



## Current Planning Division

410 E. 5th Street • Loveland, CO 80537  
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### MEMORANDUM

**TO:** Loveland Zoning Board of Adjustments, aka Loveland Planning Commission  
Loveland City Council  
Brett Limbaugh, Director of Development Services  
Pat Kelly  
Owners of property within the mailing radius  
Participants in the public hearing

**FROM:** Emily Tarantini, Current Planning Division

**DATE:** 11/17/2017

**RE:** Appeal period for Variance application PZ# 17-172

On 11/13/2017 the Hearings Officer of the Loveland Zoning Board of Adjustments conducted a public hearing to consider a variance application filed with the City of Loveland by Pat Kelly, owner of 421 E 5<sup>th</sup> Street, Loveland, CO. The following is a summary of the application that was heard:

*“Variance Application PZ #17-00172 proposes to allow a side yard setback reduction and square footage increase to an accessory structure (detached garage).”*

The proposed determination by the Hearings Officer for this application is **APPROVAL**, as set forth in the proposed Findings and Determination, attached hereto. The proposed Findings and Determination constitutes the final decision of the Hearings Officer and is included for your review. Section 18.60.040 of the Municipal Code stipulates that the proposed Findings and Determinations made by the Hearings Officer for the variance shall be submitted to the members of the Board, the Applicant, each person who participated in the public hearing, each owner of property within the mailing radius stipulated by the Municipal Code, the Director of Development Services, and the City Council (Parties-of-Interest. If any Party-of-Interest, wish to object to the proposed Findings and Determinations for the application, an appeal may be filed).

Any appeal must be filed with the Current Planning Division, City of Loveland, 410 East 5th Street, Loveland, CO. 80537, **no later than 5:00 P.M., 11/27/2017**. Any appeal must be submitted in writing. Appeals must specifically state the matters objected to, based on the criteria described in sub-section 18.80.030.B. of the Loveland Municipal Code. (Appeals by two or members of the City Council are exempt from the requirement for a written basis for appeal.) If no appeal is filed by the aforesaid time, date and place, the proposed Findings and Determinations made by the Hearings Officer shall become the final decision of the Zoning

Board of Adjustments in this matter, with no further action by the Board. If an appeal is filed, the full record of the hearing conducted on 11/13/2017 shall be forwarded to the Board for their review and a public hearing will be scheduled for final action by the Board.

If you have any questions, please feel free to contact Emily Tarantini, Planner I, Current Planning Division at (970) 962-2581 or [Emily.Tarantini@cityofloveland.org](mailto:Emily.Tarantini@cityofloveland.org).