.

Detention pond summarized in a drainage report is required unless the project falls under an exception to stormwater detention requirements per code section 23-12-30 F.1. To avoid holding up case processing, a minimum of either a preliminary drainage report or a drainage narrative with exception as shown below must be submitted with 7-day case submittal information.

1. Drainage Narrative requirements with exception from detention pond.

The Drainage Narrative must describe at a minimum:

- i. Which exception is being applied for and include supporting documentation
- ii. Where the water originates if it flows onto the property from an offsite source
- iii. Where it flows to as it leaves the property
- iv. The direction of flow across the property
- v. If there have been previous drainage problems with the property

DRAINAGE CODE REQUIREMENTS (informational only):

Section 23-12-30. Drainage Policy. F. Exceptions.

Exceptions to stormwater detention shall not jeopardize the public health, safety, and welfare of public and private property and shall be limited to the following:

No stormwater detention will be required for sites that meet any of the following conditions. Requirements of the Municipal Separate Storm Sewer System (MS4) areas remain applicable.

12. Individual parcel with an unobstructed flow path and no other parcel(s) between the Federal Emergency Management Administration (FEMA) regulatory floodplain channel and the project.

The applicants will be required to maintain the historic drainage flows and run-off amounts that exist from the property.

A Weld County Grading Permit will be required if disturbing more than 1 acre. Grading Permit applications are accepted after the planning process is complete (map recorded). An Early Release Request Form may be entertained only after the applicant and Planning Department have reviewed the referral and surrounding property owner comments. The Early Release Request may or may not be granted depending on referral comments and surrounding property owner concerns. Contact an Engineering representative from the Planning Department for more information. Application Fees: 1-5 Acres/ \$50, 5.1 - 20 Acres/\$100, 20.1 Acres or Greater/\$200 + \$1 per acre over 20.

A Construction Stormwater Permit is also required with the State for disturbing more than 1 acre. Contact: Colorado Department of Public Health and Environment, Water Quality Control Division, Rik Gay, 303-692-3575.

This site IS NOT in a Geologic Hazard Area.

This site IS in a FEMA regulatory floodplain. A flood hazard development permit is required for any development in the floodplain. Contact the floodplain planner Diana Aungst at 970-353-6100.

A Site Plan will be required identifying the following (if applicable):

- Show and label location of drainage related features i.e. detention pond(s), ditches, etc... Detention ponds shall be labeled as "No Build/Storage Area" and include design volume
- Show and label the drainage flow arrows showing how the stormwater flows across the property
- Show and label the parking and traffic circulation flow arrows showing how the traffic moves around the property
- Show and label the location of any floodplain boundaries (include permit number, floodplain type, map panel number and date)

CONTACT INFORMATION

Hayley Balzano
Department of Planning Services Engineer
hbalzano@weldgov.com
970-400-3552

Planning Department

Additional fees may be included with the Building Permit such as Road Impact, County Facilities and Drainage fees. Please refer to the handout provided.

Screening of the parking area or outdoor storage may be required from any adjacent landowners or public rights-of-way.

Weld County has a Coordinated Planning Agreement (CPA) with the Town of Kersey. The Planning Director will contact the Town Manager to give notice of this pre-application meeting. Staff advised the applicants to contact the Town of Kersey regarding possible land use permitting including possible annexation.

Please identify any proposed lighting or signs on the Site Plan.

The site is located in a designated FEMA floodplain. Flood Hazard Development Permits will be required for the construction of any paths, roads, ponds, tent sites, buildings, etc. in the floodplain. Please show and label the floodplain boundaries and the FEMA Flood Zone and FEMA Map Panel Number on the plat. Contact the Floodplain Administrator, Diana Aungst, at 970-400-3524 to discuss your project.

Staff urged the applicant to contact staff for any questions:

Planner On Call available Monday through Friday 7:30 a.m. to 4:30 p.m. or contact Diana Aungst at 970-400-3524 or daungst@weldgov.com

The applicant may be eligible for the Small Business Incentive Program (SBIP). Staff provided information regarding the program. Please visit https://www.weldgov.com/departments/planning_and_zoning/small_business_incentive_program/ or contact Michelle Martin at 970-400-3571 or Tom Parko at 970-400-3572, for further direction.

Staff provided information on Colorado's Enterprise Zone (EZ) program which provides state income tax credits to encourage businesses to locate/expand in designated economically distressed areas of the state. The Weld County EZ program is administered by Upstate Colorado Economic Development.

Staff explained the USR process. The applicant shall submit 1 packet for a 7 day completeness review. After the 7 day completeness review the applicant will be informed of what items are still required to make the application complete. Staff requested that the applicant submit the remaining material in electronic form. Upon submittal of a completed application it will be sent out for referral for 28 days. The applicant will then meet with their Planner to discuss the referrals and address as many of the referrals as possible. At that meeting the Planning Commission hearing will be scheduled. The Board of County Commissioners hearing typically follows approximately 3 weeks after the Planning Commission hearing.

The above notes are provided as a courtesy to the applicant. While we strive to help identify as many potential issues upfront during the pre application meeting we cannot anticipate every issue that may come up during the formal application process. The information contained herein has been placed on file with the

Department of Planning Services. The pre-application is valid for a period of one (1) year from the date of pre-application. If a formal application is not received following the time period specified herein the Planning Department reserves the right to require a new pre-application meeting. Please note that all land use, building and impact fees are subject to change throughout this time period.

End memorandum.