



# MEMORANDUM

TO: PRE18-0182; Case File, pre-application  
DATE: June 28, 2018  
FROM: Michelle Wall, Office Technician  
SUBJECT: Pre-Application Meeting prior to submitting  
USR for Proposed Compressor Station along the  
NWC Proposed Pipeline Route

---

**Attendees:**

Anne Johnson, Tetra Tech, Applicant  
Ryder Reddick, Tetra Tech  
Lance King, Rim Rock Energy  
Craig Whitnack, Rim Rock Energy  
Jarrett Morrison, Rim Rock Energy  
Kim Ogle, Planning  
Evan Pinkham, Public Works  
Michelle Wall, Planning

On Thursday, June 28, 2018 an informal discussion took place at the Greeley Administrative Offices Conference Room regarding a proposed compressor station along the NWC proposed pipeline route. (The legal description is Lot D RECX17-0012 being part of NW4 Section 8, T7N, R66W of the 6<sup>th</sup> P.M.)

**Background Information:**

Applicant is proposing a NWC natural gas compressor facility. It will gather nearby low pressure well gas and compress it to high pressures for downstream deliver to a gas processing facility.

Hours of operation are 24/7. One full-time employee will visit the site 1 – 2 times per day or as needed; the site will be unmanned.

There are no existing structures on site. Applicant plans on having 4 buildings that house the compressor stations. There will be a tower that is under 35 ft in height for communication between the facility and the gas plant. Applicant is proposing to have a permanent laydown yard and conex container. There will be 2 temporary construction office trailers and a second conex container during construction.

**Building Department**

Staff was unavailable; however please contact Jose Gonzalez at 970-353-6100 ext. 3540 for further direction.

Building permits may be required, per Section 29-3-10 of the Weld County Code. Currently the following has been adopted by Weld County: 2012 International Residential Code, 2012 International Building Code, 2012 International Mechanical Code, 2012 International Plumbing Code, 2012 International Plumbing Code, 2012 International Fuel Gas Code, 2006 International Energy Conservation Code, and 2017 National Electrical Code.

A building permit application must be completed and two complete sets of engineered and architectural plans bearing the wet stamp of a Colorado registered engineer or architect must be submitted for review for each structure.

Pre-Manufactured non-residential structures are required to comply with State of Colorado Resolution 35 requirement.

A complete code analysis prepared by a registered design professional is required, and shall be submitted with All Commercial Building Permit Applications to Weld County.

All new Commercial Building Projects require Fire District Notification (letter or email form). Proof shall be submitted with Commercial Permit applications. Final Fire District Approval is also required prior to issuing a Certificate of Occupancy and or closing a building permit.

Building department staff strongly recommends a pre-application building permit submittal meeting, and, or a pre-construction meeting with Building Department staff for an overview of permit requirements. Please call 970-400-6100 and ask for a Plans Examiner.

Building permit requirements can be found on the web-site link below:

[https://www.weldgov.com/departments/building/building\\_permit/construction\\_handouts\\_more\\_information/](https://www.weldgov.com/departments/building/building_permit/construction_handouts_more_information/)

### **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/](http://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

Policy: portable toilets are 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

**Public Works**

Staff comments for pre-applications 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.

Parcel(s): 070708200017

The project proposes: Compressor Station

**ROADS AND RIGHTS-OF-WAY**

County Road 27 is a gravel road and is designated on the Weld County Functional Classification Map (Code Ordinance 2017-01) as a(n) local road, which requires 60 feet of right-of-way. The applicant shall delineate on the site map or plat the future and existing right-of-way and the physical location of the road. If the right-of-way cannot be verified it shall be dedicated. Pursuant to the definition of setback in the Weld County Code, Chapter 23, Article III, Section 23-3-50, the required setback is measured from the future right-of-way line. Be aware that physical roadways may not be centered in the right-of-way. This road is maintained by Weld County.

County Road 84 is a gravel road and is designated on the Weld County Functional Classification Map (Code Ordinance 2017-01) as a(n) local road, which requires 60 feet of right-of-way. The applicant shall delineate on the site map or plat the future and existing right-of-way and the physical location of the road. If the right-of-way cannot be verified it shall be dedicated. Pursuant to the definition of setback in the Weld County Code, Chapter 23, Article III, Section 23-3-50, the required setback is measured from the future right-of-way line. Be aware that physical roadways may not be centered in the right-of-way. This road is maintained by Weld County.

Per Chapter 12, Article 4, Section 12-4-30.B, a Weld County Right-of-Way Use Permit is required for any project that will be occupying, constructing or excavating facilities within, and/or encroaching upon, any County rights-of-way or easement. Right-of-Way Use Permit instructions and application can be found at <https://www.weldgov.com/departments/publicworks/permits/>.

Weld County will not replace overlapping easements located within existing right-of-way or pay to relocate existing utilities within the County right-of-way.

**ACCESS**

Table 12A.2 Minimum Access Spacing Criteria (Feet)

Access Element	Arterial	Collector	Local
Distance between intersections			
Signalized	2,640	N/A	N/A
Unsignalized	1,320	1,320	330
Distance between accesses and intersections	660	660	330
Distance between access points	660	330	150
Distance between access points in subdivisions	660	330	75

Per Chapter 12, Article 5, Section 12-5-30, an Access Permit is required for access to Weld County maintained roadways. We strongly encourage you to discuss your access with Public Works prior to laying out your site plan to ensure the approved accesses are compatible with your layout.

For new accesses and/or change of use of an existing access, the fee and photos are required (photo looking left and right along roadway from the access point and looking in to and out of the access point). These photos are used to evaluate the safety of the access location. Access permit instructions and application can be found at [https://www.weldgov.com/departments/public\\_works/permits/](https://www.weldgov.com/departments/public_works/permits/). Chapter 6, Sections 6.3, 6.4 and 6.5 of the Weld County Engineering and Construction Criteria offer access design guidance, which can be accessed at: [https://www.weldgov.com/departments/public\\_works/engineering/](https://www.weldgov.com/departments/public_works/engineering/).

Appendix 12-A of the county code can also be referenced. Existing access points with change of use or new

access points may or may not be granted. Questions pertaining to access permits or access design shall be directed to the Public Works Department. Application Fee: temporary \$75, single residential \$75, small commercial \$75, industrial \$150, field \$0, large commercial \$150, subdivision \$150. This can be accessed at: [https://www.weldgov.com/departments/public\\_works/engineering/](https://www.weldgov.com/departments/public_works/engineering/).

For shared accesses, Public Works strongly recommends the property owner establish an access road maintenance agreement so future owners of the properties will be aware of their requirements for shared maintenance of the access road. This is not a requirement for the recorded exemption but is recommended to avoid property owner conflicts in the future.

Per Chapter 12, Appendix 12A.4.1 of the Weld County Code, an access approach that is gated shall be designed so that the longest vehicle (including trailers) using the access can completely clear the traveled way when the gate is closed. In no event, shall the distance from the gate to the edge of the traveled surface be less than 35 feet.

#### TRACKING CONTROL POLICY

Per Chapter 12, Appendix 12A.10.1, traffic volumes to the proposed facility may require the installation of a tracking control device and/or a minimum of four inches of compacted recycled asphalt or aggregate road base. Tracking control is required to prevent tracking from the site onto public roadways. Temporary Tracking Control shall be used during construction unless permanent tracking control is installed ahead of construction activities. Recycled concrete is not allowed in County right-of-way. Tracking control devices can be double cattle guards or rip rap (6" washed rock). Tracking control for unmaintained public right-of-way is required just prior to entering publicly maintained roadways. A variance request for alternatives to the tracking control requirement can be submitted to Public Works for review and consideration.

Less than 20 passenger vehicle round trips/day, no upfront tracking control requirements.

#### TRAFFIC IMPACT STUDY REQUIREMENTS

As part of the development review process, all new commercial or residential developments will be required to submit a TIS that is prepared, stamped, and signed by a professional engineer licensed in the State of Colorado, unless the TIS is waived by Public Works.

#### Traffic Narrative:

1. Describe how many roundtrips/day are expected for each vehicle type: Passenger Cars/Pickups, Tandem Trucks, Semi-Truck/Trailer/RV (Roundtrip = 1 trip in and 1 trip out of site)
2. Describe the expected travel routes or haul routes for site traffic.
3. Describe the travel distribution along the routes (e.g. 50% of traffic will come from the north, 20% from the south, 30% from the east, etc.)
4. Describe the time of day that you expect the highest traffic volumes.

#### IMPROVEMENTS AND ROAD MAINTENANCE AGREEMENT

Public Works may require an Improvements Agreement for one or all the following reasons:

- Off-Site Public Improvements
- Road Maintenance Agreement
- Construction Maintenance Agreement
- Access Improvements Agreement
- On-Site Improvements for Subdivisions/PUDs

An Improvements Agreement is required for sites with required offsite improvements per Chapter 12, Article 5, Section 12-5-60. Collateral is required to ensure the improvements are completed, and maintained.

Improvements/Road Maintenance Agreement: An example agreement is available at: [https://www.weldgov.com/UserFiles/Servers/Server\\_6/File/Departments/Public%20Works/DevelopmentReview/sprusr.pdf](https://www.weldgov.com/UserFiles/Servers/Server_6/File/Departments/Public%20Works/DevelopmentReview/sprusr.pdf). It will detail the approved haul route(s), outline when offsite improvements will be triggered, and include a maintenance agreement for the haul routes. Possible mitigations included in the road maintenance agreement may include but are not limited to: dust control, specified haul routes, damage repairs, and future improvement triggers.

#### DRAINAGE REQUIREMENTS:

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.

#### URBANIZING VS NON-URBANIZING DRAINAGE AREA:

This area IS within a Non-Urbanizing Drainage Area: Non-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, 10-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.

#### Detention Pond Requirements:

1. A Drainage Report and Detention Pond Design shall be completed by a Colorado Licensed Professional Engineer and adhere to the drainage related sections of the Weld County Code. The Drainage Report must include a Certification of Compliance, stamped and signed by the PE, which can be found on the engineering website. A general Drainage Report Guidance Checklist is available on the engineering website. A Preliminary Drainage Report or a qualifying exception and Drainage Narrative shown below must be submitted for review at the time of the application.

#### Historic Flows:

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

#### GRADING PERMIT:

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.

#### SITE MAP REQUIREMENTS

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

- Show and label location of existing road, 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 (Residential – 25' Commercial – 60')
- Show and label the approved tracking control
- 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

Please contact the following staff regarding the following Public Works issues:  
Access Permits: Morgan Gabbert [mgabbert@weldgov.com](mailto:mgabbert@weldgov.com) 970-400-3778  
Improvements Agreements: Evan Pinkham [epinkham@weldgov.com](mailto:epinkham@weldgov.com) 970-400-3727  
Traffic Studies: Dawn Anderson [dranderson@weldgov.com](mailto:dranderson@weldgov.com) 970-400-3736  
MS4 Areas: Lyndsay Holbrook [lhobrook@weldgov.com](mailto:lhobrook@weldgov.com) 970-400-3788  
Right-of-Way Permits: Amy Joseph [ajoseph@weldgov.com](mailto:ajoseph@weldgov.com) 970-400-3764  
Drainage: Hayley Balzano [hbalzano@weldgov.com](mailto:hbalzano@weldgov.com) 970-400-3738

### **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 Ault and the Town of Severance. The Planning Director will contact the Town Managers to give notice of this pre-application meeting. Staff advised the applicants to contact the Town of Ault and the Town of Severance regarding possible land use permitting including possible annexation. Staff provided applicant with the Notice of Inquiry forms to take to both towns.

Please identify any proposed lighting or signs on the Site Plan. Lighting needs to be downcast and shielded. A 16sf sign is allowed in the Agricultural Zone District; however if there are potentially any additional or larger signs please include those in the application.

Prior to submittal of the County land use application, please submit evidence of State permits as in the case of Mining permits.

The site is located in a designated FEMA floodplain. Flood Hazard Development Permits will be required. 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 Kim Ogle at 970-400-3549 or [kogle@weldgov.com](mailto:kogle@weldgov.com).

Staff notified applicant that they will need to provide a decommission plan and a communication plan.

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.