City of Louisville

COLORADO ▪ SINCE 1878

Board of Adjustment

January 21, 2026
Packet Addendum #1

City of Louisville
COLORADO • SINCE 1878

Board of Adjustment

Meeting Minutes

February 19, 2025
Virtual
6:30 PM

Call to Order – **Chair Berger** called the meeting to order at 6:30 PM.

Roll Call was taken, and the following members were present:

Board Members Present:	Scott Berger Jim Branham Rachel Croft Julia Klein Jenny Singer-Rupp Sherry Summer
Board Members Absent:	Jim Stewart
Staff Members Present:	Rob Zuccaro, Community Development Director Emily Cline-Gibson, Planner II

ELECTION OF OFFICERS

Berger was unanimously elected Chair of the Board.

Summer was unanimously elected Vice Chair of the Board.

APPROVAL OF AGENDA

Motion to approve the agenda was adopted by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None were heard.

DISCUSSION ITEMS

a. Approval of 2025 Posting Locations

   Staff presented the proposed list of official locations for posting public meeting notices for calendar year 2025, as required by state law and City practice.

Motion to approve the 2025 Posting Locations was made by **Croft** and seconded by **Summer**. It was adopted by voice vote.

b. 2025 Meeting Dates

Staff reviewed the proposed 2025 Board of Adjustment meeting dates, noting that regular meetings are typically held on the third Wednesday of each month at 6:30 p.m., with meetings scheduled only when there are agenda items.

The Chair advised Board members to familiarize themselves with the listed meeting dates for 2025.

c. Open Government and Ethics Pamphlet

Staff advised the Board that the 2025 Open Government & Ethics Pamphlet was provided in the meeting packet in accordance with the City Charter requirements.

The Chair asked Board members to review and familiarize themselves with the pamphlet.

STAFF COMMENTS

Staff stated that there were no additional updates at that time.

Staff introduced **Cline-Gibson**, Planner with the Community Development Department, noting that she is expected to transition into the role of staff liaison for the Board of Adjustment once the department is fully staffed. Staff advised that interim support would continue until that transition occurs.

The Chair requested that **Cline-Gibson's** contact information be forwarded to him.

BOARD OF ADJUSTMENT COMMENTS

The Chair stated that he had no Board comments and asked whether any other Board members wished to speak.

No additional Board comments were offered.

ITEMS TENTATIVELY SCHEDULED FOR MARCH MEETING

Staff advised that there were no items tentatively scheduled for the March meeting and that there were no pending cases at that time.

Staff indicated that it was likely the March meeting would be canceled, subject to whether any new items arise.

ADJOURNMENT

The Board adjourned at 6:41 PM.

Board of Adjustment

Meeting Minutes

August 20, 2025
City Hall, Spruce Room
749 Main Street
6:30 PM

Call to Order – **Chair Berger** called the meeting to order at 6:30 PM.

Roll Call was taken, and the following members were present:

Board Members Present:	Scott Berger Jim Branham Rachel Croft Jenny Singer-Rupp Sherry Summer
Board Members Absent:	Julia Klein Jim Stewart
Staff Members Present:	Emily Cline-Gibson, Planner II Gabby Muratti, Planning Technician Jeff Hirt, Planning Manager

APPROVAL OF AGENDA

Motion to approve the agenda was adopted by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None were heard.

PUBLIC HEARING ITEMS – NEW BUSINESS

a. **512 Sunset Drive** – *Variance Request (VAR-000563-2025)* to approve a variance reducing the required 10-foot interior side yard setback to 6.1 feet on the western side of the property to accommodate a building addition.

   Staff Presentation:
   Staff presented the variance request for the property located at 512 Sunset Drive within the Scenic Heights Subdivision. The request proposed a 750-square-foot,

single-story addition requiring a reduction of the western interior side yard setback from 10 feet to 6.1 feet. Staff reviewed the zoning history of the subdivision, noting multiple rezonings and previously approved side yard variances in the neighborhood. Staff analyzed the request against the six variance criteria outlined in the Louisville Municipal Code and found that unique lot width and size constraints, rear utility easements, and the existing building layout limited reasonable development of the property. Staff concluded that all six criteria were met.

Staff Recommendation:
Staff recommended approval of the variance with no conditions.

Applicant Presentation:
The applicant and property owners stated that the proposed addition was intended to improve the livability of the home by providing additional living space and a primary bedroom and bathroom. They explained that constructing the addition at the rear of the home would require significant and costly interior remodeling due to the existing kitchen layout. The applicant noted that the proposed location was the most feasible and affordable option and confirmed that the adjacent neighbor had reviewed and consented to the plans.

Board Questions:
Commissioners asked questions regarding the utility easements, fire hardening requirements, proximity of the proposed structure to the property line, roof overhangs, and fencing considerations. Staff and the applicant responded to questions related to building limitations within easements, permitting review for fire code compliance, and confirmation that the variance represented the minimum relief necessary.

Public Comment:
None were heard.

Board Discussion:
Board Members stated that the application was well presented and agreed that the request satisfied all applicable variance criteria. Board Members noted the importance of neighbor support and expressed that the proposal was consistent with the character of the neighborhood.

Motion to approve *Variance Request (VAR-000563-2025)* was moved and seconded. The motion was adopted by a vote of 5 to 0.

STAFF COMMENTS

None were heard.

PLANNING COMMISSION COMMENTS

Board members provided brief comments regarding fire hardening considerations and encouraged the applicant to review applicable building and fencing requirements during permitting.

ADJOURNMENT

The Board adjourned at 7:02 PM.