

Date: Tuesday, May 27, 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, May 27, 2025, at which time the following business was transacted.

Board Members Present: Philip San Filippo, Lauren Light, Lee Taylor, David Leighton, Forrest Hancock, and Chris Burnette. Member Hancock joined the meeting at 6:03 p.m.

Staff Present: Jenny Axmacher, Planning Manager; Samantha Lasher, Planner II; Kassidee Fior, Senior Planner; Samantha Mott, Senior Planner; Jacy McNulty, Planner I; Christine Luckasen, Assistant County Attorney I; Ryane Oswandel, Community Information Resource Technician; and Christina Scrutchins, Recording Secretary.

APPROVAL OF THE MINUTES

Member Taylor moved, and Member Light seconded the motion to approve the January 16, 2025, minutes of the Larimer County Board of Adjustment, as presented. Member Hancock was not present for this item. The motion carried (4-0).

CONSENT ITEMS

ITEM No. 1 – HIRSCH SETBACK VARIANCE, FILE NO. 25-ZONE3746

ITEM NO. 2 – WEISS FAMILY VENTURES SETBACK VARIANCE, FILE NO. 25-ZONE3749

MOTION

Board Member San Filippo requested that Item No. 1 – Hirsch Setback Variance, File No. 25-ZONE3746, and Board Member Hancock requested that Item No. 2 – Weiss Family Ventures Setback Variance, File No. 25-ZONE3749, be moved from the Consent Items to Discussion Items.

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

DISCUSSION ITEMS

ITEM NO. 1 – HIRSCH SETBACK VARIANCE, FILE NO. 25-ZONE3746

[View Staff Presentation](#)

APPLICANTS PRESENTATION

The applicant purchased the property as a rustic retreat due to its historic character and is requesting a modest addition to meet basic modern standards and sleeping needs, primarily behind the existing structure. The original cabin will receive only new paint and a roof. A shed, previously used as a bedroom, will be connected to the cabin to form one structure, avoiding the need for an ADU. Most site conditions have existed since 1928. A State of Colorado permit has been obtained for a septic system and new well, as no water is currently available. The outhouse, measuring approximately 3'x3' and sitting atop a 3'x3'x3' concrete vault, has not been used in over 20 years and remains dry. It is now used for storage and will be retained for its historic value, having been featured in a local book on Glen Haven outhouses. Approval is respectfully requested.

BOARD OF ADJUSTMENT, STAFF, APPLICANTS COMMENTS

The proposed addition will include a bedroom and bathroom to supplement the existing 415-square-foot cabin, which currently contains only a living room and small kitchen. The new bedroom will connect to a second 10'x10' room, now designated as a guest room. A permit was submitted for the addition, but a variance was required due to nonconformance with existing conditions. A separate 35'x11' outbuilding shown in aerial photos is set for demolition, as it exceeds 200 square feet and sits on a permanent foundation not compliant with code. Although it appears to meet the 5-foot setback, enforcement staff previously noted potential noncompliance. The applicant has agreed to fully remove the structure and has warranted this on the permit application. A separate demolition permit has been applied for but has not yet been acted upon. Demolition will occur as part of overall site activity within the first year, pending approval.

PUBLIC COMMENT

No members of the public provided comment.

BOARD OF ADJUSTMENT DISCUSSION:

There was no Board of Adjustment Discussion

BOARD OF ADJUSTMENT DELIBERATION

There was no Board of Adjustment Deliberation.

MOTION

Member Taylor moved, and Member Light seconded the motion that the Board of Adjustment adopt the following Resolution: BE IT RESOLVED that the Larimer County Board of Adjustment approve the Hirsch Setback Variance, File No. 25-ZONE3746, subject to the conditions of approval outlined in the staff report. The motion carried (5-0).

ITEM NO. 2 – WEISS FAMILY VENTURES SETBACK VARIANCE, FILE NO. 25-ZONE3749

[View Staff Presentation](#)

APPLICANTS PRESENTATION

[View Applicant Presentation](#)

The applicant is assisting the property owners with converting a unique double Quonset hut structure—formerly used as a general store and various restaurants—into a tavern. The building, located along the hillside and recognizable by its distinctive double-barrel roof, is undergoing a use conversion requiring specific modifications. A 60-foot addition is proposed on the east side to serve as a cooler space. The addition will fill an existing pocket, match the existing CMU block construction and shed roof form, and align with a former restroom structure already on-site. The entire building, including the proposed addition, remains within the 50-foot highway setback, though a variance is needed due to the addition's location within that setback area. The addition will not extend beyond the current building's face and is intended to support tavern operations by providing space for beverage storage. Supporting diagrams and photos illustrate the proposed extension and its integration into the existing structure.

BOARD OF ADJUSTMENT, STAFF, APPLICANTS COMMENTS

The proposed cooler addition will have interior-only access, with no exterior entry visibly a painted CMU block wall will be seen from the outside. Clarifying site details, the applicant confirmed that the dark rectangle in front of the building shown in the site plan represents a new driveway. The existing front area, currently a sidewalk and patio, will be modified to connect two parking areas, as CDOT has limited access to a single southern entry point. To meet the required 25 parking spaces for the tavern use, both lots will be linked. This application was triggered due to the nonconforming status of the existing structure and the parking demands tied to the new use. Regarding landscaping, large trees on-site will remain, though some internal shrubbery and non-structural walls shown in submitted photos will be removed.

PUBLIC COMMENT

No members of the public provided comment.

BOARD OF ADJUSTMENT DISCUSSION:

There was no Board of Adjustment Discussion

BOARD OF ADJUSTMENT DELIBERATION

There was no Board of Adjustment Deliberation.

MOTION

Member Taylor moved, and Member Hancock seconded the motion that the Board of Adjustment adopt the following Resolution: BE IT RESOLVED that the Larimer County Board of Adjustment approve the Weiss Family Ventures Setback Variance, File No. 25-ZONE3749, subject to the conditions of approval outlined in the staff report. The motion carried or failed (5-0).

ACTION ITEMS

ITEM NO. 1 - ADOPTION OF THE BOARD OF ADJUSTMENT BYLAWS

MOTION

Member Hancock moved, and Member Taylor seconded the motion that the Board of Adjustment adopt the following Resolution: BE IT RESOLVED that the Larimer County Board of Adjustment adopt the Larimer County Board of Adjustment Bylaws. The motion carried (5-0).

ITEMS NO. 2 - ELECTION OF VICE CHAIR

MOTION

Member Light moved, and Member Taylor seconded the motion that the Board of Adjustment adopt the following Resolution: BE IT RESOLVED that the Larimer County Board of Adjustment elect Board Member Hancock as Vice Chair. The motion carried (5-0).

REPORT FROM STAFF

Staff Member Lasher introduced a process update, turning the presentation over to Staff Member Oswandel to explain the new public comment system. Staff will begin using an online platform called Public Input to collect community feedback on planning applications, including variances. This platform replaces the previous method of gathering emails individually and allows the public to view case materials and submit comments directly online. It also enables staff to track engagement data and generate summarized reports. An example packet was provided to illustrate the new format, which will begin appearing in board packets later this summer. The system uses AI to analyze comment sentiment, categorizing responses as positive, neutral, or negative. Additionally, Staff Member Lasher noted that Board Member David Layton's term will conclude next month. Staff plans to recognize his service at that meeting and is actively working to fill the upcoming vacancy.

ADJOURN

With there being no further business, the hearing adjourned at 6:31 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.