



Date: Tuesday, September 23, 2025

Time: 6:00 PM

Location: Hybrid - In-Person: Hearing Room 1st Floor, 200 West Oak Street, Fort Collins or Virtual, Zoom Link:
https://larimer-org.zoom.us/webinar/register/WN_zdZx4V_YQ4qP2Xc0cRHEuw

BOARD OF ADJUSTMENT HEARING MINUTES

The Larimer County Board of Adjustment met in the County Board Hearing Room at the Larimer County Administrative Services Building in Fort Collins, Colorado, and virtually via Zoom at 6:00 p.m. on Tuesday, September 23, 2025, at which time the following business was transacted.

Board Members Present: Philip San Filippo, Lee Taylor, Forrest Hancock, and Brannon Hughes.

Staff Present: Jenny Axmacher, Samantha Lasher, Kassidee Fior, Jacy McNulty, and Ryane Oswandel, from the Community Development Planning Division; Christine Luckasen from the Larimer County Attorney.

APPROVAL OF THE MINUTES

A motion was made to approve the minutes as written. However, it was noted that a quorum of members who were present at the August 26 meeting were not present for the September 23 meeting, and therefore, the motion to approve the minutes could not be carried out. This item will be placed on the agenda for the following meeting.

CONSENT ITEMS

ITEM NO. 1 – MARSHALL SETBACK VARIANCE, FILE NO. 25-ZONE3771

Amendment: Board Member Hancock requested that Item No. 1 – Marshall Setback Variance, File No. 25-ZONE3771, be removed from consent to discussion.

No action was taken on the Consent Agenda, as all items were moved to Discussion.

DISCUSSION ITEMS

ITEM NO. 1 – MARSHALL SETBACK VARIANCE, FILE NO. 25-ZONE3771

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APPLICANTS PRESENTATION

Sharon Marshall, the owner, stated that the new garage was built by a contractor who did not get a permit or have a license. The owner was not aware of this until after the work was done. The owner

also mentioned that the older garage was permitted in 1998, but the final inspections were never completed, causing the permit to expire. The owner confirmed that the family has lived at the property for 27 to 28 years. When asked about the easement, the owner explained a desire to vacate the entire easement to the back property line. Larimer County, however, only vacated the portion of the easement where the garage was located, stating the rest was needed for drainage. The owner showed the board a letter from Jacy McNulty, sent via email, that approved the house and balcony. The owner confirmed that future projects would comply with setback requirements and would ensure a licensed contractor is hired.

BOARD OF ADJUSTMENT, STAFF, APPLICANTS COMMENTS

It was clarified that the property is in unincorporated Larimer County, between Loveland and Berthoud. Staff also explained that code compliance officers observe violations in the community and respond to complaints submitted to their department.

PUBLIC TESTIMONY

None.

APPLICANTS REBUTTAL

There was no rebuttal as there were no public comments.

BOARD OF ADJUSTMENT DISCUSSION:

No discussion occurred.

BOARD OF ADJUSTMENT DELIBERATION

No deliberation occurred.

MOTION

Member Taylor moved, and Member Hughes seconded the motion that the Board of Adjustment adopt the following Resolution: BE IT RESOLVED that the Larimer County Board of Adjustment approve the Marshall Setback Variance, File No. 25-ZONE3771, subject to the conditions of approval outlined in the staff report. Board members Taylor, Hancock, Hughes, and San Filippo all voted in favor. The motion carried (4-0).

REPORT FROM STAFF

Staff thanked them for their prompt attendance responses, which helped ensure a quorum for the meeting, especially with a member being out. Staff announced that the Board of County Commissioners had allowed recruitment for two alternate members to open this fall, which is unusual as recruitment normally happens only in the spring. Applications would be open until October 13th, and staff hoped to fill the positions so they could start in 2026. The board also discussed the holiday schedule, noting the December 23rd meeting was close to Christmas and might be canceled. The meeting scheduled for November 25th, the Tuesday before Thanksgiving, was tentatively planned to be held unless there were no items to discuss.

ADJOURN

With there being no further business, the hearing adjourned at 6:22 p.m.

These minutes constitute the Resolution of the Larimer County Board of Adjustment for the recommendations contained herein which are hereby certified to the Larimer County Board of Commissioners.