



Ralph Shields, Chair  
Shelley LaMastra, Vice Chair  
David Lawton  
John McCoy  
Taylor Meyer  
Ian Shuff  
Butch Stockover

Council Liaison: Ross Cunniff  
Staff Liaison: Noah Beals

**LOCATION:**  
Meeting will be held virtually

The City of Fort Collins will make reasonable accommodations for access to City services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 221-6515 (TDD 224-6001) for assistance.

**REGULAR MEETING  
JUNE 11, 2020  
8:30 AM**

**Participation** for this remote Zoning Board of Appeals meeting will be available online or by phone. No one will be allowed to attend in person.

**Public Participation (Online):** Individuals who wish to address the Zoning Board of Appeals via remote public participation can do so through Zoom at <https://zoom.us/j/99148577216>. Individuals participating in the Zoom session should also watch the meeting through that site.

The meeting will be available to join beginning at 8:15 a.m. on June 11, 2020. Participants should try to sign in prior to 8:30 a.m. if possible. For public comments, the Chair will ask participants to click the "Raise Hand" button to indicate you would like to speak at that time. Staff will moderate the Zoom session to ensure all participants have an opportunity to address the Board or Commission.

In order to participate:

Use a laptop, computer, or internet-enabled smartphone. (Using earphones with a microphone will greatly improve your audio).

You need to have access to the internet.

Keep yourself on muted status.

If you have any technical difficulties during the hearing, please email [kscheidenhelm@fcgov.com](mailto:kscheidenhelm@fcgov.com).

**Public Participation (Phone):** If you do not have access to the internet, you can call into the hearing via phone. The number to dial 346-248-7799 or 669-900-9128, with webinar ID: 991 4857 7216.

(Continued on next page)

The meeting will be available beginning at 8:15 a.m. Please call in to the meeting prior to 8:30 a.m., if possible. For public comments, the Chair will ask participants to click the "Raise Hand" button to indicate you would like to speak at that time – phone participants will need to hit \*9 to do this. Staff will be moderating the Zoom session to ensure all participants have an opportunity to address the Committee. Once you join the meeting: **keep yourself on muted status.** If you have any technical difficulties during the hearing, please email [kscheidenhelm@fcgov.com](mailto:kscheidenhelm@fcgov.com).

**Documents to Share:** If residents wish to share a document or presentation, the Staff Liaison needs to receive those materials via email by 24 hours before the meeting.

Individuals uncomfortable or unable to access the Zoom platform or unable to participate by phone are encouraged to participate by emailing general public comments you may have to [nbeals@fcgov.com](mailto:nbeals@fcgov.com). The Staff Liaison will ensure the Board or Commission receives your comments. If you have specific comments on any of the discussion items scheduled, please make that clear in the subject line of the email and send 24 hours prior to the meeting.

As required by City Council Ordinance 061, 2020, a determination has been made that holding an in-person hearing would not be prudent and that the matters to be heard are pressing and require prompt consideration. The written determination is contained in the agenda materials.

- **CALL TO ORDER and ROLL CALL**
- **APPROVAL OF MINUTES FROM PREVIOUS MEETING**
- **CITIZEN PARTICIPATION (Items Not on the Agenda)**
- **APPEALS FOR VARIANCE TO THE LAND USE CODE**

**1. APPEAL ZBA200018**

**Address:** 806 W. Mulberry St.  
**Owner/Petitioner:** Kevin Dewlen  
**Zoning District:** N-C-M  
**Code Section:** 4.8(D)(3)

This is a request to exceed the maximum rear floor area by 266.5 square feet. The allowed rear floor area is 907.5 square feet. Of the proposed 345 square foot addition, 112 square feet is located in the rear half. The other 154.5 square feet was previously approved by ZBA190039.

**2. APPEAL ZBA200019**

**Address:** 2524 W. Plum St.  
**Owner/Petitioner:** Adam Musielewicz  
**Zoning District:** R-L  
**Code Section:** 4.4(D)(2)(c); 4.4(D)(2)(d)  
**Project Description:**

This is a request to build an accessory structure (yurt) in the rear and street side setbacks. The proposed location is 6 feet from the rear (north) property line which is encroaching 9 feet into the required 15 foot rear setback and 8 feet from the street side (west) property line which is encroaching 7 feet into the required street side setback.

**3. APPEAL ZBA200020**

**Address:** 609 City Park Ave  
**Owner:** John Papile  
**Petitioner:** Mike Rush  
**Zoning District:** R-L  
**Code Section:** 4.4(D)(1); 4.4(D)(2)(d)  
**Project Description:**

This request is for a variance to increase the allowable floor area by 93 square feet and to encroach into the required 15 foot side setback by 4 feet 4 inches.

**4. APPEAL ZBA200021**

**Address:** 420 N. Grant Ave.  
**Owner/Petitioner:** Gregory Menning  
**Zoning District:** N-C-M  
**Code Section:** 4.8(D)(1), 4.8(E)(1)  
**Project Description:**

This request is to return a parcel back to the originally two platted lots to allow two single family homes to be built. This requires a variance to reduce the 40 feet required minimum lot width by 5 feet and reduce the 5,000 square foot minimum lot size by 100 square feet for both lots.

**• OTHER BUSINESS**

Staff Updates

**• ADJOURNMENT**



## Boards and Commissions Remote Meeting Ordinance 61 Determination Form Instructions

### OVERVIEW

Prior to any board or commission meeting where **any** member participates remotely (“Remote Meeting”), the staff liaison must ensure that the meeting and all items to be considered meet the requirements of City Council Ordinance 061, 2020<sup>1</sup>, (“Ordinance 61” attached to these instructions) that was adopted to authorize remote board and commission meetings provided certain requirements are met. The two determinations that must be made in order to hold a Remote Meeting are that:

- (1) Meeting in person would not be prudent because of the declared corona virus local emergency; and
- (2) Each non-quasi-judicial item and quasi-judicial hearing to be considered at a Remote Meeting is pressing and requires prompt action.

The determinations required to proceed with the proposed meeting to consider any proposed item must be made by the City Manager, or his designee, in consultation with the respective chair, and the Council liaison or City Attorney (see below for details). City Manager designations must be in writing. **Upon completion of the form, attach emails or other documentation of the City Manager or designee decision in consultation with the chair and the Council liaison or City Attorney.**

Non-quasi-judicial matters include, for example, the consideration of Land Use or City Code changes, consideration of policy matters, and administrative issues such as the approval of minutes from a prior meeting. Recurring non-quasi-judicial items such as the approval of minutes and the taking of general public comment can be approved for multiple meetings at the same time.

Once the form is completed and approved, it must be **placed in the record for the meeting.**

### FIRST REQUIRED DETERMINATION: MEETING IN PERSON NOT PRUDENT

The first determination the City Manager or his designee must make is that it not prudent for a board or commission to hold an in person meeting due to the declared local corona virus emergency. This determination does not mean that no member can be physically present at the normal meeting place during the meeting while other members participate remotely. In fact, Section 6.B.5 of Ordinance 61 requires that for meetings addressing non-quasi-judicial matters that at least one member be present at the physical meeting location during meetings unless that is not feasible due to the emergency or other circumstances. Instead, the determination allows members who wish to participate remotely to do so. Note that the determinations for non-quasi-judicial and quasi-judicial matters differ with regard to whom the City Manager or his designee must consult in making such determination.

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<sup>1</sup> Section 4 of Ordinance 61 addresses quasi-judicial hearings while Section 6 addresses non-quasi-judicial matters.

- a. **Remote Meeting to Consider Non-Quasi-Judicial Matters:** The determination must be made **in consultation with the chair and Council liaison.**
- b. **Remote Meeting to Consider Quasi-Judicial Matters:** The determination must be made **in consultation with the chair and City Attorney.**
- c. **Remote Meeting Considering Both Non-Quasi-Judicial and Quasi-Judicial Matters:** For a meeting that includes consideration of both non-quasi-judicial and quasi-judicial matters, separate determinations as described in a. and b. above must be obtained.

**SECOND REQUIRED DETERMINATION: NON-QUASI-JUDICIAL AND QUASI-JUDICIAL MATTERS TO BE CONSIDERED AT THE REMOTE MEETING ARE PRESSING AND REQUIRE PROMPT ACTION**

The second determination that the City Manager or his designed must make is that each non-quasi-judicial matter or quasi-judicial matter to be considered at a remote meeting is pressing and requires prompt action.

- a. **Non-Quasi-Judicial Matters:** Each determination must be made **in consultation with the chair and Council liaison.**
- b. **Quasi-Judicial Matters:** Each determination must be made **in consultation with the chair and City Attorney.**

Ordinance 61 does not define the terms “pressing” and “require prompt action,” but an April 8 City Clerk memorandum to Council attached to these instructions provides some guidance and possible wording. The terms “pressing” and “require prompt action” are open to reasonable interpretation and the rationale for why a matter is pressing and requires prompt action must be set forth in the form.

**ADDITIONAL CONSIDERATIONS**

The staff liaison, any other staff members assisting with running a remote meeting, and the board or commission members should read and understand the applicable sections of Ordinance 61. For boards and commissions not addressing quasi-judicial matters, Section 6 of Ordinance 61 is the most pertinent section. For boards and commissions addressing quasi-judicial matters, Section 4 is additionally important. In particular, Section 4.C.3 describes the requirements the remote technology must meet for a quasi-judicial meeting and Section 6.B describes the requirements for holding a remote meeting to consider non-quasi-judicial items. Additionally, Section 4.B lists the types of quasi-judicial matters that may not be considered.

Feel free to delete text from the form that is inapplicable to the particular board or commission. For example, if the no quasi-judicial matters will be considered, that portion can be deleted. You can also add lines for additional information such as a staff recommendation to the chair, Council liaison, City Attorney, and City Manager or his designee.

If you have questions, please consult with the City Attorney's Office attorney assigned to the particular board or commission or Brad Yatabe ( [byatabe@fcgov.com](mailto:byatabe@fcgov.com) ) in the City Attorney's Office.

# Boards and Commissions Remote Hearing Item Request Form

Submission of this form initiates review to determine if items ready for hearing are also considered “pressing and require prompt consideration” and that it would not be prudent to hear such items at an in-person meeting pursuant to City Council Ordinance 061, 2020.

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**Board or Commission:** Zoning Board of Appeals **Chairperson:** Ralph Shields

**Date of Requested Hearing:** June 2020 – December 2020 **Staff Liaison:** Noah Beals

**Council Member Liaison:** Ross Cunniff **PDT Service Area Director:** Caryn Champine

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**Proposed Non-Quasi-Judicial Agenda Item:** Approval of Minutes of ZBA Meetings

**Description:** This is a request for the ZBA’s ability to review and approve the minutes of previous ZBA meetings.

**Remote Meeting Justification Pursuant to Section 4.A. & 6.A. of Ordinance 61,2020:**

An in-person meeting would not be prudent due to COVID-19 public health emergency. This item is being brought before the LPC during this time as it relates to operation and business activities that the City must continue despite the current crisis.

**Applicant Justification:**

The ability to review and approve minutes in a timely manner provides the Board, applicants, and community members with an official and accurate accounting of ZBA decisions and actions. This is critical to the on-going performance of the Board, promotes transparency, and enables staff and the public to understand the ZBA’s reasoning behind its decisions.

**Recommendations (If recommendation is denial, please include additional information):**

**Chairperson Recommendation:** Approval

**Council Liaison Recommendation:** Approval

**Staff Liaison Recommendation:** Approval

**Service Area Director Decision:** Approved 06/04/2020

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**Proposed Non-Quasi-Judicial Agenda Item:** Open Citizen Participation

**Description of Item:** This is a request to allow for an open time for public comment unrelated to items on the discussion agenda at the beginning of the Zoning Board of Appeals hearing. This request applies to **all** upcoming Zoning Board of Appeals meetings for the remainder of 2020, not just the June hearing.

**Justification Why the Item Is Pressing and Requires Prompt Consideration:**

The open citizen participation portion of the agenda allows members of the public to address the board on topics of interest or concern that the board may not otherwise be aware of. This mirrors the practice of City Council allowing for an open comment period, and is frequently utilized by community members at Zoning Board of Appeals hearings. This part of the agenda assists with accountability and transparency for the board and City staff, and helps the board identify future topics of discussion that may be warranted.

**Recommendations (If recommendation is denial, please include additional information):**

**Chairperson Recommendation:** Approval

**Council Liaison Recommendation:** Approval

**Staff Liaison Recommendation:** Approval

**Service Area Director Decision:** Approved 06/04/2020

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# Boards and Commissions Remote Hearing Item Request Form

Submission of this form initiates review to determine if items ready for hearing are also considered “pressing and require prompt consideration” and that it would not be prudent to hear such items at an in-person meeting pursuant to City Council Ordinance 061, 2020.

## Process:

1. Complete this form and review it with your Board Chair
2. With staff and Board Chair recommendations submit this form to the City Manager's delegated Service Area Director (SAD).
3. Approval flow:
  - SAD with advising City Attorney will make final determination if an item is "pressing and requires prompt consideration"
  - If approved the item may schedule on the next available Board or Commission's remote hearing agenda

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**Board or Commission:** Zoning Board of Appeals      **Chairperson:** Ralph Shields

**Date of Requested Hearing:** June 11, 2020      **Staff Liaison:** Noah Beals

**City Manager's Designee:** PDT Director Caryn Champine

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**Agenda Item:** ZBA200018

**Description:** This is a request to exceed the maximum rear floor area by 266.5 square feet. The allowed rear floor area is 907.5 square feet. Of the proposed 345 square foot addition, 112 square feet is located in the rear half. The other 154.5 square feet was previously approved by ZBA190039.

## Remote Meeting Justification Pursuant to Section 4.A. & 6.A. of Ordinance 61,2020:

An in-person meeting would not be prudent due to COVID-19 public health emergency.

## Applicant Justification:

*I would like to consider having the mobile hearing for this project please for planning purposes*

**Chairperson Recommendation:** Approval

**Staff Liaison Recommendation:** Approval

**If recommendation is denial, please include additional information:**

**Service Area Director Decision in Consultation with the City Attorney:**

Approved 06/04/2020

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**Agenda Item:** ZBA200019

**Description:** This is a request to build an accessory structure (yurt) in the rear and street side setbacks. The proposed location is 6 feet from the rear (north) property line which is encroaching 9 feet into the required 15 foot rear setback and 8 feet from the street side (west) property line which is encroaching 7 feet into the required street side setback.

**Remote Meeting Justification Pursuant to Section 4.A. & 6.A. of Ordinance 61,2020:**

An in-person meeting would not be prudent due to COVID-19 public health emergency.

**Applicant Justification:**

*Our variance request is to erect a yurt in our backyard, which is intended to serve multiple purposes for our family, but most pressing is its use as a home office space. We are a family of four, with two boys ages 11 and 2, both of whom are home at this time. My wife and I, due to the restrictions related to COVID 19, are both working from home and do not anticipate that status changing in the near future. The nature of my wife's work, practicing as a Licensed Professional Counselor, is required by HIPPA to practice in an entirely confidential space. We are fortunate to be employed at this time and with our boys home and limited private space available in our home, having a separate private office will be utilized immediately.*

*While not acutely pressing, we would appreciate the opportunity to have our request heard at the June 9th meeting so as to expedite this option for our work/life balance at home.*

**Chairperson Recommendation:** Approval

**Staff Liaison Recommendation:** Approval

**If recommendation is denial, please include additional information:**

**Service Area Director Decision in Consultation with the City Attorney:**

Approved 06/04/2020

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**Application:** ZBA200020

**Description:** This request is for a variance to increase the allowable floor area by 93 square feet and to encroach into the required 15 foot side setback by 4 feet 4 inches.

**Remote Meeting Justification Pursuant to Section 4.A. & 6.A. of Ordinance 61,2020:**

An in-person meeting would not be prudent due to COVID-19 public health emergency.

**Applicant Justification:**

*The matter is pressing and understandably it has been difficult getting the request coordinated with city staff. The applicant would like to move the project into construction documents ASAP and while the variance request items seem tenable, we need a resolution prior to investing in the bid documents.*

**Chairperson Recommendation:** Approval

**Staff Liaison Recommendation:** Approval

**If recommendation is denial, please include additional information:**

**Service Area Director Decision in Consultation with the City Attorney:**

Approved 06/04/2020

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**Agenda Item:** ZBA200021

**Description:** This request is to return a parcel back to the originally two platted lots to allow two single family homes to be built. This requires a variance to reduce the 40 feet required minimum lot width by 5 feet and reduce the 5,000 square foot minimum lot size by 100 square feet for both lots.

**Remote Meeting Justification Pursuant to Section 4.A. & 6.A. of Ordinance 61,2020:**

An in-person meeting would not be prudent due to COVID-19 public health emergency.

**Applicant Justification:**

*I am requesting to be on the June docket for several reasons. I am hoping to start my project in September 2020 and there will have to be a lot of steps taken before that time to get the project started. The first being a zoning exception. My project will remove an old property and*

*put up two new properties improving the neighborhood. The project I am proposing will increase revenue for the City of Fort Collins. Any delay in this project could put my contracted resources working in another direction and possibly stalling or stopping my project from proceeding as expected. Therefore, I do consider the ZBA consideration a pressing matter.*

**Chairperson Recommendation:** Approval

**Staff Liaison Recommendation:** Approval

**If recommendation is denial, please include additional information:**

**Service Area Director Decision in Consultation with the City Attorney:**

Approved 06/04/2020

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Ralph Shields, Chair  
Shelley La Mastra, Vice Chair  
David Lawton  
John McCoy  
Taylor Meyer  
Ian Shuff  
Butch Stockover

Council Liaison: Ross Cunniff  
Staff Liaison: Noah Beals

**LOCATION:**  
City Council Chambers  
300 LaPorte Avenue  
Fort Collins, CO 80521

The City of Fort Collins will make reasonable accommodations for access to City services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 221-6515 (TDD 224-6001) for assistance.

**REGULAR MEETING  
MARCH 12, 2020  
8:30 AM**

- **CALL TO ORDER and ROLL CALL**  
All members present except Vice Chair LaMastra.
- **APPROVAL OF MINUTES FROM PREVIOUS MEETING**  
**Lawton made a motion, seconded by Stockover, to approve the February 13, 2020 Minutes.**  
The motion was adopted, with Meyer abstaining.
- **CITIZEN PARTICIPATION (Items Not on the Agenda)**
- **APPEALS FOR VARIANCE TO THE LAND USE CODE**

**1. APPEAL ZBA200007 – APPROVED**

**Address:** 1105 Hillcrest Dr.  
**Owner/Petitioner:** Kai Kleer  
**Zoning District:** R-L  
**Code Section:** 4.4(D)(2)(d)

**Project Description:**  
This is a request for a shed to encroach 2 feet into the required 5 foot side setback.

**Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request. Beals first provided background, stating if a building permit is required, then the applicant must meet setbacks. The structure is required to be permitted if over 120 square feet or over 8 feet in height. The proposed shed is exactly 120 square feet and is 11 feet in height on one side, tapering down to about 8 feet height at the side that faces the neighbor. The 11 foot height is what prompted the setbacks to be in effect. The shed meets the 15 foot rear yard setback. South of this property there is a ditch that separates the property owner from the neighboring property. The shed would be on the north side, with the 8 foot high side facing the north and the 11 foot high side facing in towards the property.

Picture displayed of the backyard that shows the neighboring property has an accessory building encroaching into setback as well.

Boardmember Stockover asked about the height of the fence in the picture. Beals will let the applicant speak to that.

**Applicant Presentation:**

Kai Kleer, 1105 Hillcrest Dr., addressed the board. That is a 6 foot fence in the picture of his backyard, the neighboring accessory building is about 3 feet taller than the fence and about 6 inches from the shared property line.

**Audience Participation: (none)**

**Board Discussion:**

Boardmember Stockover stated this seems straight forward, no neighborhood opposition, and plenty of space in the backyard. The height of the fence and the neighbor's shed indicates this is an appropriate location for the accessory building, he will be in support.

Boardmember Lawton agreed, this looks typical of the neighborhood and presents no detriment. This appears to be a nice addition to the property.

Chair Shields also agreed.

**Boardmember Lawton made a motion, seconded by Shuff, to approve ZBA200007 for the following reasons: the variance is not detrimental to the public good, the proposed shed faces a neighboring accessory building, the proposed structure is 8.63 feet in height along the north property line, and the proposed encroachment is 12 feet in length and will not diverge from the standard but in a nominal, inconsequential way, when considered in the context of the neighborhood, and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2.**

**Yeas: McCoy, Meyer, Lawton, Shields, Shuff, Stockover. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

**\*\*Boardmember Shuff recused himself for the next item due to a conflict of interest.\*\***

**2. APPEAL ZBA200008 – APPROVED**

**Address:** 714 W. Mountain Ave.  
**Owner:** Hanke Thode  
**Petitioner:** High Craft Builders  
**Zoning District:** N-C-L  
**Code Section:** 4.7(D)(2)(a)2.; 4.7(D)(3); 4.7(D)(6); 4.7(E)(3)

**Project Description:**

This request proposes an expansion of an existing accessory building and requires four variances. The first variance is to exceed the overall floor area allowance for the lot by 1065 square feet. The second variance is to exceed the rear half floor area allowance by 280.25 square feet. The third variance is to exceed the allowable floor area of an accessory building by 726 square feet, where the max floor area is 600 square feet. The fourth variance is to encroach 4 feet 8 inches into the required 5 foot rear-yard setback.

**Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request. On this property, the primary house in the front, accessory building in the back. The accessory building was partially built near the time of the original structure and in the 80's there was a large carport added. The request today is to expand the accessory building to accommodate more practical use of the structure for vehicle parking. The existing structure sits along the east and north property line. The carport extends towards the south. The proposed addition would extend to the west. In this zone every property has a certain amount of floor area based on the lot size. The property already exceeds that, so this request would increase that nonconformity. The existing structure sits right off the property line to the north and the proposed addition would be aligned with the existing structure, also encroaching into the setback. The amount of floor area allowed in the rear half is also already being exceeded. An accessory building is only allowed 600 square feet. Code defines floor area as everything on the first floor, plus the second floor if there is a ceiling height of 7.5 feet or greater. The floor area does

include carports. The accessory structure did go before the Landmark Preservation Commission and there was desire to preserve the barn doors, which lead the applicant towards the current proposal. Boardmember Stockover asked about the circumference of the tree in the picture, Beals will let the applicant respond.

Boardmember Meyer inquired if the carport was built prior to code changes that include carport square footage in the total allowed. Beals confirmed the same.

Boardmember Shields asked if the carport was open on all three sides. Beals confirmed the same.

**Applicant Presentation:**

Jeff Gaines with High Craft Builders, and Hank Thode property owner of 714 W. Mountain Ave., addressed the board. The landmark status of the property makes this project unique. The existing carriage house has barn doors facing the driveway towards Mountain with a carport placed in front of the barn doors. The goal of this project is to make the garage accessible for two cars instead of one. When landmarked in 2015, the owner believed the carriage house had been excluded from the landmark designation and they made plans to change the carriage house accordingly. Afterwards, they realized the accessory building was included in the landmark, they began working with Landmark staff and went to Landmark Preservation Commission (LPC). What they are proposing today was approved by the LPC. They had originally asked to replace the barn doors with an overhead door and LPC denied that request, so they added an overhead garage door facing the existing alley behind the building. It will be challenging to get a car in that door at a 90 degree turn from the alley. The barn doors from the Mountain Ave side only allow a 7' 7" opening. Therefore, the addition will be the only useable indoor parking space for the aging owner. Landmarking a property can be seen as a self-imposed hardship, but the owner did not anticipate preserving the barn doors. The carport was built in the 80's and hasn't been updated. Carports have been counted as floor area since 2018. Mr. Gaines believes the intent of the code is to prevent the carports from being filled in over time to serve as a garage. In this instance, there is no way Landmark Preservation would allow them to fill in the carport and also have the addition in the rear. If the carport square footage is subtracted from the total, the total lot coverage is only 470 square feet and the total for the rear half would then be in compliance with an extra 315 square feet. The proposed addition would be set back 4" from the alley. There is a large spruce tree in the backyard, the owner planted the tree when he was 9 years old as a gift for his father. They are trying to save the tree, and the placement of the tree does not allow them to push the addition further back from the alley. Several other primary or secondary structures of comparable size are already placed along this alley with zero setback.

Chair Shields asked if they considered using the existing carport to make it an enclosed garage. Mr. Gaines confirmed they had, they looked at 2 options, one was infilling the carport. The LPC didn't provide a strong direction for one option over the other, but ultimately the owner went ahead with the option for the addition. Either addition would compromise a historic aspect of the building. However, this option only obscures 2 windows that will still be preserved and the addition is completely reversible. Filling in the carport would be on the primary elevation of the building towards Mountain Avenue, it would be much larger in size, and would obscure the barn doors, having a larger impact on the property.

Boardmember Lawton stated infilling the carport would still have the issue with the barn door not showing. Lawton is curious how that was acceptable to LPC. Mr. Gaines replied that was only presented to the LPC at the preliminary conceptual review level. They didn't get to the point of a final vote. It was certainly viewed as a downside to block the doors.

Jim Bertolini, Historic Preservation planner with the City of Fort Collins, addressed the board. During this conceptual review, both options were reviewed and neither was deemed ideal. The LPC recommendations given were to focus on the preservation of historic material, and balance that with historic design. The side addition was considered to be more sensitive from a design perspective. The option with the infill of the carport was not entirely rejected because it did preserve a considerable amount of historic material.

Boardmember McCoy asked if there would be an issue if the carport came down. Mr. Bertolini responded that from the Landmark Preservation perspective, since the carport is a non-historic addition, they would encourage its removal. However, they cannot require that because it was in place prior to the landmark designation.

Boardmember Meyer requested clarification on how much historical material is being saved and how that process is done. Mr. Bertolini explained the LPC approved the side addition to maximize

preservation and visibility of historic material including the carriage doors. This includes preserving most of the exterior materials, rehabilitating historic windows, and retaining most of the historic building as visible. Generally, this met the national standards that are used for LPC. The addition hides less character defining material than if the garage were enclosed. The 2 windows on the west elevation will be preserved during the addition.

**Audience Participation:**

John Gascoyne, 718 W Mountain Ave, resides immediately next door to the west and has lived there over 35 years. His house is also historically preserved. Mr. Thode described the proposed addition to him and nothing about it will affect Mr. Gascoyne's property. The property located on the other side of Mr. Thode has been abandoned for many years. Therefore, Mr. Gascoyne is the person most affected by this project and he is in support.

**Board Discussion:**

Boardmember Stockover reviewed the options, this does seem to be the best one. This is adding 300 square feet in the back corner of the lot that is obscured by landscaping. This won't impact anyone except the one neighbor who spoke in support. The intent of the code is to keep livable structures to a minimum and address car traffic. This is a useable garage in an appropriate place.

Boardmember McCoy remained undecided. Struggling with the need for an addition in an accessory building when there is already a carport. There is currently a massive roof from the carport and the accessory building. The code limits square footage and this is a huge variance from that figure.

Boardmember Meyer asked if the applicant had a forester look at the tree and drip line. Mr. Gaines confirmed they did, a letter is present in the packet. Meyer stated it appears they put a lot of thought into the proposal. He's not opposed to the carport infill since it could be torn down in the future and the barn doors would still be present. That's also true of the addition on the west side. Meyer asked about the preservation of the windows and siding with the addition. Mr. Gaines explained the addition will be created in a way that makes it completely reversible. They are cutting in a doorway between the 2 windows. The whole building is being re-sided and will always be seen as a distinct reversible addition. Filling in the carport would fix it in place on the property, versus something that could easily be removed one day.

Boardmember Lawton referenced the examples given of other properties in close proximity and asked staff if there were variances present. Beals responded that he does not know if there were variances on all those properties. However, most were larger footprint carriage houses and might not have had a large attached carport like this property. Also, per code, if the ceiling height on the second floor was not tall enough, that square footage wouldn't be counted towards the total. Floor area is also based on the individual lot size.

Boardmember Stockover brought up runoff, desire to ensure they are not causing a rainwater runoff issue by adding another 300 square feet of roof. Beals is unaware of any flooding issues in the area from a city standpoint. Stockover is not a fan of carports, they do not provide as much coverage from the elements as you would think. Inquired if the property was out of square footage compliance before 2018 when the status of carports changed. Beals replied that he was probably still out of compliance for the overall lot. Stockover does not think this is a very large impact.

Chair Shields asked if they considered removing the carport or reducing the footprint of carport. Mr. Gaines replied they could consider reducing the carport if needed. Currently the carport is still used and nice to provide less shoveling of snow as the owner ages. The carport is almost 30 feet deep.

Boardmember Lawton reviewed the pictures of the accessory structure and there are a lot of design improvements on the back of the building, facing the alley. He is struggling with square footage on the back, but the aerial photo looking at other nearby properties reveal similar layouts.

Beals noted the code change to include carport square footage was also meant to limit the amount of backyard covered by roof. Residents are more likely to cover their backyard for cars than for patio area. Hence why carports are counted in the square footage and not patios.

Boardmember Stockover agreed with staff. If the owner started with a clean slate, it's doubtful the homeowner would build that large of a carport in today's environment. The barn doors overlap and slide along each other, they do not swing open, which seriously limits the opening. This is a minimal request, there is no neighborhood opposition, this doesn't look like a flip and sell.

Chair Shields appreciates the proposed addition, it's a sensitive solution to the problem. He does wish the carport was smaller. In the context of the neighborhood, there are a lot of large structures in close proximity to this one. He would be in support of the proposal.

Boardmember McCoy was surprised the LPC didn't make any suggestions regarding the carport, the carport roof is about the same square footage as the primary structure.

Stockover made an initial motion based on equal or better and nominal and inconsequential, then withdrew the motion.

Boardmember Meyer mentioned since carports are now considered floor area, if the proposal was to enclose the carport, the square footage numbers would not change. Beals confirmed the same. Meyer doesn't agree with the nominal and inconsequential reasoning, this is well over the allowable floor area already. The hardship is a historic structure. This could be viewed as self-imposed because the homeowner opted into the historic preservation, but Meyer also acknowledges the value it adds to the city. Therefore, he withdraws the self-imposed hardship since this is a city contribution.

Boardmember Stockover asked if there was discussion within historic preservation regarding moving the barn doors forward.

Mr. Bertolini with Historic Preservation addressed the board. During LPC's discussion at conceptual review, 2 options were considered: enclosing the carport or the variance in review today. If the carport was enclosed the carriage doors would remain in place. There was not a consideration to move the barn doors to the front of the enclosed carport.

**Stockover made a motion to approve ZBA200008, seconded by Shields, for the following reasons: granting of the modification of standard would not be detrimental to public good, because of forgoing unique conditions the strict application of the standard sought to be modified would result in unusual and exceptional practical difficulties and hardship. This is due to the fact that the property was designated a historic landmark.**

**Friendly amendment by Boardmember Meyer to clarify the hardship is to preserve the historic barndoors on the southside of the structure and therefore the proposal preserves the visibility of barndoors.**

**Stockover accepts amendment.**

**Yeas: Meyer, Lawton, Shields, Stockover. Nays: McCoy**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

**\*\*\*Secretary's note: 5 minute break\*\*\*\* at 10:02 a.m.**

### **3. APPEAL ZBA200009 – TABLED**

**Address:** 144 2nd Street  
**Owner/Petitioner:** Michael Rossman  
**Zoning District:** R-L  
**Code Section:** 4.4(D)(2)(d); 4.4(D)(2)(e)  
**Project Description:**

This is a request to remove the existing house and accessory structure and to build a new house and accessory structure. This request requires three variances. The first variance is to allow the new house to encroach 7 feet into the 15 foot street side-yard setback along Logan Ave. The second variance is to allow a new garage to encroach 2 feet into the 15 foot street side-yard setback along Logan Ave. The third variance is to allow the new house to be 33 feet in height, the require maximum height is 28 feet.

#### **Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request, noting there is an existing house and accessory structure on the property. These structures would be removed, and a new house and garage would be constructed. The new garage would take access off the existing alley. The existing structures currently do not meet the side setback of 15 feet. Note, the setback is taken from the property line, and in this case the property line sits quite a distance from the street curb line. The proposed house would be encroaching into the 15 foot required setback, but does meet the front setback along 2<sup>nd</sup> street. The proposed garage also encroaches into the side setback on Logan. The initial request is for the primary structure to go 33 feet in height as measured from the highest peak of the roof. This is a 5 foot height encroachment over the 28 foot limit. The materials

provided are just renderings, not an exact distance between the structures. Currently there is a single-story house, which is a prominent characteristic of the neighborhood.

Boardmember Lawton inquired if the new structures would encroach more into the side setback than the current structure. Beals confirmed the encroachment would be less than what is in place currently, but still encroaching.

Chair Shields asked how the building height is measured. Beals confirmed the height of the building is measured from original grade at the side property line, not measuring from the grade at the base of the structure. Beals explained this prevents the owner from infilling their property.

Boardmember Shuff confirmed the maximum size for an accessory building is 800 square feet.

#### **Applicant Presentation:**

Michael Rossman, 144 2<sup>nd</sup> St, addressed the board. He did some research on the neighborhood and could not find anything else over 28 feet in height. This prompted him to go back to the designers and they have since brought down the pitch of the roof to be within code. They will no longer be requesting that part of the variance. Regarding the front setback request, this is within the contextual setback and would also not be needed. Beals confirmed the same. Mr. Rossman explained he was recently married and purchased this home with the intent that it will be their forever home. They are both CSU grads and want to preserve and improve Fort Collins. The current house is within the setback, at approximately 4.9 feet from the setback, and they are pulling back further encroach less and be 7 feet from the set back. The current garage was built before they bought the property and was not permitted. The owner will be tearing that down to ensure the new structure will be permitted. Mr. Rossman scanned many properties trying to find the perfect property where they could build within setbacks. Current houses located to the east and west also reside in the setbacks, and this proposal would be improving the Logan side setback. Many houses are being reconstructed in the neighborhood, a couple that are 2 story located on 3<sup>rd</sup> Street, and another on 2<sup>nd</sup> Street. They are looking to improve the property and stay within the context of the neighborhood, but also build a house that they can live in and raise children in. They have three dogs and would like a decent backyard as well. The neighbor to the south has sent in a letter saying he was in support of this variance.

#### **Audience Participation:**

John Sargent, 201 2<sup>nd</sup> Street, his property is located kitty corner to the focus property. He read aloud his letter already submitted to the board and added additional comments. Mr. Sargent does not support the variance and does not agree this proposal is nominal and inconsequential to their neighborhood. Mr. Sargent has spoken with other residents in the neighborhood and they agree with him. The owner has many options to improve his property without violating the code. The city talks about livability in the comprehensive plan as well as preserving historical ties. Development and financial pressures in this neighborhood are limiting the area's livability. This is not about this specific property owner, but about the city as a whole choosing to abide by its own regulations and make a statement about what working class neighborhoods mean to the present and future.

#### **Board Discussion:**

Boardmember Shuff commented there are interesting constraints in this neighborhood. Per the applicant, they are no longer addressing the height as a factor, and the front is within the contextual front setback, so they are down to the sideyard setback as the only issue. He appreciates the concerns of the neighbor. The challenge is the 2 story building contextually in a one story neighborhood. There is enough room on the site, that a design could respond different. Shuff would be more in support of a variance with a one story structure that transitioned to 2 stories at the 15 foot mark. The design is very vertically oriented and very prominent on the corner.

Karen McWilliams, Historic Preservation Manager with the City of Fort Collins, addressed the board. The Buckingham, Alta Vista and Andersonville neighborhoods have been evaluated in the past for their eligibility to be listed on the National Register of Historic Places, and the three neighborhoods combined would qualify. This particular house would contribute to the national register or to a Fort Collins landmark designation. Part of what they look at during this process is the character of the neighborhood, the layout of the lots, the placement of the streets, setbacks, etc. Having an encroachment into the side yard setback with such a strong vertical orientation would affect the character of the neighborhood and could have an impact on that designation in some manner.

Boardmember McCoy asked if this was designated, is there an extra step required by the applicant to build something outside of code. McWilliams explained if the neighborhood were designated, then all changes within the district to the exterior of the buildings or to the site would be reviewed by the Landmark Preservation Commission. They would make a determination as to if the alteration would uphold a historic district. To be clear, currently the neighborhood is not designated. There are discussions for a nomination being brought forward. There are a few other neighborhoods in Fort Collins that have already been granted that designation.

Boardmember Meyer commented on the two other houses that are noted as 2 story nearby and asked if they in compliance with code. Beals believes they are in compliance, cannot recall a variance at this time, but even if there was a variance and it was granted, then the property is still considered in compliance. Meyer inquired if those 2 houses would hinder the process for historic designation. McWilliams replied that those 2 houses were constructed on land that was never considered historically part of the Buckingham neighborhood. Therefore, they are not in the district and would not affect the designation. When they look at historically landmarked districts, they evaluate how many properties contribute and how many don't contribute. Tearing down this house and building any new house would have a negative affect on those numbers. Beyond that, the encroachment would have an impact on the character and historic pattern on the development as defined by the lots.

Boardmember Stockover noted this is not a historic district as of yet. From a landowner's perspective, the future is not known. The board cannot make a decision based on what has not yet been determined. However, building a true 2 story house is not going to fit the character of the neighborhood. New construction is a self-imposed hardship and Stockover believes the proposal should comply with code.

Boardmember Lawton brought up the change in roof pitch and design, and stated they are missing the new plans. From the standpoint of new construction, if the proposal is meeting the 28 foot height and if the setbacks were ok, then this would not be heard before the board. If changes are being made already to try and comply, why can't they change the setback as well. Lawton wouldn't be in support of the current plan.

Boardmember Shuff stated the contextual front setback is very well established in the neighborhood, but established on a one story to one and a half story basis. This also speaks to massing and the scale of current structures. This is a standard size lot, there is not hardship there. The owner could get a larger building, but may have to decide how much yard to keep, like most homeowners.

Chair Shields stated looking at this contextually, the surrounding houses are all single story structures. If they are scraping the house, there is a blank slate, they have the option to make something work within the neighborhood context.

Boardmember Meyer agreed if they are demoing the current structure, the new structure should try to meet the code as best as possible.

Chair Shields address the applicant, asked if they would prefer to table the item and come back at a later time with accurate drawings to reflect the recent changes. Mr. Rossman stated if he kept the house where it is and used the current footprint, he would still need to come back for a variance as the current structure is in the setback. Just about anything he does would require him to come back before the board. He has no problem tabling this and can re-draw a plan that sits at one to one and a half stories. He respects Mr. Sargent's point of view. The garage was built in 2016 and is not historical at all. If he cut the house back to 30 feet wide and went up 2 stories, then he wouldn't be in front of the board and could just move forward with construction. He's trying to be a part of the neighborhood and make the home functional for his situation.

Chair Shields acknowledged going before the board is a process where they look very closely at the plans and ensure requirements are being met, this can be frustrating for the homeowner.

Boardmember Shuff agreed that building a dream home is a large effort and anytime you ask for a variance there is not a clear path.

**Boardmember Lawton made a motion, seconded by Stockover, to table ZBA200009 for the purposes of obtaining revised documentation with respect to the design and fit of the home to existing guidelines within the next 6 months.**

**Yeas: McCoy, Meyer, Lawton, Shields, Shuff, Stockover. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS TABLED.**

\*\*\*Boardmember Shuff recused himself from the following item\*\*\*

**4. APPEAL ZBA200010 – APPROVED**

**Address:** 819 Locust Ct.  
**Owner:** Laurene Rogers  
**Petitioner:** Heidi Shuff  
**Zoning District:** N-C-L  
**Code Section:** 4.7(E)(2), 4.7(E)(4)  
**Project Description:**

This request is to encroach 4 feet into the required 15 foot front and street side setbacks.

**Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request, noting this is a corner lot. Right across Locust Court is an elementary school and the property to the south across Locust Street is the backyard of another property. The proposal is to build a one story addition to the house on the southeast corner. There is a 15 foot setback along both Locust Street and Locust Court. The addition is for a shop with a roll-up door and will include a sink and toilet. The City Engineering Department reviewed the proposal to ensure there are no safety concerns and they have no opposition.

Boardmember McCoy clarified this circumstance has 2 front setbacks. Beals confirmed that is the case, when the side set back is to another street, then it will also be 15 feet.

**Applicant Presentation:**

Heidi Shuff, 715 W. Mountain Ave, representing her client, also the owner who has been in this house for 23 years. Ms. Rogers raised children in this house and would like to stay in this house. In order to do so, she'd like to expand the garage for a shop for herself and her significant other. Her spouse does woodworking as a hobby, not a profession. They have explored a number of options within the setbacks. Keeping in mind adjacency to the existing garage is critical for the shop. The other side of the garage is not an option due to existing living space. A smaller footprint for the addition did not make it worth the expense and time and would not be functional for shop space. There is an abnormally large radius on the corner of 35 feet, other corners in the neighborhood are 20 feet or less. Ms. Shuff assumes this is because of the nearby bus stop location. Additionally, the one story addition is still within the total allowable square footage for the lot.

**Audience Participation: (none)**

**Board Discussion:**

Boardmember Stockover asked if there will be any additional curb cut. Ms. Shuff replied there will not. The existing garage is accessed from Locust Street, there is an overhead door presently, but it's small, not large enough for a car to enter. There might be a small stoop for chairs, but there will not be a new curb cut required. The only conflict Stockover was concerned with would potentially be a pedestrian conflict for cars backing out, but that's obviously not the case here and will not impede usage of the sidewalk.

Boardmember Meyer mentioned roof overhangs are not allowed to overhang into easements, however, that's not normally what they review on this board. Meyer noted the difference in the radius on this turn versus the rest of the neighborhood. There is still plenty of visibility as a car making a turn.

Chair Shields stated this addition fits in with architecture. Asked Beals for more detail regarding the overhang encroaching onto the utility easement. Beals stated they cannot encroach, the applicant can redesign to remedy the situation.

**Boardmember Shields made a motion, seconded by McCoy, to approve ZBA200010 for the following reasons: the variance is not detrimental to the public good, the encroachment includes 17 square feet of floor area, the proposed addition is within the allowable floor area, a tree exists in same location as the proposed addition, therefore the variance request will not diverge but in a nominal and inconsequential way when considered in the context of the neighborhood and will continue to advance the purpose of the Land Use Code contained in section 1.2.2.**

**Yeas: McCoy, Meyer, Lawton, Shields, Stockover. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

- **OTHER BUSINESS**  
Board Procedures and Conflicts of Interest, presented by Claire Havelda
- **ADJOURNMENT**

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Ralph Shields, Chairperson



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Noah Beals, Senior City Planner-Zoning



Ralph Shields, Chair  
Shelley La Mastra, Vice Chair  
David Lawton  
John McCoy  
Taylor Meyer  
Ian Shuff  
Butch Stockover

Council Liaison: Ross Cunniff  
Staff Liaison: Noah Beals

**LOCATION:**  
Virtual Hearing

The City of Fort Collins will make reasonable accommodations for access to City services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 221-6515 (TDD 224-6001) for assistance.

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**REGULAR MEETING  
MAY 14, 2020  
8:30 AM**

- **CALL TO ORDER and ROLL CALL**  
All Boardmembers present except McCoy.
  - **APPEALS FOR VARIANCE TO THE LAND USE CODE**
1. **APPEAL ZBA200011 – APPROVED**

**Address:** 2140 W. Elizabeth St.  
**Owner:** A and V LLC  
**Petitioner:** Mark Bruder with Schlosser Signs, Inc.  
**Zoning District:** N-C  
**Code Section:** 3.8.7.2 (B) Table B

**Project Description:**  
This request is to increase the height of 4 wall signs. Two of the proposed wall signs would be an additional 7 inches in height, the maximum height is 1.5 feet. The other two wall signs would be an additional 1.85 feet in height, the maximum height is 1.5 feet.

**Staff Presentation:**  
Beals showed slides relevant to the appeal and discussed the variance request, noting this building was originally a restaurant and the new tenant is a Dutch Bros. coffee. There are other businesses in the surrounding area. There is a King Soopers shopping center across the street and shopping centers are allowed an increase in sign height. This request is for 4 signs, all taller than allowed.

Vice Chair LaMastra questioned if the street monument sign will remain in place. Beals confirmed there will be a monument sign on the property, but he is not clear if it will be this exact one or if it will be redesigned. The applicant can address that question.

**Applicant Presentation:**  
Mark Bruder with Schlosser Signs, and Hope Bernstein of 2140 W. Elizabeth Street, both addressed the board. Mr. Bruder explained the issue with this property is visibility. There are multiple trees on

site that they do not want to remove, while trying to ensure the signs are visible to the traffic on Elizabeth. The monument sign will be kept, they will just be changing the panels to reflect this business.

Vice Chair LaMastra noted the current monument sign appears to be for 2 businesses. Asked the applicant if they will be just replacing the upper panel or both panels. Mr. Bruder replied they will only be replacing the top panel for their business, not both halves.

Boardmember Lawton inquired if the signage proposed here is similar to the other Dutch Bros. locations in town. Mr. Bruder confirmed they are similar.

**Audience Participation:** (none)

**Board Discussion:**

Boardmember Stockover stated he is in support. The King Soopers across the street allows this to work as a commercial area. This is a reasonable request.

Boardmember Lawton agreed, this works within the retail character of the area.

Boardmember Shuff agreed, based on the location of the shopping center this is very fitting.

Vice Chair LaMastra acknowledged the constraints for how logos are proportioned. In reviewing these elevations, these signs are well proportioned and the context of this area supports this variance.

Boardmember Meyer pointed out a specific pine tree, stating the placement is unfortunate for viewing the sign. He appreciates the applicant is keeping the tree and will support this variance.

Chair Shields stated the improvements are a welcome addition to the corner.

**Boardmember Stockover made a motion, seconded by Shields, to approve ZBA200011 stating the modification of standard will not be detrimental to the public good and the proposal as submitted will not diverge from the standard of the Land Use Code except in a nominal and inconsequential way when considered in the context of the neighborhood and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2 with the following findings: the property is connected to the other commercial uses not only on that corner as well as the King Soopers across the street and the restaurant to the east.**

**Yeas: Meyer, Shuff, LaMastra, Shields, Stockover and Lawton. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

**2. APPEAL ZBA200012 – APPROVED**

**Address:** 137 Lyons St.  
**Owner:** Ellingson/Reed Revocable Trust  
**Petitioner:** Aaron R. Ellingson  
**Zoning District:** N-C-L  
**Code Section:** 4.7(E)(2)  
**Project Description:**

This is a request for a covered front porch to encroach 7 feet into the required 15 foot front setback.

**Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request, noting this property is at the corner of a public alley and Lyons Street. There is an existing raised porch with stairs and the owner would like to cover the porch and increase the footprint to the north and south and slightly to the east (toward the front setback). The existing porch already encroaches into the front setback and with this proposal would increase one more foot into the setback for a total of 7 feet.

**Applicant Presentation:**

Aaron Ellingson, 137 Lyons Street, addressed the board. He explained the increased 1 foot encroachment into the front setback is only for the post footers to support the overhang. This will avoid the supports resting on the current porch. The porch will not be enclosed, it will be covered with a railing. To the north and south the additional encroachment is only for the roof overhang. The porch itself is the exact same footprint. This porch will bring the property in line with the historical character of the house and surrounding neighborhood. The front wall of the house is already 6 inches into the front setback and does not allow them much extra space in the front. They have also had accidents on the porch due to ice and snow and the cover will help eliminate that problem.

**Audience Participation:**

Beals received an email correspondence and read it aloud. The correspondence was from a neighbor Greg Smith, 134 Lyons Street, in support of the variance who looks forward to seeing the completed porch and believes it will be a great addition to the neighborhood.

Boardmember Stockover liked the design and will be in support.

Boardmember Lawton appreciates the safety aspect and the design and will be in support.

Boardmember Shuff mentioned the contextual setback of the neighboring house. This will be in line and he will be in support.

Vice Chair LaMastra agreed. It is important to have front porches facing the community and she'll be in support.

Boardmember Meyer appreciates the applicant's sensitivity to the neighborhood context and will be in support.

Chair Shields agreed with all comments. There is already an existing porch, adding the cover will be a nice addition aesthetically and historically.

**Board Discussion:**

**Boardmember Stockover made a motion, seconded by Shields, to approve ZBA200012 stating the modification of standard will not be detrimental to the public good and the proposal as submitted will not diverge from the standard of the Land Use Code except in a nominal and inconsequential way when considered in the context of the neighborhood and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2 with the following findings: it is a covered porch, not an enclosed porch and is only increasing the footprint one foot from what is existing and the front property line is set back 5 feet from the public sidewalk so it is farther back than it appears.**

**Yeas: Meyer, Shuff, LaMastra, Shields, Stockover and Lawton. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

**3. APPEAL ZBA200014 – APPROVED**

**Address:** 162 S. College Ave.

**Owner:** 110 East Oak, LLC

**Petitioner:** Michele Pullaro

**Zoning District:** D

**Code Section:** 3.8.7.2(D)

**Project Description:**

This is a request to place a secondary fin sign an additional 4 feet away from and to the side of the entrance, the maximum allowed distance away is 3 feet above the entrance.

**Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request, noting this is a corner property on College Avenue and East Oak Street. There is a roof awning right above the entrance and there are windows located on either side of the door which limit sign placement. When walking down the street, pedestrians cannot see the business sign that is flush against the building, the owner would prefer an additional fin sign.

**Applicant Presentation:**

Dan Seese of 3830 Capital Drive, and Michele Pullaro of 162 S. College Ave, addressed the board. The distance from the door is actually an additional 4 feet, 2 inches from the entrance. Ms. Pullaro stated she opened the business in October 2019 and since then she often receives comments that people didn't know the business was there. She's hoping the fin sign will help grow her business.

**Audience Participation:** (none)

**Board Discussion:**

Boardmember Lawton stated this is a reasonable request. Many other signs on this street are comparable, visibility of a sign is important.

Boardmember Shuff agreed, this proposal works with the existing constraints on the building. The sign is still in proximity of the entrance and works with the façade.

Vice Chair LaMastra stated it is functionally impossible to adhere to code in this case due to the façade of the building. This is how people shop in downtown, foot traffic from pedestrians seeing the tenant signs. It would be unreasonable to deny this request.

Boardmember Meyer agreed with all comments. The proposal is well within reason.

Boardmember Stockover has concerns regarding the sign code in general. However, there is no reason to deny this request.

**Boardmember Stockover made a motion, seconded by Shields, to approve ZBA200014 stating the modification of standard will not be detrimental to the public good and the proposal as submitted will not diverge from the standard of the Land Use Code except in a nominal and inconsequential way when considered in the context of the neighborhood and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2 with the following findings: the existing conditions limit the ability to comply with standards, a similar sign exists on the other tenant entrance and this is a corner unit right next to the street so it will not be crowding any signs to the south.**

**Yeas: Meyer, Shuff, LaMastra, Shields, Stockover and Lawton. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

#### 4. APPEAL ZBA200015 – APPROVED

**Address:** 300 S. Whitcomb St.  
**Owner:** Thomas & Susan Viney  
**Petitioner:** Jeffrey J. Schneider  
**Zoning District:** N-C-M  
**Code Section:** 4.8(E)(3); 4.8(E)(4)  
**Project Description:**

This is a request for a 240 square foot detached accessory structure to encroach 12 feet into the 15 foot rear setback and 2 feet into the 5 foot side setback.

##### **Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request, noting this property is on the corner of S. Whitcomb and W. Olive. This is a smaller parcel size than the neighbors to the south. The property to the south has a garage right on the property line and the property to the east also has a shed on the property line. Both structures encroach in their own setbacks. The proposal today is to build a garage 3 feet from the east property line and 3 feet from the south property line. There was a garage present at this location in recent history. The previous owner demolished the one car garage due to safety concerns and the current owner had just purchased the property this year. The previous garage was on the property line, the proposal is three feet from the property line. They would continue to use the same driveway and curb cut that is already present. The neighboring properties to the east and south are both sharing side property lines. The proposed garage is one story in height.

Boardmember Meyer noted this district is N-C-M, confirmed by Beals.

##### **Applicant Presentation:**

Jeffrey Schneider of 375 E Horsetooth Road, and Susan Viney of 300S. Whitcomb Street, addressed the board. Mr. Schneider doesn't have anything to add at this time.

Vice Chair LaMastra asked about the elevations of the property. Mr. Schneider explained this would be a simple single story with a gable roof to match the neighborhood. The owner didn't want to spend money on plans if this variance was not approved by the board. Unfortunately, the previous owner removed the previous garage including the foundation. The roof pitch would be similar to the house which is about an 8/12 pitch. It would comply with Land Use Code and building guidelines.

**Audience Participation:** (none)

##### **Board Discussion:**

Boardmember Stockover stated this is a common request. This should be a nice fit and promotes keeping the rest of the property as open as possible.

Boardmember Lawton appreciates the owner providing some setback since there was no setback previously. They do like to see elevations, but he understands that will be reviewed separately. He will be in support.

Boardmember Shuff agreed with comments. Placement seems good, this is a straightforward request.

Vice Chair LaMastra stated they would need some encroachment to make a garage work on this property. She does have a concern regarding the pitch on the gable, there could be a fair amount of shading to the adjacent property. Since the neighbor already has a shed in that corner it will not have as great of an impact. She will be in support.

Boardmember Meyer stated this is a reasonable request.

Chair Shields agreed, this also abuts side property lines for less impact. They also received a letter in support for this project.

**Boardmember Stockover made a motion, seconded by Shields, to approve ZBA200015 stating the modification of standard will not be detrimental to the public good and the proposal as submitted will not diverge from the standard of the Land Use Code except in a nominal and inconsequential way when considered in the context of the neighborhood and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2 with the following findings: the original accessory structure existed in the same location, the propose structure is 1-story building and will align with the existing curb-cut, the abutting properties also have encroaching accessory structures immediately adjacent to the proposed structure, and the east property is considered a side property line for the abutting neighbor.**

**Yeas: Meyer, Shuff, LaMastra, Shields, Stockover and Lawton. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

**\*\*Boardmember Shuff recused himself for the next item due to a conflict of interest.\*\***

#### **5. APPEAL ZBA200016 – APPROVED**

**Address:** 1205 W. Mountain Ave.  
**Owner:** Edward & Michele Smithwick  
**Petitioner:** Heidi Shuff  
**Zoning District:** N-C-L  
**Code Section:** 4.7(E)(3);4.7(D)(5); 4.7(D)(3)  
**Project Description:**

This request is for variances to build two accessory buildings. One accessory building with habitable space that exceeds the allowable floor area by 72sf, the maximum is 600sf, and it encroaches 10 feet into the rear-yard setback. The second accessory building exceeds the allowable floor area in the rear half of the property by 117sf and encroaches 10 feet into the rear-yard setback.

#### **Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request, noting this property is on the corner of W. Mountain Ave. and Scott Ave. There is an existing garage on the rear half of the property. That garage would be demolished if this variance is approved. The new garage would be in approximately the same location as the existing garage. The property line to the south is a rear setback for the property in question and a side setback for the neighboring property. The second structure being proposed is a 288 square foot shed and that proposal puts this project 117 square feet over the allowable floor area in the rear half. The garage is 1.5 stories in height with an enclosed staircase and a bedroom in the loft above. The shed is one story. There is a large pine tree on the property line to the south.

#### **Applicant Presentation:**

Heidi Shuff with Studio S Architecture, and Edward Smithwick of 1205 W. Mountain Avenue, addressed the board. The owners have been in this neighborhood for 14 years and have made gradual improvements to their house over the years to match the aesthetics of the neighborhood. Their goal is to protect their cars and have someplace for their family to stay when visiting. The space above the garage is larger because they would like the stairs to be enclosed for weather conditions. The shed space is intended to hold the items in the existing 2 car garage now. Then they can park cars in the first floor of the new garage.

Ms. Shuff recognizes that it sounds like a lot of variance requests, but looking at the existing situation and lot this is the best solution. The rear yard setback is nominal and inconsequential since this is a corner lot. The existing garage already sits 5 feet from the rear property line, they are not changing the condition. They are also keeping the low eave height along the property line. The property is a double lot, 100 feet wide, where typically they are usually 35-50 feet wide. Due to the existing front

setback of 29 feet versus the standard 15 feet, they would only be left with 2.5 feet between the house and garage if the garage was located at the required 15 foot setback. This would leave the extra 15 feet behind the garage unusable. There is an existing patio to the southeast of the home which would be unusable at that point because it would need to be driveway. The proposed detached garage would be the best placement for the property and existing curb cut. The proposed garage is 672 square feet. Since the lot is quite large, the garage is only 5.2% of the total lot area. Also, the additional area is to the west side of the proposed garage, so it only adds to the length of the structure, not the overall mass. There is an existing shed that is about 8x10 feet in the southwest corner of the lot. The shed is currently placed 1 foot from the west and south property lines, that shed would be removed and the new shed will be 5 feet from both property lines. The shed placement is as far south as possible to maintain the existing tree without causing damage. The shed would be fairly blocked from the west and south neighbors, making the eave height variance nominal and inconsequential. There is a hardship created by the existing house as it's placed 29 feet from the front property line, therefore 782 square feet of the home is located on the rear half. They are still well within the allowed square footage for the entire lot.

Boardmember Stockover asked for more details on the shed. Mr. Smithwick stated the shed was present prior to their purchase of the home 14 years ago. It is on some type of concrete pad.

Boardmember Lawton wanted to know the size of the shed and what it currently contains. Mr. Smithwick stated it is approximately 8 feet by 10 feet and it contains wheelbarrows and gardening tools.

Vice Chair LaMastra asked for the general use of the lawn area to the west and south of the primary building. Mr. Smithwick confirmed that is the backyard open space where they spend time in the yard as a family. The patio area faces Scott Ave and is behind a fence that will be replaced.

Chair Shields asked for a clarification on the garage square footage. The ceiling of the garage loft is under 7.5 feet, so the 2<sup>nd</sup> floor square footage is not counted toward the square footage of the building.

**Audience Participation:** (none)

**Board Discussion:**

Boardmember Stockover has no concerns with the garage. The design fits the area and is using the existing curb cut. The current shed will be about the same size as the garage and placed 5 feet from the setback so it will be right against the tree. The shed seems big for the space, but it's tucked away from everyone except the neighbors who have not shown any opposition. Ms. Shuff clarified the existing shed is 8x10 and the proposed shed is 18x16. They are adding 6 feet to the depth and shifting it 4 feet to the north. The homeowner field measured the drip line of the existing tree to ensure they are outside that area. The shed will be further south from the existing north wall of the garage. The neighbor to the south will gain about 10 feet of wall, but the building will be 4 feet further from their property line. Mr. Smithwick has spoken with the neighbor regarding their plans, the neighbor is supportive. There will be no windows facing down into their yard.

Boardmember Lawton asked about the correspondence received in the packet and who that is from. Beals read the correspondence from Mike Ryan, he is in support of the variance. Mr. Smithwick is not sure who that is, does not recognize the name. Lawton thinks the garage placement is good. The shed circumstance is relatively self-imposed so he is undecided on the shed.

Vice Chair LaMastra stated she has no issues with the garage and covering the stair access makes sense for a guest room. She would not expect the applicant to remove an outdoor space and place a structure that close to the primary building. LaMastra doesn't have any issues with how the shed will impact the neighbors or the length of wall along the rear property line. The property to the south is their side lot line, which would potentially be facing the side of a house with the same view. She understands it could be located somewhere else on the site, but the way the house is positioned centrally in the lot, that would sever the usable outdoor space. The floor area is a hardship with the location of the house being set so far back from the front lot line. The shed is large and accommodating the extra 117 square feet seems nominal. LaMastra would be open to a compromise of granting a variance for the setback but not the floor area, so the shed would be a slightly smaller structure.

Boardmember Meyer agreed the garage makes sense, the shed is questionable. He is surprised by the size, but there are no neighbor complaints.

Chair Shields allowed Mr. Smithwick to address the board again. Mr. Smithwick stated he did reduce the size of the shed by 80% from the current garage space. They have a large number of bicycles, plus a snowblower, lawn mower, and other items.

Chair Shields stated the garage makes sense. The size is very large for a shed, but he doesn't see it affecting the neighboring properties.

Boardmember Stockover asked the applicant about the rainwater runoff. Mr. Smithwick confirmed the area between the shed and the back of the existing garage is garden area and it would remain. Stockover asked if they have any drainage issues and if the lot is sloped. Mr. Smithwick confirmed the lot is flat and there is no puddling. Ms. Shuff stated they do not currently have a survey of the elevation grades. Their proposal is to have the drainage from the roof move to Scott Ave. From the south side of the structure that should be doable, in the absence of a survey it's hard to know for sure. Water from the north side of the shed will drain to the main part of the yard.

Boardmember Stockover stated nobody except the neighbors will know this variance is there. He will be in support of both structures.

Vice Chair LaMastra asked if they would still be struggling with the size of the shed if the rear lot floor area ratio was not a concern. Discussion regarding the location of the lot lines and the map images. Ms. Shuff explained the accessor's lot lines and how it was measured. Discussion between Beals, Ms. Shuff and boardmembers on the lot lines showed on the map image. If the front property line is off, then the ratios of the rear half of the lot will be affected. If the house is closer to the front property line, then there is less of an impact on the rear half allowable square footage.

Boardmember Lawton stated another option might have been to add more floor area to the garage and then there is no need for the large shed.

**Boardmember Stockover made a motion, seconded by Shields, to approve ZBA200016 stating the modification of standard will not be detrimental to the public good and the proposal as submitted will not diverge from the standard of the Land Use Code except in a nominal and inconsequential way when considered in the context of the neighborhood and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2 with the following findings: there is an existing garage in the approximate location proposed, the proposed wall that faces the south property line is one story in height with a small dormer on the roof, the abutting property is only required a 5 foot setback from the shared property line, the proposed structure does not exceed the allowable floor area for the overall lot. Regarding the shed, there is an existing shed that will be replaced with a larger shed, the shed will be shielded from the west by the west neighbor's shed so as not to impose on the neighbor to the west, the shed will not impose any shading to the neighbor to the south, and there is no neighborhood opposition to either the shed or garage.**

**Yeas: Meyer, LaMastra, Shields, Stockover and Lawton. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

**\*\*Secretary's Note, the board took a 5 minute break\*\***

## **6. APPEAL ZBA200017- APPROVED**

**Address:** 2510 Falcon Dr.  
**Owner/Petitioner:** Brandy Hodgson  
**Zoning District:** U-E  
**Code Section:** 4.2(D)(2)(c&d)

### **Project Description:**

This is a request for two accessory structures to encroach into the side and rear yard setbacks. Accessory structure number one is requesting to encroach 3 feet into the required 25 foot rear yard setback and to encroach 7 feet into the required 20 foot side yard setback. Accessory structure number two is requesting to encroach 19 feet into the required 25 foot rear yard setback.

### **Staff Presentation:**

Beals showed slides relevant to the appeal and discussed the variance request, noting on a map the location of the property line and the additional dedicated right of way. The two structures that are being proposed, are both sheds that will encroach into the setbacks. Minimum lot size in this district is at least half an acre. There are other accessory structures and a propane tank in the area. This property was annexed into the city, some structures were established while the property was still in the county.

Vice Chair LaMastra asked about the additional dedicated right of way. Beals explained the lot was not replatted, it was a dedicated by a legal description when this property became part of the city. Discussion regarding the location of public right of way versus division of a lot. The owner still owns both sides of the public right of way, the applicant can clarify further.

Chair Shields asked if there are any sight line issues and if there is a need for engineering to be involved. Beals explained there are no issues that he knows of, engineering was not consulted on this variance.

Staff Havelda disclosed that during the staff presentation she realized the applicants are her neighbors and their children sometimes play together. She does not believe this falls under Article 9 Section 4 of the charter because she does not have a personal or financial interest in the variance, but she would like this noted on the record. No boardmembers voiced their opposition in Havelda being involved in this item. Havelda remained for legal advice.

#### **Applicant Presentation:**

Brandy Hodgson and Arthur Judson, 2510 Falcon Drive, addressed the board. Ms. Hodgson stated the larger area including the right of way is what they were assessed on and what they pay taxes on. The dirt road goes through their property. There was talk at one point about developing the road, but they were told it would be too costly especially since it does not access that many properties. They also own the property south and east of Falcon Drive. They would like to maintain the land and keep it inline with the neighborhood's rural feel. The shrubbery that was recently trimmed was an invasive non-native plant. They are replacing it with native plants. Originally, they had measured the setbacks from the property line and thought they had plenty of space. Afterwards, they learned they needed to measure from the right of way. There is also a utility right of way with the powerlines that go through their land. They understand the city will eventually put that underground and they will not impede that process. There are no sight line issue and there are not many residents along this road. They did speak to the neighbors regarding the setbacks. The neighbors to the west and southwest have both given verbal support. One neighbor said they would email the board and one will try to attend the hearing today. There is one additional neighbor that voiced concerns that don't involve the setback but involve other things that they need to discuss with her separately.

Chair Shields asked about the location of the sheds. Ms. Hodgson explained they have not used that part of their land in the past due to growth and a barb wire fence. Since removing the fence and plants they hope to use that area as more of a lawn space with the 2 sheds placed to help provide privacy from the road. They could not go further north because of a flood plain. This proposal was the best for the use of space and for the neighbors.

#### **Audience Participation:**

Mike Robinson, 2921 Moore Lane, addressed the board. He has lived in this neighborhood for 40 years. Some of the steps regarding right of ways in the past were not filed or were not filed correctly. The neighborhood is a mismatch of right of ways and property lines. Prior to the current owners, this property had a dilapidated house that was knocked down. These owners have improved the property. Mr. Robinson did share a concern with Ms. Hodgson regarding any doors on the south side of the southern most shed. They have three young children and other children come visit. Trash trucks and other traffic sometimes move too quickly along the dirt road and he was concerned for the safety of the children coming in and out of the shed. Ms. Hodgson did state they plan to have a fence along the road. Mr. Robinson is in support of the variance at this point.

Elizabeth Bauer, 2901 Moore Lane, addressed the board. She is not for or against the proposal. Her main concern is regarding the sewer line that they have been working to bring to Moore Lane. There is a connection with the city sewer to the north and there is a manhole located on Ms. Bauer's property. The original contractor they hired for this project went out of business and the city will be helping with the construction in the future. The timeline was originally scheduled for this fall, but given current events they are no longer sure when this will occur. Part of the reason the contractor lost money is this area requires a lot of dewatering, the water table is around 4 feet below the surface. There are 2 water lines located in this corner where the sheds will be located. The previous contractor started boring at this corner but it failed because the soil is unstable. When this does get constructed there will be large equipment needed on site. A right of way of 60 feet looks adequate, but the contractor was told he might have to dig up the water lines and there may be addition construction needed in this area. There is a propane tank in Moore Lane right of way. There is also a water line

close to the propane tank and the buildings have to be situated about 25 feet from the tank and could possibly need their own additional buffer. There are also issues of trash trucks or other vehicles straying off the road in the winter and the propane tank and other structures need additional space.

Beals read correspondence received from neighbors, Rick and Linda Voss, 2905 Moore Lane. They have no problem with the variance request, it will not impede flow of traffic. All designs fit in with the neighborhood.

Vice Chair LaMastra inquired about the letter that Ms. Bauer submitted, requesting to see the plans. She also asked about the setback from the propane tank and if it was within the right of way. Beals confirmed there would be follow up with the building department to ensure the propane tank is properly permitted and the sheds are the proper distance from that propane tank. If additional space is needed for construction, the contractor would need to have a temporary construction easement onto the property. Any utility provider that needs additional room for construction would have to negotiate that with the property owner directly.

Boardmember Meyer requested clarification on the exact setbacks. Beals explained the setbacks are 20 feet along the south property line and 25 feet along the west property line. Meyer asked the applicant what is keeping them from pushing the sheds further into the property to not encroach in the setbacks. Ms. Hodgson explained if they avoided the setbacks it would place the sheds in the middle of the yard where their kids play. The building is already 50 feet from the street plus another 20 feet resulting in 70 feet behind the shed that would be unusable. It feels like a hardship to pay for so much land that is being used as a buffer for a road that will most likely never be developed. They don't want to build in the right of way, they just want the right of way to be accounted for.

Boardmember Shuff is not concerned with the western shed, there is already a buffer. He is concerned with the southern shed's proximity to Falcon Dr. The 22 foot distance might seem abundant but in this context it's fairly close. He appreciates the hardship being stated, but would like further discussion regarding the proximity to Falcon Dr. Ms. Hodgson replied the minimum requirement is 20 feet so they have 2 extra feet of space. They are also planning to put a fence on Falcon Dr.

Vice Chair LaMastra asked for further explanation regarding where the propane tank is on the site plan. Ms. Hodgson explained on the current slide where it is located, also stating when they had to replace the propane tank, they knew they had a utility right of way. The person consulted advised them to place the propane tank at least 6 feet clear of the powerlines. Also, due to the size of the propane tank, it is required to be at least 25 feet from a building, which is the case in this proposal. They are planning to put in a fence there as well after all the construction.

Boardmember Lawton asked about the building uses, stating the application paperwork indicated one will be a garage and one will be a shed. For the garage, is there currently access from the road? Mr. Judson replied the building furthest south is the garage, with a garage door, but will be used for a woodworking shop. They keep evolving their plans as they go through this process. The buildings will also be used for crafts, and to store bikes and other items. Both buildings are single story, shed style roofs with a maximum height of 10 feet.

Ms. Hodgson stated she appreciated Ms. Bauer's concern about the setbacks. She acknowledges the sewer project has been frustrating but believes their proposal will still provide ample space for future work in this area. They want to improve the neighborhood, they enjoy living here.

Ms Bauer replied her only concern is the tank might be in the right of way. She wants the owners to do what they want with their own property but would like to ensure the proper steps are taken.

#### **Board Discussion:**

Boardmember Stockover stated he is familiar with the area and he will be in support of this variance. He does not see this as area that will be more developed in the future. Acknowledged the water table issue, but 60 feet is a lot of room to work with. Being annexed into the city can create hardships.

Boardmember Lawton will also be in support. The owners have showed their care for the land and willingness to make improvements. This is a complicated situation for set backs and right of ways, but this is a good use for the space.

Boardmember Shuff stated shifting the buildings north slightly would not impact their use and is not sure there is a hardship present.

Vice Chair LaMastra brought up the U-E zone, stating the likelihood of this area developing is low. Would like verification that the propane tank is outside of the public right of way and the buildings are adhering to the appropriate setbacks. She will be in support of the variance though.

Chair Shields asked staff if the building department will be addressing the propane tank. Beals confirmed that the building department will follow up and ensure there is a permit and the proper setbacks are in place.

Boardmember Meyer appreciated the applicant's thoughtfulness to capture the essence of the setbacks while balancing the circumstance of the property. He will be in support

Chair Shields will also be in support. The locations make sense for the layout of the lot. Shields agreed with Shuff that it could be pushed further in, but he is okay with the 21 foot setback.

**Boardmember Stockover made a motion, seconded by Shields, to approve ZBA200017 stating the modification of standard will not be detrimental to the public good and the proposal as submitted will not diverge from the standard of the Land Use Code except in a nominal and inconsequential way when considered in the context of the neighborhood and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2 with the following findings: the reduced setback is to a street with low traffic and no future plans to be improved, the applicant owns the land on both sides of the street resulting in an effective setback to the south abutting neighbor, and the west property line abuts a public road that only provides access to three other properties.**

**Yeas: Meyer, Shuff, LaMastra, Shields, Stockover and Lawton. Nays: none.**

**THE MOTION CARRIED, THE ITEM WAS APPROVED.**

- OTHER BUSINESS
- ADJOURNMENT

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Ralph Shields, Chairperson



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Noah Beals, Senior City Planner-Zoning

# STAFF REPORT

June 11, 2020

## STAFF

Noah Beals, Senior City Planner/Zoning

## PROJECT

ZBA200018

## PROJECT DESCRIPTION

**Address:** 806 W. Mulberry St.  
**Petitioner/Owner:** Kevin Dewlen  
**Zoning District:** N-C-M  
**Code Section:** 4.8(D)(3)  
**Variance Request:**

This is a request to exceed the maximum rear floor area by 266.5 square feet. The allowed rear floor area is 907.5 square feet. Of the proposed 345 square foot addition, 112 square feet is located in the rear half. The other 154.5 square feet was previously approved by ZBA190039

## COMMENTS:

### 1. Background:

The property was platted and annexed into the City in approximately 1887. The original platted lot included the parcel to the east. At some point in time the original platted lot was divided into two parcels. The primary structure on the east parcel was constructed in 1910 and is addressed from Grant. The primary structure on the subject parcel was constructed in 1939. It is unclear the number of changes to the primary structure that may have occurred. However, a variance was granted last year to allow an accessory detached garaged/carport to be built on the property.

The property faces and is addressed from Mulberry Street. This makes the front setback along the south property line and the rear setback along the north property line. The front and back half is split along the short end of the rectangle shaped parcel, resulting in a larger portion of the primary existing in the rear half. This configuration creates a shallow parcel.

### 2. Applicant's statement of justification: See petitioner's letter.

### 3. Staff Conclusion and Findings:

Under Section 2.10.4(H), staff recommends approval and finds that:

- The variance is not detrimental to the public good.
- The addition does not exceed the allowable floor area for the lot overall.
- The subdivision resulted in a shallow parcel.
- The existing primary structure encroaches into the front setback.

Therefore, the variance request will not diverge from the standard but in a nominal, inconsequential way, when considered in the context of the neighborhood, and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2 and a strict application of the standard results in exceptional practical difficulty caused by the exceptional physical conditions unique to the property not caused by the act or omission of the applicant.

### 4. Recommendation:

Staff recommends approval of APPEAL ZBA200018.



## Application Request for Variance from the Land Use Code

The Zoning Board of Appeals has been granted the authority to approve variances from the requirements of Articles 3 and 4 of the Land Use Code. The Zoning Board of Appeals shall not authorize any use in a zoning district other than those uses which are specifically permitted in the zoning district. The Board may grant variances where it finds that the modification of the standard **would not be detrimental to the public good**. Additionally, the variance request must meet at least one of the following justification reasons:

- (1) by reason of exceptional physical conditions or other extraordinary and exceptional situations unique to the property, including, but not limited to physical conditions such as exceptional narrowness, shallowness, or topography, the strict application of the code requirements would result in unusual and exceptional practical difficulties or undue hardship upon the occupant/applicant of the property, provided that such difficulties or **hardship** are not caused by an act or omission of the occupant/applicant (i.e. not self-imposed);
- (2) the proposal will promote the general purpose of the standard for which the variance is requested **equally well or better than** would a proposal which complies with the standard for which the variance is requested;
- (3) the proposal will not diverge from the Land Use Code standards except in a **nominal, inconsequential way** when considered in the context of the neighborhood.

**This application is only for a variance to the Land Use Code. Building Code requirements will be determined and reviewed by the Building Department separately. When a building or sign permit is required for any work for which a variance has been granted, the permit must be obtained within 6 months of the date that the variance was granted.**

However, for good cause shown by the applicant, the Zoning Board of Appeals may consider a one-time 6 month extension if reasonable and necessary under the facts and circumstances of the case. An extension request must be submitted before 6 months from the date that the variance was granted has lapsed.

**Petitioner or Petitioner's Representative must be present at the meeting**

**Location:** 300 LaPorte Ave, Council Chambers, Fort Collins, CO 80524

**Date:** Second Thursday of the month      **Time:** 8:30 a.m.

Variance Address	806 W Mulberry St.	Petitioner's Name, if not the Owner	
City	Fort Collins, CO	Petitioner's Relationship to the Owner is	
Zip Code	80521	Petitioner's Address	806 W Mulberry St
Owner's Name	Kevin Dewlen	Petitioner's Phone #	970-219-0677
Code Section(s)		Petitioner's Email	kdehlen88@gmail.com
Zoning District	N-C-M	Additional Representative's Name	
Justification(s)	3. Nominal and inconsequential	Representative's Address	
Justification(s)	1. Hardship	Representative's Phone #	
Justification(s)	Additional Justification	Representative's Email	
Reasoning If not enough room, additional written information may be submitted	Requesting a variance for the rear sf amount allowed on the lot. Currently with the existing house and carport, the rear sf is 1062 sf and allowed is 907.5 (this variance was approved on Oct. 10, 2019). We would like to build an addition (345 sf) to the existing house that would increase the rear sf by 112 sf, bringing the new rear sf to 1174 sf (3. Nominal and inconsequential). Due to the east/west orientation of the lot the rear sf is a (1.Hardship).		

**Date** 5-7-2020

**Signature**

Kevin Dewlen  
806 W. Mulberry St.  
Fort Collins, CO 80521

5/12/2020

Attn: Zoning  
Community Development & Neighborhood Services  
281 N. College Ave  
Fort Collins, CO 80524

To Whom It May Concern:

Thank you for the time to look at the variance request for the addition at 806 W Mulberry St.

We are requesting a variance for the allowed sf on the rear of the lot. Currently with the existing house and carport the rear sf total is 1062 sf and allowed is 907.5 sf (this variance was approved on Oct 10, 2019; Appeal ZBA 190039). We would like to build an addition to the existing house (345sf in total) that would increase the **rear sf by an additional 112 sf (Justification # 3 nominal and inconsequential)**. Due to the east/west orientation of the lot, with the front of the house facing Mulberry, the shallow lot makes it difficult to meet the requirements of front/rear sf allowances. **(Justification #1 Hardship)**

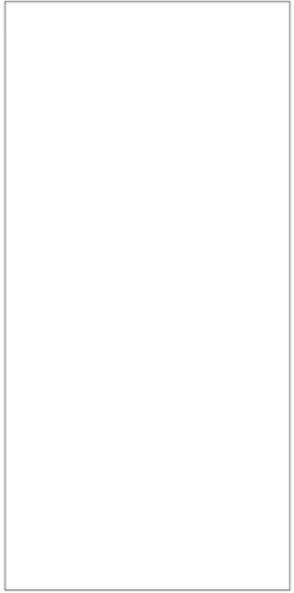
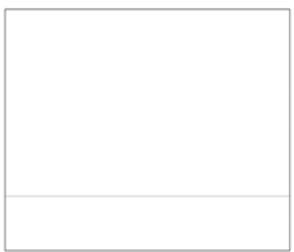
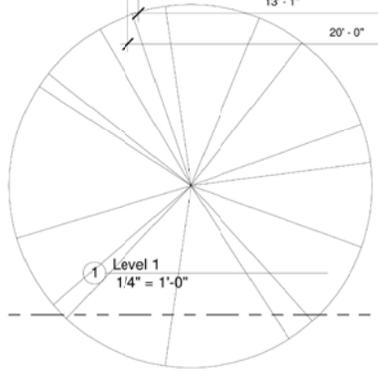
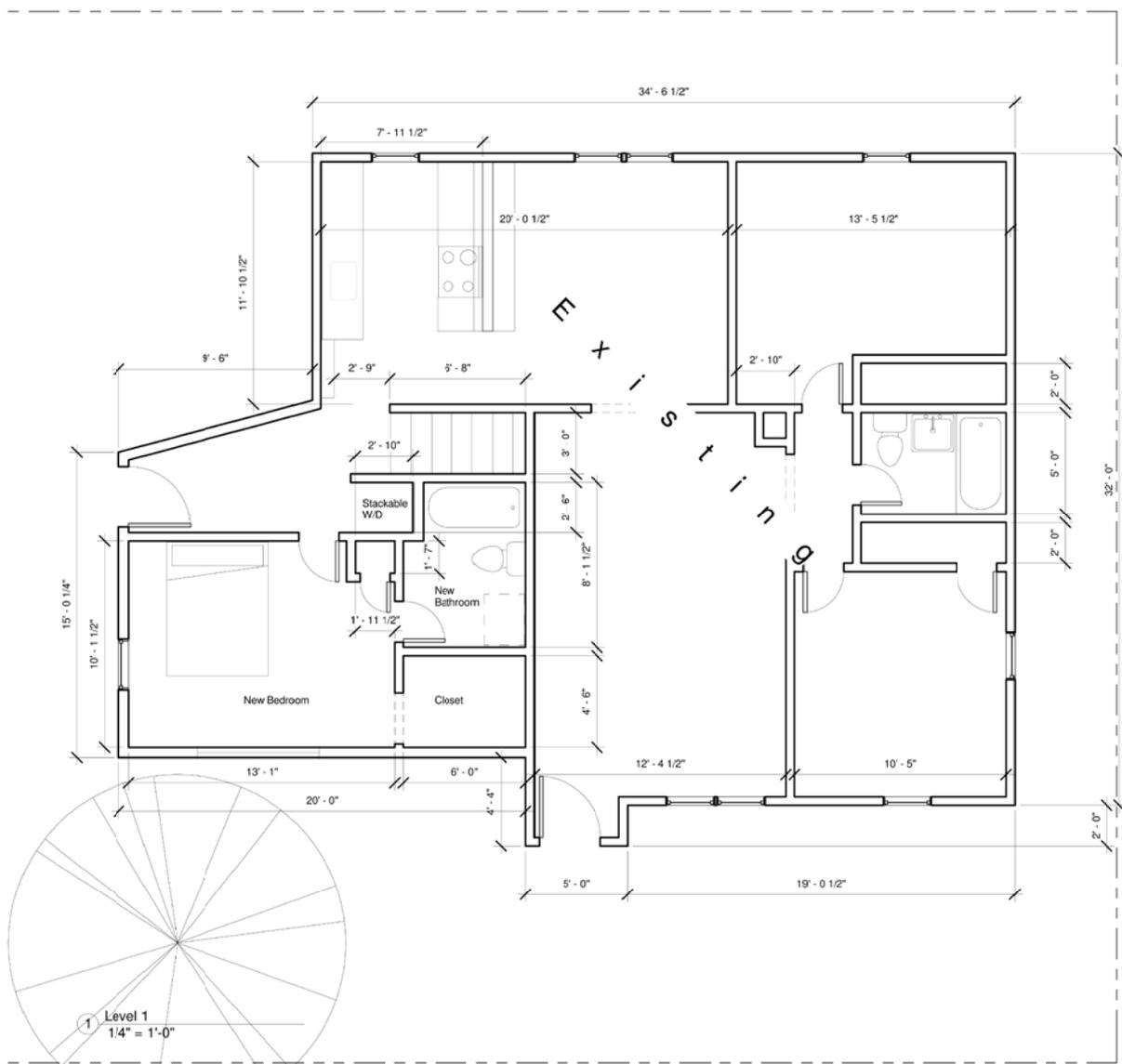
We are meeting all other setback requirements and placing as much of the addition on the front half of the lot to help meet the allowed sf requirements. Thank you for your time and consideration of this variance request.

Thank you and be well,

Sincerely,

A handwritten signature in black ink, appearing to read 'K Dewlen', written in a cursive style.

Kevin Dewlen



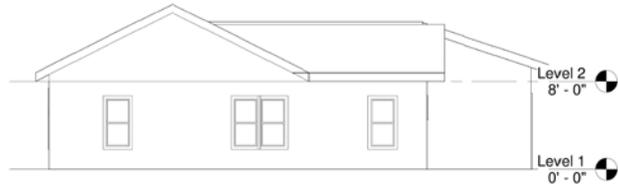
No.	Description	Date

**806 W Mulberry  
House Addition  
Floor plan**

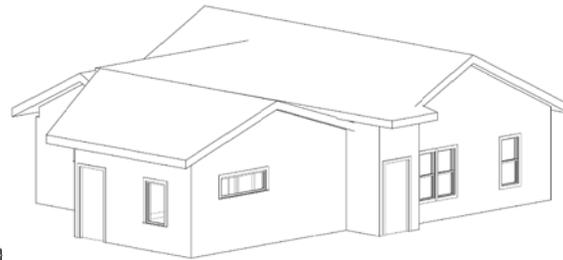
Project number	806-1
Date	1-3--20
Drawn by	KD
Checked by	KD

**A1**

Scale	1/4" = 1'-0"
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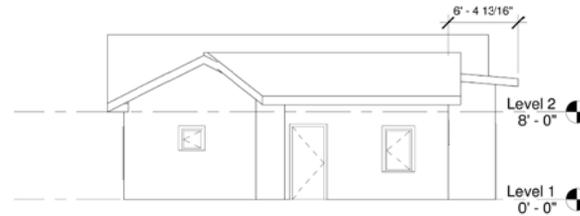
① North  
1/8" = 1'-0"



⑤ {3D}



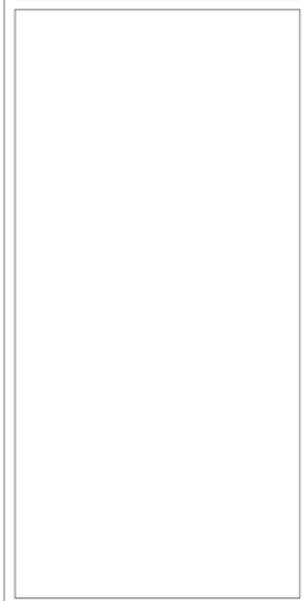
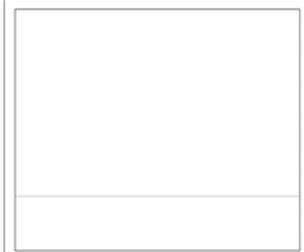
② East  
1/8" = 1'-0"



④ West  
1/8" = 1'-0"



③ South  
1/8" = 1'-0"



No.	Description	Date

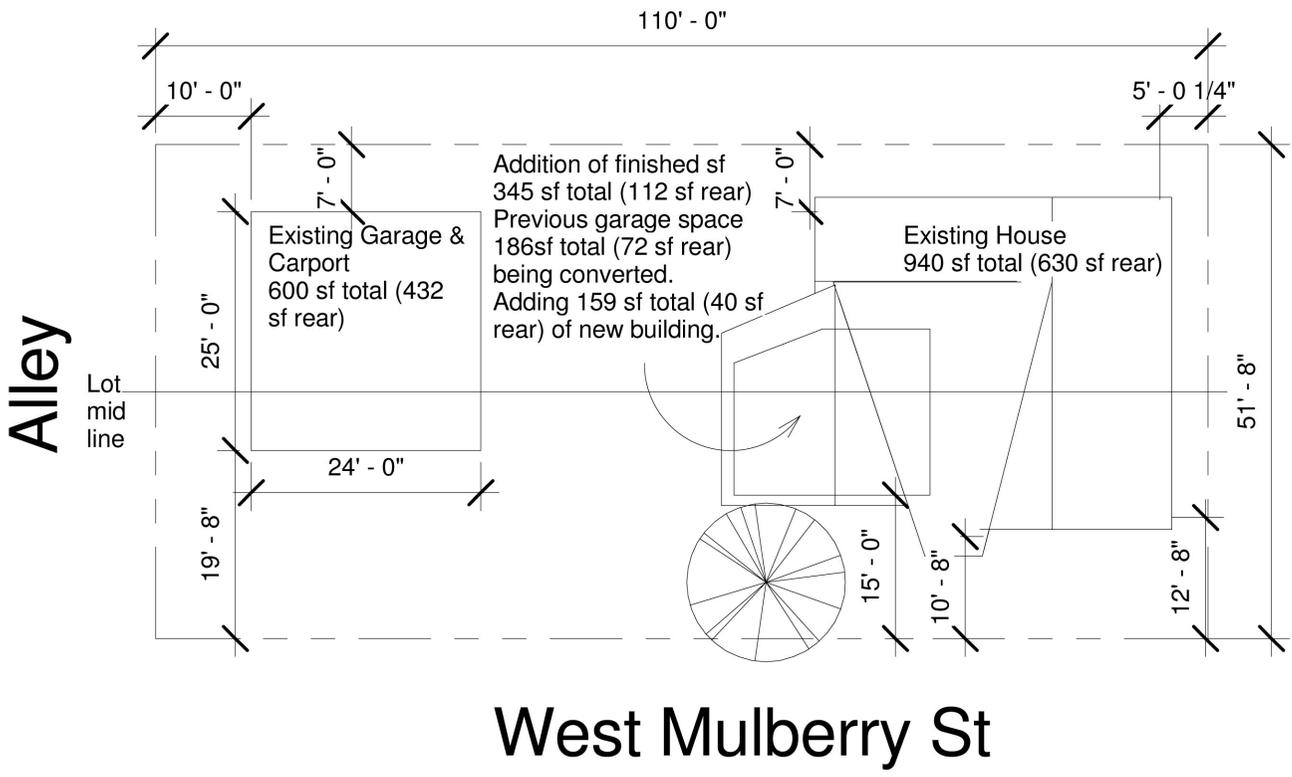
**806 W Mulberry  
House Addition  
3D & Elevations**

Project number	806-1
Date	1-3--20
Drawn by	Author
Checked by	Checker

**A2**

Scale 1/8" = 1'-0"

806 West Mulberry St.  
 Lot 13  
 Block 287  
 Loomis Addition



1 Site  
 1" = 20'-0"

	<b>806 W          Mulberry          House Addition</b>	<b>House Addition</b>		<b>Site</b>  Scale 1" = 20'-0"
		Project number	806-1	
		Date	1-3--20	
		Drawn by	KD	
		Checked by	KD	

**From:** [Noah Beals](#)  
**To:** [Jennifer Luther](#)  
**Cc:** [Kacee Scheidenhelm](#)  
**Subject:** FW: [EXTERNAL] Appeal ZBA200018 806 W Mulberry St  
**Date:** Tuesday, June 9, 2020 12:31:19 PM

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-----Original Message-----

From: Patrick Crossland <patrickjcrossland@gmail.com>  
Sent: Tuesday, June 9, 2020 11:36 AM  
To: Noah Beals <nbeals@fcgov.com>  
Subject: [EXTERNAL] Appeal ZBA200018 806 W Mulberry St

Hello,

I write to show my support for my neighbor at 806 W Mulberry Street.

My wife and I live to the east of this address. I've seen how much Kevin does to improve this property, which also improves block that we share with him. I'm grateful to have a neighbor who takes such great care of his home. I support his request to exceed the maximum rear floor area by 266.5 feet and any additional request he has made pertaining to this matter.

If you have questions feel free to call me at 970-222-2979.

Thank you,  
Patrick and Shalynn Crossland

Sent from my iPhone

# STAFF REPORT

June 11, 2020

**STAFF**

Noah Beals, Senior City Planner/Zoning

**PROJECT**

ZBA200019

**PROJECT DESCRIPTION**

**Address:** 2524 W. Plum St.  
**Petitioner/Owner:** Adam Musielewicz  
**Zoning District:** R-L  
**Code Section:** 4.4(D)(2)(c); 4.4(D)(2)(d)  
**Variance Request:**

This is a request to build an accessory structure (yurt) in the rear and street side setbacks. The proposed location is 6 feet from the rear (north) property line which is encroaching 9 feet into the required 15 foot rear setback and 8 feet from the street side (west) property line which is encroaching 7 feet into the required street side setback.

**COMMENTS:**

**1. Background:**

The property was annexed into the City in 1970 and later platted as part of the Overland subdivision in 1978. The original primary structure was also constructed in 1978.

Structures either over 8 feet in height or over 120 square feet require a building permit. Such structures are then required to meet the Zone district setbacks. The proposed structure is 9 feet 9 inches in height at the tallest point and 155 square feet in size.

Additionally, certain play structures do not require a permit such as a trampoline. In the past a trampoline has been located in the approximate location for the proposed yurt.

**2. Applicant’s statement of justification:** See petitioner’s letter.

**3. Staff Conclusion and Findings:**

Under Section 2.10.4(H), staff recommends approval and finds that:

- The variance is not detrimental to the public good.
- The proposed structure is 9 feet 9 inches in height at the tallest point.
- The proposed structure is 155 square feet in size.
- There is a 6 foot tall fence delineating the north property line.
- There is a significant sized evergreen tree on the property to the north limiting any view of the proposed structure.
- The yurt is similar in size to the trampoline that existed in approximately the same location.

Therefore, the variance request will not diverge from the standard but in a nominal, inconsequential way, when considered in the context of the neighborhood, and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2.

**4. Recommendation:**

Staff recommends approval of APPEAL ZBA200019.



## Application Request for Variance from the Land Use Code

The Zoning Board of Appeals has been granted the authority to approve variances from the requirements of Articles 3 and 4 of the Land Use Code. The Zoning Board of Appeals shall not authorize any use in a zoning district other than those uses which are specifically permitted in the zoning district. The Board may grant variances where it finds that the modification of the standard **would not be detrimental to the public good**. Additionally, the variance request must meet at least one of the following justification reasons:

- (1) by reason of exceptional physical conditions or other extraordinary and exceptional situations unique to the property, including, but not limited to physical conditions such as exceptional narrowness, shallowness, or topography, the strict application of the code requirements would result in unusual and exceptional practical difficulties or undue hardship upon the occupant/applicant of the property, provided that such difficulties or **hardship** are not caused by an act or omission of the occupant/applicant (i.e. not self-imposed);
- (2) the proposal will promote the general purpose of the standard for which the variance is requested **equally well or better than** would a proposal which complies with the standard for which the variance is requested;
- (3) the proposal will not diverge from the Land Use Code standards except in a **nominal, inconsequential way** when considered in the context of the neighborhood.

**This application is only for a variance to the Land Use Code. Building Code requirements will be determined and reviewed by the Building Department separately. When a building or sign permit is required for any work for which a variance has been granted, the permit must be obtained within 6 months of the date that the variance was granted.**

However, for good cause shown by the applicant, the Zoning Board of Appeals may consider a one-time 6 month extension if reasonable and necessary under the facts and circumstances of the case. An extension request must be submitted before 6 months from the date that the variance was granted has lapsed.

**Petitioner or Petitioner's Representative must be present at the meeting**

**Location:** 300 LaPorte Ave, Council Chambers, Fort Collins, CO 80524

**Date:** Second Thursday of the month      **Time:** 8:30 a.m.

Variance Address	2524 W. Plum St.	Petitioner's Name, if not the Owner	
City	Fort Collins, CO	Petitioner's Relationship to the Owner is	
Zip Code	80521	Petitioner's Address	
Owner's Name	Adam Musielewicz	Petitioner's Phone #	
Code Section(s)	Division 4.4 (B)	Petitioner's Email	
Zoning District	Low density residential	Additional Representative's Name	Laurel Carter
Justification(s)	3. Nominal and inconsequential	Representative's Address	2524 W. Plum St.
Justification(s)	1. Hardship	Representative's Phone #	517-902-1188
Justification(s)	Additional Justification	Representative's Email	a_musielewicz@hotmail.com
Reasoning If not enough room, additional written information may be submitted	We would like to erect a 14ft diameter yurt in our backyard (please refer to written statement regarding intent). Our plot allows for the best location of the structure to be located in the NW corner of the property as there is an open area to accommodate the yurt. Other potential locations are rendered impractical due to the existence of either large trees stumps (of trees that needed to be cut due to disease) or too close in proximity to our house. We are requesting an exemption from the 15ft set back on the North and West side of the property, respectively to 5ft +		

**Date** 5/12/2020

**Signature**

Written statement explaining reason for requesting variance:

We would like to erect a 14' diameter yurt (155sq ft and 9'9" tall) in our backyard. This additional space will allow us to complete our at-home work requirements, as well as provide supplementary recreational space for our two boys, ages 11 and 2. One parent is working full time from home and with COVID-19 regulations the other parent is in growing need of this private office space. The yurt will be used for several uses: primary home office for both working parents, children's playhouse, and yoga/meditation space. We feel that 14' is of adequate size to accommodate these uses without dominating the yard or impeding neighboring views.

The best location in our yard is in the Northwest corner of the plot. In this section of the yard there is enough openness to accommodate the space without running into impractical options found at other locations in the yard. For instance, on the due west side of the house, there is a large stump (circled in yellow in the attachment - *Google Earth Screenshot 2524 W. Plum St.*) that prevents use in this area. Several trees on the property became diseased and unfortunately had to be cut down prior to our ownership of the property. Other locations such as directly behind the house, are too close in proximity to the house itself. Simply, there are no other practical spaces to erect a yurt without either infringing upon existing set-backs or creating potential safety hazards in close proximity to our house.

We are writing to request then locating the yurt in the Northwest corner of the property, requesting an exemption from the 15ft set-back on the Westside of the property (to 10ft) as well as the 15ft set-back on the Northside of the property (to 5ft). Please see attachments: *Proposed Yurt Location - Northside Set-Back Request* and *Proposed Yurt Location - Westside Set-Back Request* for reference. As a consideration, the neighboring property to the north has several large pine trees (30ft high or so), that provide ample privacy between the lots.

Thank you for your consideration of this request.

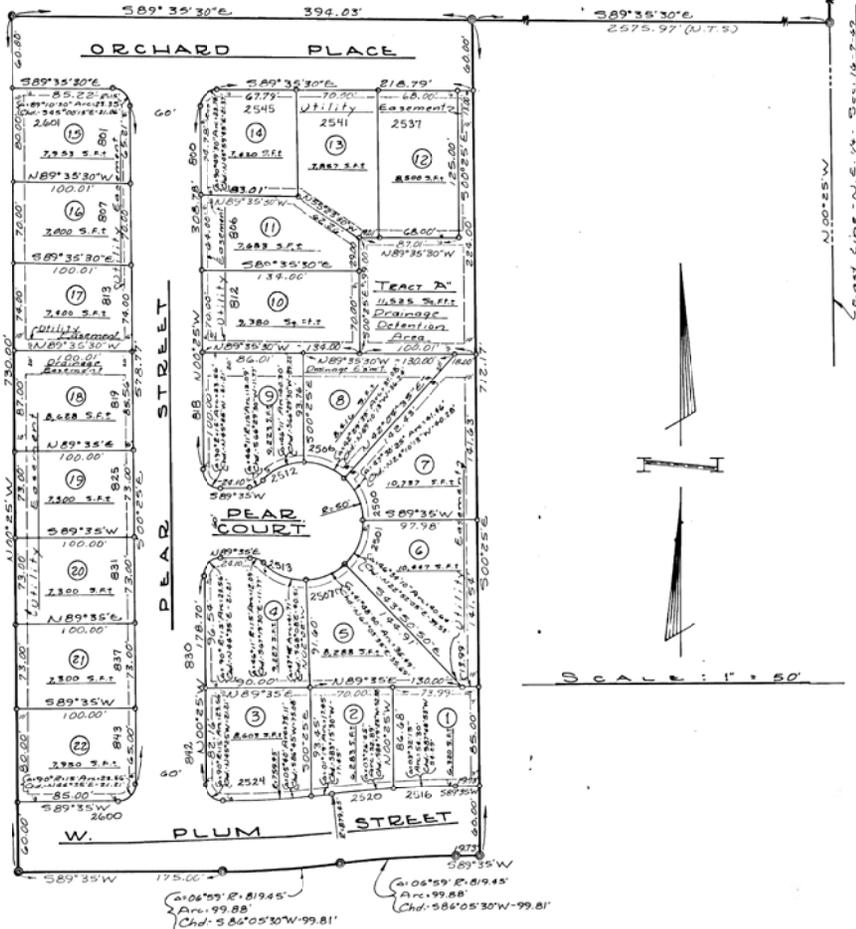
Sincerely,

Adam Musielewicz  
2524 W. Plum St.

# PLAT OF THE OVERLAND SUBDIVISION

SITUATE IN THE NORTH 1/2 OF SECTION 16, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE SIXTH P.M., CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO

Northeast Corner Section 16 7'69"



### STATEMENT OF OWNERSHIP, SUBDIVISION, DEDICATION, AND DECLARATION OF PROTECTIVE COVENANTS:

KNOW ALL MEN BY THESE PRESENTS: That the undersigned being the owner of the following described land, to-wit: A tract of land situate in the North 1/2 of Section 16, Township 7 North, Range 69 West of the Sixth P.M., City of Fort Collins, County of Larimer, State of Colorado, which, considering the East line of the Northeast 1/4 of said Section 16 as bearing N00°25'W and with all bearings contained herein relative thereto, is contained within the boundary lines which begin at a point which bears S60°25'E 1290.00 feet and again N89°35'30"W 2525.97 feet from the Northeast corner of said Section 16 and run thence S00°25'E 712.17 feet; thence S89°35'W 1973 feet; thence along the arc of a 819.45 foot radius curve to the left a distance of 99.88 feet, the long chord of which bears S86°05'30"W 99.81 feet; thence along the arc of a 819.45 foot radius curve to the right a distance of 99.88 feet, the long chord of which bears S86°05'30"W 99.81 feet; thence S89°35'W 175.00 feet; thence N00°25'W 730.00 feet; thence S89°35'W 394.03 feet to the point of beginning, containing 6.5437 acres, more or less, has caused the same to be surveyed and subdivided into lots, a tract and streets as shown on this plat to be known as the OVERLAND SUBDIVISION, and does hereby dedicate and convey to and for public use, forever hereafter, the streets and easements as are laid out and designated on this plat.

PROTECTIVE COVENANTS for the Overland Subdivision are as filed contemporaneously herewith in the office of the Clerk and Recorder of Larimer County, Colorado.

WITNESS our hands and seals this 16<sup>th</sup> day of July A.D. 1976.

Richard L. Bartlett  
Richard L. Bartlett

State of Colorado }  
County of Larimer }  
The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of July A.D. 1976.

Himelshy E. Beckman  
Notary Public  
My notarial commission expires May 2, 1978

### ENGINEER'S CERTIFICATE:

Richard A. Rutherford, a Professional Engineer and Land Surveyor under the laws of the State of Colorado, being duly sworn on his oath, deposes and says, that the survey and plat of the Overland Subdivision were made under his supervision and that said plat is an accurate delineation of said survey, that he has read the statements thereon, and that the same are true of his own knowledge.

Richard A. Rutherford  
Richard A. Rutherford  
Professional Engineer & Land Surveyor

Subscribed and sworn to before me this 16<sup>th</sup> day of July A.D. 1976.

Himelshy E. Beckman  
Notary Public  
My notarial commission expires May 2, 1978

### APPROVED:

By the Planning and Zoning Board of Fort Collins, Colorado, on this 10<sup>th</sup> day of May A.D. 1976.

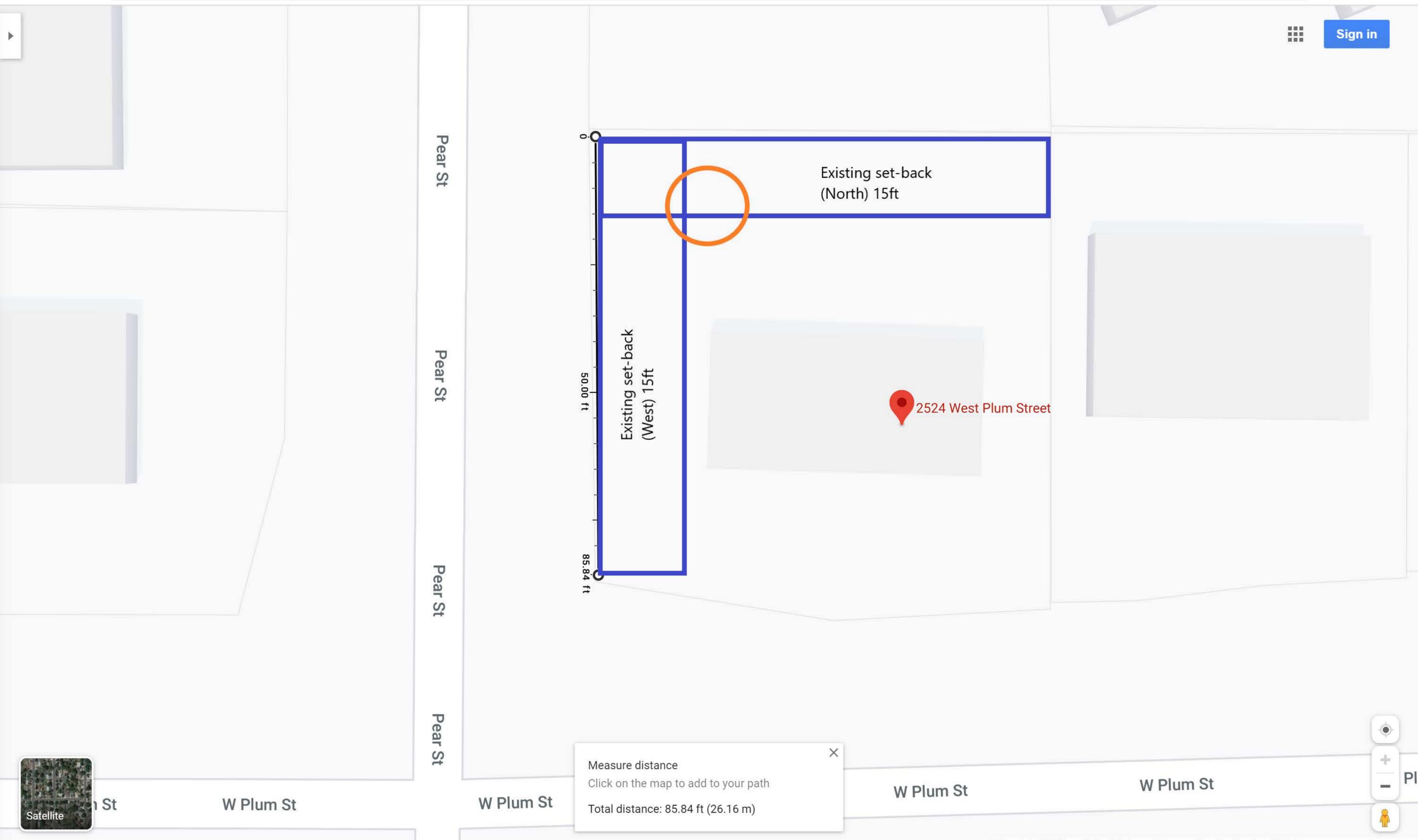
Paul J. Seibel  
Secretary

### APPROVED:

By the City Council of the City of Fort Collins, Colorado, on this 20<sup>th</sup> day of July A.D. 1976.

Verna Lewis  
City Clerk

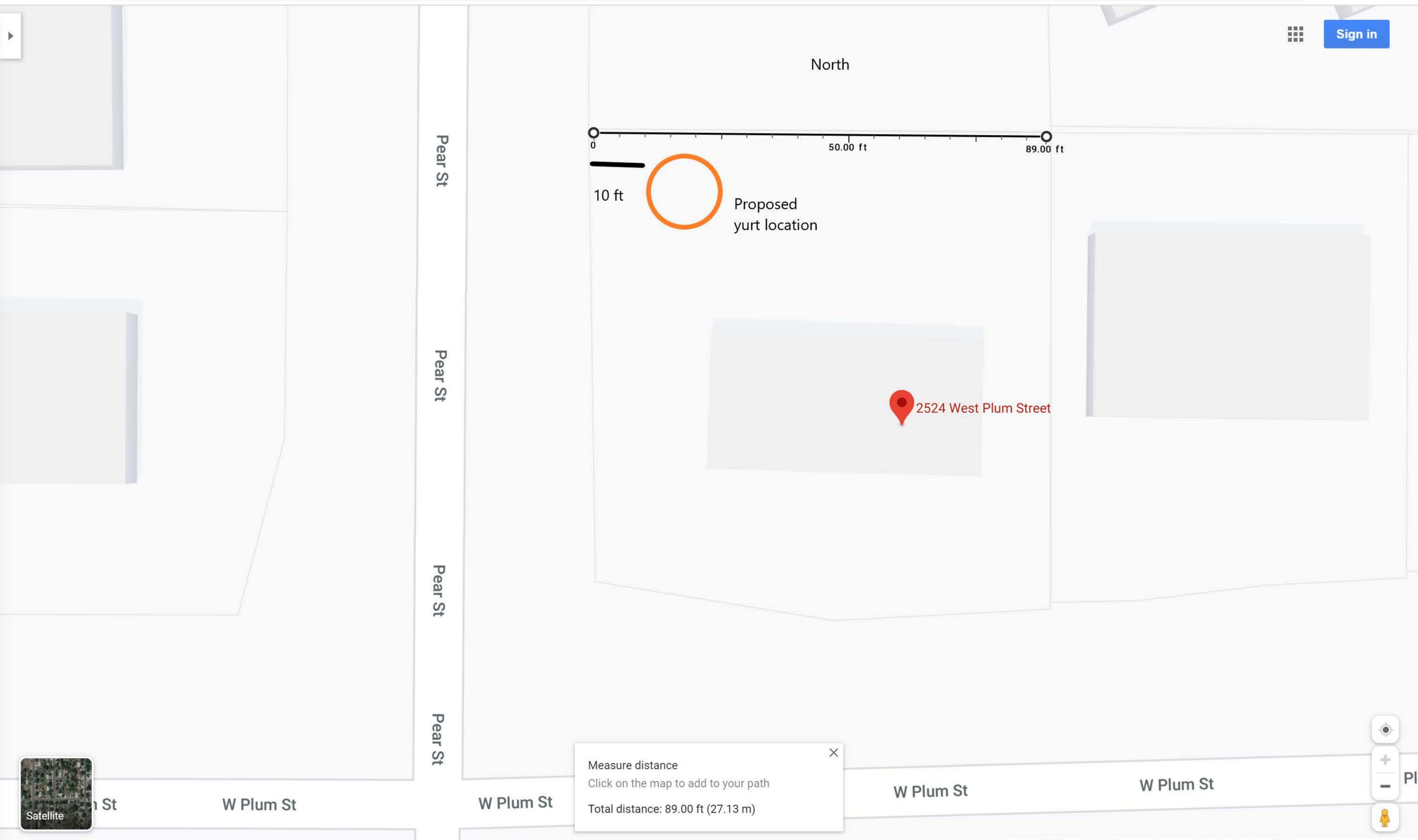
Notes: Drainage easement as laid out and designated on this plat, shall be for the installation and maintenance of a drainage ditch, the design and construction of said ditch, shall be subject to the inspection and approval of the City Engineer. All improvements relating to drainage shall be adequate to handle the storm runoff terminating at the property in question. The area in the drainage easement in each lot and all drainage improvements in it shall be constructed by the owner of the lot. Within this easement, no structure, planting, fence, or other material shall be placed or permitted to remain, which may interfere with the installation and maintenance of drainage facilities, or which may change the direction of flow of drainage channels in the easements, or which may obstruct or retard the flow of water through drainage channels in the easement.



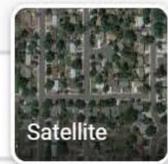
Measure distance  
Click on the map to add to your path  
Total distance: 85.84 ft (26.16 m)

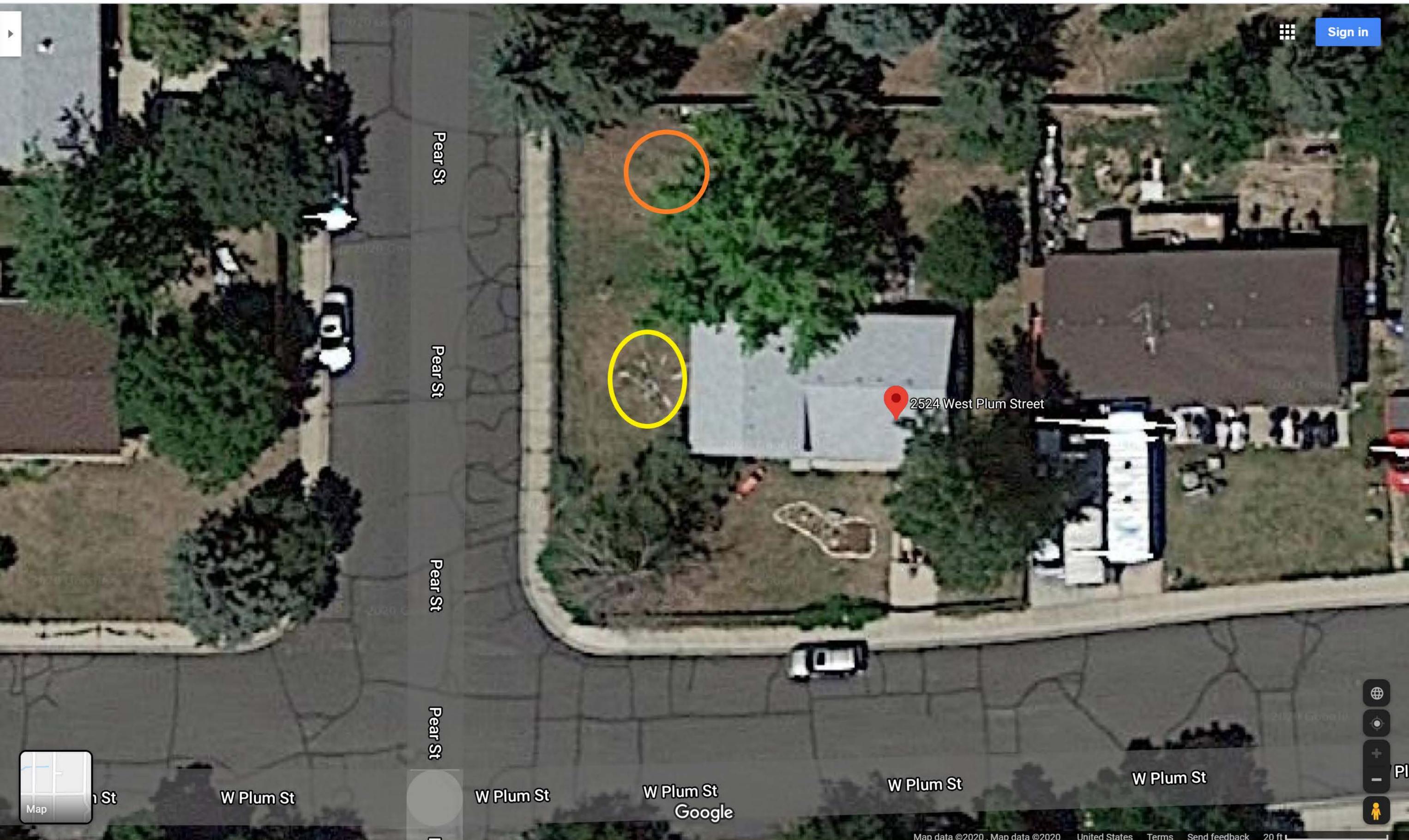
The map displays a property at 2524 West Plum Street, marked with a red pin. A vertical measurement line is drawn along Pear St, starting from a point labeled '0' and ending at a point labeled '85.84 ft'. An orange circle is drawn in the backyard area, with the text '5ft from North backyard set-back' positioned above it. The word 'North' is also visible above the circle. The street names 'Pear St' and 'W Plum St' are labeled on the map. A 'Sign in' button is located in the top right corner. A 'Satellite' view button is in the bottom left corner. A 'Measure distance' dialog box is open at the bottom center, showing the total distance of 85.84 ft (26.16 m).

Measure distance  
Click on the map to add to your path  
Total distance: 85.84 ft (26.16 m)



Measure distance  
Click on the map to add to your path  
Total distance: 89.00 ft (27.13 m)





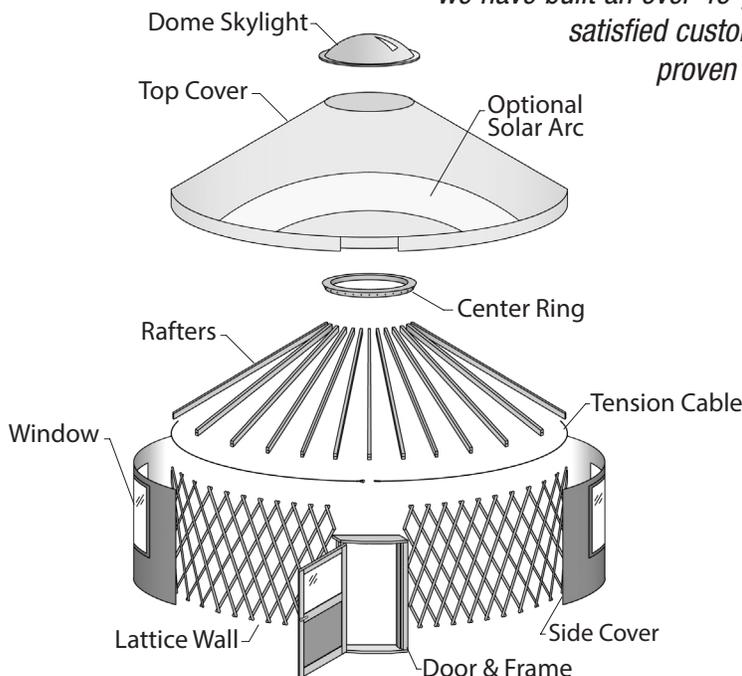
Sign in

2524 West Plum Street



# Pricing and Order Booklet

From tropical getaways to Alpine retreats, Pacific Yurts sets the highest standard for successfully adapting a legendary shelter into a modern, flexible, environmentally friendly living structure. Simply put, **no one knows yurts like Pacific Yurts**. As the original designer and manufacturer of the modern yurt, we have built an over 40-year track record of success and innovation. Our thousands of satisfied customers on nearly every continent are testament to our expertise, proven product performance and commitment to outstanding service.



## STANDARD FEATURES - ALL MODELS

**LATTICE WALL:** Expandable, clear, kiln dried, Douglas fir lath. Finished with a wood penetrating oil: assembled with aluminum rivets. Finished height is approx. 7'.

**RAFTERS:** High quality, structural grade Douglas fir, sanded and finished with a wood penetrating oil: includes hardened steel pins which fit into holes in center ring.

**CENTER RING:** Beautiful laminated Douglas fir compression ring finished with a wood penetrating oil: through-bolted for additional strength.

**DOOR & FRAME:** Beautiful solid wood door with window and inset wood panel, comes pre-hung and includes weather stripping. Solid brass hinges with bronze finish and quality lockset with lifetime warranty.

**DOME:** Durable, low maintenance, clear acrylic dome. Optional opener available for extra ventilation.

**TENSION CABLE:** 1/4" aircraft quality galvanized steel, 7,000 lb. breaking strength for 20', 24' and 30' yurts; 3/16" with 4,200 lb. breaking strength for 12', 14' and 16' yurts.

**WINDOWS:** Two large fabric windows (54"x45"). Clear vinyl, framed in 2" marine grade velcro. Windows open from outside. Includes zippered weather flaps and sewn-in screens.

**TOP COVER:** This flame retardant vinyl-laminate provides excellent durability, low maintenance and protection from the elements and includes a 10 year warranty. Overhead seams are electronically bonded together instead of being machine sewn and are impervious to moisture. Our optional premium top cover includes a 15 year warranty. Rain diverter included over every door.

**SIDE COVER:** Side cover is an acrylic coated 100% polyester fabric that provides exceptional strength, durability and low maintenance; easy clip-on design.

**DETAILED INSTRUCTIONS** for setting up. Suggested platform construction plans included.

## SIZES AVAILABLE

Size (Diameter)	Sq. Ft.	Height At Center	Approx. Base Shipping Weight	Base Price
12'	115	9'	850 lb	\$5,825
14'	155	9'9"	900 lb	\$6,520
16'	200	10'3"	1,000 lb	\$7,025
20'	314	11'	1,350 lb	\$8,700
24'	452	12'6"	1,700 lb	\$9,965
30'	706	14'2"	2,300 lb	\$12,350

\*Platform/Floor not included.

**OPTIONS** See order form on next page

## TERMS

- 50% MINIMUM DEPOSIT required with your order; balance upon notification that your yurt is ready for shipment.
- VISA/MASTERCARD/DISCOVER/AMEX/WIRE TRANSFER accepted.
- 20% restock charge on canceled invoice total.
- All prices are subject to change without notice.
- Sales Tax applies where required by law.

# PACIFIC YURTS ORDER FORM

Name & Address \_\_\_\_\_ Ship To \_\_\_\_\_

Phone & E-mail \_\_\_\_\_ Phone \_\_\_\_\_

<b>YURT DIAMETER</b>	<input type="checkbox"/> 12' - \$5,825 <input type="checkbox"/> 14' - \$6,520 <input type="checkbox"/> 16' - \$7,025 <input type="checkbox"/> 20' - \$8,700 <input type="checkbox"/> 24' - \$9,965 <input type="checkbox"/> 30' - \$12,350
<b>SIDE COVER</b>	<b>Color</b> <input type="checkbox"/> Dark Linen <input type="checkbox"/> Forest Green <input type="checkbox"/> Terra Cotta <input type="checkbox"/> Olive <input type="checkbox"/> Other _____
<b>WINDOWS</b> – includes two Fabric Windows at no charge  <i>Additional crating fee for Glass Windows (see below)</i>	Additional Fabric Windows _____ x \$150 Each   UV Web Frames _____ x \$50 Each
	<b>Window Awning Frame</b> _____ x \$175 Each <i>Not available on 12' &amp; 14' models</i>
	<b>Glass Window System</b> _____ x \$1,035 Each <i>Not available on 12' &amp; 14' models</i> Exterior Trim Color <input type="checkbox"/> Tan <input type="checkbox"/> White <input type="checkbox"/> Bronze
<b>TOP COVER</b> – includes a Rain Diverter over every door <i>(Choose Putty or Olive)</i>  <input type="checkbox"/> Putty Valance <input type="checkbox"/> Olive Valance <input type="checkbox"/> Brown Valance <input type="checkbox"/> Other	<b>Premium Top Cover</b> <input type="checkbox"/> Tan <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Dark Gray <input type="checkbox"/> 12' - \$350 <input type="checkbox"/> 14' - \$365 <input type="checkbox"/> 16' - \$415 <input type="checkbox"/> 20' - \$555 <input type="checkbox"/> 24' - \$630 <input type="checkbox"/> 30' - \$895
	<b>Door Awning</b> \$150 Each <input type="checkbox"/> 6 o'clock <input type="checkbox"/> 3 o'clock <input type="checkbox"/> 9 o'clock <input type="checkbox"/> 12 o'clock
	<b>Solar Arc</b> <input type="checkbox"/> 6 o'clock <input type="checkbox"/> 3 o'clock <input type="checkbox"/> 9 o'clock <input type="checkbox"/> 12 o'clock <input type="checkbox"/> 14' - \$340 <input type="checkbox"/> 16' - \$390 <input type="checkbox"/> 20' - \$440 <input type="checkbox"/> 24' - \$490 <input type="checkbox"/> 30' - \$540
	<b>Water Catchment</b> <input type="checkbox"/> 14' - \$395 <input type="checkbox"/> 16' - \$410 <input type="checkbox"/> 20' - \$490 <input type="checkbox"/> 24' - \$570 <input type="checkbox"/> 30' - \$650
	<b>Perimeter Gutter System</b> <input type="checkbox"/> White <input type="checkbox"/> Brown <input type="checkbox"/> 12' - \$355 <input type="checkbox"/> 14' - \$410 <input type="checkbox"/> 16' - \$495 <input type="checkbox"/> 20' - \$660 <input type="checkbox"/> 24' - \$775 <input type="checkbox"/> 30' - \$955
<b>ROOF INSULATION</b>	<input type="checkbox"/> 12' - \$395 <input type="checkbox"/> 14' - \$475 <input type="checkbox"/> 16' - \$625 <input type="checkbox"/> 20' - \$860 <input type="checkbox"/> 24' - \$1,220 <input type="checkbox"/> 30' - \$1,745
<b>WALL INSULATION</b>	<input type="checkbox"/> 12' - \$740 <input type="checkbox"/> 14' - \$810 <input type="checkbox"/> 16' - \$865 <input type="checkbox"/> 20' - \$1,035 <input type="checkbox"/> 24' - \$1,240 <input type="checkbox"/> 30' - \$1,605
<b>INSULATED WINDOW COVERS</b>	_____ x \$40 Each
<b>DOOR</b> <input type="checkbox"/> Inward Opening <input type="checkbox"/> Outward Opening  Handle on: <input type="checkbox"/> Left <input type="checkbox"/> Right <i>(from Exterior)</i>	<input type="checkbox"/> Window <input type="checkbox"/> Panel <input type="checkbox"/> Double Window - \$100 <input type="checkbox"/> French - \$420 <input type="checkbox"/> Fiberglass - \$460 <input type="checkbox"/> French Fiberglass - \$1,150
	<b>Additional Door &amp; Frame</b> <input type="checkbox"/> 3 o'clock <input type="checkbox"/> 9 o'clock <input type="checkbox"/> 12 o'clock <input type="checkbox"/> Window - \$825 <input type="checkbox"/> Panel - \$825 <input type="checkbox"/> Double Window - \$925 <input type="checkbox"/> French - \$1,245 <input type="checkbox"/> Fiberglass - \$1,185 <input type="checkbox"/> French Fiberglass - \$1,875
	<b>Screen Door</b> <input type="checkbox"/> Std. - \$340 <input type="checkbox"/> French - \$375 <i>Upgrade hardware _____ x \$70 Each</i>
	<b>Door Screen Curtain</b> <input type="checkbox"/> Std. <input type="checkbox"/> French - \$50
	<b>Deadbolt</b> <input type="checkbox"/> With Locking Lever <input type="checkbox"/> With Passage Lever - \$60 <input type="checkbox"/> Keypad Deadbolt - \$140
<b>SNOW &amp; WIND OPTIONS</b> <i>(Recommended on 24' &amp; 30' models)</i>	<b>Snow &amp; Wind Kit - Standard Hardware</b> <input type="checkbox"/> 12' or 14' - \$420 <input type="checkbox"/> 16' - \$495 <input type="checkbox"/> 20' - \$660 <input type="checkbox"/> 24' - \$790 <input type="checkbox"/> 30' - \$940
	<b>Snow &amp; Wind Kit - Stainless Steel Hardware</b> <i>Not available with 2x6 Upgrade or Alpine Package</i> <input type="checkbox"/> 12' or 14' - \$520 <input type="checkbox"/> 16' - \$620 <input type="checkbox"/> 20' - \$820 <input type="checkbox"/> 24' - \$985 <input type="checkbox"/> 30' - \$1,170
	<b>Perimeter Blocking</b> <i>(2x4 blocking between studs) Available only with Snow &amp; Wind Kit</i> <input type="checkbox"/> 12' - \$75 <input type="checkbox"/> 14' - \$90 <input type="checkbox"/> 16' - \$105 <input type="checkbox"/> 20' - \$135 <input type="checkbox"/> 24' - \$150 <input type="checkbox"/> 30' - \$180
Upgrades in this section are available only with the Snow & Wind Kit.	<b>2x6 Rafter/Ring/Hardware Upgrade</b> <i>Available only on the 20', 24' and 30'</i> <input type="checkbox"/> 20' - \$700 <input type="checkbox"/> 24' - \$900 <input type="checkbox"/> 30' - \$1,100 <input type="checkbox"/> <b>Central Column</b> - \$1,215
	<b>Alpine Package</b> <i>(30' size only) Includes upgrades to: ring, rafters, door header, hardware &amp; Central Column</i> <input type="checkbox"/> 30' - \$9,390
<b>DOMES OPTIONS</b>	<b>Tinted Dome</b> <input type="checkbox"/> \$200 <b>Dome Opener</b> <input type="checkbox"/> \$165
	<b>Center Ring Insert</b> <input type="checkbox"/> Bug Screen <input type="checkbox"/> Shade Screen - \$150
	<b>Dome Screen</b> <input type="checkbox"/> Bug Screen <input type="checkbox"/> Shade Screen - \$60
	<b>Fan Support</b> <input type="checkbox"/> \$65 <i>Not recommended with Center Ring Insert</i>
<b>STOVE FLASHING</b>	<input type="checkbox"/> \$65 - Std. 8" opening <input type="checkbox"/> Other size _____
<b>PACKING &amp; CRATING</b> <i>Freight charges are not included</i>	<b>Yurt Crating</b> <input type="checkbox"/> US & Canada - \$400 <input type="checkbox"/> International - \$475
	<b>Glass Window System</b> 1-8 Windows <input type="checkbox"/> US & Canada - \$150 <input type="checkbox"/> International - \$200
CC# _____ exp date: _____ CVC _____   Same card for final payment? _____ Card name & billing address: _____	<b>TOTAL</b> Sales Tax applies where required by law. <b>50% DEPOSIT =</b>

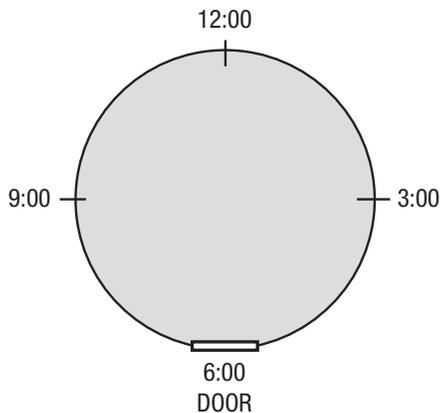
## PACIFIC YURT OPTIONS

### WINDOW AND DOOR PLACEMENT

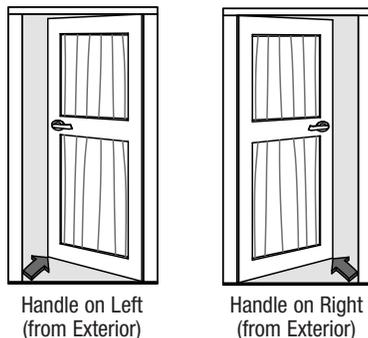
The diagram below (using a clock face) represents a door at 6:00. You can choose your own placement or choose from the following placements.

Restrictions on placement: Windows must be placed 18" minimum from doors and 15" minimum from windows. Doors must be placed at quarter hour locations only.

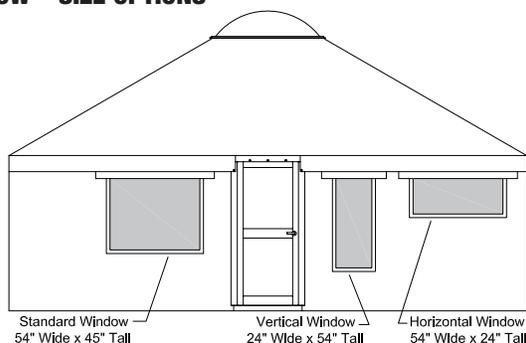
- ❑ 2 window placement: 8:00 and 4:00
- ❑ 3 window placement: 8:00 and 12:00 and 4:00
- ❑ 4 window placement: 7:30, 10:30, 1:30 and 4:30
- ❑ 5 window placement: 8:00, 10:00, 12:00, 2:00 and 4:00
- ❑ \_\_\_\_\_ total windows: Evenly spaced



### DOOR HANDLE PLACEMENT



### FABRIC WINDOW – SIZE OPTIONS



### OPTION DESCRIPTION

#### Additional Fabric Windows

Windows can be added to provide additional light and ventilation. They are made of clear vinyl, framed in 2" marine grade velcro and include zippered weather flaps and sewn-in screens. Windows open from outside.

#### Window Awning Frame

Frame consists of an anodized aluminum framework to support the window flap. This creates an overhang allowing the windows to be left open for ventilation.

#### Glass Window System

Energy efficient glass window (48" wide x 39" tall) with fabric flange and curved wood frame, opens from inside. Includes trim kit. Not available on 12' and 14' models. Requires additional packing and crating charge.

#### Premium Top Cover

Made of the highest quality roofing material, with a 15 year material manufacturer's warranty, this top is available in tan, white, gray or dark gray. Not for use with the solar arc.

#### Door Awning

This 5' x 6' piece of roofing fabric is welded over the door and has grommets installed along the three outer edges. When supported by a wood frame (not included), it provides a covered porch. Additional sizes are available.

#### Solar Arc

The solar arc is translucent vinyl roofing fabric integrated into the top cover in an arc shape that allows diffused light into the yurt (see photo in brochure). This option is not recommended for hot unshaded locations or where full insulation is required. It is available on the standard top cover only.

#### Water Catchment

The water catchment is a fabric gutter system which collects water run-off from the top cover and funnels it through downspouts into a storage tank. (Storage tank not included.) One downspout is included with the 14' and 16' yurts; 20', 24' and 30' yurts include two downspouts. (For non-potable water use.)

#### Perimeter Gutter System

Similar function to Water Catchment but utilizes rigid PVC and can be retrofitted. Comes in approximate 6' sections. On site assembly required. Available in brown or white.

*continued on back page*

## ABOUT SHIPPING

List prices are FOB - Cottage Grove, Oregon. The National Motor Freight Classification for Yurts is: KD Houses or Buildings NOI - Wood, Item No. 38470 - Sub 2, Class 150. We suggest you call our office for additional shipping information.

FOR DOMESTIC SHIPMENTS - We generally ship **freight collect**. Shipping weights include approximately 200 lb per yurt for packing materials and crates. There is a packing and crating fee of \$400 per yurt unless you pick it up at our shop. (Glass Windows - add'l charge)

FOR INTERNATIONAL CUSTOMERS - CIF or other routing quotations will be provided upon request. Packing and crating fees for international ocean freight are \$475 per yurt. Please check with your Customs Agent for further information. (Glass Windows - add'l charge)

## PACIFIC YURT OPTIONS (continued)

### Insulation

Our seven layer reflective insulation is covered with an attractive fabric liner facing. Custom designed to match your window and door placement. It works by reflecting radiant heat in both directions, keeping the yurt warmer in the winter and cooler in the summer.

### Insulated Window Covers

These covers are made of reflective insulation with a fabric liner facing to match the interior insulation. These covers will insulate your windows during the coldest times of the year and are easy to install and remove.

### Window Door

Our standard door features a large window (acrylic) for added light. **Panel Door** also available with inset wood panels in the top and bottom, or choose a **Double Window Door** with acrylic windows in the top and bottom panels.

### French Doors

French doors are double doors with the levers in the middle which provide more light, view and a wider opening. Available in wood or fiberglass on 16' or larger yurts.

### Fiberglass Door

Ultra-durable insulated door with large double glazed window. Ideal for low maintenance requirements in the harshest environments.

### Additional Door & Frame

Add a back or side entrance for easy access to decks, hot tub, etc. Available on 16' or larger yurts.

### Screen Door

Beautiful solid wood screen door with self-closing hinges provides extra ventilation while keeping the bugs out.

### Upgrade Hardware for Screen Door

This option upgrades the standard spring-loaded steel screen door hinges to solid brass butt hinges with bronze finish. Also included is a pneumatic door closer.

### Door Screen Curtain

This screen attaches to the top of the door frame, is weighted at the bottom and overlaps in the middle for easy access. Works best with outward-opening door.

### Snow & Wind Kit

The snow and wind kit consists of a vertical stud under every rafter that is secured to the rafter, lattice wall and floor. In addition, there is a cable blocking system in the rafters. This kit not only adds rigidity, but provides shear to prevent torque. Recommended for high snow and wind conditions. Stainless steel hardware available.

### Perimeter Blocking

Finished 8' 2x4's to be cut and installed between vertical supports to meet IBC standards. Includes screws. Available only with Snow and Wind Kit.

### 2x6 Rafter/Ring/Hardware Upgrade

This option upgrades the standard rafters, center ring and hardware for increased snow load capacity. Available only with Snow and Wind Kit.

### Central Column

Powder coated steel column increases snow load capacity. Available only with Snow and Wind Kit and 2x6 Rafter Upgrade.

### Alpine Package

This package includes upgrades to the center ring, rafters, door header, hardware and steel central column. Engineered for heavy snow loads encountered at ski resorts. Available only on the 30' model.

### Tinted Dome

The tinted dome blocks approximately 60% of the heat coming through the skylight, and only marginally affects the natural light. Keeps the yurt cooler in unshaded locations.

### Dome Opener

Opens the dome skylight to allow the escape of hot air or moisture that may get trapped at the ceiling. This creates a natural convection cooling system for refreshing comfort. Includes extension handle.

### Center Ring Insert

Finely crafted wood frame fits into the center ring and includes bug screen or shade screen.

### Dome Screen

Circular hemmed screen attaches to the center ring. Choose bug or shade screen.

### Fan Support

This sculpted wood support fits into the center ring and allows the installation of a ceiling fan for improved air circulation.

### Stove Flashing

Double metal flashing made of galvanized sheet metal that is powder coated for corrosion resistance and beauty. Standard opening is 8" – other sizes are available.

## ADDITIONAL OPTIONS AND PRICING

### Banner System

Display custom graphics or logos on your yurt for commercial enterprises or to identify sponsors for special events. The removable 5' x 5' banner laces into a grommeted frame mounted on the roof. \$455

### Cable Tie-Down

The cable tie-down system attaches to the center ring in four locations and secures to a recessed eyebolt in the center of the floor. It can be installed and removed as needed for severe wind conditions. Designed to be used in conjunction with the Snow and Wind Kit as an additional level of protection. \$185

### Convenience Panel

Beautiful, multi-purpose panel to facilitate a variety of applications including glass window, A/C, hearth, electrical panel, etc. \$725

### Door Canopy

The door canopy is made of top quality vinyl fabric on a welded aluminum frame and provides a graceful covered entry to your yurt. Graphics and backlighting available. \$985 to \$1,285

### Tropical Cupola

Designed for hot tropical environments, this powder-coated steel framework has an architectural fabric cover and replaces the dome skylight. It provides shade and creates a natural cooling system by allowing maximum air flow for refreshing comfort. \$840 to \$885

### Vinyl Side Cover

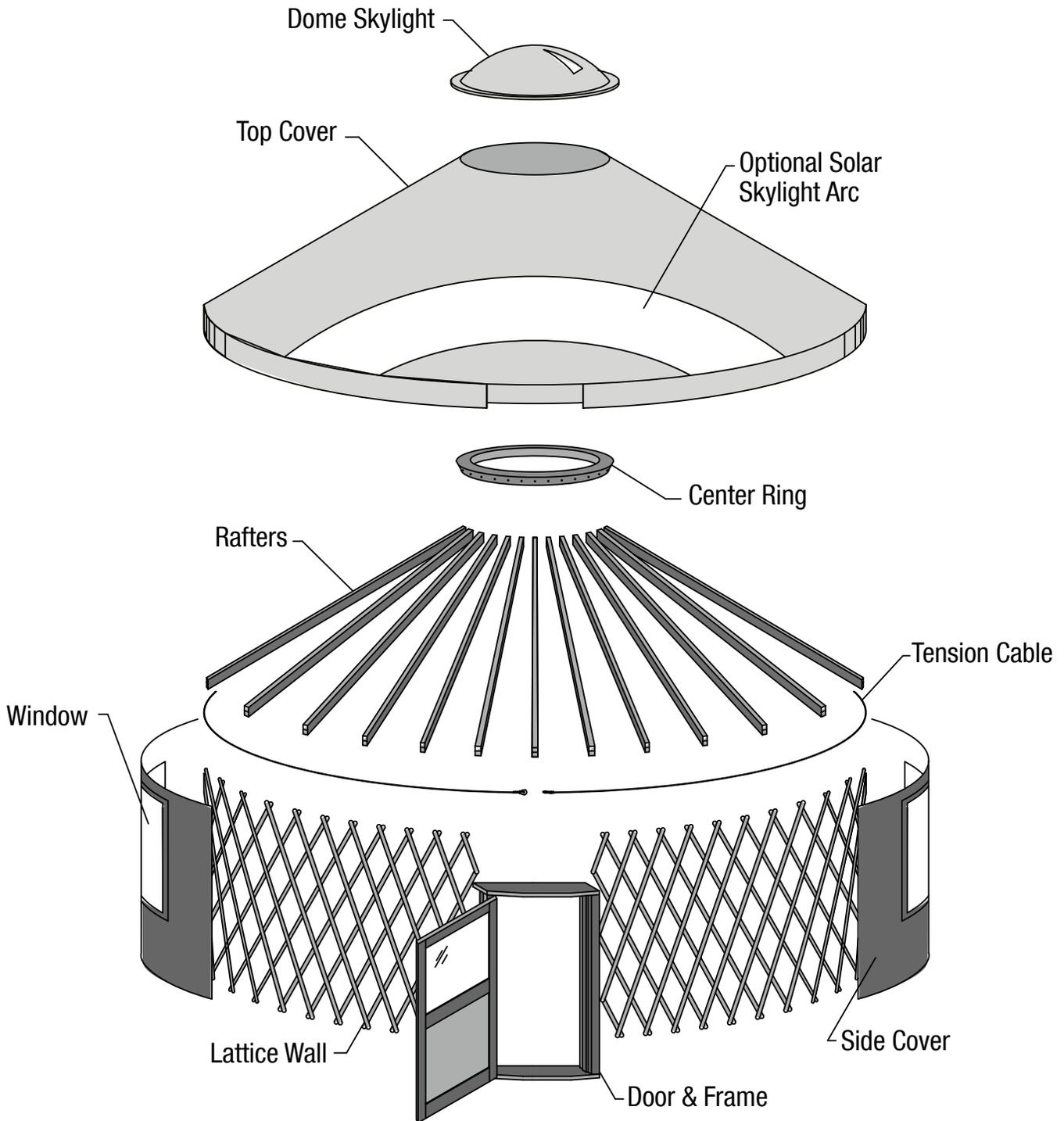
This cover is made of durable vinyl-laminated fabric and includes two windows. (\$200 each additional window.) \$400 to \$575

### Other Options Available ...

**“Your company has always been and continues to be a pleasure to work with. I am amazed at the quality of the product you produce and the efforts you go to satisfy your customers.” – Kathryn L., Colorado**

**“I chose Pacific Yurts because of their reputation, dependability of the company and excellent customer service.” – Laine S., Maine**

**Thank you for your interest in Pacific Yurts. We hope to soon welcome you to our family of satisfied customers. If you have any questions or need additional information, please call us at 1.800.944.0240.**



Artist's Conception

© Pacific Yurts Inc.

# SET UP MANUAL

The original manufacturer of the modern lattice wall yurt, the highest quality for over 35 years.

Manufactured by Pacific Yurts Inc. • 77456 Hwy 99 S. • Cottage Grove, OR 97424 • (541) 942-9435 • [www.yurts.com](http://www.yurts.com)

# Have you done these important things?

## Please be sure you have done the following:

- The platform must be round and the same diameter as your yurt.
- The screw in the tip of each rafter should be installed to keep the rafter from lifting off the tension cable. *(Page 8)*
- The rafters over the door should be secured to the door header with the brackets provided. *(Page 8)*
- If the Snow & Wind Kit was purchased, screws need to be installed through the lattice wall into the back of each rafter support. *(Page 12)*
- After making sure the gap is 1", be sure the cord in the grommet strip (under the valance) is securely tied to the last grommet on the top cover next to the door. *(Page 24)*
- The gap between the side cover and grommet strip on the top cover needs to be a consistent 1" before securing the bottom of the side cover to the platform. *(Page 24)*
- The cord that is laced through the grommets at the bottom of the top cover valance needs to be pulled **as tight as possible**, and secured at the door frame. *(Page 28)*
- If the dome opener is purchased it is **extremely important** to make sure the opener spindle is installed correctly to avoid breaking the dome skylight. *(Page 30)*
- When cleaning the dome skylight **DO NOT USE** glass cleaners! See care recommendations on *page 48*.
- Remember that this manual includes a care and maintenance section that should be referred to periodically.

***If you do not fully understand the set up process call us at 1-800-944-0240.***

# **The Yurt Set Up Manual**

## **Including Care & Maintenance**

### **12', 14' & 16' Yurts**

**Pacific Yurts Inc.**  
Recreational Living Structures

***Warning:*** Safety is very important in the assembly and use of yurts. Therefore, purchaser should read the manual thoroughly before starting assembly in order to avoid accidental injury.

# Welcome Aboard!

We would like to take this opportunity to thank you for purchasing a Pacific Yurt and to welcome you to the growing Pacific Yurts' family. Pacific Yurts was established in 1978 and is the original designer and manufacturer of the modern lattice wall yurt. Today Pacific Yurts Inc. enjoys an international reputation for successfully adapting this ancient shelter into a modern recreational living structure. We are committed to the highest quality in our materials and workmanship. Each yurt is made of select kiln dried, second growth Douglas fir and space age architectural fabrics. We are dedicated to earning your confidence by giving you the same professional quality and service we ourselves appreciate. We welcome your comments and suggestions. Count on us to be here for all your future needs.

If after reading through this manual you have any questions about the installation of the yurt please call us at 800-944-0240.

Enjoy your yurt!

Sincerely,

*The Pacific Yurts' Staff*

*Manufactured by:*

**Pacific Yurts Inc.** • 77456 Hwy. 99 S • Cottage Grove, OR 97424 • 541-942-9435 • [www.yurts.com](http://www.yurts.com)

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## Tool List

- 8'-10' step ladder (two)
- Blanket or pad (for protecting top cover while installing dome)
- Cable cutters (for trimming excess on safety cable)
- Electric drill (or cordless driver drill) with Phillips bit
- Hand saw (for cutting lattice for stovepipe)
- Knife (for cutting lacing cord)
- Level
- Masking tape
- Miter saw (for trimming rafter supports on Snow & Wind Kit)
- Phillips screwdriver
- Standard screwdriver
- Pliers (for crimping springs on dome opener if applicable)
- Sawzall or equivalent (for cutting door opening in drip edge)
- Sharp scissors
- Small crescent wrench
- Staple gun
- Baby powder (for top cover insulation only)
- Tape measure
- 1/4" hex driver (for Snow & Wind Kit only)

**Note:** Remember the tools required may vary according to your platform height, options chosen and yurt size. Read entire manual before installation.

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## Site Location

Being what we call a 'soft' structure, the yurt reacts more readily to climatic conditions than do 'rigid' structures, therefore, it is important to choose your site carefully and take into account prevailing wind patterns, overhead tree limbs, water runoff, etc. In general, the best site would be protected from the wind, would receive morning sun and afternoon shade and be free from overhead objects such as large dead tree limbs that could damage the yurt in heavy winds. Plan your entry so that the doorway is facing away from prevailing winds.

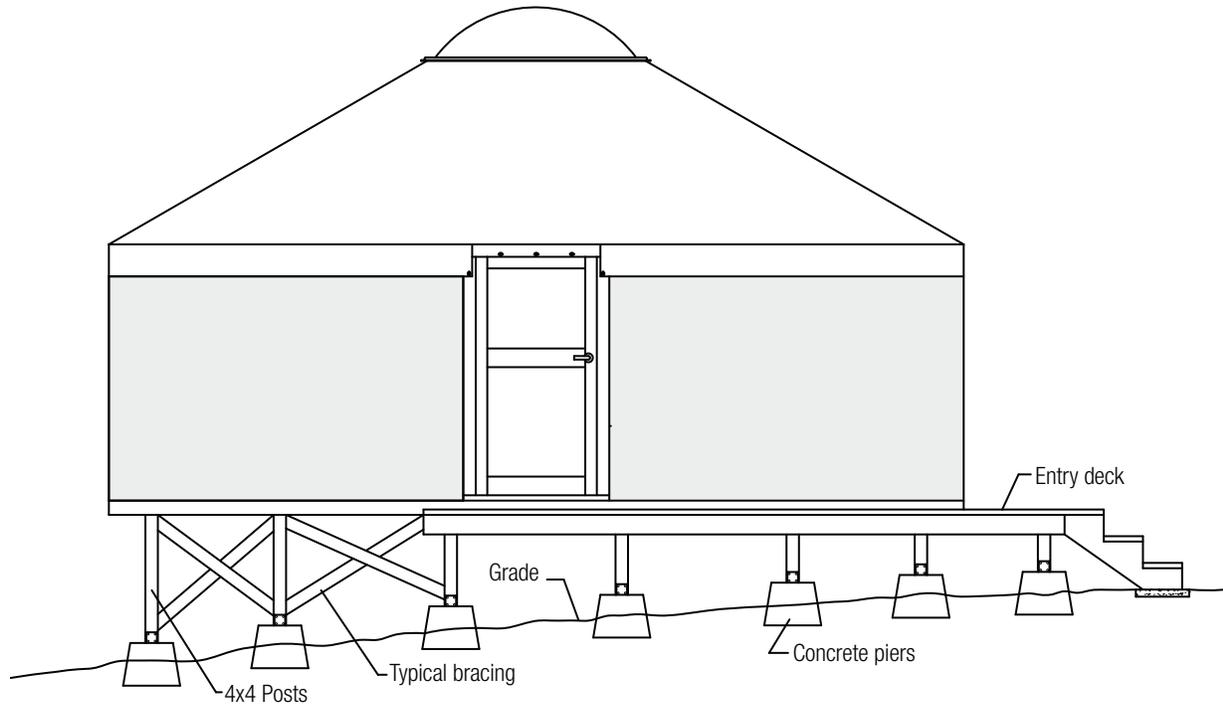
We do not recommend setting up the yurt for extended periods without a platform (floor). However, if you do set up the yurt on the ground, make sure your site is leveled, leaving enough room to ditch around the perimeter for watershed control. Plan your site with the lay of the land and runoff patterns in mind so that you don't get caught by surprise in the first rainstorm. Also, we recommend a ring of gravel or bricks so that the side cover does not come in contact with the damp earth. A temporary floor can be easily installed using a layer of bark chips covered with heavy black plastic and layered with carpeting. Be sure to stake down the lattice wall securely.

## Platform (Floor) Construction

For a secure and comfortable installation, a well-built platform is necessary. To ensure a weather proof installation the platform needs to be circular and the same diameter as the yurt so the side cover fabric can extend below the interior floor level. This will provide a draft-free and watertight seal. Any exterior decking should be separated from, or at a lower level than the yurt platform. Unless you are skilled, enlist the help of an experienced carpenter for building the platform.

Contact Pacific Yurts to obtain recommended platform construction plans for the size of your yurt or download them from our web site [www.yurts.com](http://www.yurts.com). Keep in mind that every site will be different, so the platform construction and footings should reflect the conditions of each individual site and may need to be modified from our recommended plan.

### Typical Platform Elevation



Note: Platform and footings should be designed according to the conditions of each individual site and local building requirements.

# Ready To Start

Now you are ready to start setting up the yurt. It is helpful at this point to familiarize yourself with the various components (see diagram on front cover) and to have read through **the entire** set up sequence so that it is clear and you know what to expect. A glossary is included in this manual to familiarize yourself with the terms used. All hardware for the yurt is provided in the hardware box.

1. Locate your door position(s) **exactly** and mark the center on your platform's drip edge.
2. Measure the door threshold length (43 7/8" for standard door and 55 5/8" for French door) and notch out 1" of drip edge material to this dimension using your mark as center. You are simply cutting the 1" portion of the plywood drip edge that extends above the interior floor level back down to floor level so the door threshold can overhang the circular platform. When marking the platform's drip edge for the door cut-out be sure to measure the width of the door threshold **straight across** rather than around the curved surface of the platform. *(See Diagram I)*

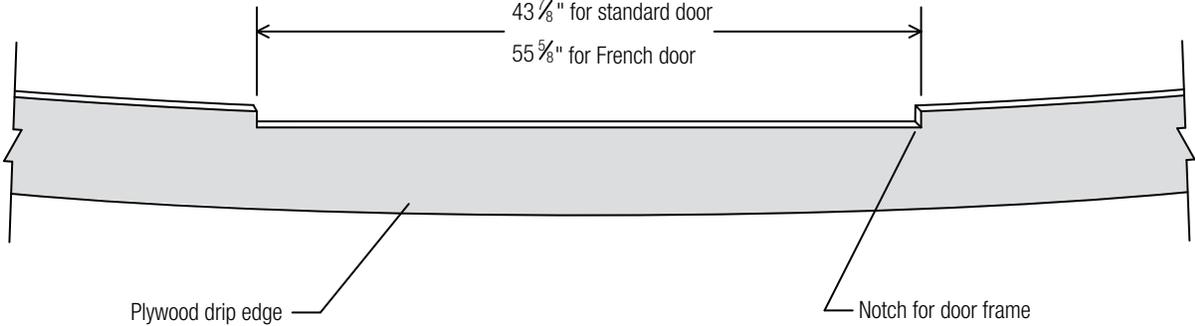
**Note:** If you are setting up a yurt with doors at 6:00 & 12:00, be sure the doors are **exactly** opposite by running a string through the center point of the circle to the outside perimeter on each side. This is the center line of the doors. Do not move your doors from these positions.

## Assembling the Framework

### Lattice Wall

1. Locate and unwrap the lattice wall. It will be a cylindrical package roughly 24" in diameter and eight feet long. Take the lattice wall and a helper to the back of the circular platform, opposite to where you want the 6:00 door to be, and stand the lattice wall on end. **(Note:** Make sure the lattice wall is right side up! The bottom of the lattice wall is easily identified by the bolts that have been installed for the anchoring straps.) Also, note that there is an inside and an outside. The outside is the side with the holes in the middle of the rivets, while the inside has no holes in the rivets.
2. Carefully undo the straps around the lattice wall and stretch it out around the perimeter of the circular platform (just inside the drip edge), **making sure to keep it stable as you proceed. (Safety note: Be careful of pinch points while extending lattice wall.)**
3. Leave about 4 ft. for the door opening. The lattice wall will be secured to the platform after the door is in place.

**Diagram I: Door Cut-Out In Drip Edge**



## Door Frame

1. Position the door frame at the opening, making sure the keyed side of the door faces outward. **(See Diagram II)** Remove the door clamp fascia and “door stickers” and set them aside for later.
2. Remove the wing nuts and washers (but not the wooden door clamps) from the inside of the door frame. The ends of the lattice wall have metal plates installed, which will attach to the bolts on the door frame.
3. Slip the end of the plate with the oval hole onto the clamp bolts then replace the washers and wing nuts and snug them down (not too tightly at this point).
4. Notice that there is a notch in the door threshold directly behind the door frame upright. Position the door threshold so that this notch is outside of the drip edge **(see Diagram II)** and then anchor the threshold to the platform using the screws provided in hardware box. The notch allows the side cover to extend below the threshold.

## Adjusting & Securing The Lattice Wall

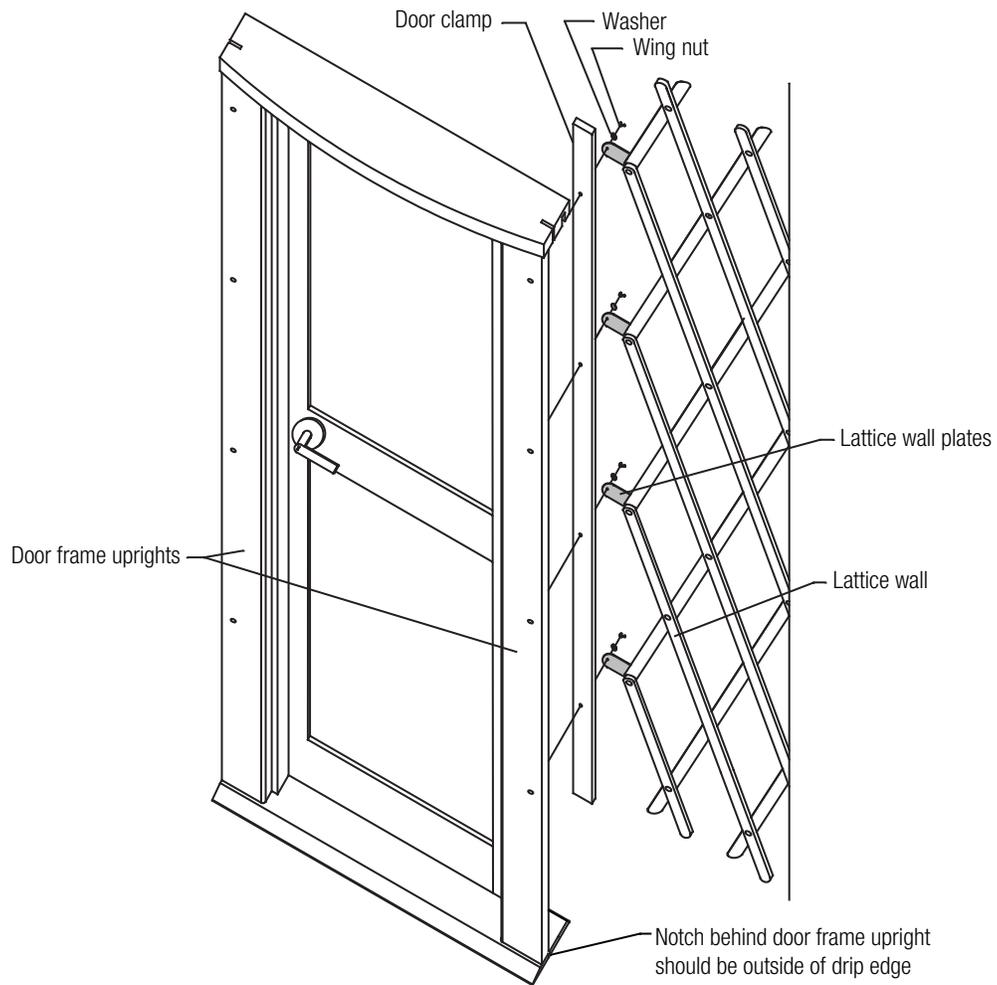
The lattice wall height should be consistent all the way around the perimeter (within 1/2”).

1. Go around the perimeter and check the wall height with a tape measure every few feet. The finished height will vary depending on the yurt size and number of doors, but it is important that the measurement be consistent. The height of the lattice wall can be adjusted by expanding out the lattice wall where it needs to be shorter and contracting it where it needs to be taller. Be sure to keep the lattice wall against the drip edge as you go. **Helpful Hint:** Using a stick with the average height marked on it is a quick and easy way of measuring the height of the lattice wall.
2. Remove the cap nuts, washers, and bolts, located approximately every sixth crotch along the bottom of the lattice wall. Then bolt on the formed lattice wall anchoring straps (from your hardware box) and anchor them to the edge of the platform with the screws provided. **(See Diagram III)** These brackets are designed so the screws will go through the plywood drip edge and into the flooring material.

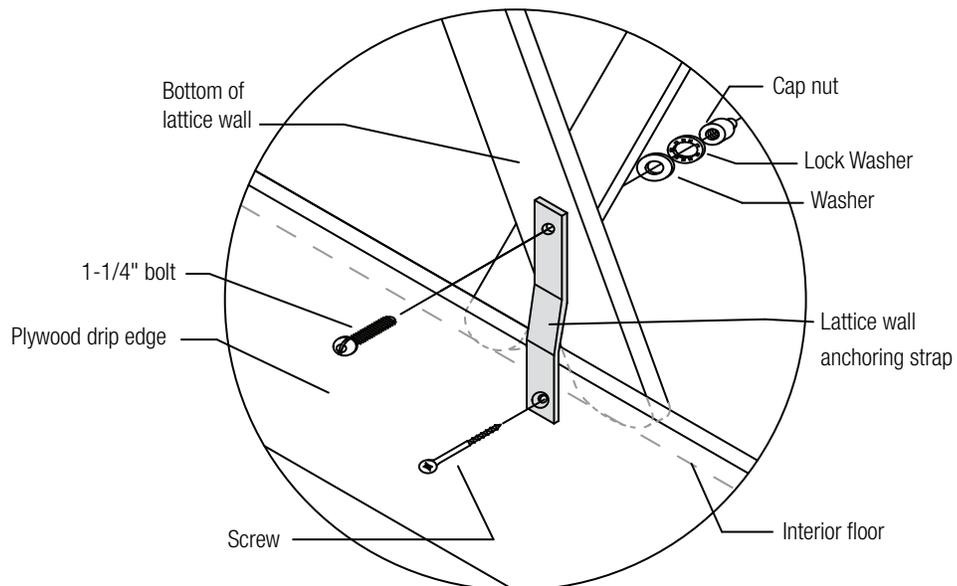
## Tension Cable

1. Locate the steel cable (in your hardware box) labeled “tension cable”. Unroll the cable by starting with one end ‘off center’ above the 6:00 door. This is important so that the cable hardware does not interfere with the rafters that will be resting on top of the door frame.
2. Lay the cable in the crotches along the top of the lattice wall. Take the slack out as you go and be sure not to miss a crotch. Hook the two ends together as you come around, meeting above the door where you began. If the two ends do not meet there is excess slack in the cable. Simply pull out the slack a little at a time, working it towards the cable ends. Before setting the rafters make sure to distribute any slack in the cable evenly around the perimeter.

**Diagram II: Connecting The Lattice Wall To Door Frame**



**Diagram III: Securing The Lattice Wall**



## Raising The Center Ring & Rafters

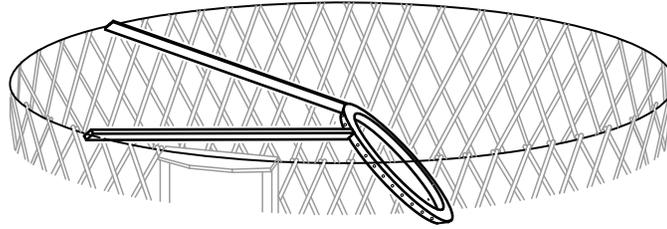
Raising the center ring is the most exciting step and needs to be executed with some care. Extra care should be taken on larger yurts because of the added weight of the components, length of the rafters and height of the center ring. **Be sure to read this entire section before beginning.**

1. Disconnect the dome skylight from the center ring. The dome will be installed later.
2. Bring the center ring into the yurt and lay it in the center of the floor with the bolt heads down and nutted ends up.
3. **Important Note: If you purchased a dome opener, it is at this point you will want to position the aluminum bracket on the center ring away from the prevailing winds to avoid having the wind catch the dome on the open side. The aluminum bracket is on the side that opens, not the hinge side.** Using a heavy felt pen (and referring to the Rafter Spacing Diagram enclosed in your hardware box) mark the locations of the three or four evenly spaced holes on the center ring (shown in blue on diagram). These will be the points at which the first “set up” rafters will be inserted to raise the center ring. The rafters shown in orange have been modified to rest on top of the door(s).
4. Locate the positions where these “set up” rafters will rest on the cable (***again refer to the Rafter Spacing Diagram***) and mark each of these cable spaces with a piece of tape to facilitate the set up.
5. Bring five or six rafters into the center of the yurt and lay them aside. Place one of the rafters on one of the cable's marked spaces (notched end to the cable and the pin towards the ring). **Note: The notched end of the rafter has a rounded top and a pointed bottom. The pointed end should be facing downward when the ring and rafters are erected.**
6. Lift the ring up so it is on edge and insert the pin of the rafter into the ring. Staying on the marked holes and cable spaces only, do the same with the second rafter. (***See Diagram IV***)
7. Lift the ring off the ground letting the first two rafters support one side of it and insert the pin of the third rafter into the remaining marked hole. Use the third rafter to lift the center ring up into position, keeping pressure against the first two rafters, and then place the notched end on the cable. It helps to have someone standing by with an extra rafter to help push the ring up and brace it until you get a few more rafters into position. (***See Diagram IV***)

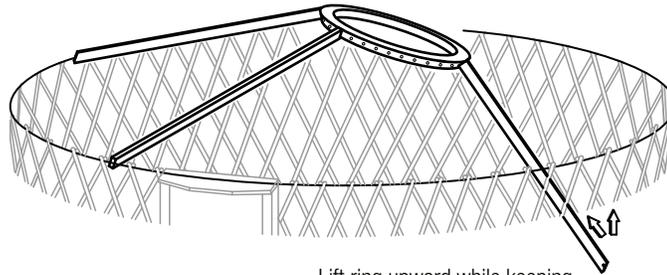
**CAUTION: UNTIL THE RAFTERS ARE ALL INSERTED, THE INTERIOR OF THE YURT SHOULD BE CONSIDERED A HARD-HAT ZONE; CHILDREN AND THOSE NOT INVOLVED WITH THE ASSEMBLY SHOULD WAIT OUTSIDE! IF SOMEONE PUSHES A RAFTER INTO THE RING WITH TOO MUCH FORCE IT COULD MAKE THE RAFTER NEXT TO IT SLIP OUT OF THE RING AND FALL!**

8. If you purchased the Snow & Wind Kit you will have four ring-to-rafter brackets, which slide onto the pin end of the rafter and screw to it. After fastening these brackets onto four rafters, carefully insert these rafters keeping them evenly spaced as shown on Diagram V. It is best to wait until all of the rafters have been installed before screwing the ring-to-rafter brackets to the center ring because the center ring will rise upward as you install more rafters.
9. Carefully insert the rest of the rafters, being sure to balance your placement by keeping the rafter pattern symmetrical (so the weight stays equally distributed) and keeping two lattice wall crotches between each rafter. When inserting the rafters, it works best to set the pin end in completely, bring the other end up under the cable, push the lattice wall out a little with your shoulder (not too far) and then hook the rafter onto the cable. **Do not force the rafter into the ring. Once you get the correct angle it will easily slip in.**
10. Install the rafters over the door(s) last. These rafters have been modified to rest on top of the door frame and hold the tension cable in place. (***See Diagram VII page 11***)

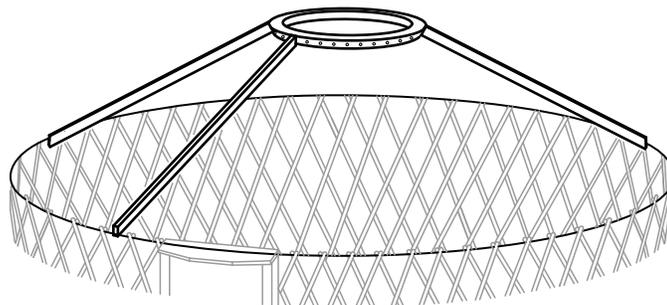
**Diagram IV: Raising the Center Ring**



Insert first two rafters while ring is at floor level.



Lift ring upward while keeping pressure against first two rafters



Slip notch of third rafter onto tension cable

11. Once the rafters are in place double check to make sure all the rafters square up with the center ring and are separated by two lattice wall crotches. Also check to be sure that all of the rafters that should be resting on the door are actually on top of the door and not next to it (**refer to the Rafter Spacing Diagram**). If your yurt includes ring-to-rafter brackets you can now install the final screws securing the brackets to the center ring.

## Securing Tension Cable

1. To eliminate the possibility of the rafter lifting off of the cable a screw will need to be installed on the underside of the rafter just below the tension cable into a predrilled hole. (**See Diagram VI**) This secures the rafter end onto the cable. **Do not substitute longer screws for those provided.**

When installing the screw, install it only deep enough to make the head of the screw flush with the bottom of the rafter.

**If installed too deeply it is possible to drive the screw through the rafter and damage the top cover.**

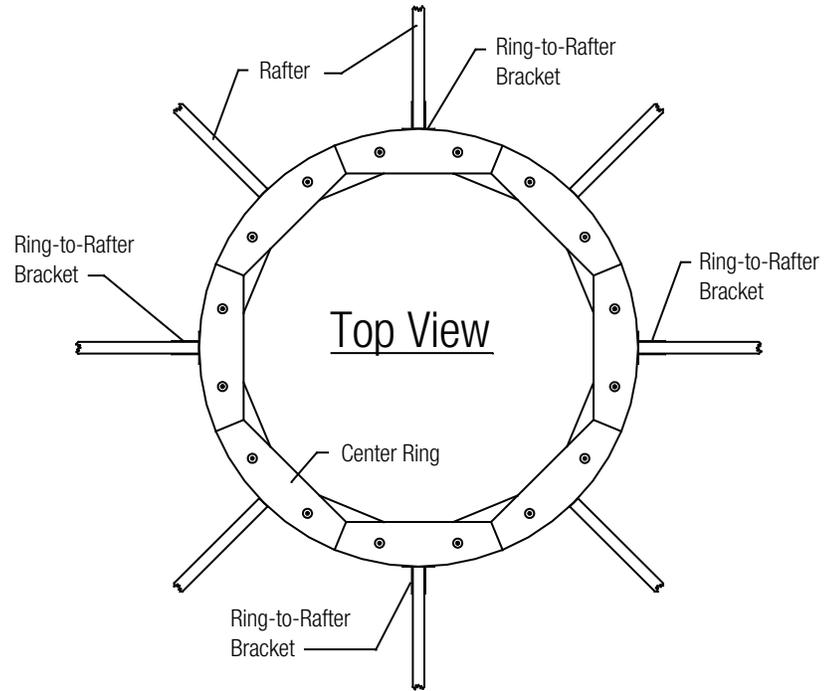
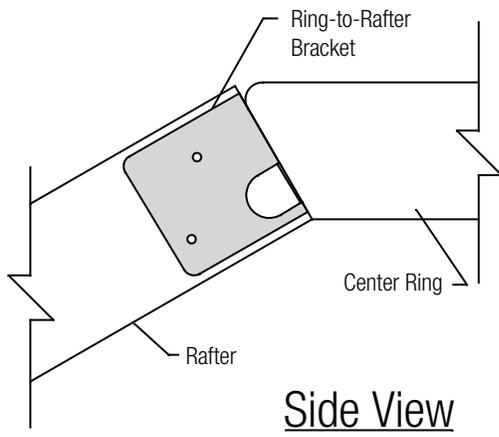
**Note:** The rafters over the door(s) will not need these screws because they will be fastened to the door frame.

## Securing Rafters To Door Frame

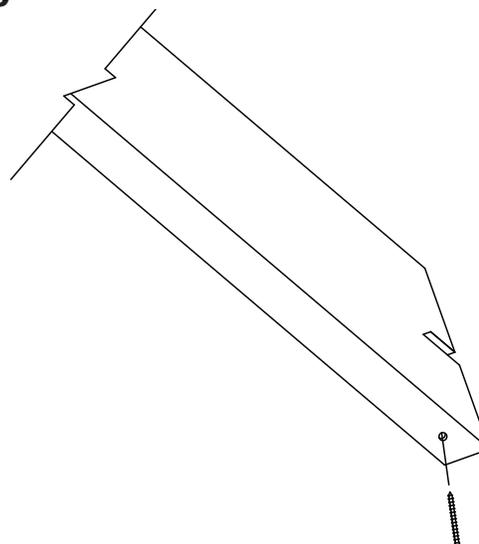
Rafters over doors will be secured in position using header brackets provided in the hardware box. Each of the modified rafters have a slight notch where the tension cable will be held in place against the door frame.

1. From inside the yurt, place the header bracket onto the rafters above the door (with the flat side resting on top of the door header) and slide it forward until it butts against the tension cable as shown on **Diagram VII**.
2. Using the screws provided, fasten the brackets onto the rafters. Check to be sure the door is plumb and square before fastening the header brackets to the door header.

**Diagram V: Ring-to-Rafter Brackets**



**Diagram VI: Securing Tension Cable**



## Safety Cable

A "Safety Cable" is included which should be installed through the holes in each rafter, near the center ring. It will help hold the rafters into the ring.

1. Remove the cable clamps from the end of the safety cable and thread it through the predrilled holes in the rafters.
2. Once the cable is laced through the rafters and you get back to the starting point, pass the end of the cable through the loop on the opposite end and pull tight.
3. Put the cable clamps back on and tighten securely.
4. Cut off any excess cable using a cable cutter.

## Wood Frame for Custom Curve Glass Window

If you purchased Custom Curve glass windows please refer to your separate instruction flyer. If you are not installing the glass windows at this time go directly to the instructions for installing the Snow & Wind Kit below.

## Snow & Wind Kit

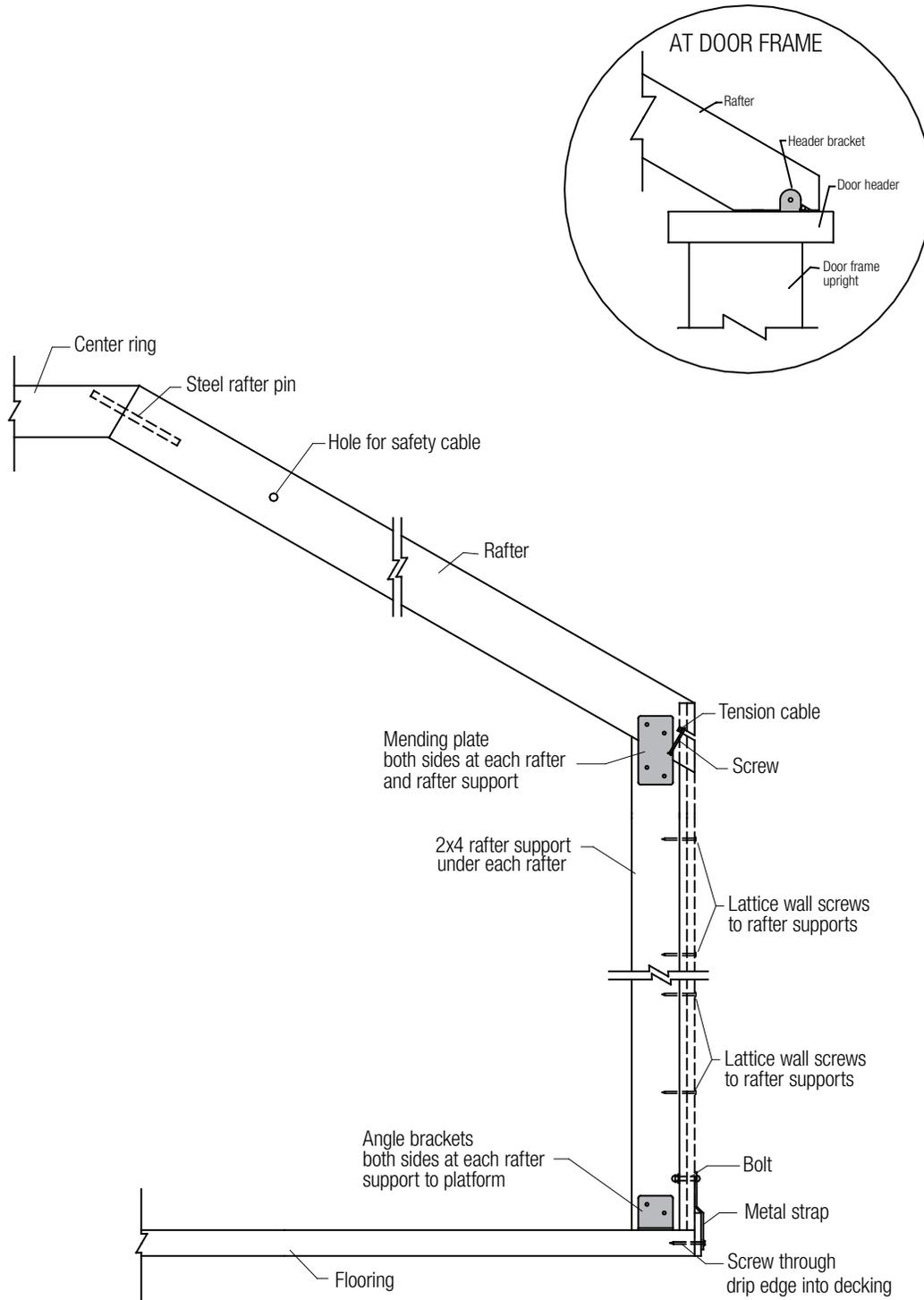
If you purchased the Snow & Wind Kit continue. **If you are not installing the Snow & Wind Kit at this time go to page 16 for installing the roof insulation.** This is to be done after the wood frame is completely installed. **If you did not purchase insulation for your yurt, go directly to page 20 for top cover installation. Note:** The Snow & Wind Kit involves a lot of screws. If the yurt is being set up at a site without electricity be sure to have plenty of fully charged batteries for cordless drills or a generator to charge them.

1. Locate and unwrap the package(s) marked "Rafter Supports". The 2x4 rafter supports will be installed against the lattice wall under each rafter. **(See Diagram VII). They are purposely provided long** so they can be cut on site to fit exactly (since the lattice wall height may vary). Be sure to cut the square end when cutting them to length so the angled end is not changed. (A miter saw works well for this.)
2. Measure and cut one rafter support and check it under several rafters to make sure it is the proper length. Once you are convinced that you have the right length, cut all of the rafter supports to the same length.

2" x 4" mending plates are provided to attach the rafter supports to the rafters **on both sides.** 2" x 2" angle brackets are provided for attaching the rafter supports to the floor on each side **(see Diagram VII)**

3. Use the cardboard template from your hardware box and the pilot bit provided to drill pilot holes for the metal plates before screwing them onto the rafter supports. This will ensure that the plates are properly positioned and the screws are offset so they do not hit each other.
4. Using a ¼" hex driver, attach the mending plates and angle brackets to the rafter supports with the hex head screws provided (in hardware box). Be sure to drive the screws in **straight** to avoid having the heads pop off.

**Diagram VII: Typical Section Through Yurt**

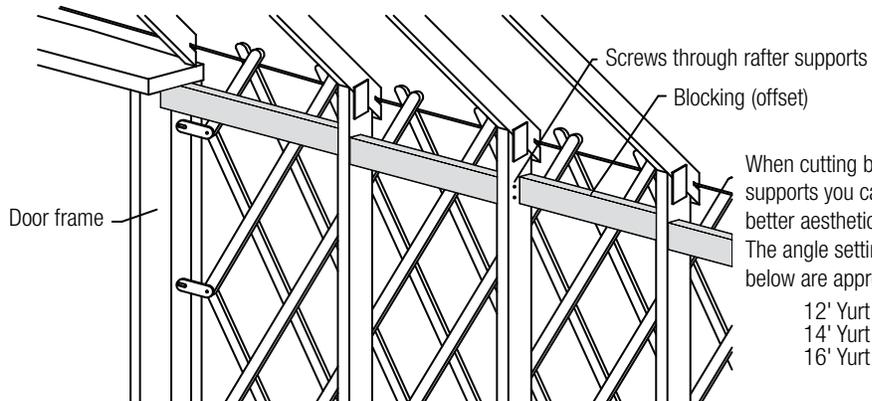


5. Once all of the rafter supports have the hardware mounted to them, stand them up under each rafter and make sure the rafter is centered between the lattice wall crotches. Note: It is helpful to place a 1" block against the drip edge to ensure proper positioning of the rafter support. Have one person drill pilot holes while another installs the screws to secure the rafter support to the floor.
6. Once the rafter support has been anchored to the floor make sure it is plumb and secure it to the rafter. Be sure to drill pilot holes before driving in the screws.
7. Repeat for all rafter supports.
8. Double check to be sure the rafter supports are plumb, centered between lattice wall crotches and are tight against the lattice wall. **From outside the yurt drill a pilot hole through the lattice wall (where it crosses) into each rafter support using the drill bit provided (see Diagram VII, page 11). This should be done in four locations per rafter support. Drill just above the rivet where necessary. Then drive a 1-7/8" screw (from hardware box) through the lattice wall into the support at each location.** This is done from outside of the yurt before the side cover is installed. These screws are an important part of the Snow & Wind Kit providing shear to prevent torque in the yurt.

## Perimeter Blocking

If you purchased Perimeter Blocking continue. **If you are not installing Perimeter Blocking at this time go to page 16 for installing the roof insulation. If you did not purchase insulation for your yurt, go directly to page 20 for installing top cover.**

1. Locate and unwrap the package marked "Perimeter Blocking". Perimeter blocking is essentially 2x4 blocks fastened horizontally between the rafter supports and door(s). This blocking creates a secondary 'compression ring' near the top of the wall, so it is important that it be continuous. Do not omit blocks next to the door(s).
2. Due to variances in the rafter support spacing the perimeter blocking is prefinished, but provided in bulk lengths (approx. 8') that will need to be cut to fit on site. Measure and cut the 2x4's to fit between the rafter supports (near the top), then screw them into position. Staggering the blocks will allow you to secure screws through the rafter support into the end of each block as shown on **Diagram VIII**. Be sure to pre-drill pilot holes to prevent splitting the rafter supports or blocking.

**Diagram VIII: Perimeter Blocking**

When cutting blocks to fit between the rafter supports you can achieve a tighter fit and better aesthetics by angling the cut slightly. The angle settings for a miter saw listed below are approximate, but may be helpful:

12' Yurt - 9°	20' Yurt - 5°
14' Yurt - 8°	24' Yurt - 4°
16' Yurt - 6°	30' Yurt - 4°

## Snow And Wind Protection

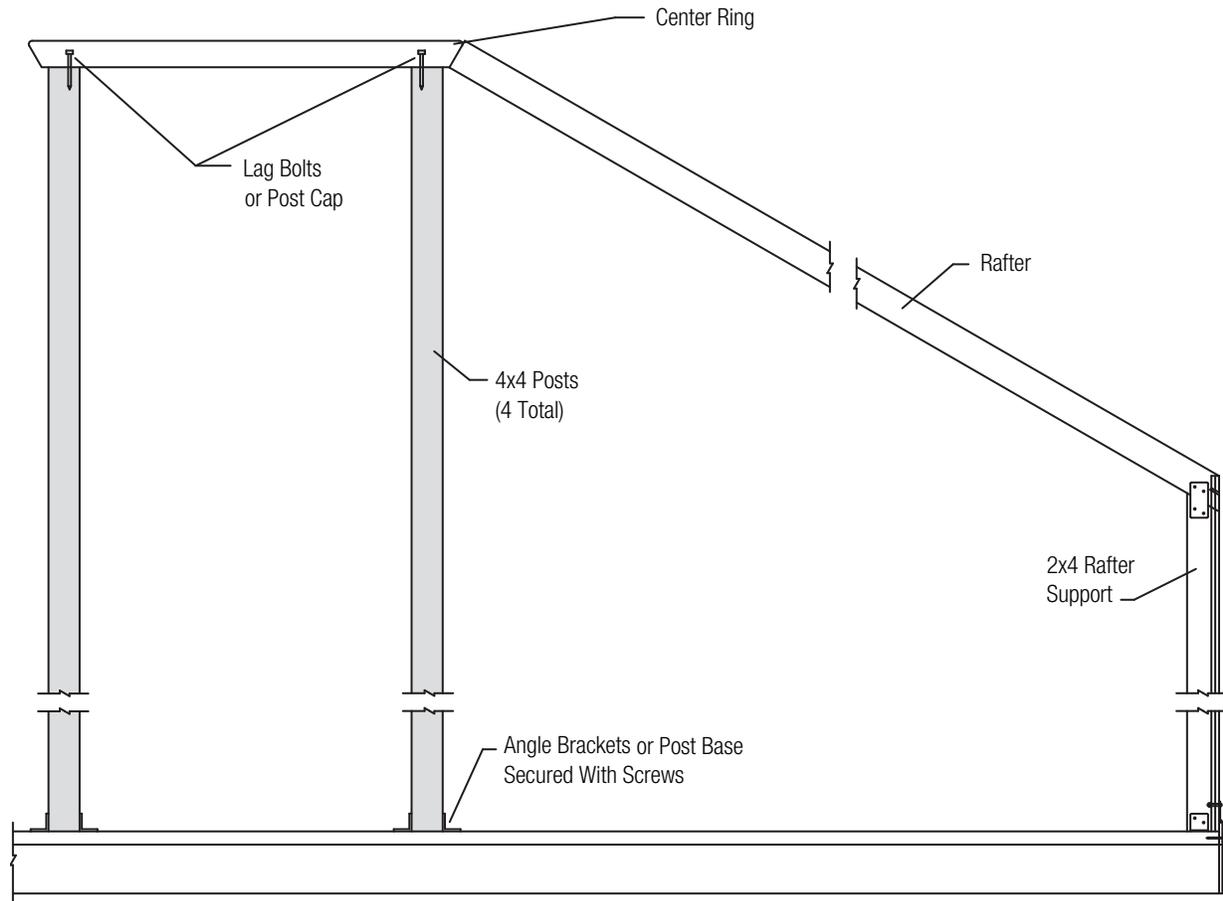
Do not let heavy snows collect on the roof in excess of 12". A push broom can be used to sweep down the excess, or a rope thrown over the yurt can be used to cut under the snow causing it to slide off. Also, be aware that you are risking possible snow avalanche damage to the yurt if you choose your site directly under a tall coniferous tree. A protective snow fence is a good idea where there could be a large snow bank or build-up exerting pressure against the side of the yurt. A freestanding, well built porch structure will keep snow build-up away from your entry area, providing easy access in case of heavy snow. Integrating expanded metal grating into the porch can also help prevent excess snow build-up in front of the door by allowing the snow to fall through.

For both heavy snow and wind conditions, or when roof snow load cannot be maintained regularly, four 4" x 4" posts should be installed under the center ring as an additional shoring-up system. (See Diagram IX) These posts are not included in the Snow & Wind Kit and can be purchased from your local lumber supplier. Make sure the posts are evenly spaced on the center ring, plumb and are supported by the joists under the floor (not just the flooring itself). The posts may be secured with Simpson 4" x 4" BC40 Post Cap/Base hardware (or equivalent) using wood screws at the top and bottom (or lag screws and angle brackets).

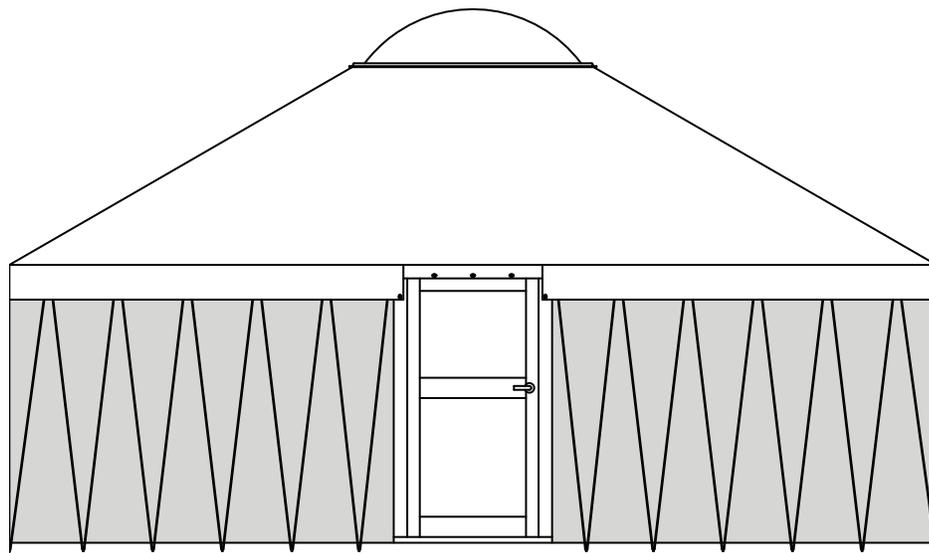
**In areas where very heavy wind exposure is expected, we strongly recommend taking some extra precautions to prevent possible damage to the structure:**

1. Purchase and install Pacific Yurts' cable tie-down system (*see page 42*) and perimeter blocking (*see page 12*).
2. Be sure your door is closed, windows are attached and the dome is closed during heavy wind.
3. The lacing on the yurt covers should be periodically checked and pulled tight if necessary. Optional zigzag lacing from the valance grommets to eyescrews, which can be installed around the base, is recommended in areas with frequent high wind (*see Diagram X*).
4. For domes with openers – Install a second pair of long springs and crimp the ends securely. This will put more tension on the dome as it is opened, so you shouldn't crank it up more than a few inches.

**Diagram IX: Installation Of Interior Bracing**



**Diagram X: Additional Valance Lacing**



# Installing Insulation & Outer Covers

## Insulating The Yurt

Many materials have been used successfully to insulate the yurt. Climatic conditions and individual considerations of light transmission, portability, comfort level and expense all are involved when deciding on the optimum insulation. In the milder climates no insulation at all may be required. However, in cold areas like Alaska or warm tropical climates, either our space age reflective insulation or Thermax insulation board or its equivalent (**see specifications page 38**) will provide more comfort. In colder climates we recommend insulating under the platform (see page 39). **Note: We do not recommend using blankets or other moisture retaining fabrics for insulation liners as they may cause severe mildew problems.**

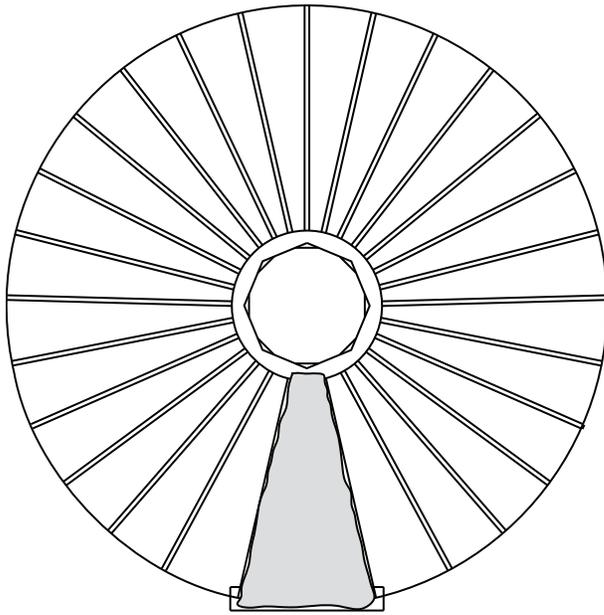
## Roof Insulation And Liner Facing

**If you did not purchase the roof insulation go to page 20 for installing the top cover. If you purchased the custom 1/2 roof insulation (which is used with a Solar Skylight Arc) please refer to the instructions on the page 18 instead of the instructions below.**

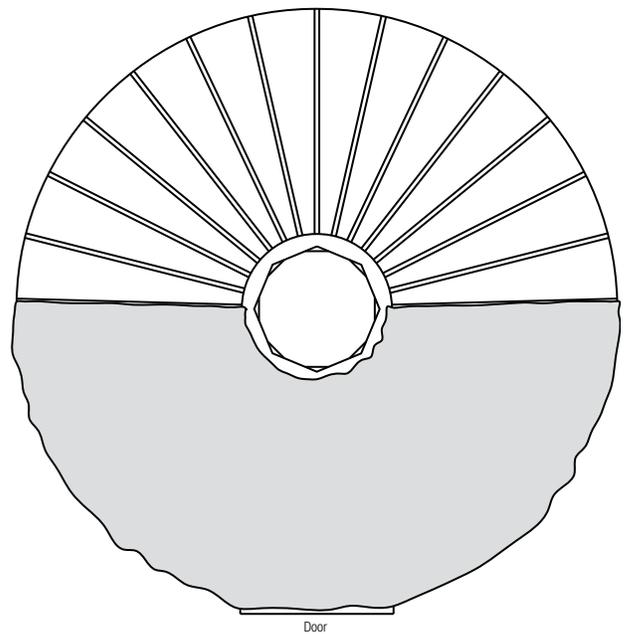
Choose a day for installation that is not too windy as this may cause the liner to blow away before it is properly secured. Install the fabric liner facing only after the rafters have all been put in.

1. Locate the fabric liner facing. It is a small bundle of ivory colored fabric. Note that the liner facing is not sewn to the insulation as with the wall insulation and that it is all one continuous cone-shaped piece that is folded.
2. Using a step ladder (or scaffolding) in the center of the yurt, carry the fabric liner facing up through the center ring, unfold and spread it out over the rafters while a helper pulls the hemmed edge down around the rafter ends. **(See Diagram XI)** Be sure the liner facing is installed evenly and overlaps the rafter ends equally around the yurt perimeter. In windy conditions the facing can be secured by using a staple gun to staple through the liner into a few evenly spaced rafter ends. This should hold the facing down tight. Before proceeding check that the liner has the rough seams facing upward and finished seams facing inward.
3. Lift the reflective insulation up onto the roof from below, placing it on top of the liner facing. One person should handle the upper end at the center ring while another works around the perimeter of the yurt.
4. Carefully unfold the insulation and bring both ends around until they meet.
5. When the insulation seam is properly aligned use the foil tape from the hardware box to secure the open seam. Tape the top half from the ladder at the center ring. Tape the bottom half from a ladder down below. **Helpful Hint:** You can reach the middle of the roof to seal the foil tape by using one of the "door stickers". (They were clamped into the door frame when you received the yurt.)
6. Check the insulation for fit. Trim the insulation at the door frame so it will not interfere with the operation of the door. **Do not trim the insulation that overlaps the side wall.** It will overlap the wall insulation for a draft-free seal. **Go to page 20 for installation of top cover.**

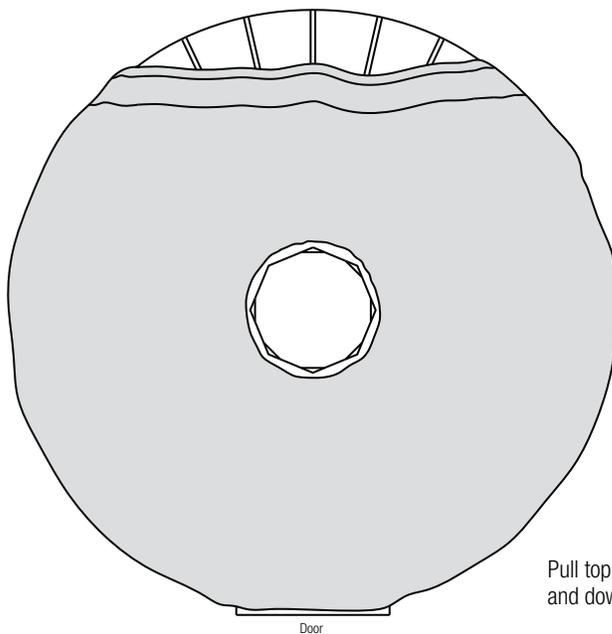
**Diagram XI: Unfolding Roof Insulation Liner**



Door  
Slide liner down rafters



Door  
Unfold liner



Door  
Pull top layer over center ring and down to perimeter

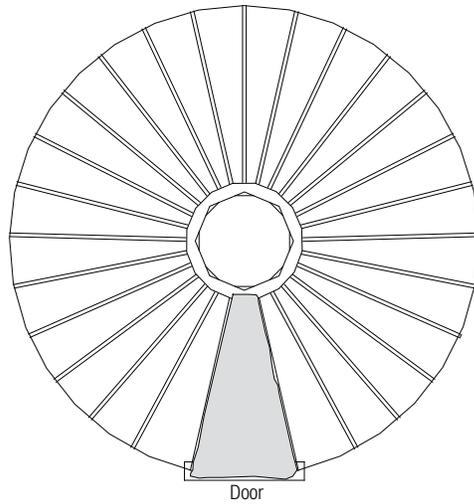
## Custom 1/2 Roof Insulation

The 1/2 insulation is used with the optional Solar Skylight Arc. **If you did not specifically order the 1/2 insulation, go directly to page 20 for installing the top cover.**

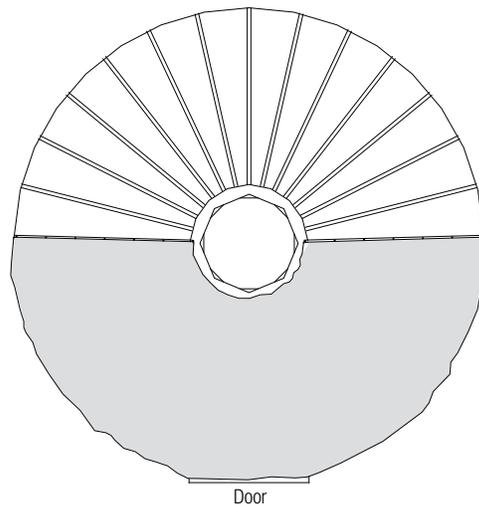
Choose a day for installation that is not too windy as this may cause the liner facing to blow away before it is properly secured. Install the fabric liner facing only after the rafters have all been put in.

1. Locate the fabric liner facing. It is a small bundle of ivory colored fabric. Note that the liner facing is not sewn to the insulation as with the wall insulation.
2. Using a step ladder in the center of the yurt, carry the fabric liner facing up through the center ring. Unfold and spread it out over the rafters while a helper pulls the hemmed edge down around the rafter ends (the top of the liner should not overlap the center ring more than 2"). You will notice that the liner will only cover half of the roof.
3. Position the center of the liner facing **opposite** the center of the Solar Arc position (refer to your "Exhibit A" diagram). Be sure the liner facing is installed evenly and overlaps the rafter ends equally around the yurt perimeter. Before proceeding check to be sure the liner has the rough seams facing upward and the finished seams facing inward. The liner facing can be secured by using a staple gun to staple through the liner into a few evenly spaced rafter ends and to the center ring. This should hold the facing in position.
4. There will be a few inches excess, which will be folded back over the reflective insulation and fastened to the top of the nearest rafter after the top cover is installed.
5. Lift the reflective insulation up onto the roof from below, placing it on top of the liner facing. One person should handle the upper end at the center ring while another works around the perimeter of the yurt and staple into position. Insulation should overlap the outside edge of the center ring by no more than 2".
6. Install top cover carefully so that insulation and facing will not be moved out of position. **(Instructions on page 20)**
7. After the top cover is in position, determine a satisfactory ending point for the insulation over the nearest rafter on either end of the solar arc. If necessary, carefully trim the insulation (**not the liner**) with scissors along the edge of the rafter being **very** careful not to damage the top cover. To protect the top cover from being accidentally cut during this process put heavy cardboard between the top cover and the insulation being cut.
8. Fold the excess fabric facing neatly back over the insulation and use thumb tacks every few feet along the top of the rafter for a neat finished appearance.

**Diagram XII: Unfolding Custom 1/2 Roof Insulation Liner**



Slide liner down rafters



Unfold liner

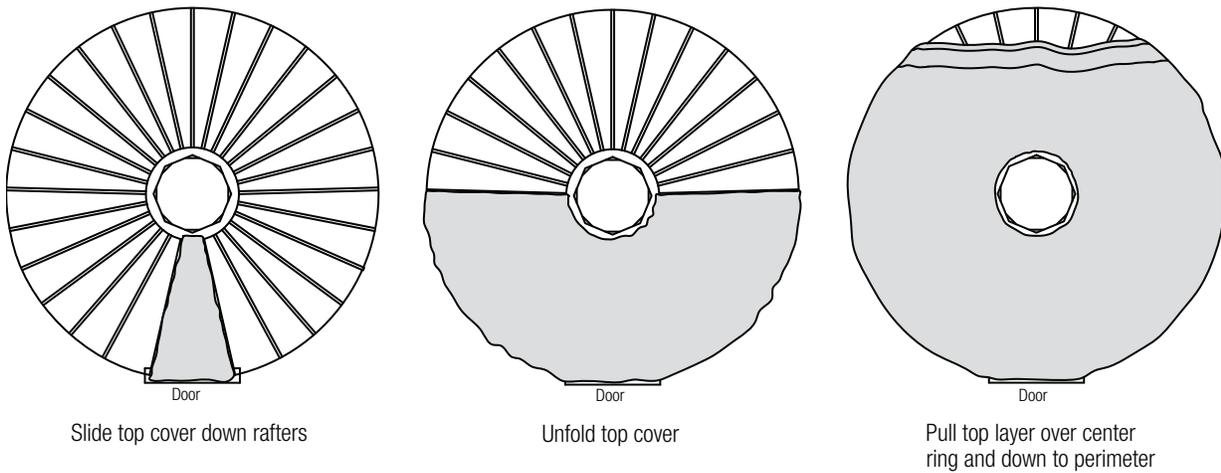
**Note: Example reflects Solar Arc located at 12:00 position.**

## Top Cover

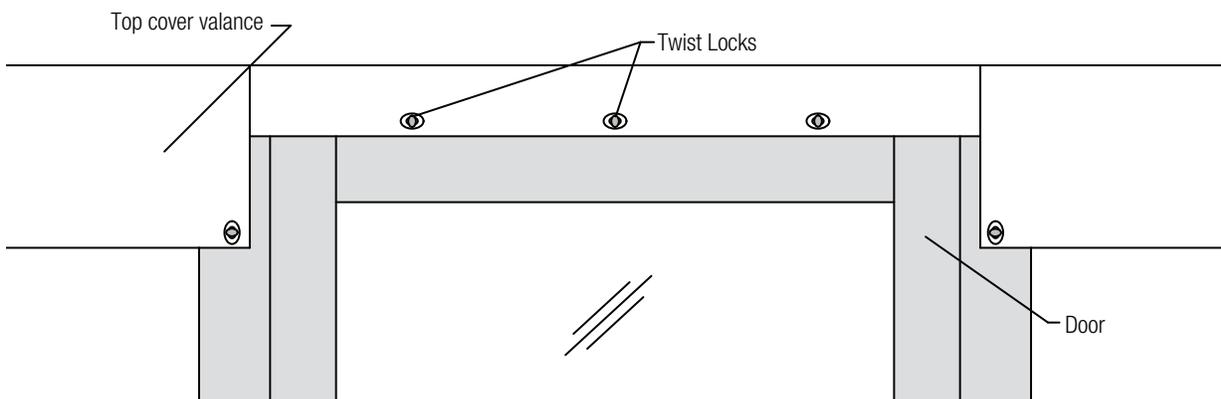
The top cover will be unfolded starting at the 6:00 door on your “Exhibit A” diagram. If you have multiple doors be sure the correct door cut-out is over the correct door frame by checking the style of door and layout plan noted on the “Exhibit A” diagram sent with your Purchase Agreement. If you have the roof insulation **it is highly recommended to sprinkle some baby powder onto the foil insulation before installing the top cover.** This will allow the top cover to slide more easily on the foil insulation and make adjustments easier.

1. Locate the top cover. It will be in a bag made from the same material as the top itself. Take your top cover out of the bag and remove the binding strap tied around it. Notice that the top cover has been folded into a long narrow triangle.
2. Using a step ladder set up under the center ring carry the top up through the center ring opening and unroll it down towards the 6:00 door frame. **Note:** The wide end of the triangle will be toward the door and the narrow end toward the center ring. **(See Diagram XIII) Caution: Premium top covers are especially heavy.**
3. With one person on the step ladder or scaffolding in the center of the yurt and another working around the perimeter of the yurt, unfold the top cover a little in each direction (2-3 folds).
4. Look for the door cut-out opening in the top cover valance. It is easily identified by the series of oval grommets around it (rather than round grommets). The door detail should be similar to that shown on **Diagram XIV.** This cut-out must be kept centered over the door frame during the rest of the installation process.
5. Unfold the top cover in both directions starting at the door until it is halfway unfolded and covers half of the rafters. Installing a few twist-lock connectors (see step 7) and securing the top cover at the door will help keep the door detail aligned.
6. The person at the top of the ladder should pull the top layer of top cover fabric up over the center ring and down the other side. It is helpful to tie a cord to a few grommets on the top cover and use the cord to help pull the top layer of fabric over the center ring and down to the perimeter on the other side. Finish by pulling the outside edge down snugly around the ends of the rafters. **Be sure that the top cover is centered** on the center ring and pulled down evenly around the perimeter. **Note:** The top cover does not need to be fastened to the center ring.
7. Check the final fit around the door frame and mark the oval grommet locations. Drill 7/64” pilot holes with bit provided and screw in the twist-lock connectors (from hardware box). **(See Diagram XIV)** Failure to drill pilot holes may result in breaking the twist-lock shank. Overtightening can also result in a broken shank.

**Diagram XIII: Unfolding Top Cover**



**Diagram XIV: Top Cover Door Detail**



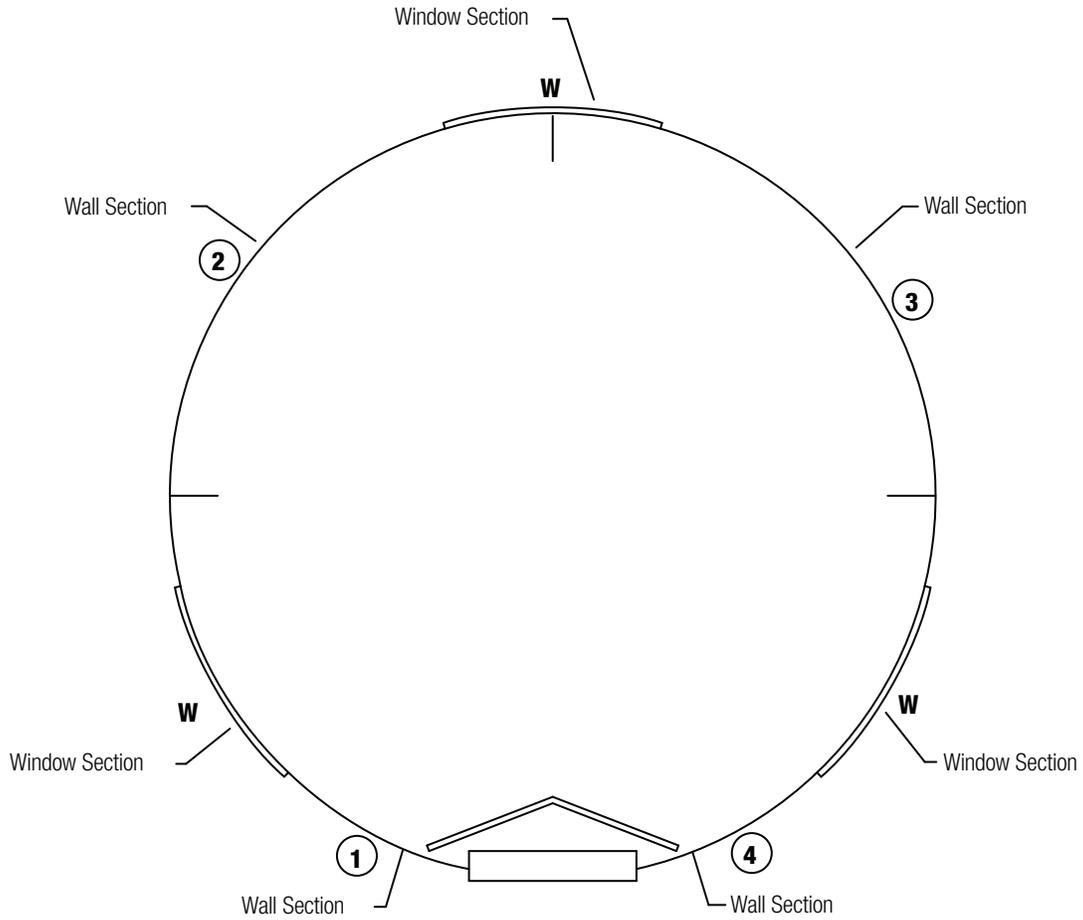
## Wall Insulation With Liner Facing

**If you did not purchase the wall insulation go to page 24 for installing your side cover.** If you purchased the wall insulation continue.

Locate and open your wall insulation roll. A diagram of the window and door placement is taped to the foil side of the roll. This corresponds to the window placement you requested on your order. The insulation wall is made with the window sections separate from the wall sections. This approach allows you to locate the windows to match the side cover more exactly. There is a numbered sticker on the foil side of the **wall sections only** that will match the number on the diagram. All window sections are interchangeable (unless vertical or horizontal windows were ordered), so they are not numbered. Use the diagram on your insulation to help facilitate putting your insulation up in the correct order. **Diagram XV on page 23 is an example only.**

1. Starting with the first section of insulation at the edge of the door hang it **temporarily** (outside the lattice wall) from the steel tension cable with a few of the 'S' hooks provided. Grommets are installed at the top of the liner for this purpose. Keep in mind that the 'S' hooks will be removed and the wall insulation secured to the tension cable after the side cover is installed (**see #10, page 26**).
2. Work around the yurt clockwise hanging the wall and window sections according to your diagram. Overlap each of the sections approximately 10". This allows adjustment later to match your side cover window position should this be necessary for a better fit. **Note:** The overlap may not end up being 10" when you are finished. **Hint:** If you have the **vinyl** side cover, applying baby powder to the foil side of the insulation before installing the side cover will make it easier to adjust and achieve a tight fit.
3. After installing side cover (see next section) align the insulation window sections with the windows if necessary. Make sure the insulation panels end at the edge of the door frame. **The insulation does not get clamped into the door frame.**

**Diagram XV: Wall Insulation Example**



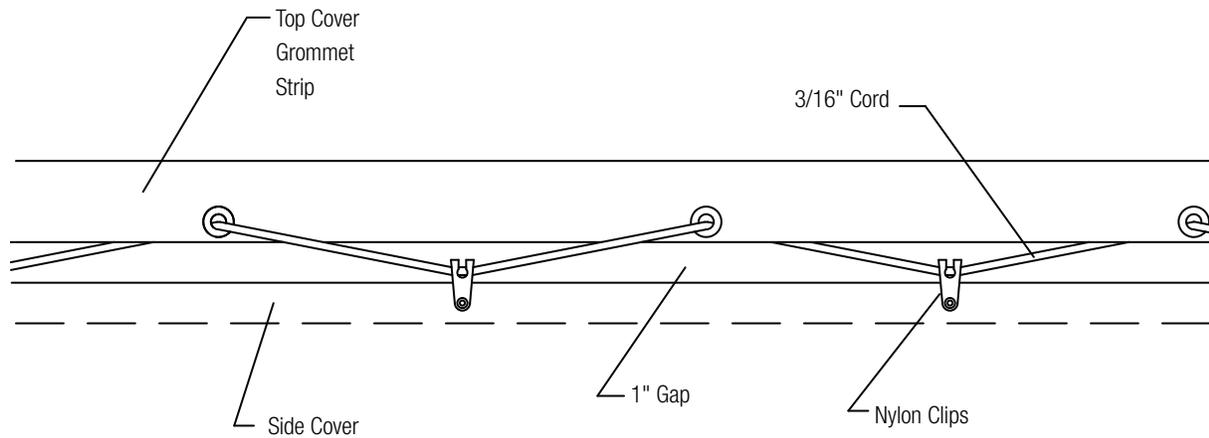
**Layout is an example only**

## Side Cover

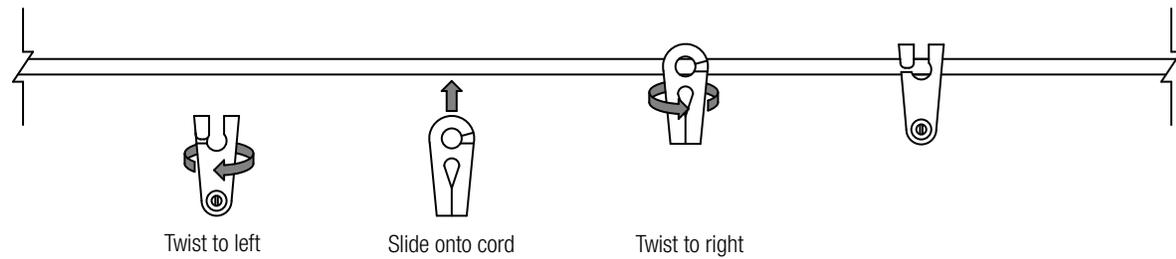
You will be hanging the side cover onto the 3/16" polyester cord that has been pre-installed through grommets **under the top cover valance (see Diagram XVI)**. This cord has been temporarily tied off at the door(s). The excess cord allows for adjustment and may be trimmed later. In order to expose this cord you will need to fold the top cover valance up so that it is out of the way during the installation of the side cover.

1. Locate the side cover. It will be in a bag made of the same material as the side cover itself. Take the side cover out of the bag. **Note:** The top of the side cover has the white clips and the bottom has metal grommets.
2. Two pieces of unfinished lath labeled "door sticker" were clamped in the door frame. These door stickers will be used when fastening the side cover into the door frame. In order to secure the side cover into the door frame you will need to loosen the wing nuts as much as you can without removing them.
3. The side cover will be unrolled starting at the right-hand edge of the door (outside the lattice) going counter-clockwise. Notice that the end of the side cover has a pouch for a door sticker to slide into (**See Diagram XVIII**). Slide the door sticker into the pouch then insert the side cover into the edge of the door frame (between the door frame and the wooden clamp) until it butts against the bolts (**see Diagram XVIII**) and tighten the wing nuts **very securely**.
4. Unroll the side cover around the perimeter attaching the nylon clips onto the 3/16" cord as you go. It works best to have one person unrolling the side cover around the yurt while another clips the side cover onto the cord. You can be sure the correct side of the cover is facing outward by confirming that the window screens face inward and the window flaps face outward. To attach the clips onto the cord, simply twist the clip 90 degrees to the left, slip it onto the cord and twist it back into position making sure the cord "snaps" into the clip on both sides. (**See Diagram XVII**). **Do not clip the side cover onto the steel tension cable.**
5. Notice that the end of the side cover at the left side of the door does not have a door sticker pouch. The side cover will get folded around a door sticker and clamped into the door frame. This allows for future adjustments. Pull all slack in the side cover around the circumference and fold the side cover overlap around a door sticker so that the excess fabric is between the side cover and lattice wall (or sidewall insulation) as shown on **Diagram XXVIII**. **Hint:** Attaching the excess side cover fabric to the cord before tucking the door sticker into the door frame will help hold it straight and avoid wrinkles. A tight side cover installation will be more aesthetic and provide a better seal to the platform.
6. If you have wall insulation, it helps to slide the insulation piece nearest the door to the side while securing the side cover into the door frame. You can slide it back after the side cover is secured in place. Now adjust the positioning of the door sticker for a tight side cover fit before inserting it into the edge of the door frame (between the frame and the wooden clamp) until it butts against the bolts (**see Diagram XVIII**) and then tighten the wing nuts **very securely**. **Note:** Do not "roll" the side cover around the door sticker.
7. Check the gap between the grommet strip under the valance (where the cord is installed) and the top of the side cover. This gap needs to be approximately 1" and consistent all the way around the yurt. (**See Diagram XVI**) Adjust the gap by tightening or loosening the cord until the gap is consistently 1" all of the way around, then tie the ends of the cord **securely** to the last grommet on the top cover next to the door. Excess cord may be cut and removed. Melting the end of the cord after cutting will keep it from unraveling.

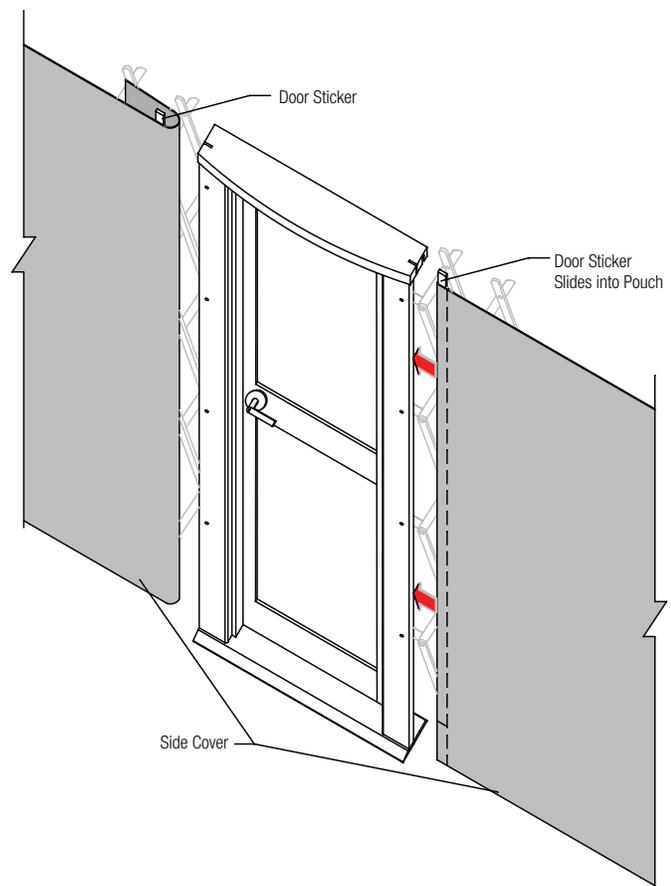
**Diagram XVI: Roof to Wall Connection**



**Diagram XVII: Attaching Side Cover Clips**



**Diagram XVIII: Side Cover Attachment At Door**



Notice that the vinyl windows are purposely oversized a little. This allows for natural shrinkage of the vinyl over time. If you purchased window twist locks, gathers will be present until the shrinkage occurs. You should distribute the excess into several small gathers (rather than one large gather) in order to achieve a proper seal.

**Note:** If a tighter seal between the side cover and the plywood drip edge is desired, foam weather stripping (available at local hardware store) can be used. To install, adhere the foam to the drip edge at the grommet line and drive the screws through it when securing the side cover.

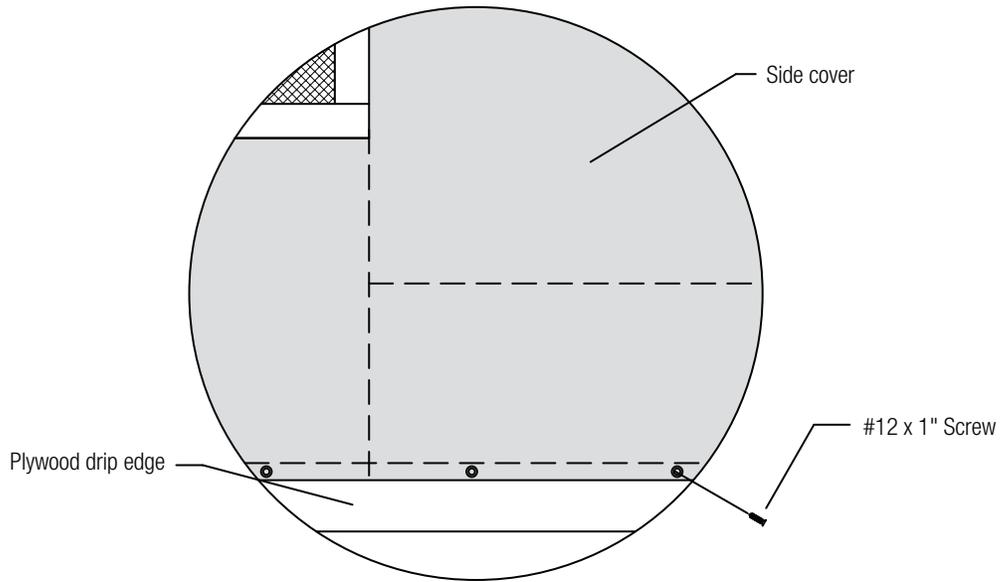
8. Fasten the bottom of the side cover to the drip edge at the grommets using #12 x 1" Phillips head screws (included in the hardware box) as shown on **Diagram XIX**. A variable speed electric drill with a Phillips head driver works well for this and saves a lot of time. Keep the side cover an even distance from the bottom of drip edge for a good appearance. If the wall insulation is hanging below the side cover you will need to pull it up from inside the yurt before installing the screws. **Note:** Bottom of side cover should end up below the interior floor.
9. Be sure the side cover fabric hanging **below** the floor level at the door frame is folded neatly and pulled through the notch in the door threshold, then put a screw through it into the drip edge to create a good seal.
10. If you have wall insulation adjust the window sections to match the windows on the side cover, then remove all 'S' hooks. Secure the insulation window and wall sections to the steel tension cable with a few evenly spaced plastic cable ties (from hardware box). It is not necessary to use a cable tie on **every** grommet.
11. Slide the door clamp fascia boards back into the door frame to cover the wing nuts and provide a finished appearance.
12. Roll up the window flaps to create a drip edge for water runoff. Be sure to roll them **under** so that the runoff from the roof does not collect there. For privacy, most people install curtains or louvered blinds on the **inside** of the yurt rather than utilize the flaps for this purpose. For those times when you do want to drop the window flaps, they are zippered along the sides.

**Note:** When clear vinyl windows have been removed, do not stack them and leave them in the sun. See care recommendations in the back of this manual. UV web frames are available from Pacific Yurts if you are in a high UV area and wish to protect the Velcro (on your side cover) while the vinyl windows are off.

## Custom Curve Glass Window

If you purchased Custom Curve glass windows it is now time to finish the installation. Please refer to the separate instruction flyer. If you did not purchase the glass windows go to page 28.

**Diagram XIX: Securing The Side Cover**



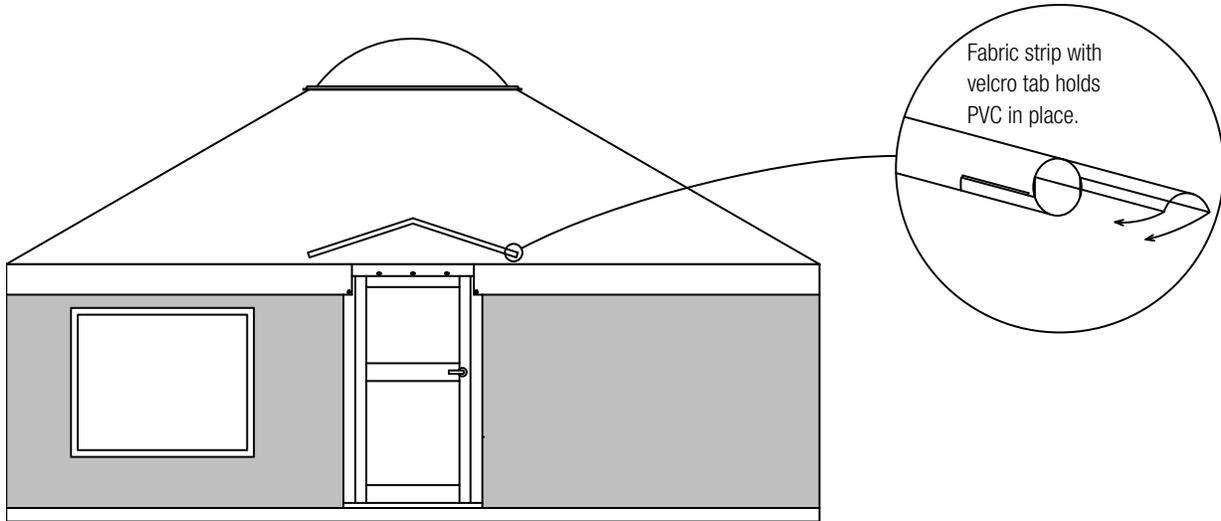
## Top Cover Valance

1. Fold down the top cover valance (the portion of the top cover that overhangs the side cover). If you have our standard top cover you will have pairs of grommets on the underside of the valance hem where a cord has been pre-installed. If you purchased our premium (Heavy Duty) top cover you will have pairs of grommets along the bottom of the valance, but no pre-installed cord. Lacing cord has been provided in your hardware box to lace through the valance grommets horizontally around the circumference. Make sure to lace it so the majority of the cord is visible on the outside of the valance. With either top cover you will need to install eye screws (included in hardware box) in the edge of the door frame (level with cord in the valance hem) for securing the ends of the cord.
2. Pull the cord as tight as possible and tie it securely to the eye screws. This cord cinches the top cover valance tight against the wall for a good seal.
3. Using the seam sealer provided (in hardware box) coat the sewn seam, which connects the roof overhang (valance) to the top cover. (This is not necessary on Premium [Heavy Duty] top covers.) This must be done when the covers are dry and clean and it is best to do immediately after the top cover is installed.
4. It is also recommended to apply a coat (of seam sealer) to the seam at the top of the window flap (except on vinyl side covers).

If you purchased a door awning a local carpenter will need to build a frame to support the awning. Pacific Yurts can provide some ideas for this. If your yurt has a rain diverter over the door now is a good time to install the PVC pipe inserts.

1. Slide the PVC inserts into the pockets to make an inverted "V" over the door. The fabric strip can then be pulled down and attached under the rain diverter to secure the PVC into the pocket. **(See Diagram XX)**

**Diagram XX: Rain Diverter Inserts**



# Dome Skylight

## Dome Skylight (Without Opener)

If you purchased the dome opener option go to next section for installing the dome skylight. If you do not have the dome opener option continue.

1. Lay a blanket or cardboard on the top cover to protect it when sliding your dome skylight into position.
2. Working from scaffolding or a step ladder in the center of the yurt, toss a strong cord or rope to a helper outside the perimeter of the yurt and have them tie it to two of the eye bolts inside the dome.
3. Have the person at the perimeter set the dome on the blanket or cardboard so you can pull the dome up the roof of the yurt to the center ring (using the cord) then remove the cord.
4. Line up the hooks on the center ring with eyebolts on the dome and snap the hooks on **(see Diagram XXI)**. Be sure to align the numbers on the dome with the numbers on the ring.

## Dome Skylight (With Opener)

**Note: If you purchased a fan support you should install it prior to installing the dome skylight (instructions are in hardware box).**

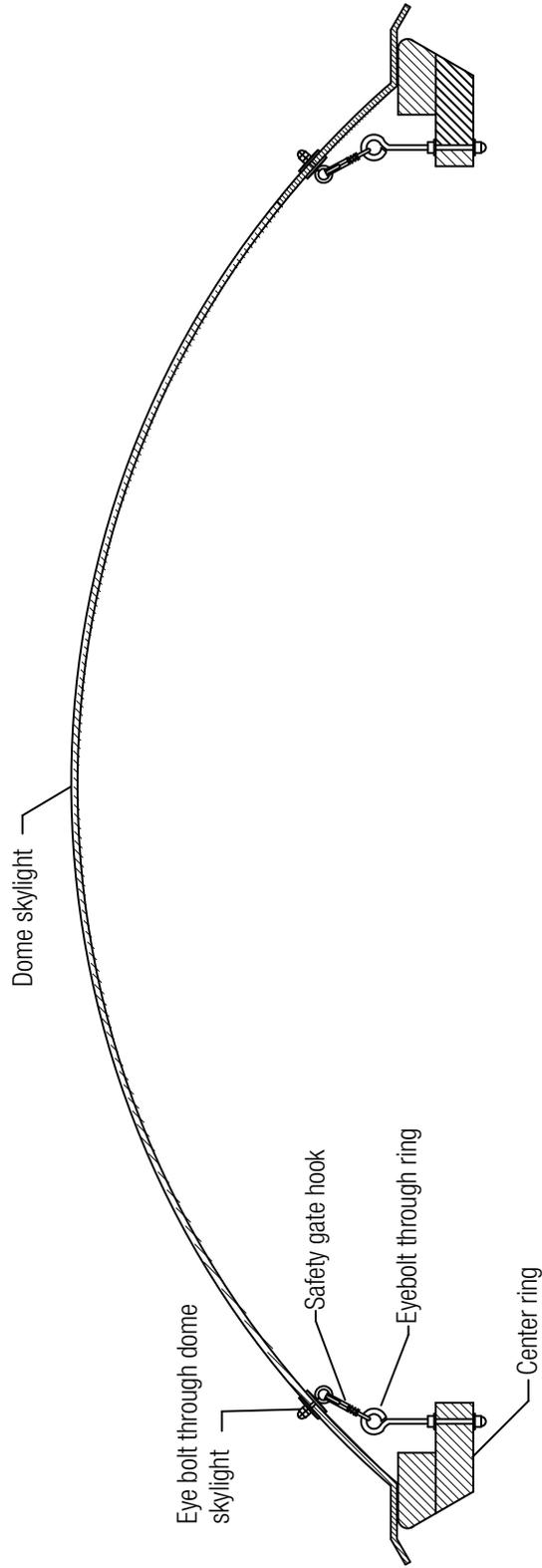
1. Lay a blanket or cardboard on the top cover to protect it when sliding the dome into position.
2. Working from scaffolding or step ladder in the center of the yurt, toss a strong cord or rope to a helper outside the perimeter of the yurt and have them tie it to two of the eye bolts inside the dome.
3. Have the person at the perimeter set the dome on the blanket or cardboard so you can pull the dome up the roof of the yurt to the center ring (using the cord) then remove the cord.
4. Align the aluminum bracket on the dome skylight with the aluminum bracket on the center ring and attach the three springs to the eyebolts on the dome.
5. Attach the dome opener (threaded chrome spindle) by removing the thumbscrew on the aluminum dome bracket and aligning the hole in the brass core of the spindle with the thumbscrew and securing the thumbscrew again. **(See Diagram XXIII on page 33)** The brass core will attach onto the thumbscrew **between** the two plastic spacers. **Make sure the inner brass core of the spindle is screwed all the way into the chrome portion.**
6. Loosen the bracket bolts on the center ring's aluminum bracket and align the holes in the chrome hub with these bolts. **It is very important that the brass core remains all of the way inside the chrome spindle as you do this.**
7. Tighten the ring's bracket bolts so they hold the chrome hub in position. **(See Diagrams XXII and XXIII)**
8. Crimp the ends of the springs closed with a pair of pliers so they don't pull off the eyebolts.
9. Attach the short safety cables to the eyebolts on the dome. **(See Diagram XXIII)** The safety cables will help hold the dome even if the wind stretches your springs. **Note: Be sure to keep the dome closed when you leave the yurt or during high winds.**

**EXTREMELY IMPORTANT:** When closing the dome skylight the opener should not continue to turn once the dome is closed. It should bottom out, which prevents overtightening that can result in a cracked or broken dome. If opener does not bottom out, it is installed improperly and should be removed and reinstalled per instructions above.

**Diagram XXI: Non-Opening Skylight**

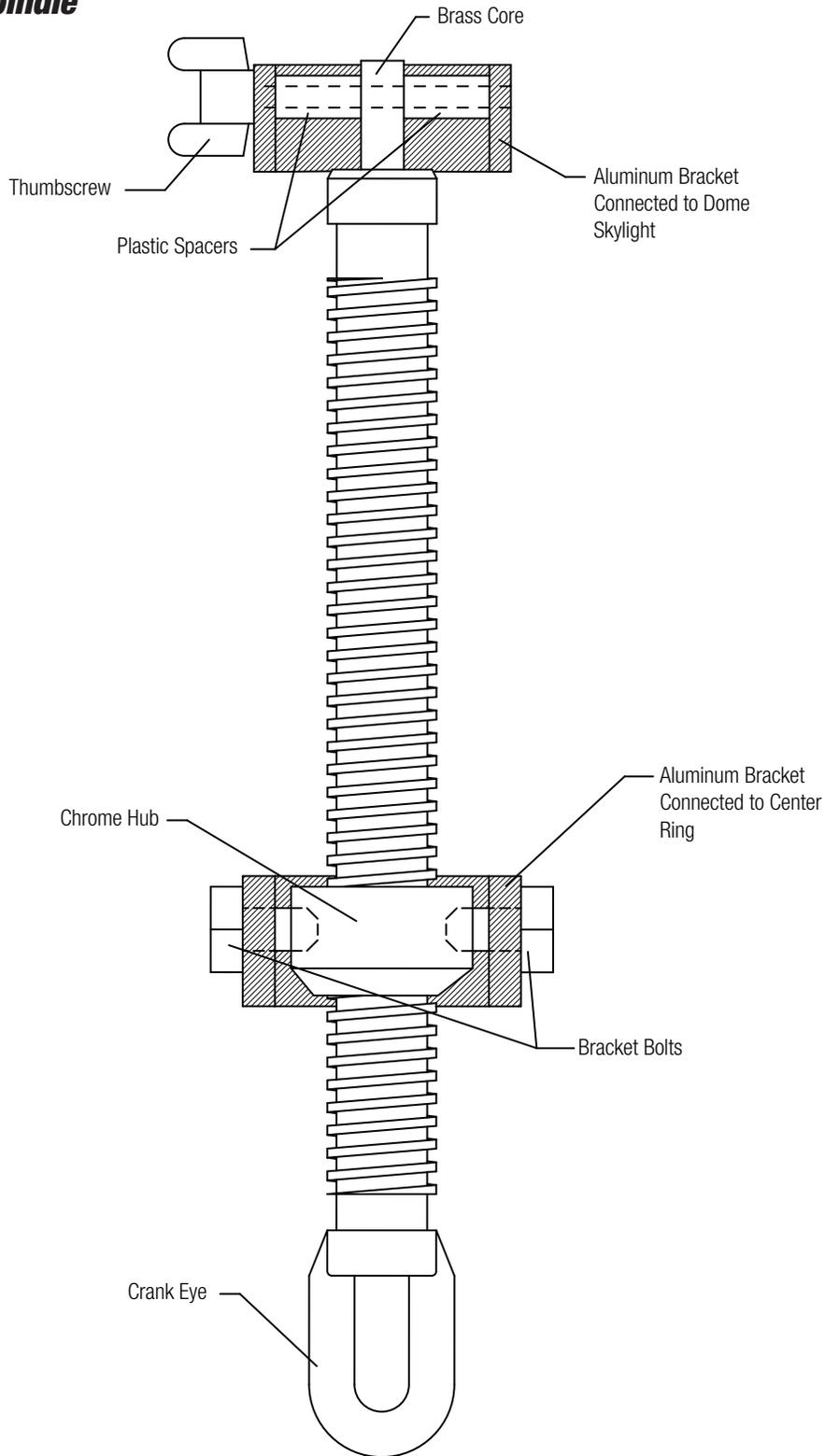
**Side View of Completed Assembly**

**Non-Opening Skylight**



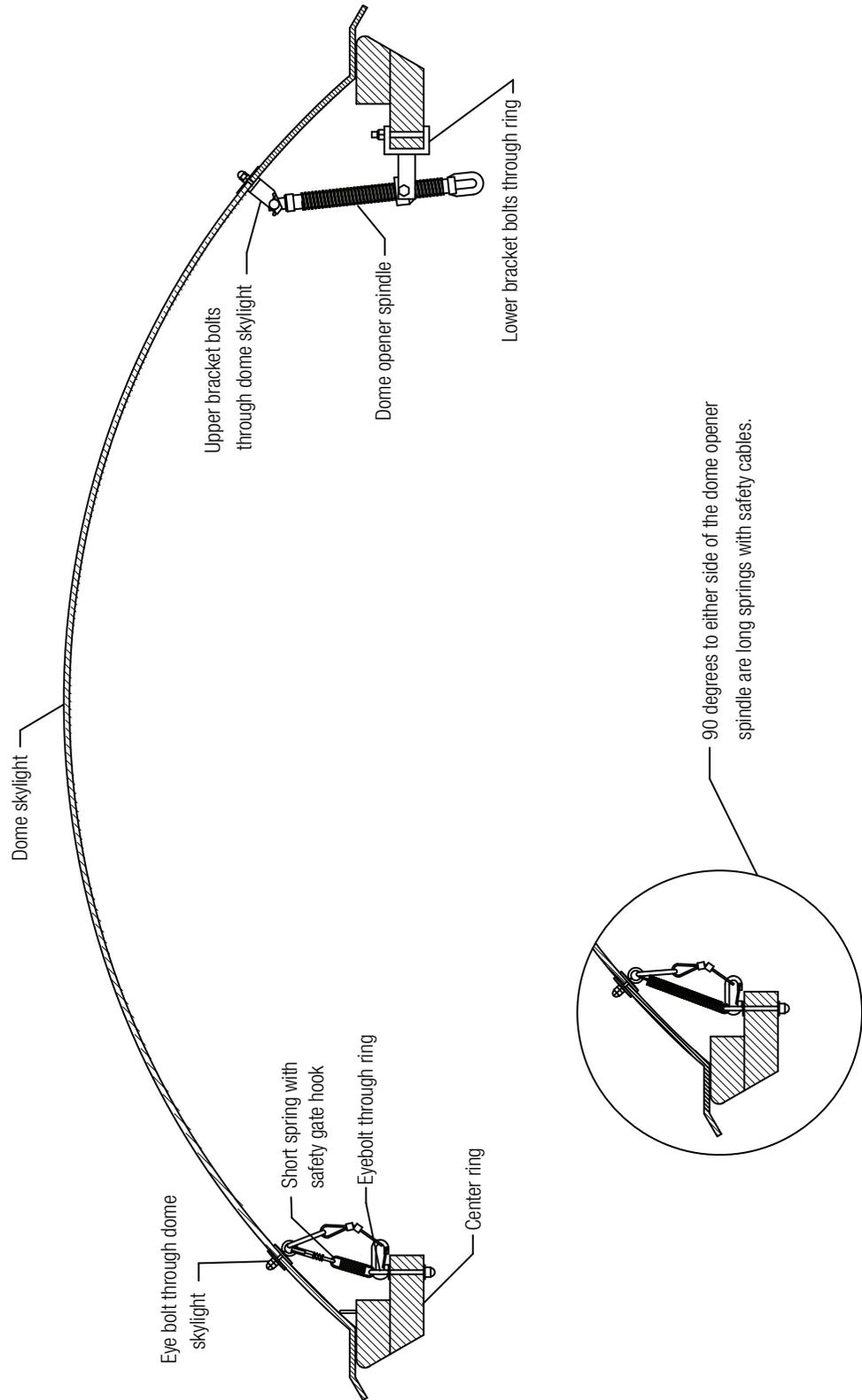
**Note:** The dome opener option is used not only to vent out excess heat, but also to vent moisture. The key to avoiding condensation is ventilation! Any time moisture is introduced into the yurt (by cooking, wet clothes or even breathing) it should be vented back out. Since warm air can hold more water vapor than cold air it is best to heat the yurt, then open the dome skylight on a regular basis to vent excess water vapor. This will minimize or eliminate condensation in the yurt.

**Diagram XXII: Dome Opener Spindle**



**Diagram XXIII: Opening Skylight**

# Side View of Completed Assembly Opening Skylight



# Stovepipe Installation

There are various ways to heat a yurt. Most conventional heating methods work, but may require advance planning and consultation with your heating specialist. The size of heater you should choose is relative to the yurt size, weather conditions and if the yurt is insulated or not. Usually larger is better.

Choose your stove carefully. A large, quality airtight woodstove puts out uniform heat over a long period of time, which is to your advantage. Consider the total volume to be heated and the fact that the yurt has a higher rate of heat loss than a typical insulated house of the same size. Make-up air for the woodstove may be provided through a vent in the floor adjacent to the stove if needed. A ceiling fan or fan mounted near the stove will help to circulate heat throughout the interior.

1. Locate your stovepipe on the side of the yurt where prevailing winds will carry the smoke and ash away from the roof. Once the location is determined, cut the lattice wall using a hand saw according to fig. 1 (*see Diagram XXIV*) leaving a diamond-shaped opening in the lattice wall.
2. Center the six-sided interior flashing over the exit hole. If you have the Snow & Wind Kit you should check to see if the center hole is at least 2" from the nearest rafter support. If not, adjust it to the left or right so that you have at least 2" of clearance from the rafter support and lattice wall. Using a pencil, trace the flashing's center hole onto the side cover (or wall insulation) and remove the flashing. This is where the insulated stovepipe will penetrate through the wall of the yurt. Using this circle as a reference, draw a larger circle with a radius that is 2" larger (*see fig. 2, Diagram XXIV*). This is where the side cover and insulation material will be cut so that none of the material is closer than 2" from the insulated stovepipe.
3. Using a sharp pair of scissors, cut and remove the (larger) circle of fabric.
4. Notice that the two pieces of flashing have a thin protective coating on one side. You can now peel this coating off and attach the interior flashing by using the screws provided. Be sure to drill pilot holes to avoid splitting the lath.
5. Attach the rectangular exterior flashing in the same manner by screwing through the side cover into the lattice wall making sure the opening is exactly lined up with the hole in the interior flashing. Once again, be sure to drill pilot holes first. The top of the flashing should be slipped under the top cover valance (roof overhang) to act as a shingle for protection against leakage.
6. The stovepipe penetrating through the wall of the yurt, along with any exterior piping, should be Metalbestos pipe or equivalent insulated pipe that is rated at 2" clearance from the nearest combustible surface. The Metalbestos system must be well supported and needs to have only a few inches of clearance from the side cover. A spark screen should be used at the top of the chimney.
7. Install the woodstove on a fire-proof base **following the stove manufacturer's guidelines for specific clearances from combustible surfaces.** **Note:** The clearances shown on *Diagram XXV* are examples. Single-wall stovepipe can be used up to the exit flashing, where a Metalbestos or equivalent (insulated) pipe is inserted through the flashing to safely vent the hot gases through the side cover.
8. The exterior chimney, made from insulated stovepipe, is typically supported by two 4x4 posts mounted adjacent to the yurt. Plan for the posts to be 14"-16" from the wall of the yurt and 8" apart and then dig a hole of sufficient depth to provide the necessary stability. The depth can vary depending on the height of the posts, soil conditions and whether frost heave will be an issue for your site.
9. Set your posts into concrete.
10. The cleanout tee is a 90 degree section of pipe that includes cleanout access. This will be supported by a chimney wall support kit, which is essentially a shelf made from sheet metal that will bolt directly to the 4x4 posts. Anchor the support kit to the 4x4 posts.

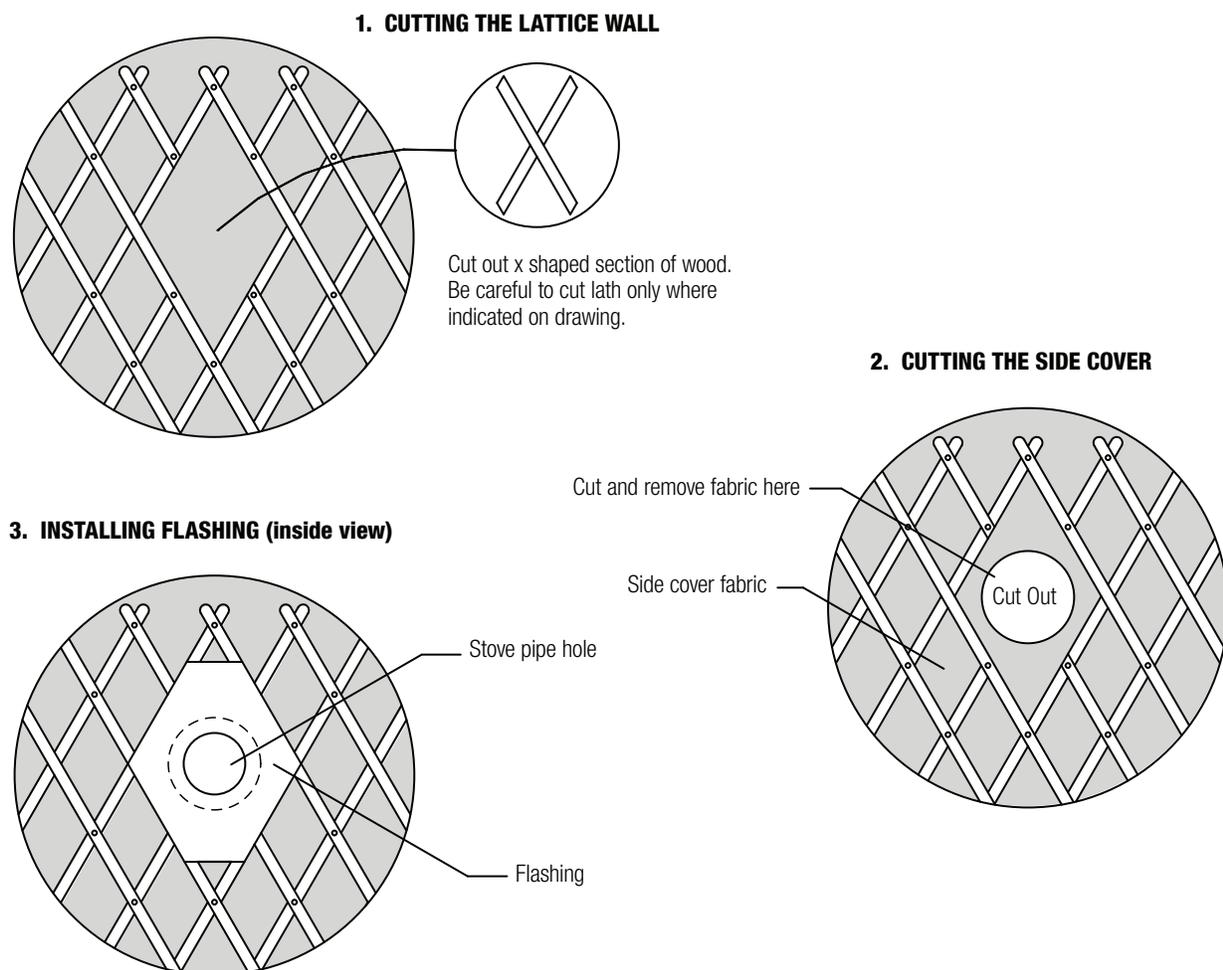
11. Attach your straight sections of chimney stovepipe onto the cleanout tee. Your top section of pipe should include a chimney cap.
12. The wall band is a metal strap that fastens around the the chimney stovepipe and bolts to the 4x4 posts to secure the upper portion of the chimney. The wall band should be fastened high enough onto the 4x4 posts so that it is fastened onto the uppermost section of piping.

## Direct Vent Gas Stove Installation

The installation procedure for a gas stove will be the same as with a woodstove, except the exterior chimney will not be necessary. Instead of a cleanout tee a gas stove will have a termination cap that mounts directly onto the exterior stove flashing. **(See Diagram XXVIII)**

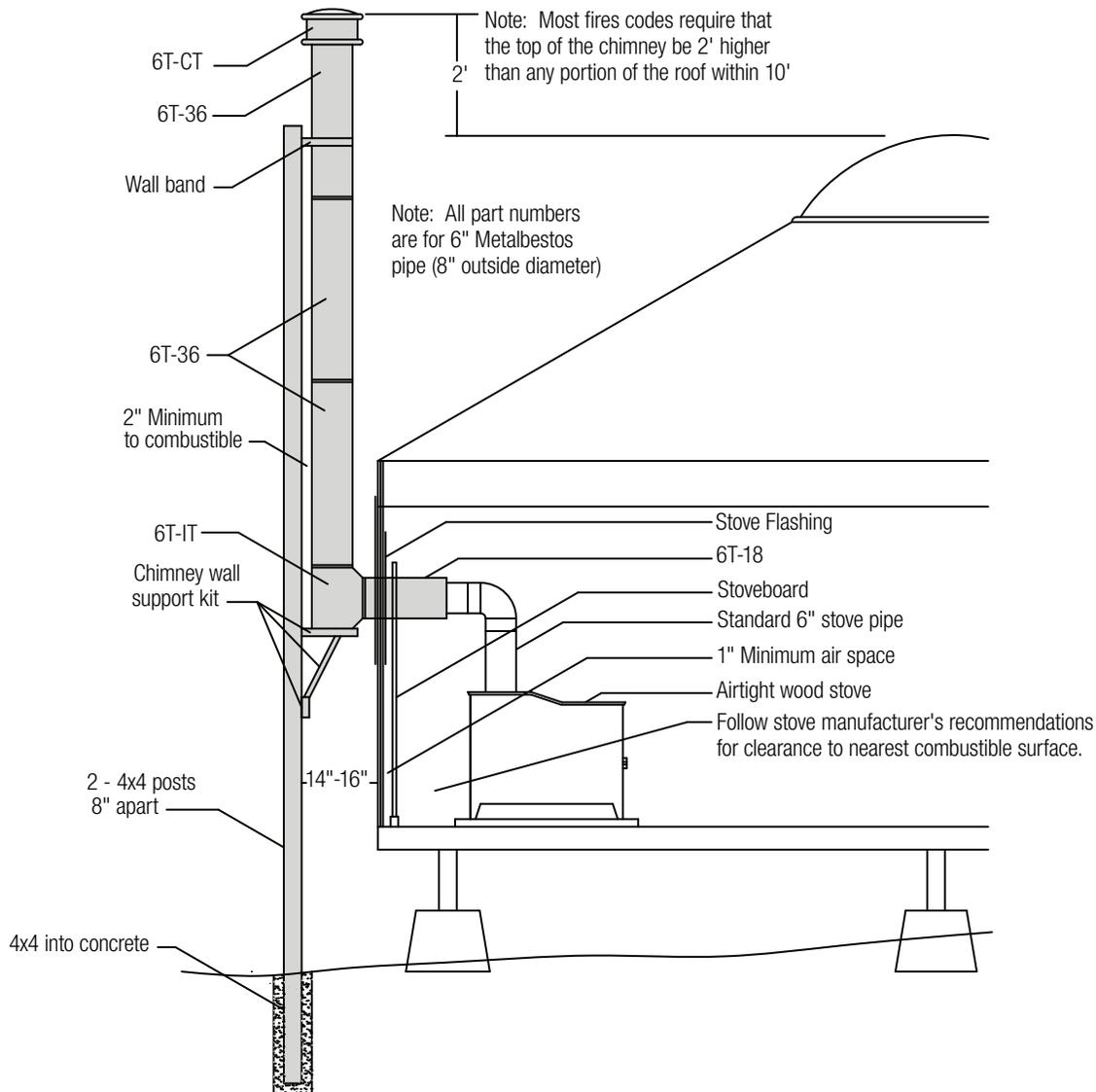
**IMPORTANT NOTE:** These recommendations should only be used as guidelines. To obtain more details about a safe and sensible installation in your area, and to comply with all local fire regulations, we recommend that you contact your local Fire Marshal. Safety is the best fire insurance.

### Diagram XXIV: Stovepipe Hole



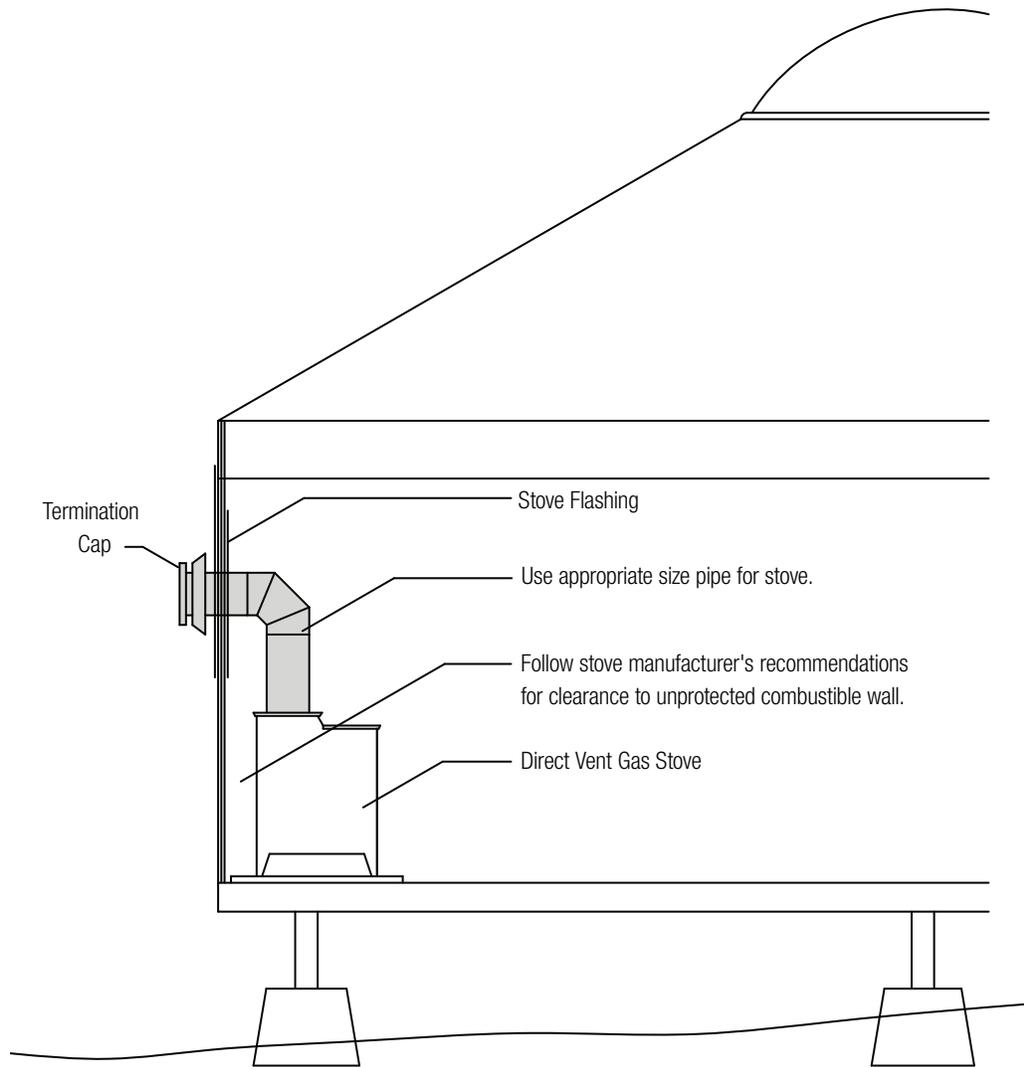
These recommendations should only be used as guidelines. To obtain more details about a safe and sensible installation in your area, and to comply with all local fire regulations, we recommend that you contact your local Fire Marshal. Safety is the best fire insurance. Follow stove manufacturer's recommendations for clearances from combustible surfaces.

**Diagram XXV: Woodstove & Chimney Installation**



These recommendations should only be used as guidelines. To obtain more details about a safe and sensible installation in your area, and to comply with all local fire regulations, we recommend that you contact your local Fire Marshal. Safety is the best fire insurance. Follow stove manufacturer's recommendations for clearances from combustible surfaces.

**Diagram XXVI: Gas Stove Installation**

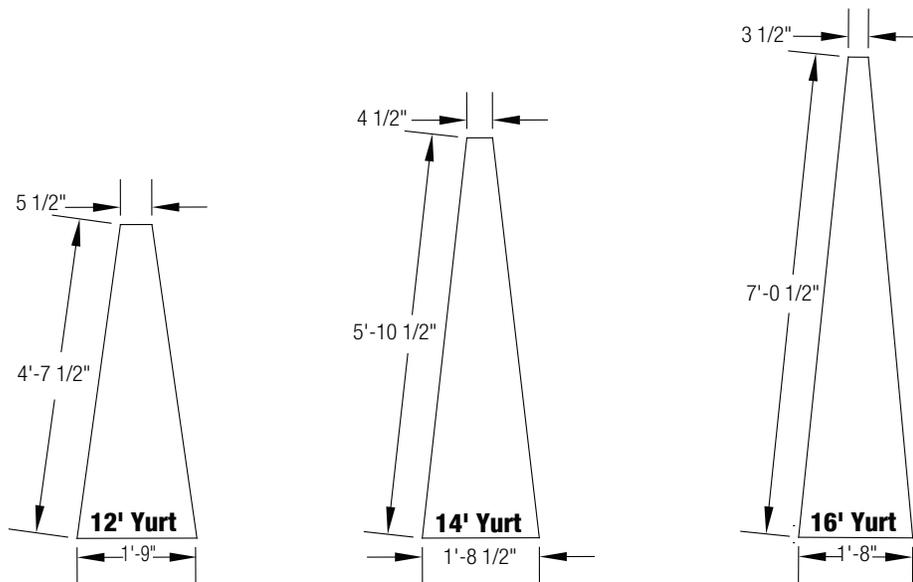


## Additional Insulation Information

### Insulating The Roof With Insulation Board

1. Use the dimensions on the *Diagram XXVII* to lay out a full-scale pattern on a piece of cardboard. Cut the pattern out and use it to check the fit between rafters. Make sure to space your rafters so that the center of the rafter is exactly at the center of its respective crotch when determining the fit of your sample pattern. Check several locations. You may have to make slight adjustments, since the hole spacing in the center ring (for the rafter pins) sometimes varies slightly.
2. Place your pattern on a sheet of insulation board. With a **sharp** knife trace the pattern on the board and then remove the pattern and finish cutting the panel. The remaining short pieces can be cut out of scrap and taped on using duct tape or glued on using a construction adhesive.
3. If you are using an insulation material that is not rated for exposed insulation, it is important to cover it with a flame-retardant fabric before installing it, or install a flame retardant liner onto the underside of the rafters to cover the insulation.
4. Either quarter round, 1" x 2" or some other molding fastened along the bottom edge of the rafters will hold the insulation panels in place.
5. The rafters can be spread apart to allow easy installation of the panels. The last panel can be installed by loosening the top cover and inserting from the outside.

YURT DIAMETER	TOP PANELS REQUIRED	# OF 4 x 8 SHEETS REQUIRED
12'	20	5
14'	24	6
16'	28	7

**Diagram XXVII: Insulation Board Pattern****Floor Insulation**

For optimum comfort it is desirable to install insulation under the floor. Reflective insulation is easily installed and available from Pacific Yurts in 4' wide rolls. It can be stapled between the 4" x 6" joists or to the bottom edge. Rigid foam insulation board is also recommended and can be cut to fit between the joists and supported with protruding nails or wood strips used as stops. Alternatively it can also be nailed to the underside of the joists in full sheets and trimmed at the perimeter joists. Use large head simplex nails or lath strips when nailing so that the insulation board is firmly attached and will not work itself loose. Standard fiberglass roll insulation also works when wire mesh or equivalent is used to support and protect it. Even so, certain nesting creatures find this material attractive for their nests and this could reduce its effectiveness.

# Additional Options

## Door Screen Curtain

Notice that the screen curtain is made in two pieces that will overlap in the middle.

1. Take one of the halves and hold it up to the inside (for an outward opening door) of your door frame so that the weighted end hangs just above the door threshold and the right side is even with the outer edge of the door frame. Using staples or thumbtacks, secure it to the inside of the top door sill.
2. Now take the other half of the curtain and hold it up to the inside of the door frame so that the weighted end hangs just above the door threshold and is even with the left side of the door frame. Secure it just as you did the right side.
3. Trim excess screen above the top door sill. For a clean, finished appearance a strip of molding can be screwed over the staples or thumbtacks.

## Center Ring Insert

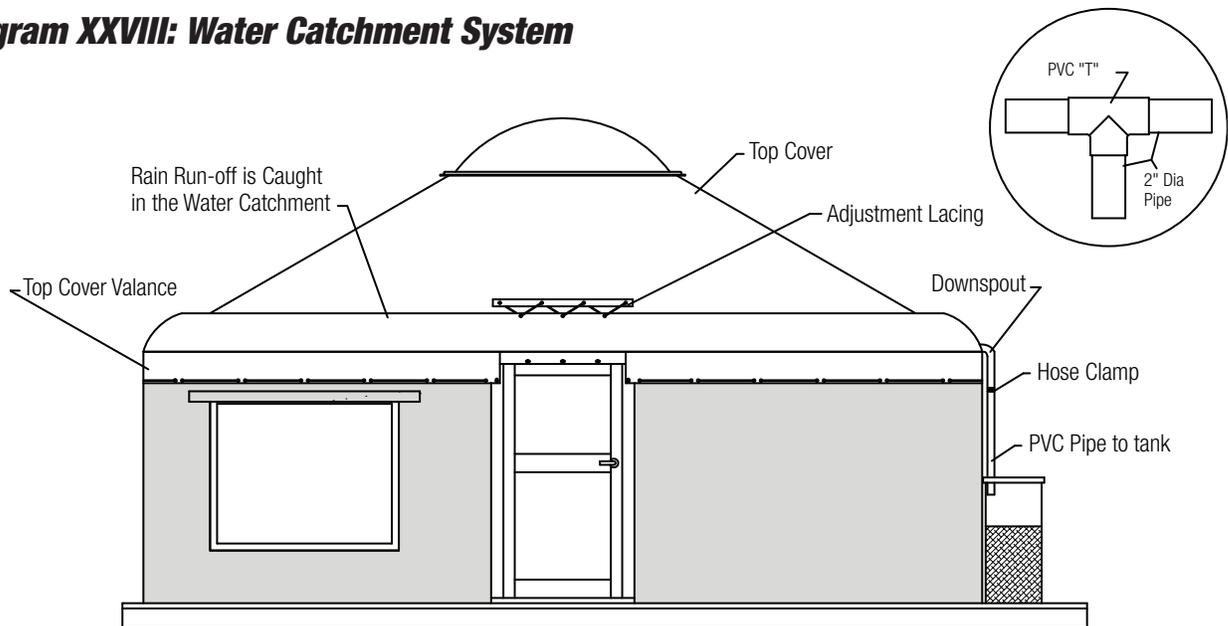
The center ring insert should be installed after the entire yurt has been set up.

1. Using a step ladder in the center of the yurt, slip the center ring insert into the underside of the center ring. Be sure the side of the center ring insert that has the screen (or fabric) attached to it faces up. The center ring insert has been made to install around the dome opener bracket, so also be sure to line up this opening with the bracket.
2. Once it is in place, screw the center ring insert to the center ring in the predrilled locations with the screws provided.
3. If the center ring insert has screen, a screen patch has been included for installation to the underside of the center ring insert at the dome opener spindle location. It can be secured with staples, tacks or an adhesive. Before attaching it, mark and cut a small "x" for the dome opener spindle to protrude through.

## Insulated Window Cover

Pacific Yurts' insulated window covers are designed to attach to the buckles under the window flap (on the outside of the yurt) and block off the window, providing better heat retention during cold conditions. Notice that one side of the insulated window cover has an ivory colored liner fabric on it. This provides an attractive appearance once the window cover has been installed.

1. From outside the yurt, unbuckle the window flap and let it unroll. Notice that when this is done the male-end buckle under the flap is not being used. This is where the insulated window cover will be installed.
2. Clip the female-end buckles on the insulated window cover to the male-end buckles under the window flap so the ivory colored liner faces the yurt and the foil faces out.
3. Lower the window flap and zip it closed.

**Diagram XXVIII: Water Catchment System****Water Catchment System**

The yurt should be completely installed according to this manual. If the yurt has an awning, roll it up and secure it so it is out of the way. The water catchment system is essentially a second valance on the top cover that will be folded upward to create a gutter.

1. Go around the yurt and fold the outermost valance (water catchment) upward onto the roof. Notice that the water catchment has a cord installed into the hem, which has cut-outs approximately every eight feet.
2. Carefully pull the cord in the rim hem to tighten the circumference. Tightening the cord evenly around the perimeter will create the fabric gutter. Be sure not to tighten the cord too much. It just needs to be tight enough to make the circumference smaller than the circumference of the yurt.
3. Tie the cord in a knot so the gutter will hold its shape.
4. Using the PVC cement provided, glue the 6" long sections of 2" diameter pipe into the PVC "T" (see diagram - upper right).
5. Insert the PVC "T" assembly into the downspout. This will prevent the downspout from pinching off the water flow.
6. The sections of larger diameter (4") pipe are provided for placing horizontally in the fabric gutter (evenly spaced) around the perimeter to hold the fabric gutter away from the roof.
7. Notice that the top cover has one or more (larger yurts have more than one) strips of grommeted fabric welded above the fabric gutter.
8. Using the nylon lacing cord provided, lace the grommeted strip to the corresponding grommets on the fabric gutter. This is the adjustment lacing. By tightening or loosening it you can control the water flow toward the downspouts.
9. Using a hose clamp, fasten a length of 2" diameter pipe (available at local hardware store) into the downspout and run the pipe into your water storage container.

**Note: Installing 1/2" diameter PVC pipe into the rim hem to create a continuous rigid rim on the water catchment will make the catchment system function better and look nicer.** This may be purchased at a local hardware store.

## Removable Cable Tie-Down System

If this option was purchased there will be four eyebolts installed in your center ring for the Cable Tie-Down to attach to.

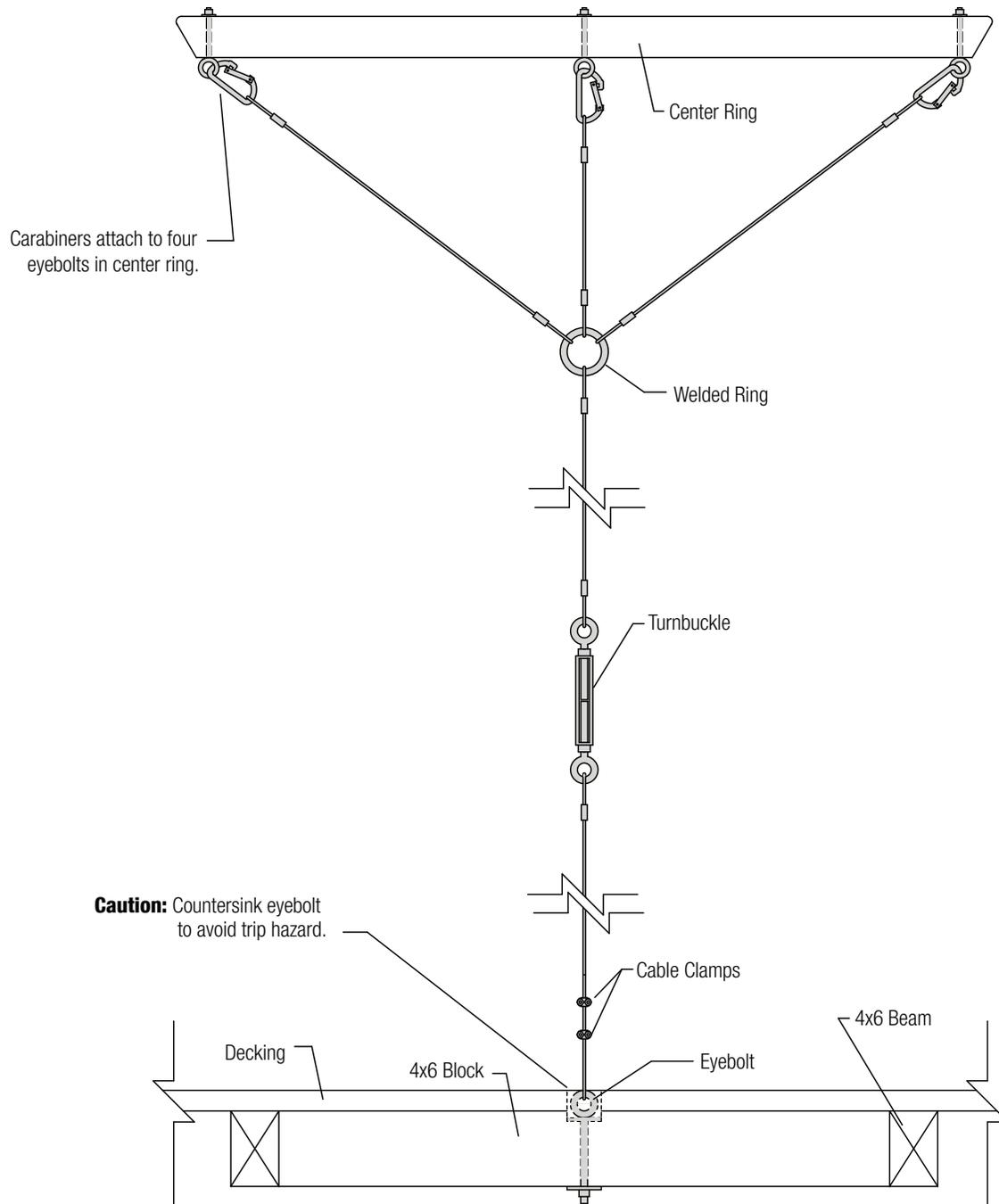
1. Locate and mark the exact center of yurt floor.
2. Drill a 9/16" hole completely through the flooring at this center mark.
3. Cut a piece of 4x6 to fit between the existing beams under the floor at the center point and secure it into position.
4. Drill the 9/16" hole completely through the 4x6 block. This 4x6 will ensure that the cable tie-down system is securely fastened to your platform. **Note:** Counter-sink the hole in the flooring 2" deep using a 2" drill bit to avoid a trip hazard.
5. Install the large eyebolt provided through the hole and secure with the large washer and nut. **(See Diagram XXIX)**

The cable tie-down has a steel ring with four shorter cables and one longer cable attached to it. The four shorter cables have carabiners. The longer cable has a turnbuckle in the middle of it.

1. Clip the four carabiners to the eyebolts installed in the center ring. The longer cable should hang down to the floor.
2. Remove the cable clamps at the bottom of the long cable and thread the cable through the large eyebolt in your floor.
3. Pull the cable tight, secure the cable clamps and trim any excess cable. **Note:** If the Cable Tie-Down is left in place be sure to check the cable clamps regularly making sure they are tight.
4. Use the turnbuckle to tension the Cable Tie-Down by twisting the center hub until the cables start to pull the center ring downward. **Do not cinch it down tight, just snug!**

To remove the cable tie-down, loosen the turnbuckle, unclip the carabiners from the center ring and remove the cable clamps.

**Diagram XXIX: Cable Tie-Down System**

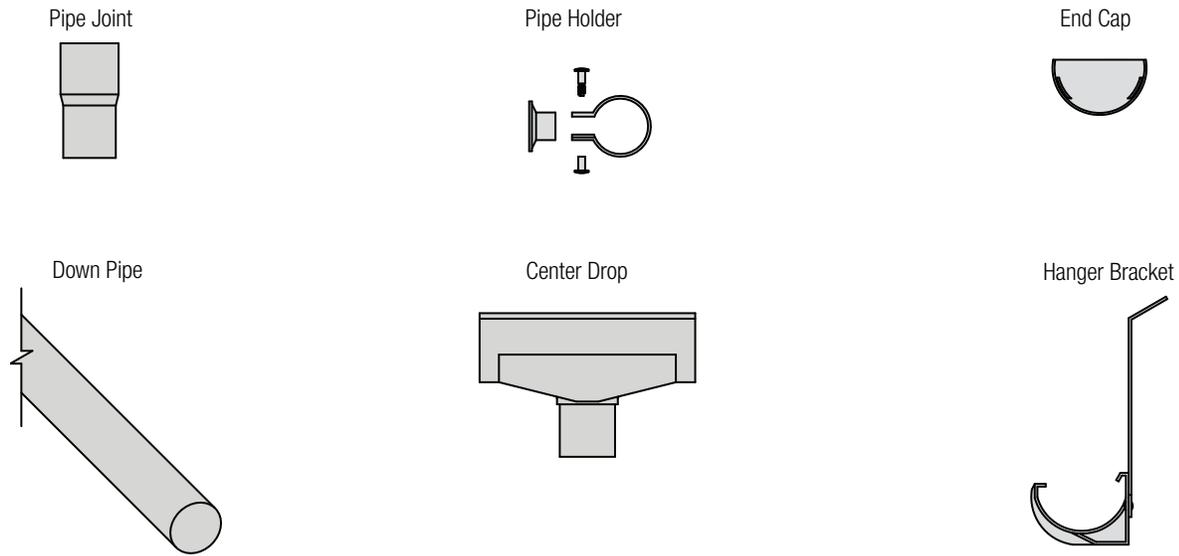


## Perimeter Gutter System

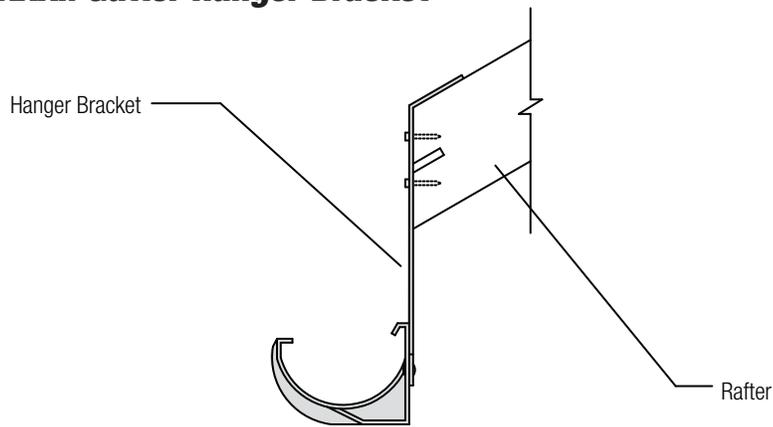
The yurt should be completely installed prior to installing the perimeter gutter system.

1. Loosen the valance cord and fold the top cover valance upward onto the roof of the yurt to expose the connection between the top cover and side cover. There should be a gap of approximately 1" where this connection occurs. This is where the hanger brackets will be installed.
2. Slip the angled end of the hanger bracket under the top cover so that it matches the angle on the rafter (**see Diagram XXXI**). In order to do this you will need to carefully cut a horizontal slit through the inner valance on your top cover (using a razor or utility knife) wide enough for the aluminum bracket to slide through. **Note:** If you have roof insulation the bracket should go between the top cover and foil insulation.
3. After aligning the bracket with the end of the rafter drill pilot holes into the end of the rafter. **Failure to drill pilot holes can result in split rafters, which can weaken the yurt.** Using the screws provided secure the hanger brackets to the ends of the rafters (**see Diagram XXXI**). Fasten hanger brackets onto all rafters except rafters over the door(s).
4. Starting with the end of a gutter section approximately 6" from the left side of the door frame snap the gutter section into the hanger brackets going clockwise around the yurt. The sections of gutter are interchangeable, so they do not have to be installed in a particular order. The hanger brackets should end up approximately in the center of straight gutter segments.
5. Decide where you want your center drop(s) and down pipe(s) to be. Whenever possible try to locate the center drop opposite the door or near the midpoint of the gutter (large yurts have multiple center drops). Remember that if you place a center drop over a window your down pipe will be in front of the window and make it difficult to access for ventilation.
6. Cut the gutter where the center drop is to be placed so that the edge of the center drop is at least 2" from the nearest joint and does not interfere with the hanger bracket (**see Diagram XXXII**). You will need to cut out a 1"-2" section of the gutter that will be centered in the center drop.
7. Cut the ends of the gutter (by the door) to remove the molded end and so that the gutter ends approximately 6" from the edge of the door frame. Having the gutter too close to the door will create a long unsupported end section that will not drain properly. The molded ends have to be cut off so that the end caps can be installed.
8. Using the cement provided, glue the sections of gutter together (follow instructions on tube) and rivet them using the 1/8" rivets provided. When riveting the sections together insert the first rivet from the outside of the gutter and apply a backup washer to the back of the rivet (on the inside of gutter) before 'popping' the rivet. The washer goes on the backside of the rivet to prevent it from working loose and coming out. Install a second rivet in the back edge of the gutter as well (from inside the gutter).
9. Glue the end caps into position.
10. After allowing the cement to fully set up, fold the top cover valance down into the gutter and re-attach the twist locks and valance cord at the door frame.
11. Attach the pipe holder to your platform's drip edge below the side cover and secure the down pipe into the pipe holder and center drop.

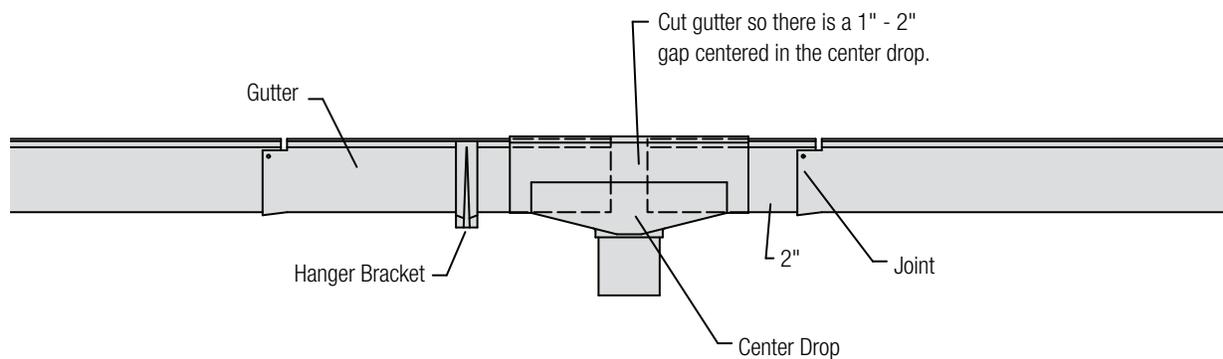
**Diagram XXX: Gutter Parts**



**Diagram XXXI: Gutter Hanger Bracket**



**Diagram XXXII: Gutter Assembly**



# Care & Maintenance

## Vinyl Covers

As with any quality product, there are several cautions and care recommendations that must be observed to get the longest possible functional life from your fabric covers.

An accumulation of dirt or soiling can create an ideal environment for bacteria to grow and cause staining of the fabric. It is important that this be removed regularly to maintain appearance and longevity of the fabric.

The vinyl covers should be cleaned at least twice a year with a mild soap (Ivory soap) and warm water. We have found this to be the least aggressive to the fabric. Recommendations for cleaning include hand scrubbing with a soft bristle brush using a ladder around the lower perimeter areas and using the dome opening for access to the top areas. A swimming pool brush with an extension handle and hose attachment would be a good investment for this purpose. Be sure to protect the top cover before sliding the dome down to remove it. In areas where tree sap and leaves are a problem, it may be necessary to clean the top every few months. If mildew is ever found growing on the roof, it should be removed with soap and water. In the event the roof ever becomes torn, it can be repaired with a standard vinyl patch kit available from Pacific Yurts. Always be sure the covers are **completely dry** before storing them.

## 100% Polyester Side Covers

This material is also relatively maintenance free. It should be kept clean (see cleaning recommendations for vinyl covers above), never stored wet, and kept free of mildew much the same as the vinyl covers. The side cover may be treated with a clear water repellent if needed. This may be available through your local canvas or awning dealer. Be sure to follow instructions. Side cover should be clean and dry before applying water repellent. Seam sealer is also available.

## Stove

A stove adds a comforting dimension to the yurt space, but along with it, the danger of fire. A cover treated with a fire retardant does not mean it is fire proof. **Safety is the best fire insurance.**

1. Clean stovepipe at regular, monthly intervals.
2. Keep stove a safe distance from any combustible surface!
3. Flashing is designed to receive 6" (inside diameter) Metalbestos (or equivalent) insulated pipe rated to be two inches from a combustible surface.
4. Invest in a small fire extinguisher. Fire is always a danger when woodstoves are used.
5. Seek advice from your woodstove dealer if you have any questions or **give us a call.**

## Lattice Wall

The lath is made from kiln-dried Douglas fir for its strength and resilient properties. Because of the nature of this wood a piece of lath may occasionally split or break even under normal usage. Replacement lath and rivets are available from Pacific Yurts.

### If a piece of lath should break. . .

1. From the **outside** of the lattice (the side with the hole in the rivet), use a 1/4" bit to drill out the rivets on the broken piece of lath. When the rivet top is drilled off, **carefully** tap the bottom part out with a hammer and punch.
2. Replace broken lath piece by lining up the holes in the pieces of lath to be riveted and placing the bottom part of the rivet through the hole from the inside of the yurt. Put the top of the rivet into the bottom part and with a \*rivet tool pop the rivet, being sure it is flush on the inside and outside of the lattice. Repeat these steps with the other holes.

\* Available at most hardware stores or rentals.

## Adjusting The Door

If the door is not closing properly, it may not be hanging square. An easy remedy is to loosen the wing nuts on the door clamps, remove the screws anchoring the door frame to the rafters and floor then shift the door. Re-tighten the wing nuts on the door clamps and re-install the screws anchoring the door frame to the rafters and floor.

If the door appears to be bowing outward at one corner the frame may be out of alignment. To adjust this remove the screws anchoring the door frame to the rafters above it and push outward on one corner (at the top) of the door frame. Watch to see if the problem corner of the door is corrected or gets worse. If it seems to get worse when pushing on that corner you will want to push on the other corner. This will pull the corner of the door inward into proper alignment. Re-install the screws into the rafters to hold the door frame in proper alignment.

## Door & Door Frame

All exterior wood should be re-coated with cedar semi-transparent (such as Superdeck 1901) or solid body stain or equivalent every year or as needed. Sand lightly or use deck cleaner before applying the stain. Note: Adding a covered porch or awning will protect the door and make the finish last much longer.

Lubricate door knob on a regular basis with graphite or Teflon based lubricant.

## Dome Skylight And Door Window

Wash acrylic dome and door window with a mild soap (dish washing liquid), plenty of lukewarm water and a soft cloth. Rinse with clear water. Never use paper towels or other paper products, which tend to scratch the surface finish. Novus plastic polish or equivalent and a soft cloth can be used to polish the acrylic surfaces.

To remove grease, oil or tar, use a good grade of hexane or kerosene. Immediately wash away oily film residues with a mild soap and water solution.

**Do not use window cleaning sprays or solvents.** Alcohol may cause crazing (many small cracks).

## Vinyl Windows

Always roll the vinyl windows, as folding them makes creases that impair vision and weaken the material. Rolling them with a clean cotton towel reduces the possibilities of scratches. Clean the windows with a soft cloth and warm soapy water. Novus plastic polish or equivalent and a non-abrasive cloth can be used to polish the vinyl windows. These surfaces scratch very easily with even the finest dust, so hose off dirt before cleaning. Never use paper towels or newspaper when cleaning the windows. When vinyl windows have been removed, do not stack them and leave them in the sun. **Note:** UV web frames are available from Pacific Yurts if you are in a high UV area and wish to protect the Velcro (on your side cover) while the vinyl windows are off.

# Glossary

**Carabiner** – Oval or “D” shaped clip typically made of aluminum or steel and used for rock or ice climbing. They are designed to be strong, light weight and easy to clip and unclip.

**Clamp** – See door clamp.

**Countersink** – To drill or shape a depression, as at the top of a hole, for the head of a screw or bolt.

**Crotch** – Where two pieces of lath come together to create an “X” at the top of the lattice wall.

**Door clamp** – Wooden board on the inside of the door frame that clamps the door sticker and side cover against the door frame.

**Door clamp fascia** – Wooden board about the same size as the door clamp that slides into grooves in the door sills to hide the wing nuts.

**Door Header** – The horizontal wooden board that makes up the top of the door frame.

**Door Sticker** – Piece of lath (without any holes) that is used for tucking the side cover into the door frame. Two door stickers are needed per door and typically have been clamped into the door frame before the customer first receives the yurt.

**Drip Edge** – 3/8” exterior plywood strips, usually 8” wide, that are attached to the outer perimeter of your circular platform (should extend 1” above the interior floor). The lattice wall will butt against the inner face of the drip edge, while the side cover attaches to the outer face.

**Plumb** – Perpendicular position; vertical.

**Safety cable** – 1/8” diameter cable strung through the holes in the rafters nearest the center ring. This cable holds the rafters into the center ring so that they cannot fall out. The safety cable is included on all 12', 14' and 16' yurts and on 20', 24' or 30' yurts that **do not have** the Snow & Wind Kit option.

**Turnbuckle** – A device in the form of a sleeve connector, or union, usually with threaded rods, for regulating the length or tension of connected ropes or cables.

**Twist lock** – Metal “common sense” fastener that attaches the top cover to the door frame. It has a screw shank on one end and a turn-button on the other end.

**Valance** – Portion of the top cover that overhangs the exterior wall.

## Limited Warranty

Standard vinyl top covers carry a ten (10) year pro-rated fabric warranty from the manufacturer. Premium (heavy duty) top covers carry a fifteen (15) year pro-rated warranty from the manufacturer. Standard side covers carry a five (5) year pro-rated fabric warranty from the manufacturer. These warranties do not apply to fabrication workmanship, normal color fading or stiffening of the fabric which occurs naturally over time.

Pacific Yurts Inc. warrants all of their products for a period of one (1) year from the date of purchase. We will repair or replace, at our option, any product covered under this warranty which proves to be defective in materials or workmanship during the warranty period.

The above warranties do not apply if the unit was subject to abuse, neglect, accidental damage or if the instructions outlined in the set-up manual were not properly followed. All shipping costs on replacement parts or returned merchandise are the responsibility of the customer. Warranties are not transferable and extend only to the original purchaser of the product.

PROMPT DISPOSITION. Pacific Yurts Inc. will make a good faith effort for prompt correction or other adjustment with respect to any product which proves to be defective within the warranty. For any product believed to be defective within the warranty, call or write to Pacific Yurts Inc., giving name, address, date of purchase and description of defect. If product was damaged in transit to you, please file a claim with responsible carrier.

**THE FOREGOING WARRANTY IS AN EXCLUSIVE REMEDY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE EXPRESS OBLIGATION OF PACIFIC YURTS INC. STATED ABOVE IS IN LIEU OF ALL LIABILITIES OR OBLIGATIONS OF PACIFIC YURTS INC. FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, COMPENSATORY DAMAGES, CONSEQUENTIAL DAMAGES, INCIDENTAL DAMAGES, SPECIAL DAMAGES, INDIRECT DAMAGES, LOST PROFITS, OR OTHER DAMAGES, COSTS OR EXPENSES ARISING OUT OF OR RELATING TO THE DELIVERY, USE OR PERFORMANCE OF THE PRODUCT.**

Pacific Yurts Inc. assumes no responsibility or liability relating to or arising out of Purchaser's selection of the location for the yurt. Purchaser expressly assumes all risk of loss, injury or damage relating to or arising out of the installation, set-up or site location of the yurt. In particular, but without limitation, Pacific Yurts, Inc. shall not be responsible or liable for any loss, injury or damage relating to or arising out of any forces of nature or acts of God.

Pacific Yurts Inc. makes no representations, warranties or promises as to whether the yurt will satisfy any applicable laws, statutes, regulations or rules including, but not limited to, zoning or land use regulations or building codes.

This Agreement is governed by the laws of the state of Oregon and shall be interpreted and construed by Oregon's version of the Uniform Commercial Code. Venue and jurisdiction of any legal proceeding relating to or arising out of this Agreement shall be in Lane County, Oregon.

In the event of any legal proceeding arising out of or relating to the enforcement or interpretation of this Agreement, the prevailing party in such proceeding shall be entitled to recover its reasonable attorney fees incurred therein, including any appeal thereof, in addition to such costs, disbursements and damages as are allowed by law.

This is the complete and final Agreement of Purchaser and Pacific Yurts Inc. and entirely replaces all other representations, negotiations, discussions, correspondence, communications or agreements.

**Pacific Yurts Inc.  
77456 Hwy. 99 S.  
Cottage Grove, Oregon 97424**

## Epilogue

We have tried to make these directions as clear and concise as possible; however, describing the erection of something as unique as a yurt is not easy. Just take your time the first time through and think it out before acting. You should be able to manage without any major problems. After putting your yurt up once or twice, you will appreciate the simple beauty of this structure and the integrity of its design. **If you have any questions about the installation of the yurt please call us at 1-800-944-0240.**

***Best wishes from Pacific Yurts.***

**From:** [Adam Musielewicz](#)  
**To:** [Noah Beals](#); [Kacee Scheidenhelm](#)  
**Subject:** [EXTERNAL] Fw: Yurt Snow Load and Wind Capacity for ZBA Meeting Tomorrow  
**Date:** Wednesday, June 10, 2020 1:59:08 PM  
**Attachments:** [2018 IBC ASCE 7-16-R16STD-2020-LVI-Model.pdf](#)  
[2020 UPDATE - 16" yurt CALCS ASCE 7-16 OR.pdf](#)

---

Hi Noah and Kacee,

I was preparing for the Zoning Board meeting for tomorrow and don't know if it is relevant or not, but anticipated the potential question of snow load and wind resistance capacity for our proposed yurt. Attached are 2 engineering documents from the yurt company that communicate a snow load of 65PSF and wind resistance capacity of 142mph - each consistent with the City's requirements. Of note: the documents are for a 16ft yurt, but these requirements are the same for the 14ft size as well.

Thank you,

Adam Musielewicz

---

**From:** Pete Dolan <pete@yurts.com>  
**Sent:** Wednesday, June 10, 2020 1:37 PM  
**To:** a\_musielewicz@hotmail.com <a\_musielewicz@hotmail.com>  
**Subject:** Pacific Yurts

Hi Adam,

I have attached the information we discussed. Let me know if I can be of further assistance.

Regards,

**Pete Dolan**

Customer Service Representative

Pacific Yurts Inc.  
77456 Hwy 99 South  
Cottage Grove, Oregon 97424  
[www.yurts.com](http://www.yurts.com)  
1-800-944-0240 ext. 108

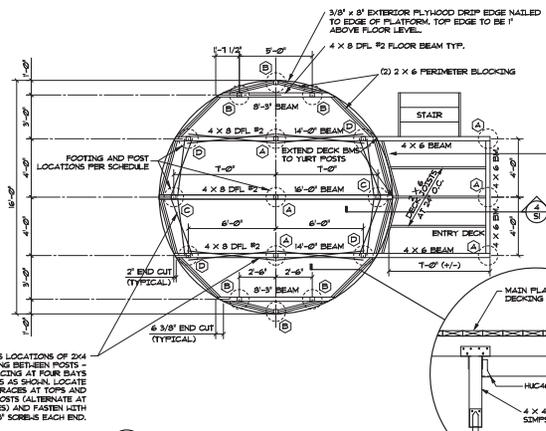
Check us out on [Facebook!](#)



REVISIONS	

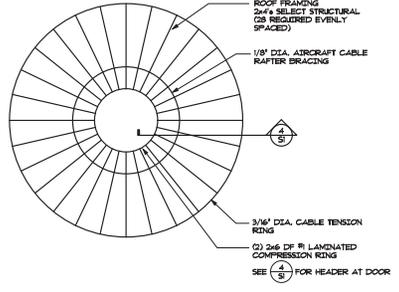


18660 SW Boones Ferry Road  
 Tualatin, Oregon 97062  
 (503) 885-8655 phone  
 (503) 885-1206 fax



"A" INDICATES LOCATIONS OF 2x4 CROSS-BRACING BETWEEN POSTS - PROVIDE BRACING AT FOUR BAYS BOTH DIRECTIONS AS SHOWN. LOCATE ENDS OF BRACES AT TOPS AND BOTTOMS OF POSTS (ALTERNATE AT OPPOSITE SIDES) AND FASTEN WITH (4) #8 x 3" SCREWS EACH END.

1/SI DECK FRAMING PLAN 1/4" = 1'-0"

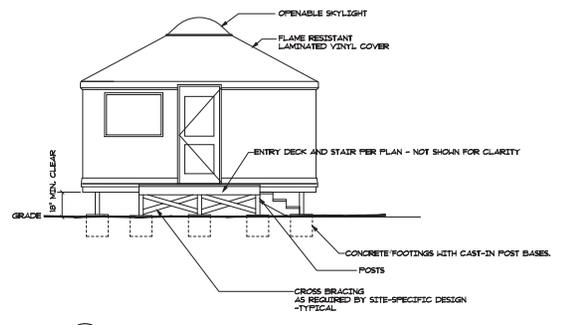


2/SI ROOF FRAMING PLAN 1/4" = 1'-0"

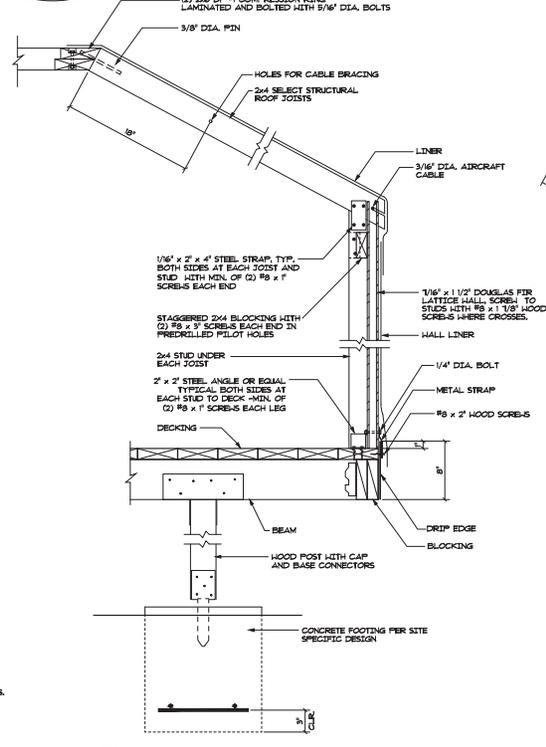
FOOTING / HOLD-DOWN SCHEDULE		
MARK	SIZE	REINFORCEMENT
(A)	12" SQUARE OR 12" ROUND X 12" MIN. DEPTH BELOW GRADE	EMBEDDED 4" POST BASE
(B)	18" SQUARE OR 18" ROUND X 18" MIN. DEPTH BELOW GRADE	EMBEDDED 4" POST BASE
(C)	18" SQUARE OR 24" ROUND X 16" MIN. DEPTH BELOW GRADE	EMBEDDED 4" POST BASE
(D)	18" SQUARE OR 24" ROUND X 12" MINIMUM DEPTH BELOW GRADE	EMBEDDED 4" POST BASE

NOTE: PROVIDE SIMPSON EPB444 EMBEDDED POST BASE IN TOP OF CAST-IN-PLACE CONCRETE FOOTING.

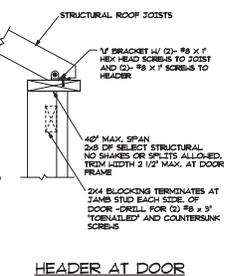
- NOTES:
- FOUNDATION SYSTEM SHOWN IS EXAMPLE OF SUGGESTED SYSTEM BASED ON 1500 PSF ALLOWABLE SOIL BEARING PRESSURE, 12" MINIMUM FROST DEPTH AND 60 PSF ROOF DEAD LOAD, AND WIND UPLIFT BASED ON 150 MPH EXPOSURE C. DESIGN CAPACITY OF PROTOTYPE YURT, FOOTING SIZE NOTES ARE CALCULATED FOR WINDS OF EITHER GRAVITY LOADS ON SOIL OR WIND UPLIFT PLUS BRACING UPLIFT. FOOTING SIZE AND REQUIRED DEPTH BELOW GRADE SHOULD BE DETERMINED FOR EACH INDIVIDUAL SITE BY PLATFORM ENGINEER OF RECORD AND APPROVED BY LOCAL BUILDING AUTHORITY. A SITE-SPECIFIC DESIGN OF THE FOUNDATION SYSTEM BY A REGISTERED ENGINEER WILL ALLOW SMALLER FOOTINGS IF DESIGN WIND SPEED OR EXPOSURE ARE LESS THAN THE PROTOTYPE PARAMETERS. LEWIS & VAN VLEET, INC. IS NOT LIABLE FOR DAMAGES ARISING FROM USE OF THIS EXAMPLE PROTOTYPE DESIGN.
  - DECK CONSTRUCTION SHOULD REFLECT CONDITIONS OF EACH INDIVIDUAL SITE.
  - 2x6 TRG DECKING TO BE LAID PERPENDICULAR TO 4x BEAMS AND TRIMMED TO THE SAME OUTSIDE DIAMETER AS THAT OF THE YURT. 1/2" PLYWOOD MAY ALSO BE USED IN RECOMMENDED LAYOUT PATTERN. NAIL 2x6 TRG DECKING WITH (2) - 16d NAILS TO EACH SUPPORT. NAIL 1/2" PLYWOOD WITH 10d AT 6" O.C. TO ALL SUPPORTS. FRAMING FOR THIS EXAMPLE DECK WAS SIZED FOR RESIDENTIAL LIVE LOAD ONLY (40 POUNDS PER SQUARE FOOT). LOCAL ENGINEER TO REVIEW AND VERIFY DECK DESIGN AND LOADING.
  - FOR ROOFERS 4" TALL AND FALLER FROM TOP OF ROOFING TO BOTTOM OF FLOOR BEAM, PROVIDE 2 X 4 CROSS-BRACING AS SHOWN AND NOTED AT PLAN.
  - VERIFY MINIMUM CRAWLSPACE AND FROST DEPTH REQUIREMENTS WITH ENGINEER OF RECORD AND/OR BUILDING OFFICIAL.
  - FAILURE TO PROPERLY DESIGN AND CONSTRUCT PLATFORM FOR SITE-SPECIFIC CONDITIONS MAY RESULT IN SIGNIFICANT EXPENSE FOR REPAIRS IF PERMITS ARE LATER REQUIRED, OR RISK OF FAILURE UNDER DESIGN LOADING CONDITIONS, UNLESS SPECIFICALLY RETAINED TO ENGINEER SITE-SPECIFIC DESIGN AND MET-STAMP DOCUMENTS. LEWIS & VAN VLEET, INC. IS NOT LIABLE FOR COSTS OR DAMAGES ARISING FROM USE OF THESE DOCUMENTS.



3/SI DECK FRAMING PLAN 1/4" = 1'-0"



4/SI TYPICAL SECTION 1/2" = 1'-0"



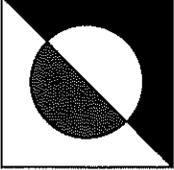
HEADER AT DOOR

PROTOTYPE DESIGN CRITERIA:  
 CODE.....2018 INTERNATIONAL BUILDING CODE  
 WIND.....ASCE 7-16 150 MPH EXPOSURE C  
 NO TOPOGRAPHIC EFFECTS.....K1 = 1.0  
 RISK CATEGORY.....1  
 SEISMIC.....S1 = 1.0, SDS = 1.0, R = 4  
 ROOF LIVE LOAD.....60 PSF (ROOF ENCL)  
 GROUND SNOW LOAD.....15 PSF

REFERENCE DRAWING ONLY - NOT FOR PERMIT SUBMITTAL.  
 DRAWINGS/CALCULATIONS PREPARED BY LTV FOR PROTOTYPE ANALYSIS FOR PACIFIC YURTS, INC. AND FOR REFERENCE BY PROJECT ENGINEER OF RECORD - LTV IS NOT ENGINEER OF RECORD FOR ANY YURT PROJECT UNLESS THE DRAWINGS/CALCULATIONS ARE SPECIFICALLY TITLED FOR THAT PROJECT AND ENGINEER STAMP IS SET SIGNED IN RED INK. ANY OTHER USE OF THESE DRAWINGS AND CALCULATIONS FOR SITE-SPECIFIC PERMITS SUBMITTAL OR CONSTRUCTION IS DONE AT THE USER'S OWN RISK (ANALYSIS IS NOT SITE-SPECIFIC). LTV HAS NOT REVIEWED THE SITE-SPECIFIC CONDITIONS, HAS NOT BEEN COMPENSATED FOR USE OF THE DRAWINGS AND DISCLOSES ALL LIABILITY FOR ANY SUCH USE.

16 FOOT DIAMETER YURT - ASCE 7-16  
 PACIFIC COTTAGE GROVE, OREGON  
 STRUCTURAL REFERENCE DRAWING  
 DATE: 5-14-2020  
 PROJECT NO: 202053  
 SHEET NO:  
 SI

LEWIS &



VAN VLEET  
INCORPORATED

principals

gary j. lewis, p.e., s.e.

scott r. debo, mba

## STRUCTURAL CALCULATIONS FOR

# 16' Diameter Yurt

2018 International Building Code / ASCE 7-16 / Snow Load: 65 psf / Wind: 142 mph Ult., Exposure C

PREPARED FOR

Pacific Yurts, Inc.



EXPIRES 12-31-2020

Lewis & Van Vleet Inc. Job Number 20033

NOTE: THESE CALCULATIONS WERE PREPARED TO DOCUMENT THE WIND AND GRAVITY LOAD CAPACITY OF A PROTOTYPE 16' DIAMETER YURT FOR PACIFIC YURTS, INC. THE CALCULATIONS ARE NOT TO BE USED AS FINAL DESIGN CALCULATIONS FOR YURT INSTALLATIONS, OR AS PART OF A BUILDING DEPARTMENT PERMIT SUBMITTAL PACKAGE. SITE SPECIFIC DESIGNS MUST BE PREPARED CONSIDERING LOCAL LOADS AND CONDITIONS, BY AN ENGINEER LICENSED WITHIN THE LOCAL JURISDICTION OF THE SITE. UNLESS THESE CALCULATIONS ARE WET-SIGNED IN RED INK FOR A SPECIFIC PROJECT LOCATION, LVI HAS NOT REVIEWED THE SITE SPECIFIC CONDITION, HAS NOT BEEN COMPENSATED FOR THE USE OF THE DESIGN, AND DISCLAIMS ALL LIABILITY FOR ANY SUCH UNAUTHORIZED USE.

---

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consulting engineers

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 (503) 885.8605 phone (503) 885.1206 fax

Job: 16' Yurt -ASCE7-16  
 Client: Pacific Yurts  
 Job No. 20033 By LC  
 Date: 3/20 Sheet S-1

**16' YURT:  
 SNOW LOAD:**

DEFINE UNITS:  $psi := \frac{lbf}{in^2}$   $plf := \frac{lbf}{ft}$   $ksi := \frac{kip}{in^2}$   $psf := \frac{lbf}{ft^2}$

Prototype design for 65 psf Roof Snow Load over vertical projected area, use 10 psf unit load for RISA 3D Basic Load Case. Use 6.5 factor in load combinations for full snow, 4.875 for 75% snow.

$P_{snow} := 10 \cdot psf$

tributary width = 0.5' at top of rafter, 1.78 ' at bottom

snow load on rafters:

$w_{top} := P_{snow} \cdot .5 \cdot ft$

$w_{top} = 5 plf$

$w_{bottom} := P_{snow} \cdot 1.78 \cdot ft$

$w_{bottom} = 17.8 plf$

snow load on ring

$$w_{ring} := P_{snow} \cdot \frac{\pi \cdot (4.5 \cdot ft)^2}{4 \cdot 2 \cdot \pi \cdot \frac{4.5 \cdot ft}{2}}$$

$w_{ring} = 11.3 plf$

find ground snow load equal to 65 psf roof load:

assume yurt is unheated:  $C_t := 1.2$

assume exposure C terrain, sheltered:  $C_e := 1.1$

importance factor:  $I_s := 1.0$

roof slope = 29.4 deg, slippery surface:  $C_s := .75$

ground snow load:  $\frac{65 \cdot psf}{.7 \cdot C_e \cdot C_t \cdot I_s \cdot C_s} = 94 psf$  94 psf ground snow OK

Rafter unbraced lengths: Use distance between nodes for weak axis unbraced length. Use distance from ring to inside face of stud for strong axis Lu.

**WIND LOAD:** Use ASCE 7 design method for domed structures, no terrain effects.  
Risk Category II Building,  $K_{zt} = 1.0$ ,  
Design for 142 mph exposure C wind, see sheet S-3

**SEISMIC LOAD:** Due to high design wind load and lightweight mass of the yurt structure, seismic does not control lateral design.

### MEMBERS USED

RAFTERS: 2x4 select structural DF

STUDS: 2x4 select structural DF

RING: 3x5 Number 1 DF

CABLE: 3/16" diameter aircraft cable

LATH: 7/16" x 1 1/2" kiln dried DF#1

$$l_e := 0.82 \cdot 23.5 \cdot \text{in} \quad d := \frac{7}{16} \cdot \text{in}$$

$$\frac{l_e}{d} = 44 \quad < 50 \text{ OK}$$

### PROTOTYPE WIND LOAD - 142 MPH ULTIMATE, EXPOSURE C:

ASCE 7-16 Eg. 27.4-1 & Sect. 29.4

Assume no topographic effects.

Roof angle = 42.7 degrees

$$K_z := 0.85$$

$$K_{zt} := 1.0$$

$$K_d := 0.95$$

$$V := 142$$

ASD wind load factor = 0.6

$$q_z := 0.6 \cdot 0.00256 \cdot K_z \cdot K_{zt} \cdot K_d \cdot V^2 \cdot \text{psf} \quad q_z = 25 \text{ psf}$$

**TOTAL DRAG LOAD ON WALLS:**

ASCE 7-16 Fig. 29.4-1

 $G := 0.85$  (rigid structure)

Moderately smooth

Cf :  $h/d = 10.25'/16'$  $h/d = 0.64$  $D*(qz)^{1/2} = 16*(25)^{1/2} = 180$ Therefore,  $C_f := 0.5$ 

$$p := q_z \cdot G \cdot C_f$$

$$p = 10.6 \text{ psf}$$

**LOAD ON WINDWARD SIDE**

$$10.6 \text{ psf} \cdot 0.6 = 6.4 \text{ psf}$$

**LOAD ON LEEWARD SIDE**

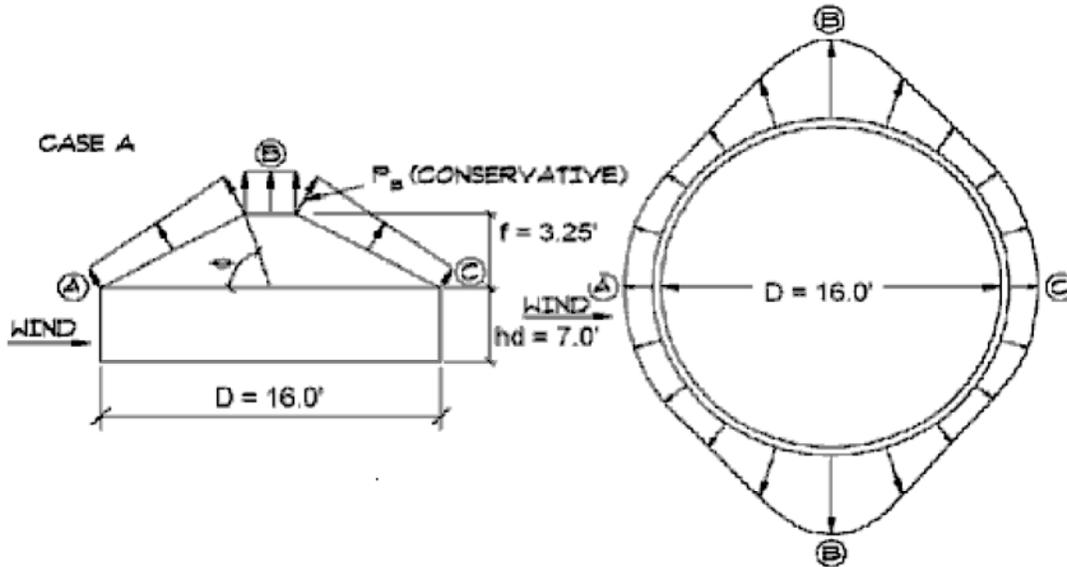
$$10.6 \text{ psf} \cdot 0.4 = 4.2 \text{ psf}$$

**WIND PRESSURE ON ROOF:**

$$q_{unit} := 10 \cdot psf$$

$$p = q_p \cdot G \cdot C_p - q_i \cdot (G \cdot C_{pi})$$

Use domed mwfrs roof pressures per Figure 27.3-2



**WIND ON DOME:**

**INTERNAL WIND PRESSURE ON ROOF**

$$GC_{pi} := 0.18$$

$$q_{unit} \cdot GC_{pi} = 1.8 \text{ psf}$$

**EXTERNAL WIND PRESSURE ON ROOF**

$$G = 0.9$$

$$h_d := 7 \cdot ft$$

$$D := 16 \cdot ft$$

$$f := 3.25 \cdot ft$$

$$\frac{h_d}{D} = 0.4$$

$$\frac{f}{D} = 0.2$$

Cp POINT A

f/D	hd/D = 0.25	hd/D = 1.0	hd/D = 0.44
0.2	-0.0675	-1.567	-0.90

AT f / D = 0.20,  $C_{pA} := -0.90$

**EXTERNAL WIND PRESSURE ON ROOF:**

Cp POINT B

f/D	hd/D = 0	hd/D = 0.25	hd/D = 0.44
0.2	- 0.52	- 1.28	- 1.19
AT f / D = 0.2,		$C_{pB} := -1.19$	

Cp POINT C

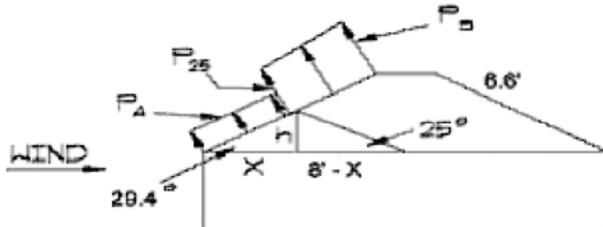
f/D	hd/D = 0	hd/D = 0.5	hd/D = 0.44
0.2	0	.50	0.44
AT f / D = 0.2,		$C_{pC} := -0.44$	

**EXTERNAL WIND PRESSURE ON ROOF AT POINTS A, B, & C:**

$$P_A := q_{unit} \cdot G \cdot C_{pA} - q_{unit} \cdot GC_{pi} \qquad P_A = -9.5 \text{ psf}$$

$$P_B := q_{unit} \cdot G \cdot C_{pB} - q_{unit} \cdot GC_{pi} \qquad P_B = -11.9 \text{ psf}$$

$$P_C := q_{unit} \cdot G \cdot C_{pC} - q_{unit} \cdot GC_{pi} \qquad P_C = -5.5 \text{ psf}$$



$$\begin{aligned} \text{TAN } 25 &= h / (8 - X) = 0.466 \\ \text{TAN } 29.4 &= h / X = 0.563 \\ h &= 0.466 (8') - 0.466X = 3.73' - 0.466X \\ 0.563 &= (3.73' - 0.466X) / X \\ X &= 3.6' \end{aligned}$$

P25 IS LOCATED AT  $3.6' / \cos 29.4 = 4.1'$  HORIZ.  
 P25 = - 11 PSF  
 TRIB. =  $0.50 + 1.29 * [(6.6 - 4.1') / 6.6'] = 0.99'$  UP ROOF SLOPE

**WIND LOAD AT TOP OF RAFTER:**

$$P = 11.9 \text{ PSF}$$

$$w = 11.9 \text{ PSF} (0.5') / (1000 \text{ LB} / \text{K}) = 0.006 \text{ K} / \text{FT}$$

**WIND LOAD ON RING:**

$$A = \text{PI} * (4.5')^2 / 4 = 15.9 \text{ SQ. FT.}$$

$$C = \text{PI} * (4.5') = 14.1'$$

$$w = -11.9 \text{ PSF} (15.9 \text{ SQ. FT.} / 14.1') / (1000 \text{ LB} / \text{K}) = 0.013 \text{ K} / \text{FT}$$

**WIND LOAD ON WALLS:**

TOTAL DRAG LOAD ON WALLS BASED ON  $q=10 \text{ PSF}$ :

$$P = q_{\text{unit}} * G * C_f$$

$$h / D = 10.25' / 16' = 0.56$$

$$D * (q_{\text{unit}})^{1/2} = 16' (10)^{1/2} = 50.6 > 25$$

THEREFORE  $C_f = 0.5$

$$C_f = 0.5$$

$$P_w := q_{\text{unit}} * G * C_f \qquad P_w = 4.3 \text{ psf}$$

LOAD ON WINDWARD WALLS:

$$P_{www} := .6 * P_w \qquad P_{www} = 2.6 \text{ psf}$$

LOAD ON LEEWARD WALLS:

$$P_{lww} := .4 * P_w \qquad P_{lww} = 1.7 \text{ psf}$$

**WIND TORSION - WIND CASE 2:**

CHECK DESIGN WIND LOAD CASES FROM FIGURE 27.3-8. LOAD CASE 1 FULL FACE DESIGN PRESSURES FROM SHEET S-6. BY INSPECTION, DESIGN WIND LOAD CASES 3 & 4 ARE NOT APPLICABLE TO ROUND STRUCTURES. CHECK DESIGN WIND LOAD CASE 2 BY APPLYING RISA 3D LOAD CASE FACTORS OF 0.75 TO FULL FACE DESIGN BASIC LOAD CASE AND TO TORSIONAL LOAD CASE CALCULATED WITHOUT THE 0.75 FACTOR OF FIGURE 27.3-8. CALCULATE FULL TORSIONAL MOMENT AND APPLY AS A RADIAL FORCE TO THE TOPS OF STUDS AT THE YURT PERIMETER.

SINCE YURT IS A ROUND STRUCTURE,  $BX = BY$  AND  $eX = eY$ . CALCULATE USING  $B$  AND  $e$  VARIABLES.

$$B := 16 \cdot \text{ft}$$

$$e := 0.15 \cdot B$$

$$e = 2.4 \text{ ft}$$

$$M_T := P_w \cdot B \cdot e$$

$$M_T = 163.2 \frac{\text{ft} \cdot \text{lbf}}{\text{ft}}$$

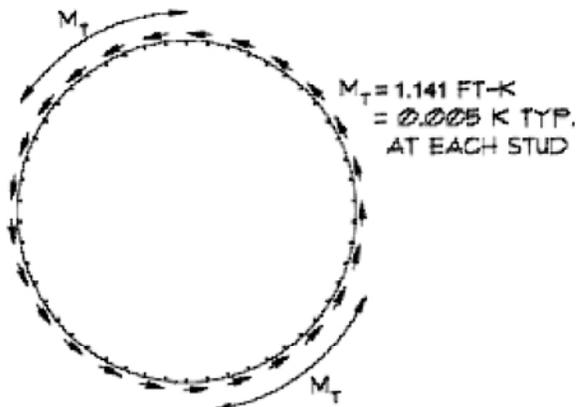
$$M_{Total} := M_T \cdot (7 \cdot \text{ft})$$

$$M_{Total} = 1142 \text{ ft} \cdot \text{lbf}$$

FIND EQUIVALENT LOAD AT EACH STUD:

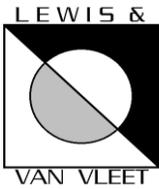
$$T_{stud} := \left( \frac{M_{Total}}{28 \cdot 8 \cdot \text{ft}} \right)$$

$$T_{stud} = 0.005 \text{ kip}$$



LOAD COMBINATION FACTORS IN RISA 3D FILE: FOR 65 PSF PROTOTYPE SNOW WIND  $q = 25$  PSF, AND CALCULATION UNIT SNOW AND WIND LOADS = 10 PSF, FULL SNOW LOAD COMBINATION FACTOR = 65 PSF/10 PSF = 6.5, WIND LOAD FACTORS = 25 PSF / 10 PSF = 2.5

CASES A & B FROM FIGURE 27.4-2 ARE CONSIDERED IN BASIC LOAD CASE INPUT. CASES 1 & 2 FROM FIGURE 27.4-8 ARE CONSIDERED IN LOAD FACTORS FOR TORSION LOAD CASES (1.0 FOR CASE 1, 0.75 FOR CASE 2)



**WIND LOAD ON RAFTERS 16' YURT**

2018 IBC/ASCE 7-16

**ASCE WIND CONDITION A, AT PERIMETER OF YURT**

wind pressures,  $q_z = 10$  psf

$p_A = -9.5$  psf

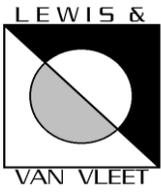
$p_B = -11.9$  psf

$p_C = -5.5$  psf

WINDWARD SIDE

wind load  $A = [p_A + (\text{projected trib}/\text{actual trib}) * (p_B - p_A)] * \text{actual trib}$

rafter	adj. node 1	adj. node 2	proj. trib.	actual trib.	wind load (klf) cond. A
R15	-7.8	-7.8	0	1.78	-0.017
R14 R16	-7.2	-8	0.400	1.78	-0.018
R13 R17	-6.25	-7.8	0.775	1.78	-0.019
R12 R18	-4.99	-7.2	1.105	1.78	-0.020
R11 R19	-3.47	-6.25	1.390	1.78	-0.020
R10 R20	-1.78	-4.99	1.605	1.78	-0.021
R9 R21	0	-3.47	1.735	1.78	-0.021
R8 R22	1.78	-1.78	1.78	1.78	-0.021



**WIND LOAD ON RAFTERS 16' YURT**

2018 IBC/ASCE 7-16

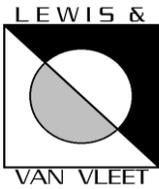
**ASCE WIND CONDITION A, AT PERIMETER OF YURT**

LEEWARD SIDE

$$\text{wind load} = [p_c + (\text{projected trib} / \text{actual trib}) * (p_B - p_c)] * \text{actual trib}$$

rafter	adj. node 1	adj. node 2	proj. trib.	actual trib.	wind load (klf)
R1	-7.8	-7.8	0	1.78	-0.010
R2 R28	-7.2	-8	0.4	1.78	-0.012
R3 R27	-6.25	-7.8	0.775	1.78	-0.015
R4 R26	-4.99	-7.2	1.105	1.78	-0.017
R5 R25	-3.47	-6.25	1.390	1.78	-0.019
R6 R24	-1.78	-4.99	1.605	1.78	-0.020
R7 R23	0	-3.47	1.735	1.78	-0.021

|



**WIND LOAD ON RAFTERS 16' YURT**

**S-10**

2018 IBC/ASCE 7-16

**ASCE WIND CONDITION B, AT 6.25' UP RAFTER**

wind pressures,  $q_z = 10$  psf

$p_A = -9.5$  psf

$p_B = -11.9$  psf

$p_C = -5.5$  psf

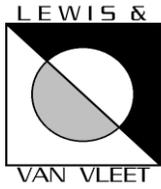
$p_{25\text{ deg}} = -11.0$  psf

WINDWARD SIDE

wind load below=  $[p_A + (\text{projected trib}/\text{actual trib}) * (p_B - p_A)] * .99$  ft

wind load above=  $[p_{25\text{ deg}} + (\text{projected trib}/\text{actual trib}) * (p_B - p_{25\text{ deg}})] * .99$  ft

rafter	adj. node 1	adj. node 2	proj. trib.	actual trib.	wind load (klf) below	wind load (klf) above
R15	-7.8	-7.8	0	1.78	-0.009	-0.011
R14 R16	-7.2	-8	0.400	1.78	-0.010	-0.011
R13 R17	-6.25	-7.8	0.775	1.78	-0.010	-0.011
R12 R18	-4.99	-7.2	1.105	1.78	-0.011	-0.011
R11 R19	-3.47	-6.25	1.390	1.78	-0.011	-0.012
R10 R20	-1.78	-4.99	1.605	1.78	-0.012	-0.012
R9 R21	0	-3.47	1.735	1.78	-0.012	-0.012
R8 R22	1.78	-1.78	1.780	1.78	-0.012	-0.012



**WIND LOAD ON STUDS 16' YURT**

**S-11**

2018 IBC/ASCE 7-16

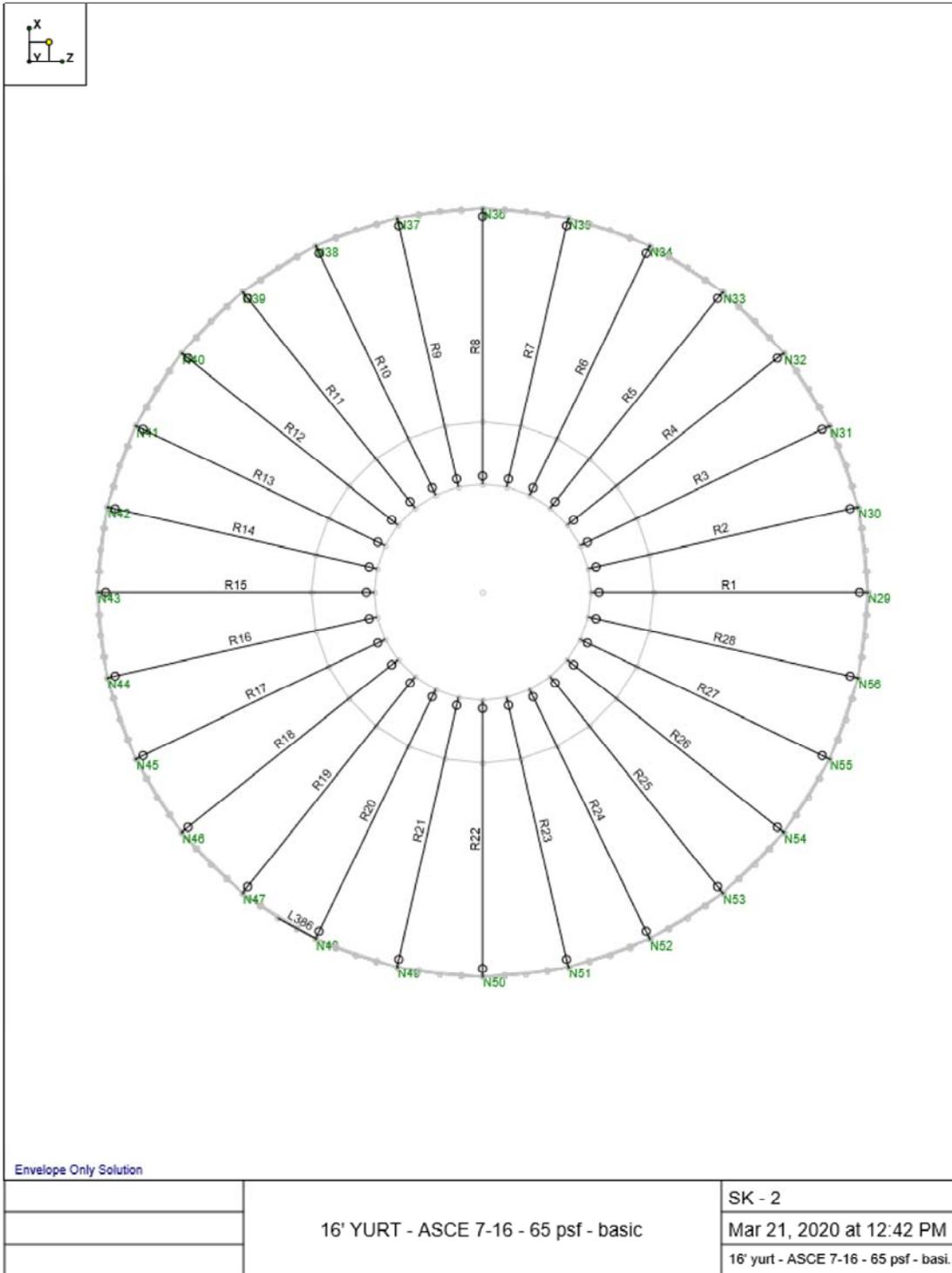
**calc. the projected Z axis tributary width**

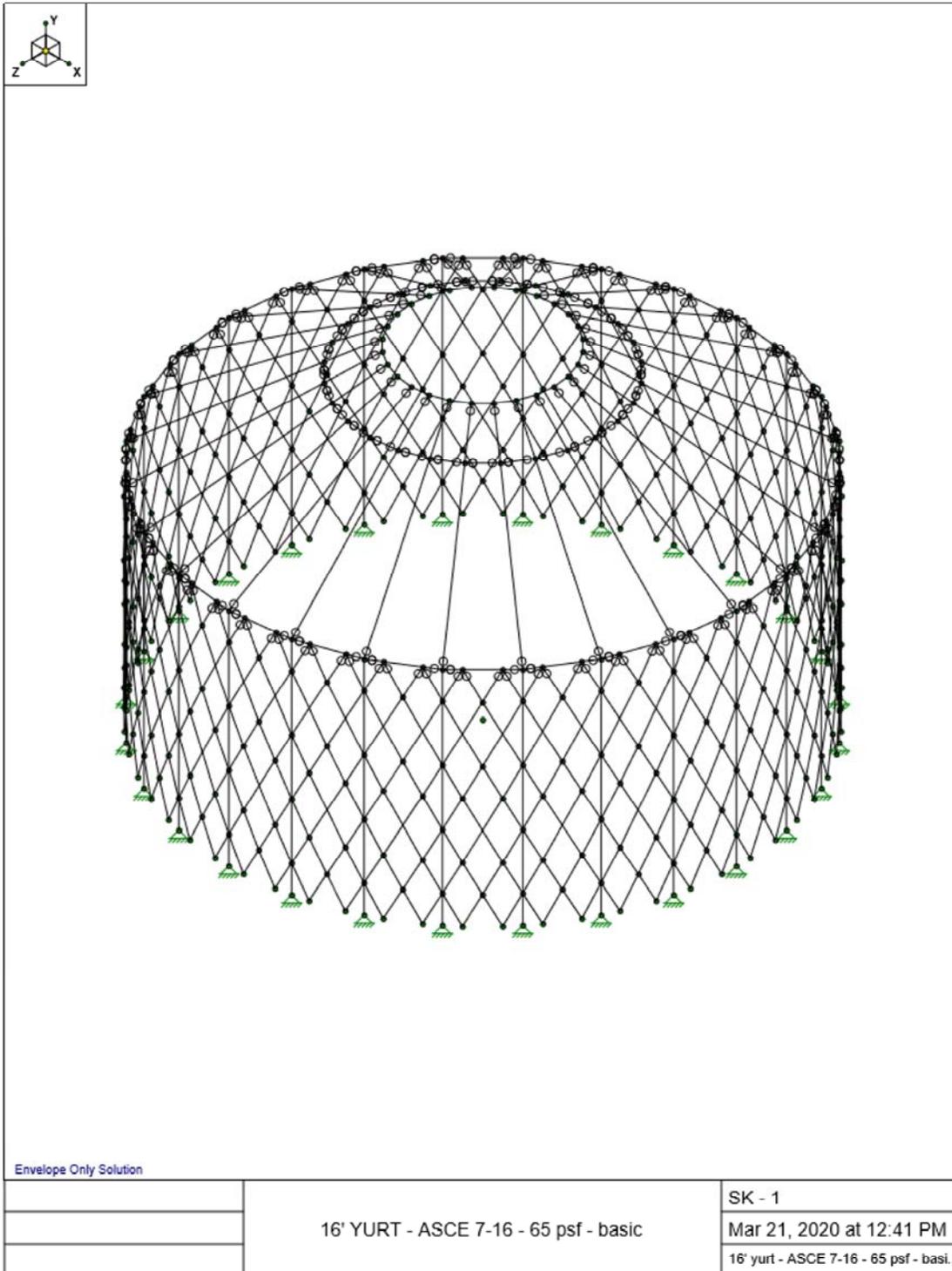
wind pressures,  $q_z = 10$  psf

$P_{windward} = 2.56$  psf

$P_{leeward} = 1.69$  psf

node 1	node 2	projected tib.	windward studs	windward load (klf)	leeward studs	leeward load (klf)
1.78	-1.78	1.78	P15	0.0046	P1	0.0030
3.471	0	1.736	P14 P16	0.0044	P28 P2	0.0029
4.988	1.78	1.604	P13 P17	0.0041	P27 P3	0.0027
6.254	3.471	1.392	P12 P18	0.0036	P26 P4	0.0024
7.208	4.988	1.110	P11 P19	0.0028	P25 P5	0.0019
7.799	6.254	0.7725	P10 P20	0.0020	P24 P6	0.0013
8	7.208	0.396	P9 P21	0.0010	P23 P7	0.0007
7.799	7.799	0	P8 P22	0.0000		





**RESULTS:** LOAD CASES CHECKED: D=DEAD LOAD, S=SNOW LOAD, W=WIND LOAD

PROTOTYPE LOADS

- 1) D+S
- 2) D+.75S+.75W cases A,1
- 3) D+.75S+.75W cases A,2
- 4) D+.75S+.75W cases B,1
- 5) D+.75S+.75W cases B,2
- 6) D+.75S+.75W cases note 7,1
- 7) D+.75S+.75W cases note 7,2
- 8) .6D+W cases A, 1
- 9) .6D+W cases A,2
- 10) .6D+W cases B,1
- 11) .6D+W cases B,2
- 12) .6D+W cases note 7,1
- 13) .6D+W cases note 7,2

*Rafter:* unity check = .531, load case 1, see page 206 RISA output

*Stud:* unity check = .152, load case 1, see page 207 RISA output

*Ring:* unity check = .192 , load case 10, see page 205 of RISA output

*Cable:* Tall = 4.26 kips / 2.2 = 1.91 kips  
Tmax = 1.643 kips (see page 205 RISA output)

*Lattice:*

$$T_{max} := 96 \cdot \text{lb}f$$

member L142, load case 1, pg 60 RISA output

$$f_t := \frac{T_{max}}{\frac{7}{16} \cdot \text{in} \cdot 1.5 \cdot \text{in}}$$

$$f_t = 146.3 \text{ psi}$$

$$F_t := 775 \cdot \text{psi} \cdot 1.6$$

$$F_t = 1240 \text{ psi}$$

$C_{max} := 73 \cdot \mathbf{lbf}$  member L279, load case 12, pg. 87 RISA output

column stability factor

$$F_{cstar} := 1.6 \cdot 1500 \cdot \mathbf{psi}$$

$$K_{cE} := .3 \quad c := .8 \quad l_e := 24 \cdot \mathbf{in} \quad d := \frac{7}{16} \cdot \mathbf{in} \quad E' := 1600 \cdot \mathbf{ksi}$$

$$\frac{l_e}{d} = 54.9 \quad \text{OK} \quad F_{cE} := \frac{K_{cE} \cdot E'}{\left(\frac{l_e}{d}\right)^2} \quad F_{cE} = 159.5 \mathbf{psi}$$

$$C_p := \frac{1 + \left(\frac{F_{cE}}{F_{cstar}}\right)}{2 \cdot c} - \sqrt{\left(\frac{1 + \frac{F_{cE}}{F_{cstar}}}{2 \cdot c}\right)^2 - \left(\frac{F_{cE}}{c}\right)} \quad C_p = 0.07$$

$$C_{allowable} := C_p \cdot \frac{7}{16} \cdot \mathbf{in} \cdot 1.5 \cdot \mathbf{in} \cdot F_{cstar} \quad C_{allowable} = 103 \mathbf{lbf}$$

lattice OK

**CHECK UPLIFT:**

S-16

*exterior verticals*

wind uplift worst case node N66, load case 10 (page 38 RISA output)

$$P_{uplift} := 223 \cdot lb \quad netuplift := P_{uplift} \cdot 1.5 \quad netuplift = 335 \cdot lb$$

resisted by (4) screws to wood deck in withdrawal

withdrawal load on screws:

$$\frac{netuplift}{4} = 84 \cdot lb$$

$$T_{all} := 1.6 \cdot 1.5 \cdot in \cdot 117 \cdot \frac{lb}{in} \quad T_{all} = 281 \cdot lb$$

(4) 1 1/2" #8 screws adequate**DOOR HEADER:***40" door header*

$$\theta := 29.4 \cdot deg \quad P := 569 \cdot lbf \cdot \sin(\theta) + 226 \cdot lbf \cdot \cos(\theta)$$

Max. rafter axial load and shear, Load Case 1

Page 44 of RISA output

$$P = 476 \cdot lbf \quad span := 40 \cdot in \quad R := P$$

$$M := P \cdot 9.5 \cdot in \quad M = 4524 \cdot lbf \cdot in$$

$$S_{req} := \frac{M}{1.15 \cdot 1.15 \cdot 1.2 \cdot 1200 \cdot psi} \quad S_{req} = 2.4 \cdot in^3$$

try flat 2x8 #1 and better S=2.7

$$A_{req} := \frac{1.5 \cdot R}{1.15 \cdot 180 \cdot psi} \quad A_{req} = 3.5 \cdot in^2$$

$$A := 10.88 \cdot in^2 - 1.5 \cdot in \cdot 2.5 \cdot in \quad A = 7.1 \cdot in^2$$

$$\Delta_{TL} := \frac{5 \cdot M \cdot (40 \cdot in)^2}{48 \cdot 1700 \cdot ksi \cdot 2.039 \cdot in^4} \quad \Delta_{TL} = 0.2 \cdot in \quad OK$$

flat 2x8 OK

























































































# STAFF REPORT

June 11, 2020

## STAFF

Noah Beals, Senior City Planner/Zoning

## PROJECT

ZBA200020

## PROJECT DESCRIPTION

**Address:** 609 City Park Ave  
**Petitioner:** Mike Rush  
**Owner:** John Papile  
**Zoning District:** R-L  
**Code Section:** 4.4(D)(1); 4.4(D)(2)(d)  
**Variance Request:**

This request is for a variance to increase the allowable floor area by 93 square feet and to encroach into the required 15 foot side setback by 4 feet 4 inches.

### COMMENTS:

1. **Background:**

The property is located in the JENNINGS subdivision that was platted in 2009. This subdivision approved the two single family detached lots and dedicated new public right-of-way along Crestmore Place.

In the R-L zone district primary and accessory structures are allowed a maximum square footage of floor area. This maximum is set at 1/3 of the lot size. Floor area is defined as:

*The gross floor area of a building as measured along the outside walls of the building and including each floor level, but not including open balconies, the first seven hundred twenty (720) square feet of garages or other enclosed automobile parking areas, basements and one-half (½) of all storage and display areas for hard goods.*

The existing house on the property encroaches 4 feet 4 inches into the street side-yard setback for 47 feet in length. The proposed structure seeks to extend the 4 foot 4 inch encroachment for an additional 30 feet in length.

The property line along Crestmore Place is setback approximately 3.5 feet from the back of the sidewalk.

2. **Applicant's statement of justification:** See petitioner's letter.

3. **Staff Conclusion and Findings:**

Under Section 2.10.4(H), staff recommends approval and finds that:

- The variances are not detrimental to the public good.
- The existing structure encroaches into the setback 4 feet 4 inches.
- The property line is setback 3.5 feet from the property line.
- The visual impact of 93 square feet is minimal.

Therefore, the variance request will not diverge from the standard but in a nominal, inconsequential way, when considered in the context of the neighborhood, and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2.

4. **Recommendation:**

Staff recommends approval of APPEAL ZBA200020.



## Application Request for Variance from the Land Use Code

The Zoning Board of Appeals has been granted the authority to approve variances from the requirements of Articles 3 and 4 of the Land Use Code. The Zoning Board of Appeals shall not authorize any use in a zoning district other than those uses which are specifically permitted in the zoning district. The Board may grant variances where it finds that the modification of the standard **would not be detrimental to the public good**. Additionally, the variance request must meet at least one of the following justification reasons:

- (1) by reason of exceptional physical conditions or other extraordinary and exceptional situations unique to the property, including, but not limited to physical conditions such as exceptional narrowness, shallowness, or topography, the strict application of the code requirements would result in unusual and exceptional practical difficulties or undue hardship upon the occupant/applicant of the property, provided that such difficulties or **hardship** are not caused by an act or omission of the occupant/applicant (i.e. not self-imposed);
- (2) the proposal will promote the general purpose of the standard for which the variance is requested **equally well or better than** would a proposal which complies with the standard for which the variance is requested;
- (3) the proposal will not diverge from the Land Use Code standards except in a **nominal, inconsequential way** when considered in the context of the neighborhood.

**This application is only for a variance to the Land Use Code. Building Code requirements will be determined and reviewed by the Building Department separately. When a building or sign permit is required for any work for which a variance has been granted, the permit must be obtained within 6 months of the date that the variance was granted.**

However, for good cause shown by the applicant, the Zoning Board of Appeals may consider a one-time 6 month extension if reasonable and necessary under the facts and circumstances of the case. An extension request must be submitted before 6 months from the date that the variance was granted has lapsed.

**Petitioner or Petitioner’s Representative must be present at the meeting**

**Location:** 300 LaPorte Ave, Council Chambers, Fort Collins, CO 80524

**Date:** Second Thursday of the month      **Time:** 8:30 a.m.

Variance Address	609 City Park	Petitioner’s Name, if not the Owner	Mike Rush
City	Fort Collins, CO	Petitioner’s Relationship to the Owner is	Architect
Zip Code	80521	Petitioner’s Address	2504 Constitution Ave
Owner’s Name	John Papile	Petitioner’s Phone #	9702901416
Code Section(s)	4.4D1; 4.4DE; 4.4D2,B,C,D; 3.3.2D6	Petitioner’s Email	aresidentialarch@gmail.com
Zoning District	RL	Additional Representative’s Name	
Justification(s)	2. Equal to or better than	Representative’s Address	
Justification(s)	2. Equal to or better than	Representative’s Phone #	
Justification(s)	2. Equal to or better than	Representative’s Email	
Reasoning If not enough room, additional written information may be submitted	1. Request site coverage variance. The main level floor area is slightly over allowable 1/3 lot coverage by (2.74%). Allowable main level area - 2433, proposed 2500. The lot area is 7300 sqft. Applicant wants to retain existing home and provide for long term capital renewal of the property as their primary residence. While over the allowable site coverage area, the proposed project retains the existing home, and the proposed addition and renovation exhibits appropriate scale, proportions, massing and modulation that reflects the surrounding homes and contributes		

**Date**      20 April, 2020

**Signature**      John Papile, Eileen McCluskey

A Residential Architect, Inc.  
Mike Rush, AIA, DBIA, ICC, CBO  
2504 Constitution Ave  
Fort Collins, CO 80526  
1.970.290.1416  
[aresidentialarch@gmail.com](mailto:aresidentialarch@gmail.com)



City of Fort Collins Planning Department

April 20, 2020

RE:  
Request for Variance to the CFC Land Use Code  
Jay Papile and Eileen McCluskey  
For 609 City Park

Dear City of Fort Collins Planning Department,

On December 20, 2019, John Papile (Owner) and Mike Rush (Architect) met with City of Fort Collins Planning staff to discuss proposed improvements to 609 City Park. Improvements include an approximate 1400 sqft grade level addition and renovation of the existing 1100 sqft residence. We reviewed requested modifications to site setback and site coverage requirements for the RL zoning district and determined current requirements of the Landmark Preservation Committee where the property is not designated. We discussed the following issues and solutions:

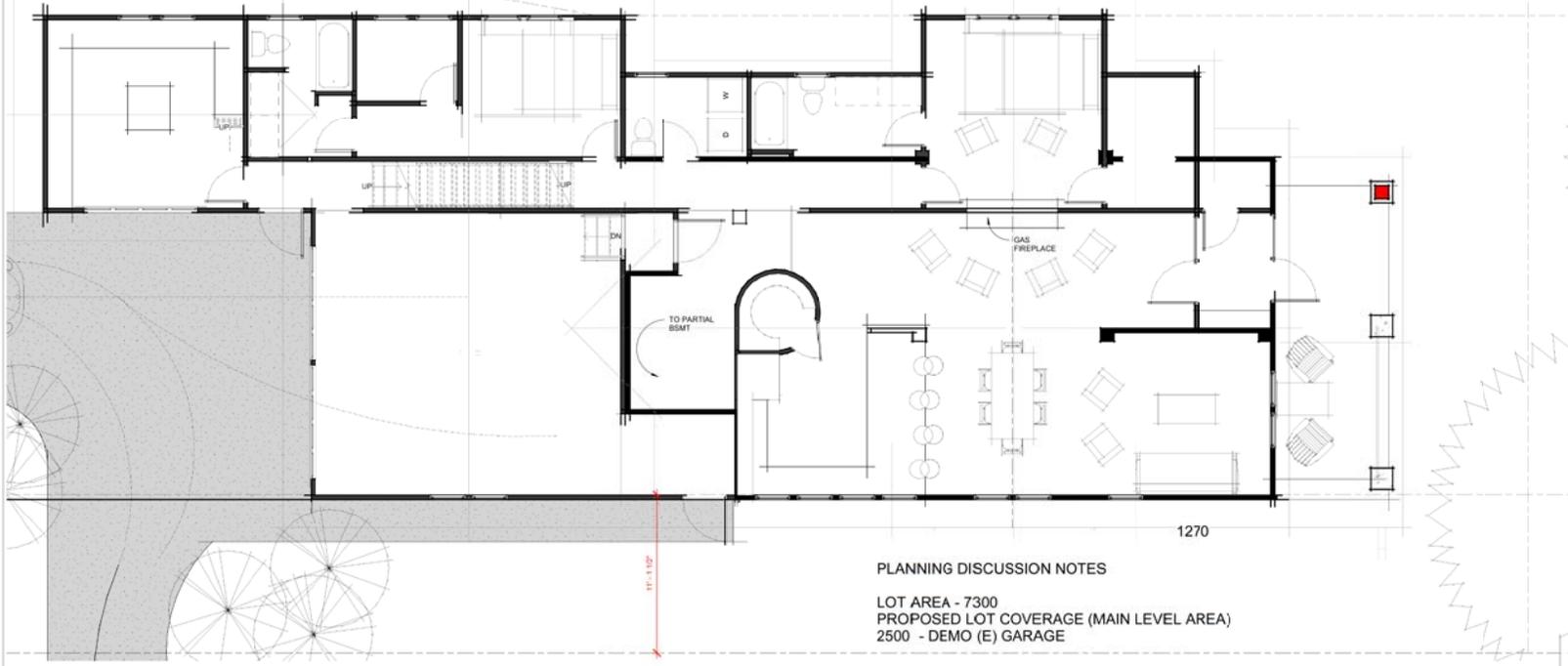
1. Request site coverage variance. The proposed main level floor area is slightly over allowable 1/3 lot coverage by (2.74%). Allowable main level area - 2433, proposed 2500. The lot area is 7300 sqft. Applicant wants to retain existing home and provide for long term capital renewal of the property as their primary residence. While over the allowable site coverage area, the proposed project retains the existing home, and the proposed addition and renovation exhibits appropriate scale, proportions, massing and modulation that reflects the surrounding homes and contributes to the neighborhood fabric. Height to peak of highest roof is around 25' less than the maximum of 28'. Zoning immediately adjacent is less restrictive and exhibits higher density than that proposed. Accommodations for sympathetic adaptive reuse and capital renewal retains the historic fabric of the existing home and provides an opportunity for infill development promoted by the Land Use Code. Finish floor elevation for the addition is set approximately 3'-0" lower than the existing to help emulate existing scale and modulation especially when blending the roof lines.
2. Request setback variance - 609 City Park is a corner lot with City Park to the east and Crestmore to the south. Assume 20' front yard setback required on both streets. Line of existing house is setback 10'-8" from south property line at Crestmore. Propose to align the new addition with the existing residence as indicated on the site plan, floor plan and building elevations/axonometrics.
3. Request relocation of existing drive off City Park. Propose to relocate existing drive to Crestmore towards the west side of the lot. Anticipate the relocation will improve pedestrian safety and traffic considerations. See site plan.

We have completed the required request for variance and included relevant drawings to indicate the architectural character of the proposed project. Please let me know if anything else is need to complete and promote he request.

Thank You! Mike

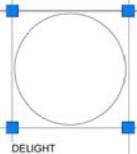
A handwritten signature in black ink, appearing to read "Mike Rush", written over a horizontal line.

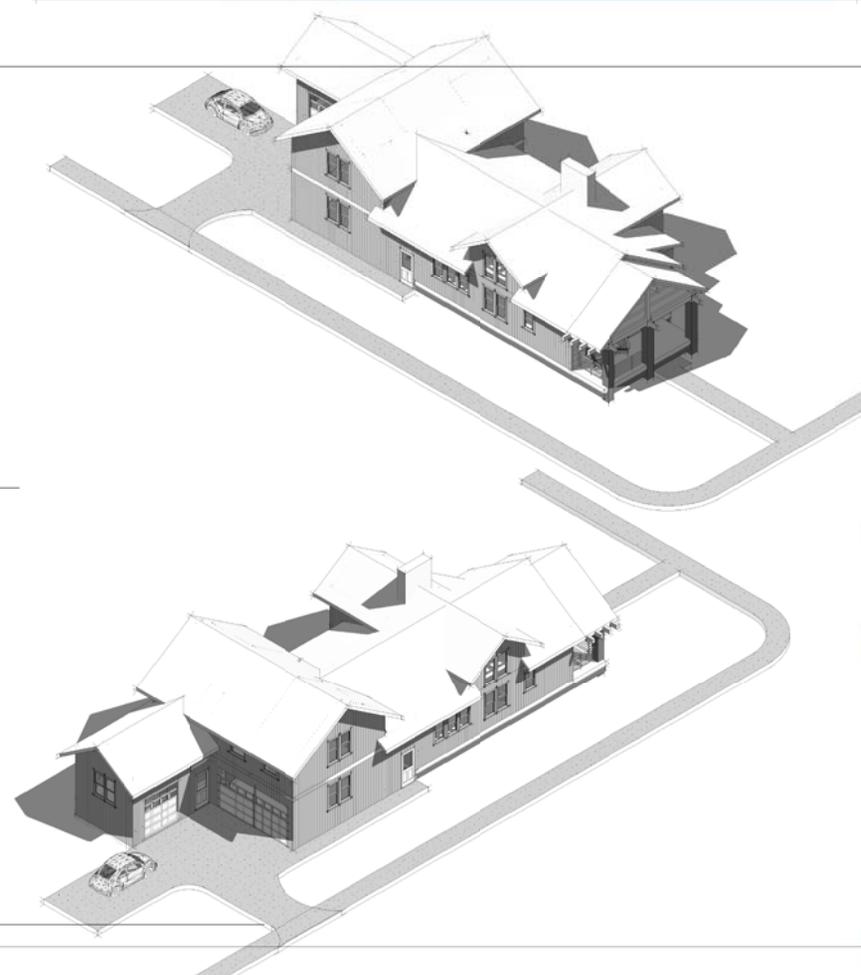
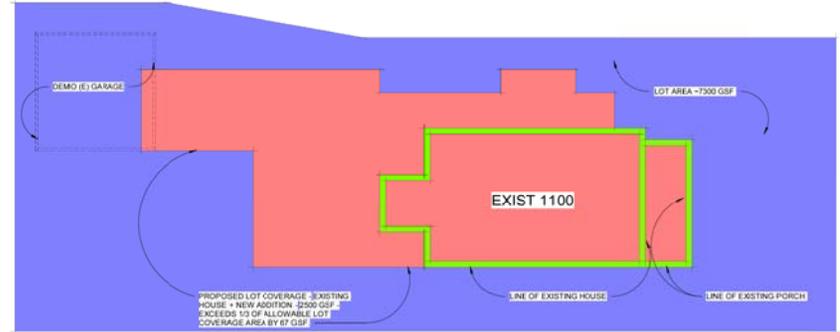
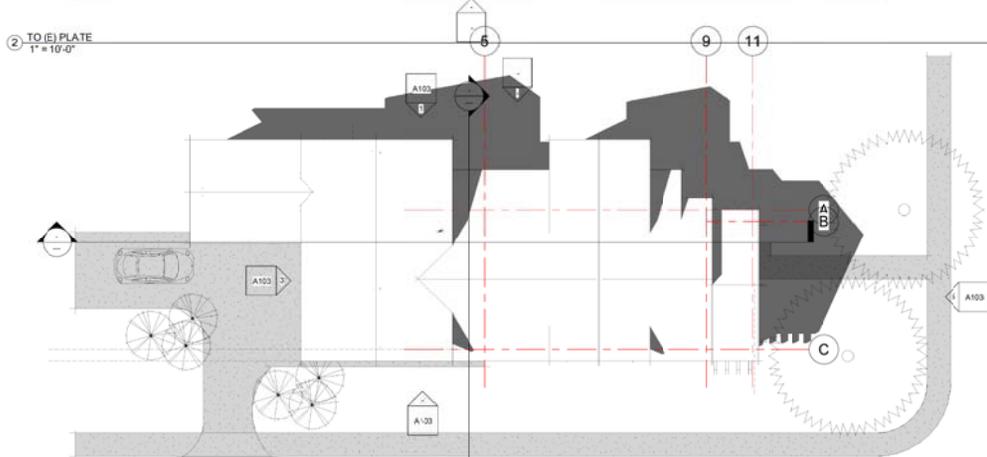
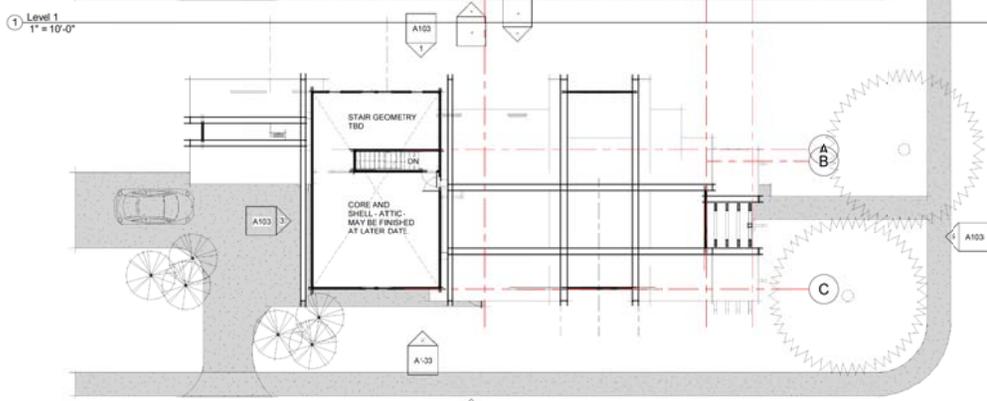
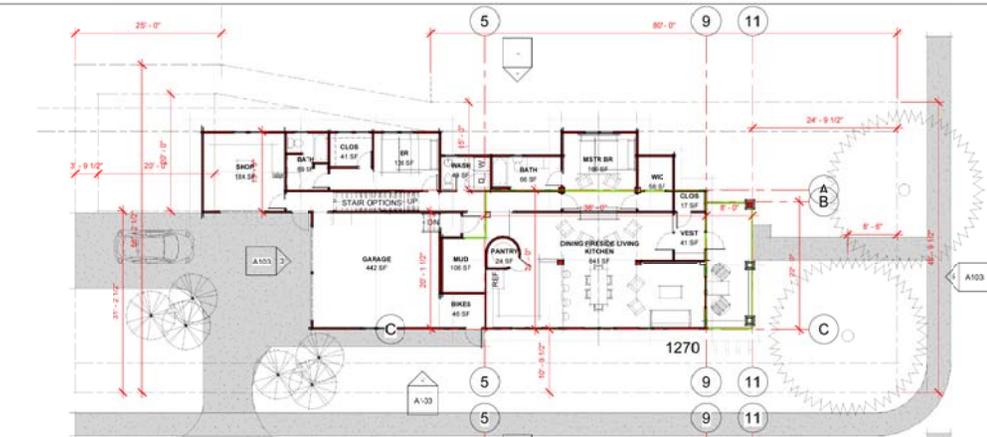
Mike Rush, AIA, DBIA, ICC, CBO  
A Residential Architect, Inc.



PLANNING DISCUSSION NOTES

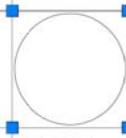
LOT AREA - 7300  
 PROPOSED LOT COVERAGE (MAIN LEVEL AREA)  
 2500 - DEMO (E) GARAGE





A. HENNING ARCHITECTS INC. - 1400 S. 10TH ST. SUITE 100  
 FORT COLLINS, CO 80526  
 970.226.1144 - info@henningarchitects.com - 1.877.930.3064  
 2804 CONSTITUTION AVE. FORT COLLINS, CO 80526

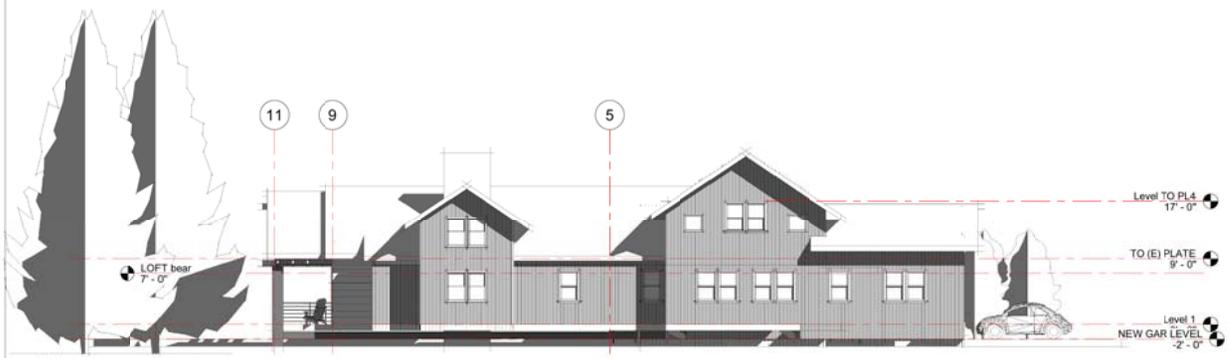
John and Eileen  
 609 City Park  
 Fort Collins, Colorado



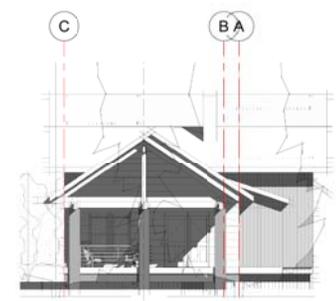
OPTION J DEMO EXISTING GARAGE - TWO STORY ADD

Author  
 Checker  
 3/4/2020 2:28:46 PM

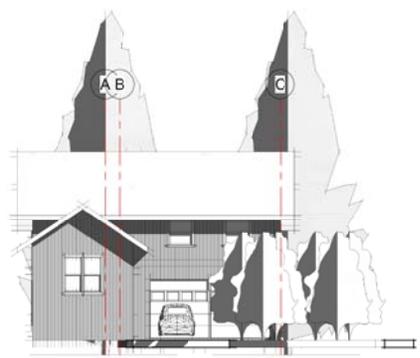
A101



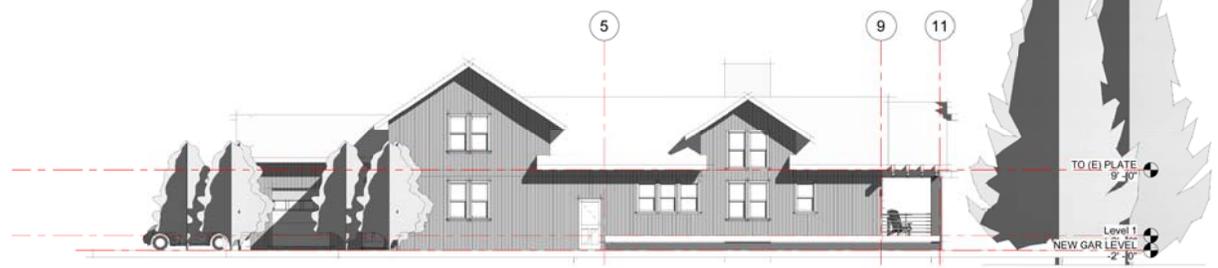
1 North  
1/8" = 1'-0"



1 East - CITY PARK Copy 1  
1/8" = 1'-0"



3 West  
1/8" = 1'-0"



2 South  
1/8" = 1'-0"



3 3D View 5



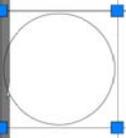
4 3D View 4



6 3D View 3


  
 J. H. H. ARCHITECTS, INC. - JEFF HAYES, BRUCE HAYES  
 4180 300 1144 - jhayes@jhharchitects.com | 1970 300 1064  
 2804 CONSTITUTION AVE - FORT COLLINS, CO 80526

John and Eileen  
 609 City Park  
 Fort Collins, Colorado



Unnamed

Author

Checker

3/4/2020 2:06:50 PM

A103

# STAFF REPORT

June 11, 2020

## STAFF

Noah Beals, Senior City Planner/Zoning

## PROJECT

ZBA200021

## PROJECT DESCRIPTION

**Address:** 420 N. Grant Ave.  
**Petitioner/Owner:** Gregory Menning  
**Zoning District:** N-C-M  
**Code Section:** 4.8(D)(1), 4.8(E)(1)  
**Variance Request:**

This request is to return a parcel back to the originally two platted lots to allow two single family homes to be built. This requires a variance to reduce the 40 feet required minimum lot width by 5 feet and reduce the 5,000 square foot minimum lot size by 100 square feet for both lots.

## COMMENTS:

### 1. Background:

The property is platted and annexed into the City in approximately 1881. The original plat included lots that are 35 feet in width that faced onto Grant Street. In time some of these lots were combined into one parcel and others built houses on lots that are 35 feet in width.

The original plat dedicated a single alley that divide the block. This alley was later vacated, and a new alley system was dedicated in its place. This new alley system allowed additional parcels on the block and reduced the parcel size of all the others. The end result created parcels that were less than 5,000 square feet.

In time a Zoning code was created and progressed. This resulted in minimum lot sizes and lot widths. This occurred after the platting of and dedication of alley system that formed the current parcels.

The original lots still exist. However, the county allows ownership lines to be created through parcels. The property is currently one parcel that is legally described as a portion of two lots.

### 2. Applicant's statement of justification: See petitioner's letter.

### 3. Staff Conclusion and Findings:

Under Section 2.10.4(H), staff recommends approval and finds that:

- The variances are not detrimental to the public good.
- The reduction in width and lot size restores the original platted lots.
- Other lots on the block and in the neighborhood developed to the same size.
- Any new structure will still meet the required setbacks in the Zone district.

Therefore, the variance request will not diverge from the standard but in a nominal, inconsequential way, when considered in the context of the neighborhood, and will continue to advance the purpose of the Land Use Code as contained in Section 1.2.2.

### 4. Recommendation:

Staff recommends approval of APPEAL ZBA200021.



## Application Request for Variance from the Land Use Code

The Zoning Board of Appeals has been granted the authority to approve variances from the requirements of Articles 3 and 4 of the Land Use Code. The Zoning Board of Appeals shall not authorize any use in a zoning district other than those uses which are specifically permitted in the zoning district. The Board may grant variances where it finds that the modification of the standard **would not be detrimental to the public good**. Additionally, the variance request must meet at least one of the following justification reasons:

- (1) by reason of exceptional physical conditions or other extraordinary and exceptional situations unique to the property, including, but not limited to physical conditions such as exceptional narrowness, shallowness, or topography, the strict application of the code requirements would result in unusual and exceptional practical difficulties or undue hardship upon the occupant/applicant of the property, provided that such difficulties or **hardship** are not caused by an act or omission of the occupant/applicant (i.e. not self-imposed);
- (2) the proposal will promote the general purpose of the standard for which the variance is requested **equally well or better than** would a proposal which complies with the standard for which the variance is requested;
- (3) the proposal will not diverge from the Land Use Code standards except in a **nominal, inconsequential way** when considered in the context of the neighborhood.

**This application is only for a variance to the Land Use Code. Building Code requirements will be determined and reviewed by the Building Department separately. When a building or sign permit is required for any work for which a variance has been granted, the permit must be obtained within 6 months of the date that the variance was granted.**

However, for good cause shown by the applicant, the Zoning Board of Appeals may consider a one-time 6 month extension if reasonable and necessary under the facts and circumstances of the case. An extension request must be submitted before 6 months from the date that the variance was granted has lapsed.

**Petitioner or Petitioner's Representative must be present at the meeting**

**Location:** 300 LaPorte Ave, Council Chambers, Fort Collins, CO 80524

**Date:** Second Thursday of the month      **Time:** 8:30 a.m.

Variance Address	420 N Grant Ave	Petitioner's Name, if not the Owner	
City	Fort Collins, CO	Petitioner's Relationship to the Owner is	
Zip Code	80521	Petitioner's Address	420 N Grant Ave Fort Collins CO
Owner's Name	Gregory Menning	Petitioner's Phone #	312-731-1402
Code Section(s)	4.8 (NCM) (D) (1) & 4.8 (NCM) (E) (1)	Petitioner's Email	gmenning@gmail.com
Zoning District	R-Residential	Additional Representative's Name	
Justification(s)	2. Equal to or better than	Representative's Address	
Justification(s)	Additional Justification	Representative's Phone #	
Justification(s)	Additional Justification	Representative's Email	
Reasoning If not enough room, additional written information may be submitted	Please see attached written document.		

Date 11MAY2020

Signature

Gregory Menning  
420 N Grant Ave  
Fort Collins, CO 80521  
312-731-1402  
gmenning@gmail.com

May 11, 2020

City of Fort Collins  
Zoning Board of Appeals  
281 N. College Avenue  
Fort Collins, CO 80524

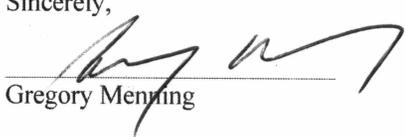
To whom it may concern:

I am requesting two variances to the Fort Collins Land Use Code in the development of the property at 420 Grant Avenue (Parcel # **97112-21-9017**). The lot was originally platted as two separate properties, and I would like to restore it back to its original condition as (2) separate 35' wide lots at 4,921.5 SF each (Legal description: Lots 18 and 19, Block 294, East Side). The first variance requested is to code section 4.8 (NCM) (D) (1) to reduce the lot size of each home from 5,000 SF minimum as required by the Land Use Code for the NCM zone to 4,921.5 SF. The second variance requested is to code section 4.8 (NCM) (E) (1), to allow a reduction in lot width for each property from 40' as required by the Land Use Code to 35'.

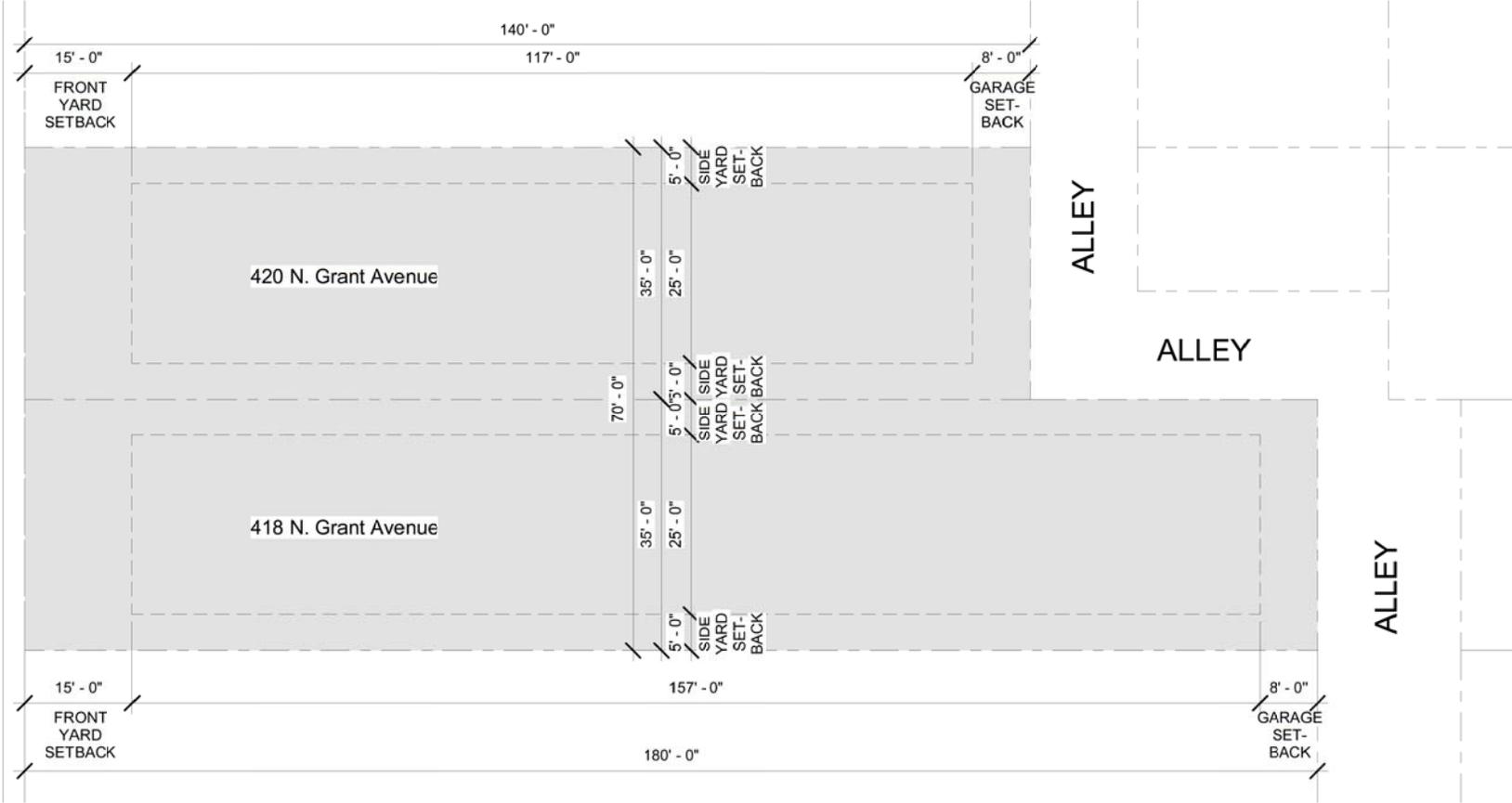
I believe the proposal as submitted to divide the property back into its original intent will not diverge from the standards of the Land Use Code except in a nominal, inconsequential way when considered in the context of the neighborhood. In researching similar properties in the neighborhood, approximately half of the surrounding properties are 35' in width and have a similar lot size with respect to square footage. The lots were originally platted as (2) separate 35' wide lots, so I would be restoring the property back to its original condition, where the lots size will be less than 80 SF below the minimum standard. Lastly, it will allow for improvement of the existing space, and removal of a home in poor condition. I intend to develop these lots with 2 modest size homes and detached garages that will restore this region of the neighborhood. I have attached initial drawings of 2 conceptual designs that will fit into the neighborhood and comply with current Land Use Code regulations and square footage regulations.

I appreciate your consideration of this proposal.

Sincerely,

  
Gregory Menning

N. GRANT AVENUE



PROPOSED SITE PLAN

SCALE: 1/16" = 1'-0"



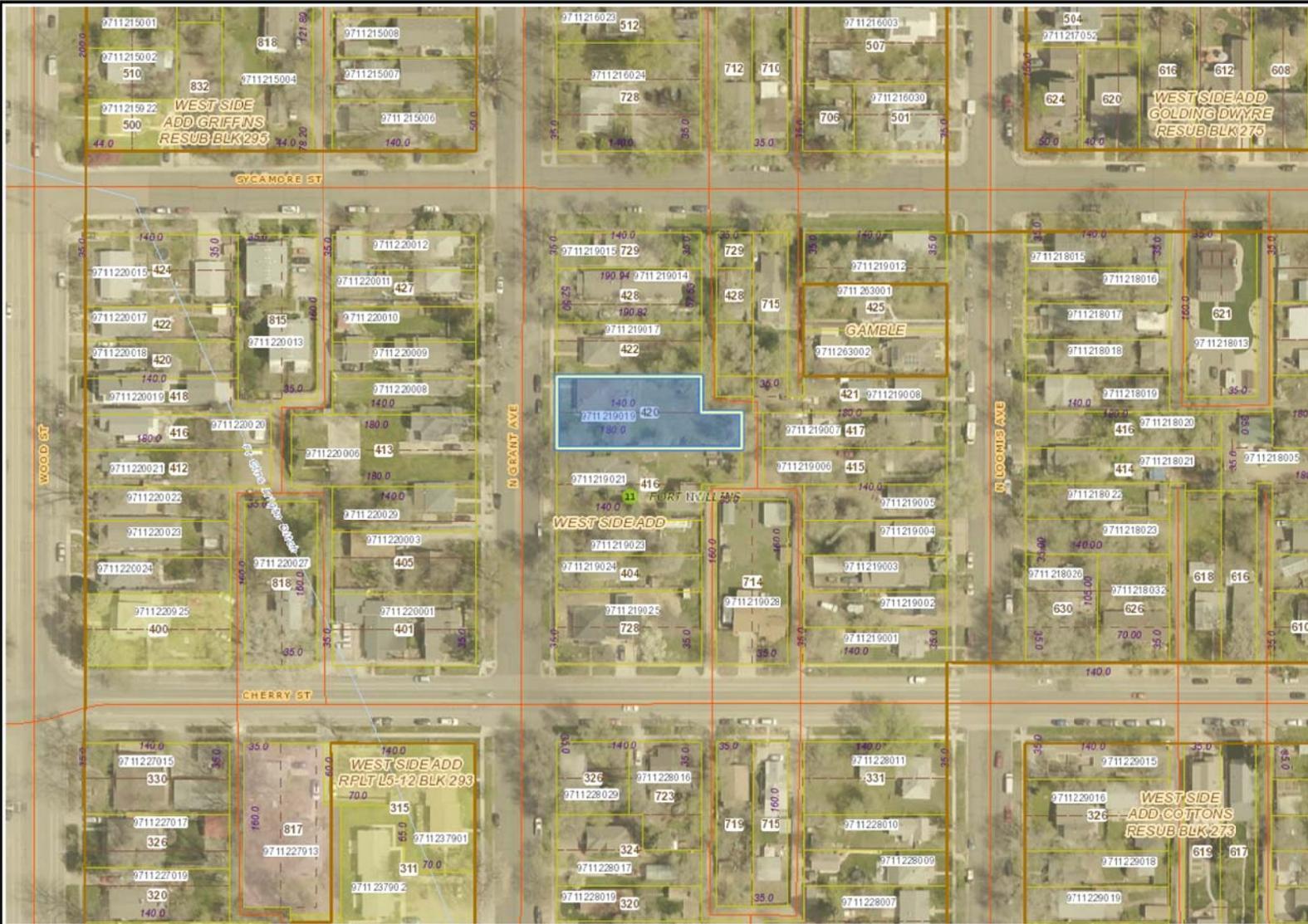
4.09.20

**S**  
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**MENNING LLC**  
420 N. Grant Avenue  
Fort Collins, Colorado

# Larimer County Web Map

- Legend**
- Addresses
  - Subdivisions
  - Tax Parcels
  - Platted Lots
  - Home Owners Assoc & Severed Mineral Rights
  - Recorded Dimensions
  - PLSS Township and Range
  - PLSS Sections
  - PLSS Quarter Sections
  - Railroads
  - Major Road System
  - Road System
  - Lakes and Ponds
  - Major Rivers and Streams
  - Rivers and Streams
  - County Boundary
  - Rocky Mountain National Park
  - Incorporated Areas
  - City or Town
  - County
  - State
  - Federal
  - Other



**Notes**



1:1,200

NAD\_1983\_HARN\_StatePlane\_Colorado\_North\_FIPS\_0501\_Feet



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