



City of Florence

600 W. 3rd Street
Florence, Colorado 81226
(719) 784-4848
cityofflorence@florencecolorado.org
www.cityofflorenceco.gov

Members:
Bliss Eckland
Kirk Nelson
Terri Norton

CITY OF FLORENCE
BOARD OF ZONING ADJUSTMENT MEETING
FLORENCE MUNICIPAL CENTER, CITY HALL CHAMBERS
Wednesday, November 4, 2026, at 5:00 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of July 1, 2026, Meeting
- IV. Old Business:
- V. New Business:
 - a) **Public Hearing** – BOZA 26-004 – Moore, 508 East 4th Street
Request a variance to allow for a carport and a variance from paving.
- VI. Upcoming Agenda Items –
- VII. Next Meeting Date and Time: TBD
- VIII. Adjourn



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BOARD OF ZONING ADJUSTMENTS MEETING MINUTES

Wednesday, July 1, 2026, AT 5:00 P.M.

Commissioners	Present	Absent
Board Member Norton	X	
Board Member Eckland	X	
Board Member Nelson	X	
Vacant		
Vacant		
City Council Representative Mergelman	X	

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

I. **Call to Order**

Chair Norton called the meeting to order at 5:01 p.m.

II. **Roll Call**

All members present.

City Council Representative Mergelman present

III. **Approval of Minutes of June 4, 2025, meeting**

Chair Norton motioned to approve the minutes of the April 1, 2026, meeting.

Seconded by Member Eckland

Roll Call: 3 Ayes

IV. **Old Business:**

V. **New Business**

- a) **Public Hearing – BOZA 26-002 – George Clark** - Request – variance from required sidewalks, curb, gutter and paved parking.
- Planning Director stated Mr. Clark, owner of the property located at 551 South Union Street, proposes establishing a salvage yard on the site and the construction of a 20' x 60' building intended to support the salvage yard operation and will potentially include a watchmen's quarters. Construction of a new structure within the City initiates required site improvements including sidewalks, curb, gutter and paved parking. The applicant is requesting a variance from Florence Municipal Code Sections



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17.68.025(A) – Sidewalk Requirements and 17.68.030(I)(2) – Supplementary Requirements. 17.68.025 (A) states that at the time of construction of a new structure and adequate sidewalk must be provided at the sole cost of the developer. The Planning Director noted that the subject property is in an area where sidewalks, curb and gutter, and paved streets do not currently exist, and no future public improvements are planned. Requiring the installation of sidewalks for this development would present engineering constraints due to the lack of connecting infrastructure and would impose substantial construction costs. 17.68.030 (I)(2) states that areas used for parking and maneuvering of vehicles must be paved. The Board of Zoning Adjustment may waive paving in Industrial Zones or if the public street fronting the property is unpaved. The subject property is in the I-2 Heavy Industrial zone district. The property is at the intersection of Cedar and Union Street, and both are unpaved. The project's parking plan has been approved by the Planning Commission and includes one ADA-compliant space, which will be constructed with concrete in to meet ADA compliance.

- Chair Norton opened the public hearing.
- George Clark – owner of 551 South Union Street. States the project will be an asset to the area. The fence will be set back 15 feet from the street with natural landscaping. There will be a sidewalk right in front of the building encompassing the ADA – parking space. For the rest of parking lot it will be road base.
- City Council Representative Mergelman inquired as to where the entrance to the property will be.
- Mr. Clark stated that it would be right off Union Street.
- Chair Norton closed the public hearing.

Member Nelson made the motion based on the requirements delineated in Florence Municipal Code Chapter 17.88.080 A-F, Board of Adjustment, Policy Determinations, the applicant, George Clark, shall be granted a variance from Florence Municipal Code Chapter 17.68.025 (A) – Sidewalk Requirements and 17.68.30 (I)(2) – Supplementary Requirements.

Second by Chair Norton

Roll Call: 3 Ayes - Motion passed.

b) Public Hearing – BOZA 26-003 – John Papen - Request – variance from rear-yard setback requirements.

- Planning Directed stated that John Papen, owner of 723 ½ Graphite Street, is requesting approval to construct a 25-foot by 12-foot engineered metal storage shed attached to the rear of an existing garage. The proposed addition would occupy a substantial portion of the required rear yard setback. The metal storage shed would be considered an accessory structure, the subject property is zoned R-1, Low Density Residential, and accessory structures are required to maintain a minimum rear-yard setback for 10 feet from the rear property line within that zone district. The proposed storage shed would encroach into this required setback area. The existing garage built in 1954 currently is within the 10-foot required set back. Current code requirements for setbacks were adopted in 1996.
- The applicant is requesting a variance from Florence Municipal Code Section 17.20.040 - Yard and Bulk Requirements



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- Chair Norton opened the public hearing.
- John Papen – stated that he would like to attach the shed to the existing garage. The proposed structure would be located at the rear of the property adjacent to the alley access easement, and the shed would be placed entirely within the boundaries of his property.
- Chair Norton made the motion based on the requirements delineated in Florence Municipal Code Chapter 17.88.080 A-F, Board of Adjustment, Policy Determinations, the applicant, John Papen, shall be granted a variance from Florence Municipal Code Section 17.20.040 - Yard and Bulk Requirements

Second by Member Eckland

Roll Call: 3 Ayes - Motion passed.

By: _____
Board of Zoning Adjustment Chair

Date: _____

BOARD OF ZONING ADJUSTMENT

MEETING DATE: JULY 1, 2026

STAFF REPORT

Agenda Item: **Public Hearing** – BOZA 26-004 / Doug and Darcy Moore
508 East 4th Street
Request – variance to construct a carport and variance from required paving.

Department: Planning

Project Description:

Doug and Darcy Moore, owners of 508 East 4th Street, are requesting approval to construct a 10-foot by 20-foot engineered metal carport on the west side of the home in the side-yard area. If approved, the owners also propose installing an additional gravel driveway to provide access to the carport.

Staff Comments:

- The principal structure or home currently has an attached garage.
 - *Florence Municipal Code 17.64.015 (D)(5a) - carports are not permitted on a property where an existing garage is present, regardless of whether the garage is attached to or detached from the home.*
- The applicant proposes to construct the carport in the side-yard on the west side of the home.
 - *Florence Municipal Code 17.64.015 (D)(5d) – carports are required to be built behind the principal structure or home.*
- Applicant is proposing an additional gravel driveway to provide access to the carport if approved.
 - *Florence Municipal Code 17.68.030 (I)(2) – Areas used for parking and maneuvering of vehicles must be paved with concrete or asphalt.*

The timeline below was followed in advance of this meeting regarding notification requirements:

- October 13, 2026: Notification letters were sent to property owners within 300 feet of the subject property.
- October 14, 2026: Public Notice of the Public Hearing was published in the *Cañon City Daily Record*.
- October 15, 2026: Property posted with a Public Hearing Notice sign.

Attachments included:

- Maps
- Pictures
- BOZA Application

Under Florence Municipal Code 17.88.080, the Board of Adjustment may approve a variance only upon finding that the criteria listed below, if applicable, have been satisfied.

Review the attached BOZA application for comments for each question.

A. Unique Property Conditions

The property has special physical characteristics (such as unusual shape, narrowness, shallowness, or steep topography) that do not apply to most properties.

B. Not Common in the Area

These conditions are specific to the property and are not typical of the surrounding neighborhood or district.

C. Practical Difficulty

Because of these conditions, the property cannot reasonably be developed in compliance with the requirements of the Municipal Code.

D. Not Self-Created

The hardship is not the result of actions taken by the applicant.

E. Neighborhood Compatibility

Granting the variance will not change the overall character of the neighborhood or negatively impact nearby properties.

F. Minimum Necessary Relief

The variance requested is the smallest adjustment needed to address the hardship.

Suggested Motion:

Based on the criteria established in Florence Municipal Code Section 2.25.030 (A)–(F), Board of Adjustment, Policy Determinations, the Board of Adjustment hereby **approves / denies** the applicants' request for a variance from Florence Municipal Code Sections 17.64.015(D)(5a) and 17.64.015(D)(5d), pertaining to carport requirements, and Section 17.68.030(I)(2), pertaining to driveway paving requirements.

508 East 4th Street

Proposed Additional
Driveway

Proposed Carport





CITY OF FLORENCE, COLORADO
ZONING VARIANCE APPLICATION
(In accordance with Florence Municipal Code Section 17.88)

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: 9 / 21 / 2026
2. Application Fee Required with Application: \$125.00
3. Street address of property:
508 E 4th Street
Florence, CO
4. Name, Address and Telephone Number of Property Owner(s):
Douglas and Darcy Moore
508 E 4th Street, Florence CO
Doug [REDACTED] Darcy [REDACTED]
5. Name, Address and Telephone Number of any Representative:
N/A
6. Current zoning of the property? R-1 residential
7. What is the current use of the property?
☒ Residential ☐ Commercial ☐ Vacant
Describe:
Primary residence
8. Describe the proposed use of the property?
Primary residence

9. List the requested variance(s) from the City's regulations, and describe why the requested variance is the best solution:

see attached

10. Provide a statement of justification for the variance request in direct response to the following:

see
attached

- a) That there are unique physical circumstances or conditions, such as irregular shape, narrowness or shallowness of the lot, or exceptional topographical or other physical conditions peculiar to the affected property:
- b) That the unusual circumstances or conditions do not exist throughout the neighborhood or district in which the property is located:
- c) That, because of such physical circumstances or conditions, the property cannot reasonably be developed in conformity with the provisions of the regulations:
- d) That these hardships have not been created by the applicant and/or property owner:

e) That the variance, if granted will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of the adjacent property:

f) That the variance, if granted, is the minimum variance that will afford relief, and is the least modification possible of the provision of the zoning regulation which is in question:

*See
attached*

11. Provide a time schedule for construction or occupancy.

12. Further explanations and additional pertinent information can be attached if needed.

13. Include the following with the application:
- A copy of the deed showing ownership of the property.
 - A site plan of the property, access points and a floor plan for any structures.
- Maximum sheet size of any attachment is limited to 11x17".
If color printing, larger sheet size, or special handling is required, the applicant must provide two copies of the application materials.

The site plan must include the following information:

- A. Date, sheet title (Name-Variance Request for (address), scale & north arrow.
- B. Property address.
- C. A vicinity map to locate the development in relation to surrounding area, streets, etc.
- D. Property boundaries and adjacent street / alley /sidewalks.
- E. Dimensions of property boundaries.
- F. Existing and proposed man-made features, including buildings, fences, landscaping, parking, screening, dumpsters, signs, driveways, and dimensions of each, and dimensions to the property boundaries. Be sure to include individual parking space dimensions.
- G. Location and size of all drainage-ways or other natural features, which would affect or would have an effect on property that is subject of the variance request.
- H. Location and dimensions of all easements on the property.

9. In an attempt to conserve water we have decided to xeriscape our front yard. The requested variance would be for the construction of a carport to the West side of the house, with dimensions being 10wx20Lx9h the peak. Ten feet of the carport would be beside the house and ten feet would extend behind the house. This carport would be 5 ft from the neighboring property. 56 feet back from the road.

We are also requesting a gravel driveway

This would eliminate about $\frac{1}{4}$ pf the current watered area that is currently being watered. We request the driveway be a gravel drive. A gravel drive would blend with the xeriscaping, have increased permeability, and generate less heat.

10. a) We currently have an attached garage but our van does not fit. We would like to protect our van and have it covered. Currently it has to sit outside under a tree that loses limbs with almost every storm. The proposed plan would protect our van and also look nice. (see attached diagram).

B) In our neighborhood as there are several residences that have an attached and a detached garage.

C) We have an attached garage and an outside building that houses tools and vehicles. We are asking for this car port to protect our van.

D) We have not created this circumstance. The tree that threatens our van is not ours to cut down. We have had our side of the tree trimmed.

E) We have contacted the neighbors (see attached) and they are supportive of this project.

F) Please see attached computer generated image. (this is not to scale)

11, We would like to have this completed by November 2026

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. Agreeing to reimburse the City of Florence for the costs mailings, sign preparation, legal review, and professional reviews, if required.
5. Authorizing City staff to inspect the property for compliance with applicable codes and ordinances.
6. To provide additional information as may be required by the Board of Zoning Adjustments.

Property owner(s) signature and date:

Danley Moore 9/21/2022 : Nancy Moore 9/21/22

Representatives (if any) signature and date:

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, or Board of Zoning Adjustments, 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.

SPECIAL WARRANTY DEED

THIS DEED, Made this 4th day of December, 2020 between

Erika S. Panike Living Trust, under date of August 5, 2014
of the County of Fremont and State of COLORADO, grantor(s), and
Douglas A. Moore and Darcy Moore
whose legal address is 508 East 4th Street, Florence, CO 81226
of the County of Fremont, State of Colorado, grantee(s):

WITNESS, That the grantor(s), for and in consideration of the sum of Two Hundred Five Thousand Dollars and No/100's (\$205,000.00), the receipt and sufficiency of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell, convey and confirm, unto the grantee(s), his heirs and assigns forever not in tenancy in common but in joint tenancy, all the real property together with improvements, if any, situate, lying and being in the County of Fremont, State of COLORADO, described as follows:

Lots 20, 21 and 22, Block 1, McCandless Third Addition to Florence, Colorado
(sometimes known as Lots 20, 21 and 22, Block 1, James A. McCandless Third Addition to the City of Florence)

County of Fremont
State of Colorado

also known by street and number as 508 East 4th Street, Florence, CO 81226

TOGETHER with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim and demand whatsoever of the grantor(s), either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances except for taxes for the current year, a lien but not yet due and payable, subject to statutory exceptions as defined in CRS 38-30-113, revised.

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the grantee(s), his heirs, and assigns forever. The grantor(s), for himself, his heirs and personal representatives or successors, does covenant and agree that he shall and will WARRANT AND FOREVER DEFEND the above-bargained premises in the quiet and peaceable possession of the grantee(s), his heirs and assigns, against all and every person or persons claiming the whole or any part thereof, by, through or under the grantor(s).

The singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

IN WITNESS WHEREOF, the grantor(s) has executed this deed on the date set forth above.

SELLER:

Erika S. Panike Living Trust, under date of August 5,
2014

Wendy Chaney
by: Wendy Chaney, Trustee

STATE OF COLORADO
COUNTY OF Fremont

ss:

The foregoing instrument was acknowledged before me this 4th day of December, 2020 by Erika S. Panike Living Trust, under date of August 5, 2014 by Wendy Chaney, Trustee

Witness my hand and official seal.

My Commission expires 7/10/22

Jessica M. Curtis
Notary Public

JESSICA M CURTIS
NOTARY PUBLIC
STATE OF COLORADO
COMMISSION # 2024013505
MY COMMISSION EXPIRES JULY 10, 2022

SPWDJT12019
Special Warranty Deed Joint Tenants

File No. F0691557

State of Colorado
County of Fremont

I, Justin D Grantham, Clerk & Recorder of Fremont County,
Colorado do hereby certify that the foregoing is a true and correct copy of the
original record and as same appears on Document # 993998
in Fremont County, Colorado.

Given under my hand and seal of office this 21st day of September, 2026.

Justin D Grantham, Clerk and Recorder
Fremont County, Colorado

By *Justin D Grantham*
Fremont County Clerk and Recorder





140' x 115'

**NEIGHBOR ACKNOWLEDGEMENT AND SUPPORT OF
VARIANCE REQUEST**

Date:

Property Address: 508 E 4th Street, Florence CO

Homeowner Name: Doug and Darcy Moore

**To the City Zoning and Planning Department / Board of
Adjustment:**

We are the neighboring property owners surrounding the address listed above. We have been informed of the homeowners' plans to add a new driveway and carport to their property, which requires a zoning variance from the city.

We have reviewed the proposed improvements. We believe the addition will be a positive enhancement to the property and the overall neighborhood. We have no objections to the requested variance and fully support the city granting approval for this project.

Name: Lynne Diamond

Address: 503 East 4th St
Florence CO 81266

Signature and Date

Lynne Diamond

9/17/26

**NEIGHBOR ACKNOWLEDGEMENT AND SUPPORT OF
VARIANCE REQUEST**

Date:

Property Address: 508 E 4th Street, Florence CO

Homeowner Name: Doug and Darcy Moore

**To the City Zoning and Planning Department / Board of
Adjustment:**

We are the neighboring property owners surrounding the address listed above. We have been informed of the homeowners' plans to add a new driveway and carport to their property, which requires a zoning variance from the city.

We have reviewed the proposed improvements. We believe the addition will be a positive enhancement to the property and the overall neighborhood. We have no objections to the requested variance and fully support the city granting approval for this project.

Name: Harley Davidson

Address: 525 E 4th St, Florence, CO 81226

Signature and Date *Harley Davidson* 09-17-26

**NEIGHBOR ACKNOWLEDGEMENT AND SUPPORT OF
VARIANCE REQUEST**

Date:

Property Address: 508 E 4th Street, Florence CO

Homeowner Name: Doug and Darcy Moore

**To the City Zoning and Planning Department / Board of
Adjustment:**

We are the neighboring property owners surrounding the address listed above. We have been informed of the homeowners' plans to add a new driveway and carport to their property, which requires a zoning variance from the city.

We have reviewed the proposed improvements. We believe the addition will be a positive enhancement to the property and the overall neighborhood. We have no objections to the requested variance and fully support the city granting approval for this project.

Name: Shelby and Casey Nurdyke

Address: 502 E 4th St, Florence, CO 81226

Signature and Date

 9/17/20

**NEIGHBOR ACKNOWLEDGEMENT AND SUPPORT OF
VARIANCE REQUEST**

Date:

Property Address: 508 E 4th Street, Florence CO

Homeowner Name: Doug and Darcy Moore

**To the City Zoning and Planning Department / Board of
Adjustment:**

We are the neighboring property owners surrounding the address listed above. We have been informed of the homeowners' plans to add a new driveway and carport to their property, which requires a zoning variance from the city.

We have reviewed the proposed improvements. We believe the addition will be a positive enhancement to the property and the overall neighborhood. We have no objections to the requested variance and fully support the city granting approval for this project.

Name: Jare & Herzing

Address: 514 E 4th St

Signature and Date

9/12 [Signature]

Not to scale

