



# City of Florence

Florence Municipal Center  
600 West 3<sup>rd</sup> Street, Florence, Colorado 81226.  
(719) 784-4848 Fax (719) 784-0228  
Email: [planning@florencecolorado.org](mailto:planning@florencecolorado.org)

Members:  
Beth Lenz  
Brandon Angel  
Kirk Nelson  
Tabby Selakovich  
Paul Villagrana

CITY OF FLORENCE  
PLANNING COMMISSION MEETING  
FLORENCE MUNICIPAL CENTER, CITY HALL CHAMBERS  
*Thursday, September 19, 2024 at 5:30 p.m.*

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the Minutes from the August 15, 2024 Meeting
- IV. **Old Business:**
- V. **New Business:**
  - a) **Public Hearing** – SUR 24-002 – MountainView Homes  
Request a Special Use Review for a Professional Office at 100 East Main Street.
- VI. Next Meeting Date and Time: Discussion
- VII. Upcoming Agenda Items or Discussion:
- VIII. Adjourn



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## FLORENCE PLANNING COMMISSION MEETING MINUTES

THURSDAY, AUGUST 15, 2024

5:30 P.M.

Commissioners	Present	Absent
Chair Beth Lenz	X	
Planning Commissioner Brandon Angel	X	
Planning Commissioner Kirk Nelson	X	
Planning Commissioner Tabby Selakovich	X	
Planning Commissioner Paul Villagrana	X	
City Council Representative Mergelman	X	

Staff Present	Present	Absent
Planning Director Fox	X	
City Manager Nasta	X	

**I. Call to Order**

Chair Lenz calls the meeting to order at 5:30 p.m.

**II. Roll Call**

All Commissioners present.

Council Representative Mergelman present.

**III. Approval of the Minutes from the July 18, 2024 Meeting**

Commissioner Villagrana makes a motion to approve the meeting minutes from July 18, 2024.

Seconded by Commissioner Nelson.

**Roll Call:** 5 ayes The motion carries.

**IV. Old Business:**

**V. New Business:**

- a) Public Hearing – RZ 24-002 – Suzanne Boyer and Zackery Bryan  
 Request to rezone property – CB – Central Business District Commercial to R-2 Low/Medium Density Residential located at 160 North Santa Fe Avenue.
  - Planning Director states the rezone request is for property located at 160 North Santa Fe Avenue and is legally known as the South 57.2 feet of Lots 17 and 18, Block 1, James A.



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McCandless Addition. The applicant’s reason from rezoning is that the property is now a residential unit. The adjacent properties are zoned CHB, CB and R-2. The Future Land Use map in the City's 2017 Master Plan shows the subject property is in the MU-D — Downtown Mixed Use. Chapters 17.68 and 17.64.150 outline the requirements for sidewalks, off-street parking, and landscaping due to the potential change in use. The timeline listed in the staff report was followed regarding public notification requirements. No response from the public has been received as of the date of the staff report.

- Chair Lenz opens the public hearing.
- Zackery Bryan states that Sue Boyer (also present) is the owner of the property, and it was purchased three years ago. Mr. Bryan states they intend to put the property in his name, but it is commercially zoned. Moving forward, any type of upgrading to the property or structure will fall under rules regarding commercial entities.
- Chair Lenz inquiries about property insurance issues.
- Mr. Bryan states that it has been an issue to get homeowners insurance for a commercially zoned property.
- Commissioner Nelson inquiries about the date the structure was built.
- Mr. Bryan states 1900.
- Commissioner Angel inquiries about the surrounding zoning and the CB zone district along 2<sup>nd</sup> Street.
- Planning Director states that the CB zone district was originally created to potentially expand the downtown area for more businesses.
- Chair Lenz asks for public comment.
- Chair Lenz closes the public hearing.

Commissioner Angel make the motion to that Based on the requirements delineated in Florence Municipal Code Chapter 17.76.100 – Rezoning policy and conditions, the rezone request for 160 North Santa Fe Avenue, and legally known as the South 57.2 feet of Lots 17 and 18, Block 1, James A. McCandless Addition - from CB – Central Business District Commercial to R-2 Low/Medium Density Residential shall be approved based on that the property was not properly zoned when the existing zoning was imposed and that there has been a material change in the neighborhood which justifies the requested zone change and recommend to City Council for a final decision.

Seconded by Commissioner Nelson.

**Roll Call:** 5 ayes The motion carries.

The meeting adjourned at 5:51 p.m.

By: \_\_\_\_\_  
Planning Commission Chair

Date: \_\_\_\_\_

# FLORENCE PLANNING COMMISSION

MEETING DATE: SEPTEMBER 19, 2024

## STAFF REPORT

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**Agenda Item:** Public Hearing – SUR 24-002 – MountainView Homes  
Requesting a Special Use Review for a Professional Office

**Department:** Planning

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**Background / Description of Item:**

Jayne Newsom with MountainView Homes has applied for a Special Use Review for a real estate office located at 100 East Main Street. The professional office would occupy a portion of the existing building and is owned by NFW LLLP/Richard Guy. The property is in the CHB – Central Historic Business District.

**Staff Comments:**

- Ms. Newsom with MountainView Homes have been located at 203 West Main Street since October 2023 after a Special Use Review was completed for that location.
- The building at 100 East Main Street was originally built as a hotel in the 1890s.
- The properties on both sides of the 100 block of East Main are also in the CHB – Central Historic Business District.
- A real estate office meets the definition of a professional office per Section 17.08 of the Municipal Code, which is an allowed use in the CHB – Central Historic Business District by a Special Use Review.
- The existing building will potentially have mixed uses; the real estate office will be situated at the front of the building while the adjacent spaces accessible from South Pikes Peak Avenue will remain available for rent. There are residential units on the second floor.
- Provided parking spaces will not be required, as exempted by Section 17.68.010 of the Municipal Code.
- Front sidewalks remain in good condition.  
Landscaping in the Central Historic Business District is not required, as exempted by Section 17.64.150 of the Municipal Code.
- The Future Land Use map in the City's 2017 Master Plan shows the subject property is in the MU-D - Downtown Mixed-Use District. This district is compatible with ‘...primarily pedestrian-oriented and support a number of retail, office, food services, community organizations....’ types of uses.
- The timeline below was followed in advance of this meeting regarding notification requirements:
  - August 29, 2024: Notification letters were sent to property owners within 300 feet of the subject property.
  - August 29, 2024: Property was posted with a Public Hearing Notice sign.
  - August 28, 2024: Notice of the Public Hearing was published in the *Cañon City Daily Record*.

**Attachments included:**

- Application
- Overview Map of Area
- Future Land Use Map and Definitions

**Suggested Motion:**

Recommend approval of Special Use Review 24-002 for a Professional Office located at 100 East Main Street and recommend to City Council for a final decision.

March 31, 2022

CITY OF FLORENCE, COLORADO  
SPECIAL USE REVIEW APPLICATION  
(In accordance with Florence Municipal Code Section 17.60)

Has a pre-submittal conference been held-with the City of Florence regarding this application? If not, please contact the City of Florence Planning Office at 719-784-4848 Ext 7 to schedule a pre-submittal conference before proceeding with this application.

1. Date of Application: 08/20/2024 / /
2. Application Fee Required with Application: \$275.00
3. Street address of Property?  
100 E. MAIN ST.  
FLORENCE, CO 81226
4. Name, Address and Telephone Number of Property Owner(s):  
NFW LLLP  
RICHARD GUY  
461 SEPTEMBER RD.  
COLORADO SPRINGS, CO 80926
5. Name, Address and Telephone Number of Representative:  
Jayme and Dustin Newsom- MountainView Homes- 719.419.4190
6. What is the current use of the property? \_\_\_ Residential  Commercial  
Describe: MIXED USE
7. Will the current use remain in addition to the proposed use that requires a Special Use Review? X  Yes or \_\_\_ No
8. What is the proposed use that requires a Special Use Review?  
Real Estate Office

paid 8/22/24

9. What are the days of the week and hours of operation for the Special Use?

T-F 9-3. Saturday 10-2

10. What is the existing zoning of the property? COMMERCIAL  
Central Historic Business

11. How large is the property? \_\_\_\_\_ Acres or 5000 Sq. Ft.  
3900

12. What structures are currently on the property?  
1 - 2-STORY BUILDING

Will all the existing structures remain?  yes or  no

13. What is the size and height of any new structures proposed? N/A  
\_\_\_\_\_ Sq. Ft \_\_\_\_\_ Feet High or \_\_\_\_\_ Stories High

14. Describe any proposed re-modeling of the existing structure required for the Special Use. (A building permit may be required) N/A

15. What percentage of the floor area of the existing or new structures will the Special Use occupy? 30 %  
70 of the first floor

16. How many customers or patrons will the Special Use bring to the site?  
1 per day and peak of 5 per hour

17. How many new vehicles will the Special Use bring to the site?  
1 \_\_\_\_\_ per day and peak of 5 \_\_\_\_\_ per hour

18. How many parking spaces are existing on the property (not on street or alley)? NONE

How many new on-site parking spaces are proposed? NONE

19. Will the Special Use depend upon any alley access? \_\_\_ yes or X No

20. What effects will the proposed Special Use have on existing vehicle traffic? NONE

21. How will the Special Use change the character of the neighborhood?  
IT WILL NOT.

22. How will the Special Use effect the existing uses on the adjacent properties and those across the street? IT WILL NOT

23. Will the Special Use require any special security? (Additional police patrols, special lighting, security grills, alarms, etc.) NO

24. Are you requesting variance from any of the City's zoning or code requirements for this proposed Special Use? (Paving, Landscaping, Fencing, etc.) NO

25. Further explanations and additional pertinent information should be attached, if needed.

HISTORICALLY THIS BUILDING WAS A  
BANK OFFICE FOR "GLACIER BANK  
OF MONTANA"



26. ~~Include with the application the following:~~

- Copy of the deed to the property
  
- A site plan of the property

**The site plan must include the following information:**

- A. Date**
- B. Property address**
- C. Property boundaries and adjacent street / alley /sidewalks**
- D. Dimensions of property boundaries**
- E. Access points for the property**
- F. Existing and proposed man-made features, including buildings (include floor plan, access points), fences, landscaping, parking, screening, drainage plan, dumpsters, signs, driveways and dimensions of each.**

Maximum sheet size of any attachment is limited to 11x17".

By signing this application you are agreeing to the following:

1. Certifying that the above information is true and correct to the best of your knowledge and belief.
2. Acknowledging that you understand that if any information is untrue or inaccurate this application may be rendered void.
3. Agreeing to all requirements of the City of Florence zoning and code requirements.
4. Authorizing City staff to inspect the property for compliance with applicable codes and ordinances.
5. To provide additional information as may be required by the Planning commission or City Council.

Property owner(s) signature and date:

RICHARD GUY, NFLU LLLP



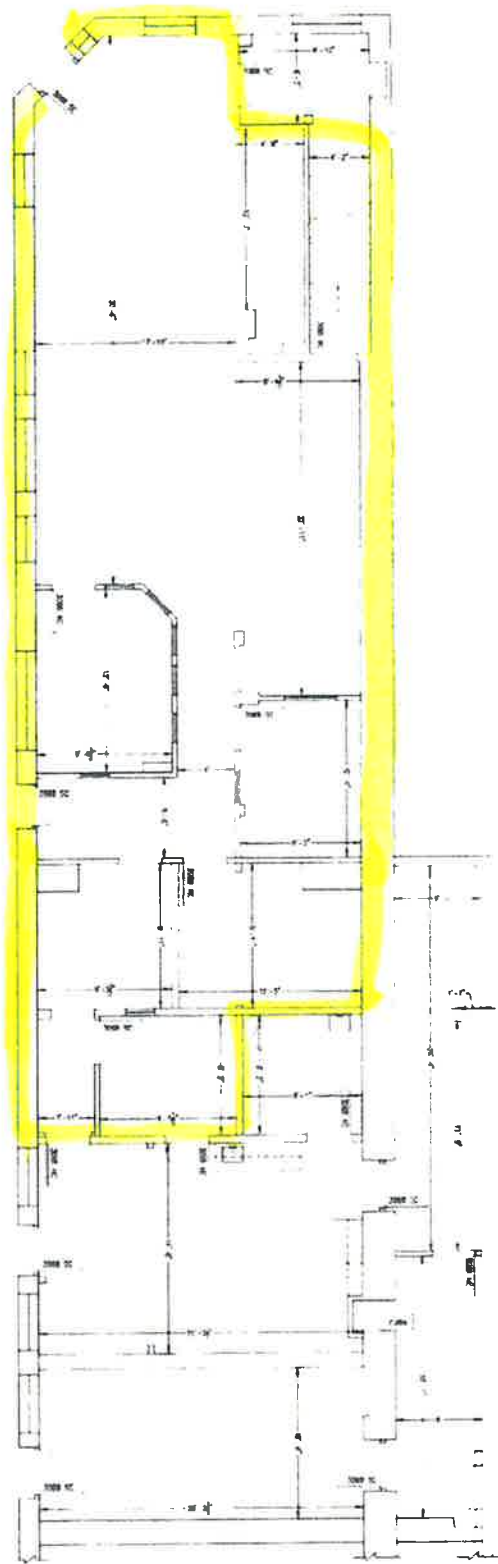
<sup>2</sup>  
8/20/24

Representatives (if any) signature and date:

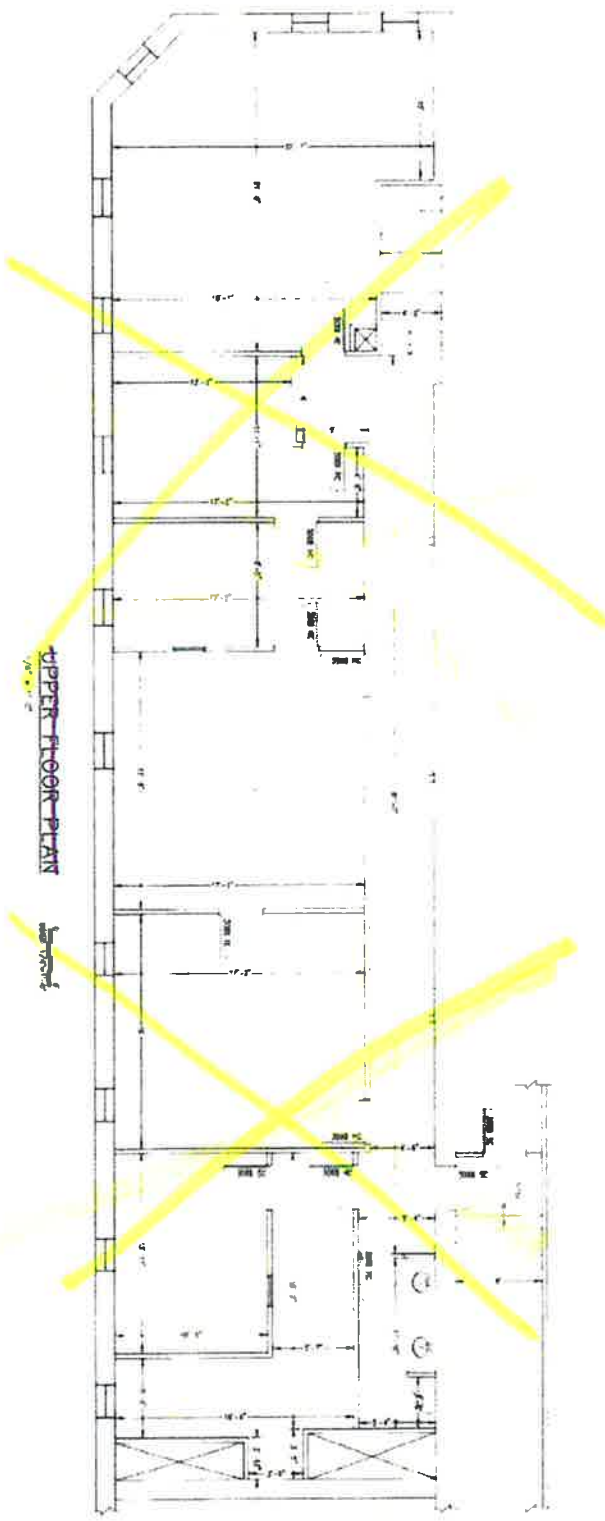
Jayne Newson

08/20/2024

Please remit application fee to the City of Florence. This application will not be processed until the application fee is paid, all questions are answered and all attachments are included. The city staff, Planning Commission, and/or City Council may require additional information as deemed necessary. Once this application is deemed to be complete and fees have been paid, you will be notified of the initial meeting or public hearing on this application, and your responsibility for posting a public hearing notice on the property.



MAIN FLOOR PLAN



~~UPPER FLOOR PLAN~~

SCALE:	AS SHOWN
DATE:	02-08-09
PROJECT:	100 MAIN ST. BUILDING - REMODEL
ARCHITECT:	ARCHITECTURAL DESIGN NETWORK
NO.	A1

100 MAIN ST. BUILDING - REMODEL  
 100 MAIN STREET/2707 50TH LANE  
 FLORENCE, COLORADO 80607  
 MAIN & UPPER EXISTING FLOOR PLANS

**ARCHITECTURAL DESIGN**  
 INNOVATIVE CADD  
**NETWORK**  
 PUEBLO WEST, COLO 81007  
 PH (719) 847-2085 FAX (719) 547-0253  
 WEB SITE WWW.ARCHADP.NET/COV

NO. VISION: 100-11

100 East Main Street  
SUR 24-002  
Mountain View Homes



E-2ND-ST

67

N PIKES PEAK AVE  
(STATE HWY 67)

W MAIN ST  
(STATE HWY 115)

115

E MAIN ST  
(STATE HWY 115)

S PIKES PEAK AVE

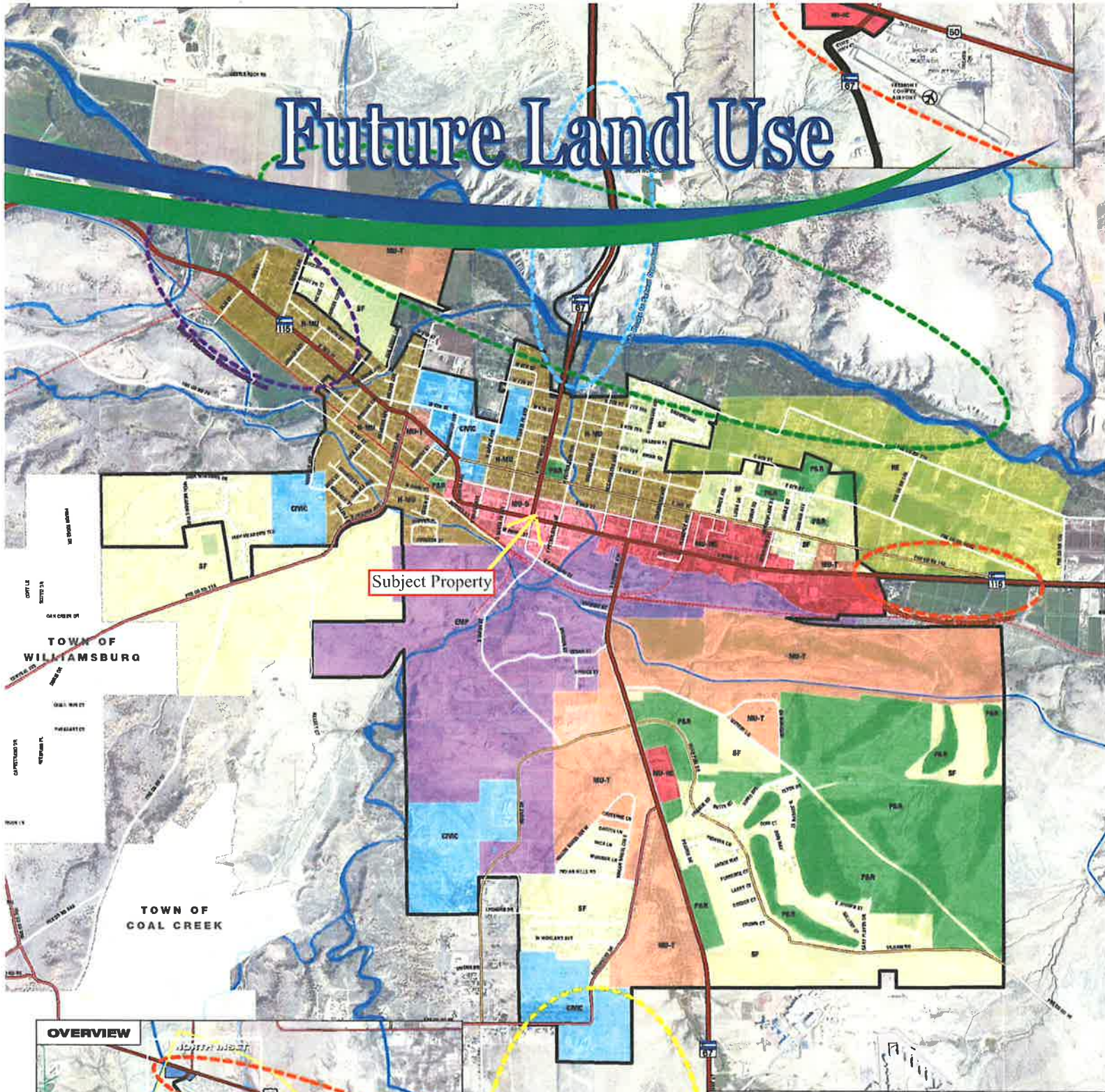
W-FRONT-ST

E-FRONT-ST

UNION DITCH



# Future Land Use

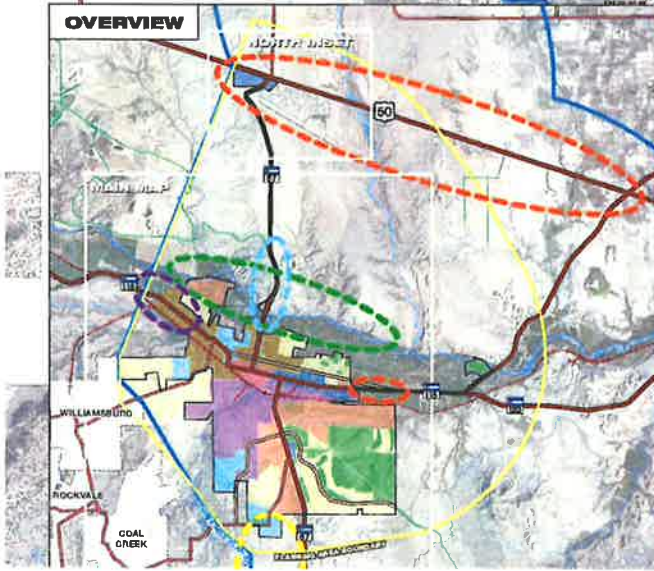


Subject Property

TOWN OF WILLIAMSBURG

TOWN OF COAL CREEK

## OVERVIEW



### FUTURE LAND USE PLAN

#### Neighborhoods

- SF Single-Family Residential
- MF Multi-Family Residential
- H-MU Historical Mixed-Use
- RE Rural Estate

#### Mixed-Use

- MU-D Downtown Mixed Use
- MU-T Mixed-Use Transitional
- MU-HC Mixed-Use Highway Commercial
- Employment

#### Community

- Civic/Quasi-Public
- Parks & Recreation

### OPPORTUNITY AREA

- Arkansas River
- Highway Commercial
- Safe Route to School
- South Florence Opportunity Area
- West Florence Opportunity Area

### TRANSPORTATION NETWORK

- Regional Arterial
- Primary Corridor
- Collector
- Local
- Private
- Railroad
- City Boundary

## Land Use Designations

### (H-MU) Historic Mixed Use

These are established generally constructed before World War two for a non-motorized way of life. These mature neighborhoods have a wide range of historic housing with some new infill and scattered example of duplexes and four-plexes and even historic mixed-use along collector streets and highways. This designation allows for case-by-case examples of neighborhood commercial and office as well as live/work units on busier streets and main intersections. Future use of this historic core area of Florence should focus on residential development with a degree more flexibility for case-by-case infusions of other uses with properly mitigated impacts.

### (SF) Single Family Residential

These are generally single-use automotive age development with single-family housing developments. The intent of this district is to provide stable locations for single family living as well as case-by-case examples of low level multifamily housing or special uses such as churches where appropriate.

### (MF) Multi-Family Residential

These areas are intended for larger multifamily developments that can provide relief to the current housing crisis in Florence. These areas are generally in transitional sections of town and developments should be sited to buffer other uses and contain a quality of product that will be an asset to Florence for years to come.

### (RE) Rural Estate

These areas are characterized by larger lot developments with low level agricultural activities or horse properties. These are the predominate type of land outside City Boundaries and there are limited areas within the City. These areas will mainly be single-family residential in use.

### (E) Employment Centers

These are areas designated for low to mid-range industrial and commercial uses that have low to moderate external impact on the surrounding community. These areas tend to have larger lot sizes and be located some distance from residential uses. A variety of buffer uses may be allowed to screen these uses from residential such as mini storage and other uses.

### (MU-D) Downtown Mixed Use

This area is designated for the retention of the existing, established historical commercial downtown of Florence that was developed from the 1890s to the 1930s. These areas

are primarily pedestrian-orientated and support a number of retail, office, food services, community organizations, and limited hospitality uses as well as entertainment venues.

The designation seeks to preserve the wide range of uses that support the city and the unique historic character of downtown Florence. Residential is encourages in second story and rear of buildings as long as storefronts are maintained for commercial purposes. Although the designated areas mainly support the established historic building stock, new compatible buildings and uses are encouraged adjacent to downtown and as infill on non-contributing buildings and vacant lots through some level of municipal design review. Unlike many downtown districts, some limited low level industrial and employment uses are encouraged that are compatible with the existing downtown.

### (MU-T) Mixed Use Transitional

This is a broad category for areas that are in transition over the next 5 to 10 years and located in areas that could develop in a couple of different ways depending on the market in Florence. This designation is intended to allow the greatest flexibility for change and may accommodate some multifamily development or commercial development or well-designed mixture of uses.

### (MU-HC) Mixed Use Highway Commercial

The designation is intended to allow flexibility of commercial development along main highways as market forces change land uses. Existing residential single family homes are located in these areas and may remain however; the City is open to redevelopment plans for commercial uses along busy corridors and especially of blighted and underutilized properties is encouraged.

### (Civic) Civic Quasi-Public

This designation is for schools, governmental facilities, and other quasi-public organizations as well as land adjacent that could transition to expansions of these uses in the future.

### (P & R) Parks and Recreation

This category is designed for land utilized as City parks or recreation facilities.

### Opportunity Areas

These areas represent opportunities to welcome visitors to Florence, provide strong connections to downtown, catalyst opportunities for recreation, education, tourism and represent growth opportunities through annexation. All areas offer joint planning opportunities to collaborate with the County and other agencies to coordinate matters of mutual, regional interest.

**17.45.030 Special uses.**

Uses permitted only through special use review in the CHB district are as follows:

Automobile parking garages;

Indoor amusements and entertainment establishment, but not including "adult uses" as defined in this chapter;

Hotels, boarding houses, rooming houses;

Museums;

Oil and gas exploration and extraction operations (for additional requirements, see section 17.64.120 and chapter 15.41);

**Professional offices;**

Trade or repair businesses including heavy equipment and truck repair, or automobile body or paint shops, provided work is conducted indoor, and only a limited, temporary amount of storage is provided outdoors in screened areas;

This district does not permit "adult uses" or "sexually oriented businesses" as defined in Chapter 5.34 of the Florence Municipal Code.

(Ord. 2-2005 § 1(part), 2005)

(Ord. No. 12-2009, § 1.J, 7-6-2009; Ord. No. 1-2016, §§ 2, 4—6, 3-21-2016)

**17.45.040 Yard and bulk requirements.**

Yard and bulk requirements in the CHB district are as follows:

Minimum lot area	3,500 square feet
Minimum lot width	25 feet
Minimum setback, all lot lines	0 feet
Maximum height, principal structures	50 feet
Maximum height, accessory structures	25 feet

(Ord. 2-2005 § 1(part), 2005).

**17.45.050 Off-street parking.**

Any residential uses in the CHB Zone District, initiated or altered after enactment of this section must provide one (1) on-site parking space for each dwelling unit, or obtain written legal rights to use or possess equivalent suitable parking spaces. Any motel, hotel or short-term rental unit in the CHB Zone District, initiated or altered after enactment of this section must provide on-site parking spaces as required in Table 17.68.010.F, or obtain written legal rights to use or possess equivalent suitable parking spaces.

(Ord. 2-2005 § 1(part), 2005).

(Ord. No. 5-2023, Exh. A, 8-21-2023)

