



Entertainment Establishment Design Review

The purpose of this guide is to provide general information about the Entertainment Establishment Design Review process. This guide is not intended to be all inclusive. The official Design Review Performance Standards for Entertainment Establishments may be found in Chapter 18.46 of the City of Greeley Development Code. Noise requirements can be found in Chapters 9.24 & 9.32 of the Greeley Municipal Code. Additional information may be requested during the application process.

FEES:

\$75

TIMELINE:

2-3 weeks per review cycle*

*Typical development review process takes 3-4 months

Entertainment Establishments require Design Review approval (designated by “D” in the Table of Principal Land Uses, see Chapter 18.30 of the Development Code). Design Review is an administrative process that is facilitated by the Planning Division and may include the review and comment of several City Departments or other entities. Decisions on Design Review requests shall be made by the Community Development Director. The Community Development Director may require conditions of approval necessary to eliminate, or mitigate to an acceptable level, any potentially adverse effects of the proposed Design Review use.

The design standards required are in addition to other sections of the Greeley Development Code which may also apply to the proposed land use or development application. These design standards may be found in Chapter 18.46 of the Greeley Development Code. Summary guides or checklists for many of the land uses or development applications that require Design Review have been prepared to assist you and may be available through the City of Greeley Planning Department.

Entertainment Establishment shall be a land use designation in addition to the underlying principal land use and shall mean:

1. Any commercial establishment which shares a common wall or zero lot line property boundary with a residential land use or that is within 100’ of an occupied residential land use as measured from building to building, and:
 - a. Dispenses alcohol beverages on the premises and where amplified or live entertainment is provided; OR
 - b. Does not dispense alcohol beverages but provides amplified or live entertainment either independent of or in conjunction with any other uses except where amplified sound is provided only as background entertainment and at levels not to interrupt normal conversation at or beyond the property line;

- c. Lawfully established commercial uses that meet the definition of a and b above, shall not be required to come into compliance with the Entertainment Establishment Land Use Designation Requirements if, subsequent to establishment and after March 7, 2006 (ordinance adoption), a residential use is established within 100' of its property boundary as measured from building to building or that shares a common wall or zero lot line boundary, unless such commercial use has been abandoned for a period of twelve consecutive months or longer prior to the time the residential use is established.

All Design Review applications for Entertainment Establishments shall include the following:

- **Application Form and any required fees.**
- **Proof of Ownership** (e.g., Warranty Deed)
- **Project Narrative:** A detailed description of the proposed operation and/or use. The narrative should address the design review criteria for the proposal and indicate how the proposal addresses them. Note the number of employees, general nature of the business (e.g., establishment serving alcohol, sports bar, work-out facility, etc.), number of seats, hours of operations and any changes in operation based on time of day or day of week.
- **Vicinity Map:** A scaled City map extending at least 500' radius from property boundary showing zoning districts, transportation systems, major public facilities, location of nearest residential use, and location of existing municipal boundary lines. Identify and highlight proposed site locations. Provide an 8 ½" x 11" reduction.
- **Basic Site Plan:** Provide a drawing of the appropriate size, showing detail of the proposal, drawn to scale and provide an 11" x 17" (or an appropriate size that show all necessary information) reduction which includes: a title, scale of the drawing (e.g., 1" = 10') and all necessary dimensions and distances, north arrow, existing and proposed site information necessary for staff to analyze and address applicant's request (e.g., property lines, building and structures, uses and principal site development features). It is important that the site plan address design review criteria for the proposal. (Refer to the attached checklist.)
 1. **A Security and Property Maintenance Plan:** Applicant shall demonstrate how patrons, employees and users of the business will be managed to assure minimal conflict with or impact to adjacent properties and the surrounding area. Include building occupancy limit, ratio of staff to patrons, (average and at peak hours). Complete the attached Property Security Plan form and return with the application.

Note: If such information has been prepared to accompany a liquor license application, it may also be used to meet the information requested above.

Noise Management Plan

Where there is a common wall between the establishment and an adjacent property owner or where the property is within 100' of an adjacent habitable structure, submit evidence from a professional source that can verify that the sound generated by the business will be contained at reasonable levels so as not to interfere with normal conversations at or beyond the property line or in other ways be in conformance with City of Greeley noise standards.

In addition, compliance with all other elements of the Development Code are required to be complied with, including:

- **Building Elevations**
- **Photometrics**
- **Landscaping**
- **Parking**
- **Setbacks, etc.**

Check with Planning staff to determine if/how these elements apply. Property in the downtown GID is exempt from the bottom three items.

Additional information may be required as the application is reviewed.

Please note that incomplete applications will delay the review process.

Standards the City will review Entertainment Establishment Design Review for, include:

1. Operating characteristics of the Entertainment Establishment shall be compatible with the predominant nature and characteristics of the surrounding area. For the purposes of this section, operating characteristics shall include, but not be limited to:
 - A. Hour of Operation;
 - B. Lighting;
 - C. Signage; and
 - D. Parking
2. Entertainment Establishment shall not create unreasonable off-site environmental impacts such as noise, odor, smoke, vibration, heat or glare.

FOR OFFICE USE ONLY:

The application has been reviewed and approved by the:

- _____ City Clerk's Office (attach evidence of approval)
- _____ Greeley Police Department (attach evidence of approval)
- _____ Union Colony Fire/Rescue Authority (attach evidence of approval)
- _____ and with conditions of approval as described in the attached Approval Document

Signature of Administrative Official or Designee

Date

Amplified Sound Study Vendors

Audio Denver

4880 E. Pacific Place
(303) 757-8400

Audio Analysts

3286 N. El Paso Street
Colorado Springs, CO 80907
(719) 632-8855

Barbizon

2390 Ulster Street
Denver, CO 80238
(303) 394-9875

Ceavco

6240 W. 54th Avenue
Arvada, Co 80002
(303) 539-3500

Dowlen Custom Audio

5865 Marion Drive
Denver, CO 80216
(303) 232-3540

Full Compass

greg@fullcompass.com
(608) 227-3001

Jacob's Audio

804 S. Lincoln Street
Longmont, Co 80501
(303) 651-1286

Opera Shop

2570 31st Street
Denver, CO 80239
(303) 455-1888

Richter Scale

5500 Havana Street
Denver, CO 80239
(303) 680-3555

Riffactory Music

220 10th Street
Windsor, CO 80550
(970) 576-2818

www.riffactory.com
bobfoss@riffactory.com

Shaped Music

202 Air Park Drive
Fort Collins, CO 80524
(970) 221-2315

Point Source Audio

2104 6th Ave
Greeley, CO 80631
(720) 233-4773
tim@pscolo.com

CITY OF GREELEY
ENTERTAINMENT ESTABLISHMENT APPLICATION
SUPPLEMENTAL INFORMATION: PROPERTY SECURITY PLAN

Applicant: Complete the following information and submit with your application for permission to operate an Entertainment Establishment. Approval of the Entertainment Establishment may not be granted before an acceptable Property Security Plan is accepted by the City.

1. Proposed Building Occupancy:

2. Ratio of staff to patrons (average and at peak hours):

3. Will on premises security and patron management be managed by business staff or by a private licensed security service (provide name & contact information of security service):

4. Will either the business staff or the private security service be armed? If so, please describe:

5. Will the business utilize “door staff” to manage patron admission or behaviors?

6. Describe how the business property will be monitored (e.g. patrolled by staff or security, if cameras will be used, etc.):

7. Describe how patrons will be managed to limit problems with or impacts to adjacent properties:

8. If alcohol will be served, describe the protocol that will be used to prevent underage serving, over-serving of guests and other related management practices related to alcohol:

9. Describe how the business will manage patron and employee conformance with no smoking laws, noise and other nuisance behaviors (e.g. trash, intimidation of other parties, etc.) while on the business premises:

10. Describe special promotions or activities that may attract larger than typical attendance and any additional or special management practices that will be employed to handle such increased attendance:

11. Describe an emergency building exiting plan:



Land Use Application

1

Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

2

Project Name:

Land Use Request:

Address/Location:

| | Existing | | Proposed (if different) | |
|-----------|-----------------|----------|--------------------------------|----------|
| Zoning | | | | |
| Site Use | | | | |
| Site Area | Acres: | Sq. Ft.: | Acres: | Sq. Ft.: |

3

Owner

Submittal Contact (if different)

| | | | |
|----------|--|--|--|
| Name | | | |
| Business | | | |
| Address | | | |
| Phone # | | | |
| Fax # | | | |
| E-Mail | | | |

4

This application must be signed by ALL owner(s) of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

I/We, the owner(s), depose and state under penalties of perjury that the application and support materials provided to the City of Greeley for the identified request(s) are true and accurate. I/We am/are fully aware of all requests being made to the City of Greeley and authorize individuals or firms to represent our interest in this/these request(s).

Name:

Name:

Signature:

Signature:

Date:

Date: