







MEMORANDUM

TO: Town of Granby
FROM: David M. Kotz 
DATE: February 21, 2025
RE: Grand Co Animal Shelter
Conditional Use Permit Review

SGM has been asked to review this application and provide guidance so the town can issue a Conditional Use Permit, Site Plan approval and eventual Building Permit. This memo transmits comments on the submitted documents with respect to the applicable Granby Municipal Code requirements listed below.

CloudPermit docs received and reviewed include:

Name	Date modified	Type	Size
 CUP_Grand_County_Animal_Shelter_Packet_for_Web	2/6/2025 11:54 AM	PDF Document	37,650 KB
 Plans from CUP_Grand_County_Animal_Shelter_Packet_for_Web	2/10/2025 6:07 PM	PDF Document	29,854 KB
 Utility Plan from CUP_Grand_County_Animal_Shelter_Packet_for_Web	2/10/2025 6:08 PM	PDF Document	806 KB

Applicable Granby Municipal Code requirements are copied w/ status and comments listed in [blue](#). Standards may be considered N/A or satisfied if not commented on. Select Plans from the application are attached w/ review comments.

16.105.010 Conditional use permit – Review process.

(i) Submittal Documents. [No narrative or written response was found in the submittal documents above or in CloudPermit. Detailed Arch and Eng drawings were provided but not all GMC req'ts were responded to for future Site Plan consideration. Understand PC and BOT will consider CUP first and 16.125.180 Site plan requirement will be handled administratively as the project progresses.](#)

(1) Application cover sheet and description of the conditional use; [OK](#)

(2) Site plan drawing at appropriate and legible scale showing legal parcel dimensions, structure and use locations and the like; [OK for CUP purpose but the Town and review agencies have identified several concerns to be addressed in the separate Site Plan review. See attached mark-up of Utility Plan.](#)

(3) Landscape and impact buffering plans; [Landscape plans not provided.](#)

- (4) Descriptions of impact mitigation methods; [No review on this topic from SGM.](#)
- (5) List of property owners' physical and mailing addresses within 300 feet of the application parcel boundary; [OK](#)
- (6) Development schedules; [SGM did not find this info in the docs reviewed.](#)
- (7) Any other information required by the town to review the application;
- (8) Specified filing fee payment; Town to verify.
- (9) Proof of ownership by applicant. [OK](#)

-----[Below for future administrative review](#)-----

16.125.180 Site plan requirement.

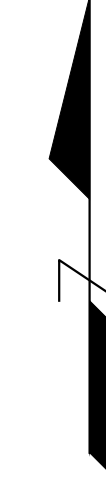
(a) Site plans shall be required for any nonresidential development, and all residential development greater than one acre in size. All site plans shall contain the following information, supplemented as applicable by the design standards of GMC [17.25.010](#):

16.80.040 District standards.

-----DMK-----

ALL DRAWINGS AND WRITTEN DOCUMENTS HEREIN CONSTITUTE THE ORIGINAL INTELLECTUAL PROPERTY OF THE ARCHITECT AND MAY NOT BE REUSED, REPRODUCED OR DISCLOSED WITHOUT THE EXPRESSED WRITTEN CONSENT OF MUNN ARCHITECTURE, LLC.

Town Staff/SGM Review 2/21/25



315 EAST AGATE AVENUE
GRANBY, CO 80446
970-887-9366
MAARCHITECTURAL.COM

GC ANIMAL SHELTER
GRAND COUNTY PET PALS
505 PARK LANE
GRANBY, COLORADO 80446
PROJECT #: 2431

ISSUANCE: DATE:
FOR REVIEW 01.17.25

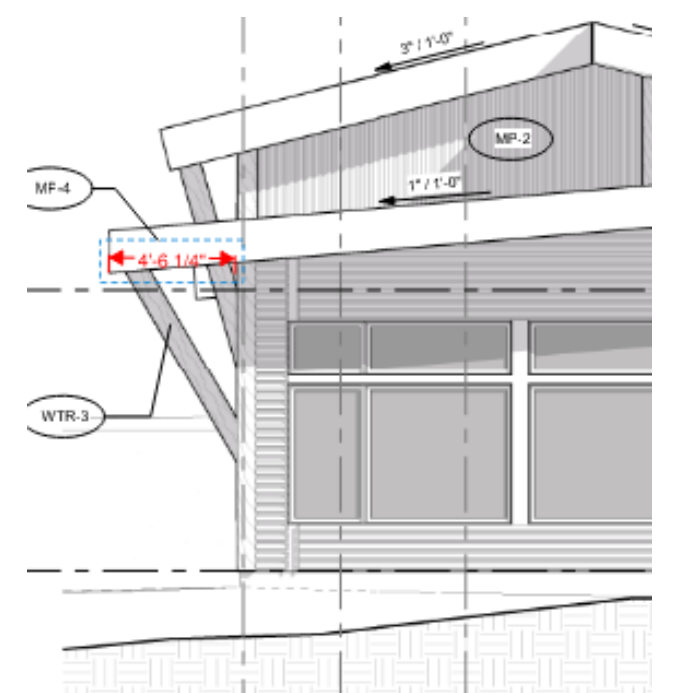
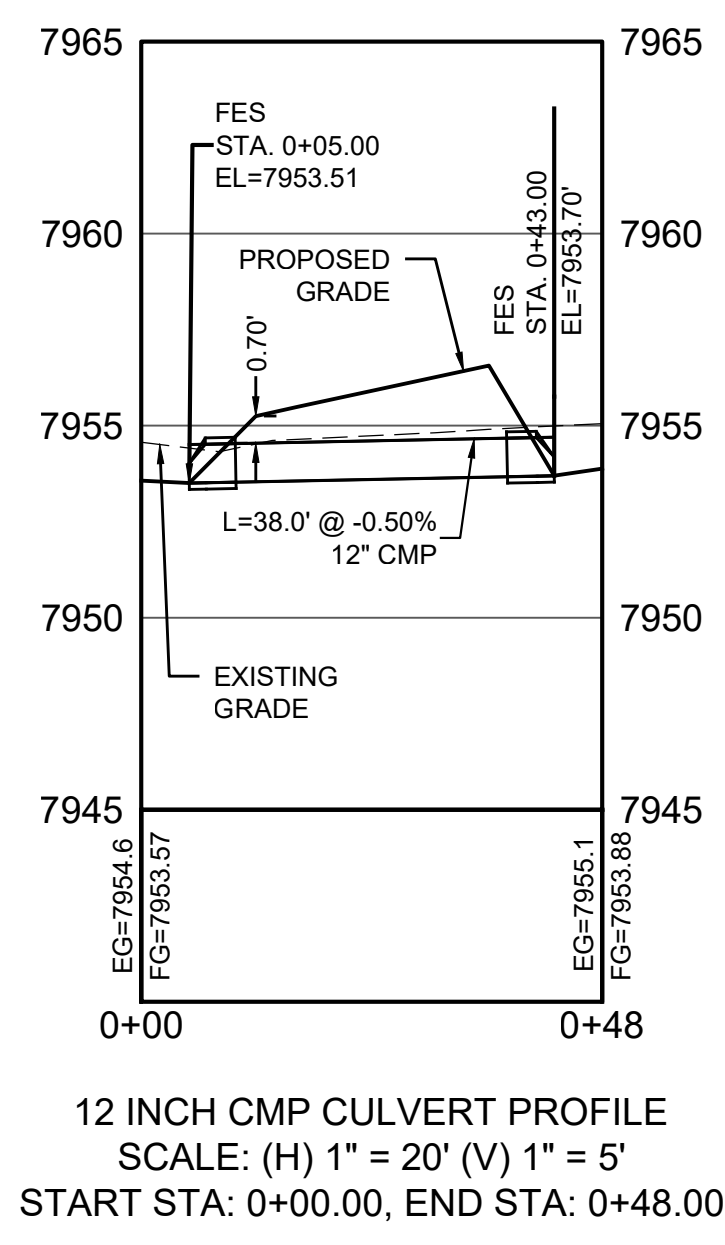
**NOT FOR CONSTRUCTION
FOR REFERENCE ONLY**

SHEET TITLE:
UTILITY PLAN

SHEET NUMBER:
C2.00

LEGEND

- EXISTING BUILDING
- EXISTING ASPHALT
- EXISTING GRAVEL
- PROPOSED BUILDING
- PROPOSED GRAVEL
- PROPOSED CONCRETE
- PROPOSED SNOW STORAGE AREA
- PROPERTY LINE
- RIGHT-OF-WAY
- ADJACENT PROPERTY LINE
- BUILDING SETBACK
- EXISTING EASEMENT
- PROPOSED EASEMENT
- EXISTING FENCE
- **CAUTION: UTILITY CROSSING**
- EXISTING STORM PIPE
- EXISTING SANITARY MAIN
- EXISTING WATER MAIN & VALVE
- EXISTING NON-POTABLE WATER MAIN
- EXISTING IRRIGATION CONTROL BOX
- EXISTING ABANDONED WATER MAIN
- EXISTING FIRE HYDRANT
- EXISTING HIGH PRESSURE GAS LINE
- EXISTING GAS LINE & METER
- EXISTING TELECOMM LINE
- EXISTING UNDERGROUND ELECTRIC
- EXISTING OVERHEAD ELECTRIC
- EXISTING POWER POLE
- EXISTING ELECTRIC METER
- EXISTING LIGHT POLE
- PROPOSED SANITARY SEWER SERVICE
- PROPOSED WATER SERVICE
- PROPOSED STORM PIPE



approx. 12'w location

field verify outlet and adequacy of this culvert to accept project drainage

relocate 12" W and 8" w overhangs and footers
Town can not maintain in current location w/ proposed building location

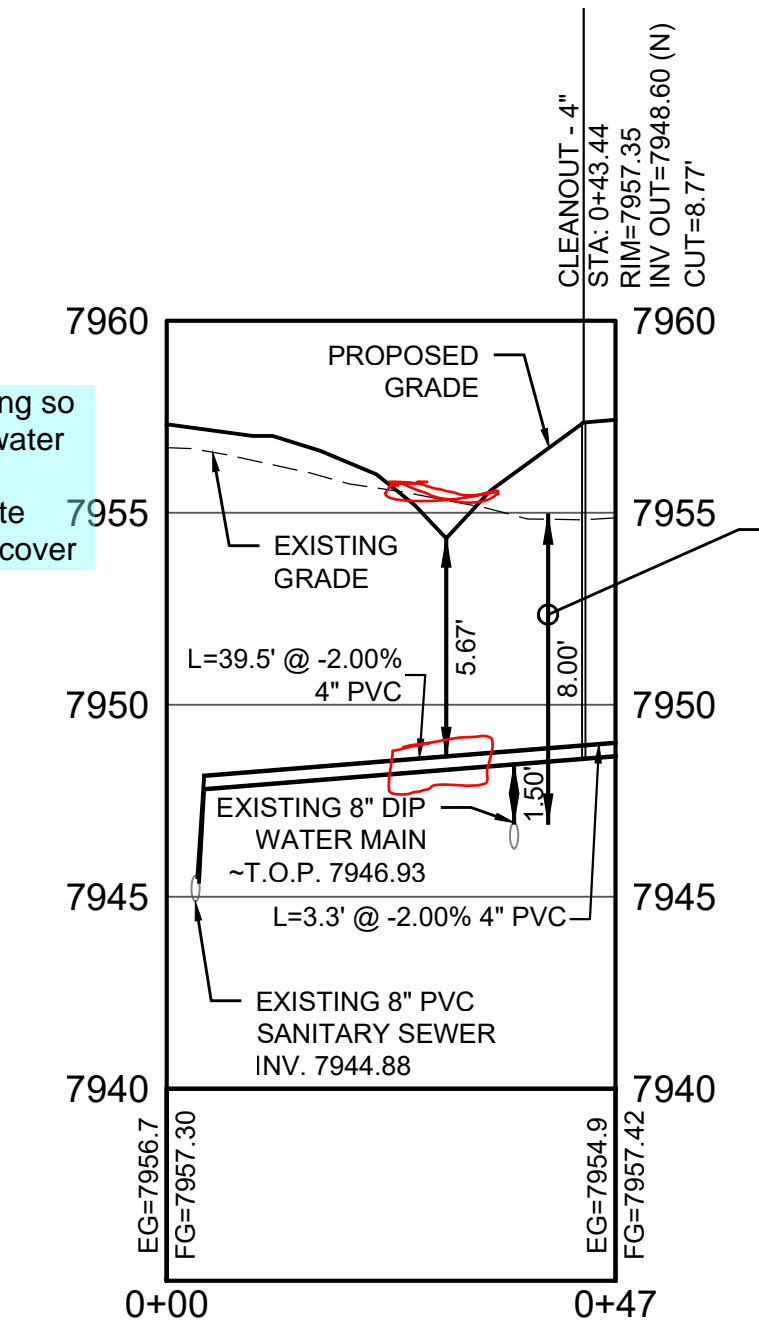
resolve MPE/Xcel comments

CAUTION: UTILITY CROSSING
CONTRACTOR TO VERIFY PRIOR TO CONSTRUCTION

no grading into CDOT ROW

revise plans so no cut over ex. waterlines

Revise grading so no cut over water
3-side insulate sewer if < 8' cover



SANITARY SEWER SERVICE LINE PROFILE
SCALE: (H) 1" = 20' (V) 1" = 5'
START STA: 0+00.00, END STA: 0+46.75

CAUTION: NOTICE TO CONTRACTOR
THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTERS AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.



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