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September 12, 2013

Todd Cooper
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2100 W. Littleton Blvd, Suite 200
Littleton, CO 80120

RE: Summary Notes for a pre-application meeting for a proposed medical office building on Lot 3, Cherrywood Park Commercial Subdivision, north of the northwest corner of 136th Avenue and Colorado Boulevard (13681 Colorado)

Dear Mr. Cooper:

Thank you for attending the pre-application meeting on September 4th. We hope that the meeting, in conjunction with this letter, will expedite your submittal and the processing of your application.

Meeting Attendees:

City

Shannon Williams, Planner I, Current Planning
Deb Turner, Civil Engineer, Development Engineering
Natalie Pittenger, Civil Engineering Technician, Development Engineering
Joe Ferdig, Landscape Architect, Development Engineering
Dan Biro, Fire Protection Engineer, Thornton Fire Department

Applicant

Todd Cooper, Lewis Himes Associates

The applicant gave a brief explanation of the proposed development. Important aspects include:

1. The 5,000 square foot medical office building will be located on Lot 3 of the Cherrywood Park Commercial Subdivision (13681 Colorado). Optometrist Dr. Abert – Vista Eye Care will own the property and occupy 3,000 square feet; the other tenant is not known but is preferred to be office/medical office.

Following is a summary of City staff comments from the meeting.

CURRENT PLANNING

Planner I (Shannon Williams, 303-538-7278)

1. A brief description of the City's Development Review Process was provided:
 - a. The first City review is three weeks, beginning on Fridays, with comments due back to the applicant the following Wednesday.

- b. Each subsequent review by the City is two weeks, with comments due back to the applicant the following Wednesday.
 - c. In between applicant submittals, the City requires meetings to review comments and discuss how they will be addressed.
 - d. The City now accepts electronic submittals. Instructions are available at: http://www.cityofthornton.net/Departments/CityDevelopment/Development/Documents/CURRENT%20PLANNING/Electronic_submittal_handout.pdf
2. A conceptual timeline was provided for your information. This timeline is a general scenario for completion of the entitlement portion of your development. Combining processes can speed up the total process time, but are undertaken at your own risk.
3. Checklists for the various processes are available on our website at:
- <http://www.cityofthornton.net/Departments/CityDevelopment/Development/Pages/ChecklistsandHandouts.aspx>

Required processes will be:

- a. Development Permit (DP) – Public hearing at Development Permits and Appeals Board (DPAB)
 - b. Civil Construction Drawings (CD) – Administrative process – Can be combined (attached to) DP drawings as a Combo Application and reviewed concurrently with DP
 - c. Building Permits – Administrative process
4. Overall Planning Issues
- a. Use: The current zoning of the property is PD (Planned Development). This site is a portion of Planning Area I – Community Retail. Development within Planning Area I shall conform to the requirements of the Community Retail District in Chapter 18 of the Thornton Development Code. Medical clinics and offices as defined by the Thornton Development Code are a permitted use.
 - b. Design Standards:
 - i. Project will be reviewed under the design standards for general commercial development under five acres, [Sec. 18-500 – 18-510](#).
 - ii. Project will be reviewed under the Architectural Design Guidelines in the Cherrywood Park Commercial Center CSP.

- c. Architecture
 - i. Style, materials, colors, and details should be compatible with the style of the nearby shopping center buildings, such as the anchor tenant (Walgreens) and the vet clinic.
 - ii. Per CSP 2005-004, all buildings must have all sides finished with a combination of at least three of the following materials: Face brick; accent brick; rock faced block; cultured limestone; standing seam metal roofing. See CSP for additional detail.
 - iii. Per CSP 2005-004, the roof design should include at minimum one element with a 4/12 pitched roof. See CSP for additional detail.
 - iv. We are happy to provide feedback on potential architecture prior to a formal submittal.
- d. Site Plan:
 - i. Setbacks: The building location appears to meet setback requirements (25' front, 0 or 15' side, 0 or 15' rear).
 - ii. Sidewalks: Provide a sidewalk access into the site from Colorado Boulevard.
 - iii. Trash and Mechanical Enclosures: The style and material of the enclosures should be consistent with the building. Please note CSP requirements.
 - iv. Parking Requirements: For a 5,000 square foot medical clinic/office building, 15 parking spaces are required (1 space per 333 square feet). Show bike parking at an appropriate location and include bike rack detail in DP drawings.
 - v. Signs: All signs are approved by separate building permit and not by the DP. This lot is free to have one monument sign along the Colorado Boulevard frontage; see [Article VII](#) for requirements.
- e. Prairie Dog Ordinance: If no prairie dogs exist on the site, please check that box on the DP application.

DEVELOPMENT ENGINEERING (DE)
Civil Engineer (Deb Turner, 303-538-7583)

1. Access: The City strongly recommends either eliminating the southwestern access or relocating it further to the east due to conflicting movements with traffic entering the drive through to the south, cars backing out of parking spaces and a tight U turn to go north on the access drive.
2. Required Reports (see project website for report requirements): A traffic conformance letter and a drainage conformance letter are required.

THORNTON FIRE DEPARTMENT (TFD)
Fire Protection Engineer (Dan Biro, 303-538-7663)

This project will be under the 2012 IFC and locally adopted amendments.

LANDSCAPE ARCHITECT (LA)
Landscape Architect (Joe Ferdig, 303-538-7339)

1. The property is subject to Planned Development Zoning and should meet the requirements of the zoning.
2. The Planned Development Zoning for the property requires 20% of the lot to be landscaped, as it defaults to the Code requirements. It is not 25% as previously stated in the meeting.
3. The head in parking that faces Colorado Blvd. should have a 2' vehicle overhang and a screening planting bed with shrubs that will block headlights.
4. The overall site cannot exceed a Moderate water-demand as defined in the Code. There is an extensive plant list with plants categorized by water needs on the Development Website.
5. Utility boxes, loading areas and trash areas must be screened as much as possible See Code, PD Standards and Commercial Design Standards for details.
6. Irrigation Construction Drawings are required to be submitted at the time of Construction Drawings and must be approved by the City Landscape Architects before the Construction Drawings will be stamped. (The Development Permit landscaping can proceed to DPAB before the Irrigation CDs are approved).
7. The landscaping can be irrigated off the domestic water meter for this project as long as the meter is sized large enough. See Table 200-2 in Section 809 of the Standards and Specs to determine the maximum irrigated area for each size meter.

8. We strongly encourage the applicant to continue with efforts to form or join the Business Owner's Association for the center in order to rectify the landscape issues in the common and right-of-way areas.
9. Given the issues outlined in the previous comment, this project is welcome to landscape and irrigate the right-of-way adjacent to the lot. We would just request that the common mainline be preserved so the right-of-way to the north and south can be irrigated when all the problems are resolved.
10. The Certificate of Occupation will not be issued for the building until the landscaping is installed. If weather does not allow landscape installation at the time of the C.O. a cash surety (150% of the cost of landscaping and irrigation) is required.
11. We encourage the applicant's Landscape Architect to schedule a pre-design meeting with the City Landscape Architects before submitting the Development Permit landscape plans to get further details on specific requirements for the submittal. Review the Development Code Section 18 for further landscape details and requirements that will be needed down the road.

END OF COMMENTS

Please feel free to contact me at 303-538-7278 with any questions. I look forward to hearing from you soon.

Sincerely,



Shannon Williams
Planner I

SW/

cc: Todd Cooper, Lewis Himes (todd@lewishimes.com)
Mike Mallon, Current Planning Manager
Chris Molison, Development Director
Natalie Pittenger, Civil Engineering Technician
Deb Turner, Civil Engineer
Jason O'Shea, Development Engineering Manager
Heidi Feigal, Senior Landscape Architect
Joe Ferdig, Landscape Architect
Dan Biro, Fire Protection Engineer
File: pre-app file: Cherrywood Park Commercial Building – Vista Eye Care