



NOTICE OF BASIC DEVELOPMENT REVIEW DECISION

September 22, 2025

Dear Abutting Property Owner:

This letter is being sent to you because your property abuts the **300 East Mountain Avenue, BDR250002, Basic Development Review** project location. Attached to this letter you will find a copy of the Planning Manager's decision approving the project.

This final decision of the Planning Manager may be appealed to the Planning & Zoning Commission, in accordance with Article 6, Section 4.3(L) of the Land Use Code, within 14 calendar days of the date of final action (September 17, 2025) by the Planning Manager. The deadline to file an appeal is 5:00 p.m. on October 1, 2025. Guidelines explaining the appeal process can be found in the Land Use Code under Article 6.3.12(C). The Basic Development Review appeal form is available online at fcgov.com/developmentreview/applications.

You may contact me, or our Development Review Neighborhood Services Liaison, Em Myler, at devreviewcomments@fcgov.com with any questions. Em is available to assist residents who have questions about the review process, Planning Manager decisions, or how to appeal a decision to the Planning & Zoning Commission. Thank you for participating in the development review process.

Sincerely,

Kai Kleer, AICP, Senior City Planner
970-416-4284 kkleer@fcgov.com

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. Auxiliary aids and services are available for persons with disabilities. Contact Shar Manno, Manager, Customer Support, smanno@fcgov.com or 970-221-6767 (V/TDD: Dial 711 for Relay Colorado).

Esta es una notificación sobre la reunión de su vecindario o sobre una audiencia pública sobre el desarrollo o proyecto en la propiedad cerca de donde usted es el dueño de propiedad. Si usted desea que esta notificación sea traducida al español sin costo alguno, favor enviar un correo electrónico en español a la siguiente dirección electrónica: translate@fcgov.com.

MANAGER'S DECISION

Approved – Wed. September 17, 2025

PROPOSAL NAME & LOCATION

300 East Mountain Avenue

(location map on reverse)

Sign # 821, Parcel # 9712309017

PROPOSAL DESCRIPTION

- The proposed project is a request for an infill development to construct a two-story building.
- The building contains approximately 7,250 square feet of gross leasable area with 6,810 square feet allocated commercial office space, and 470 square feet of the first floor allocated for a bar, ticket window, and green room to serve the Armory.
- The project received a recommendation of conditional approval from the Historic Preservation Commission. The condition has been satisfied.
- The primary entrance will be located on Chestnut Street, with a secondary ticket window on East Mountain Avenue.

ZONING INFORMATION

- Property is located in the Downtown (D) Zone District, Historic Core Subdistrict.

FINDINGS OF FACT

- Accepted and properly processed in accordance with the requirements of Sections 6.3 and 6.4 of the Land Use Code.
- Complies with all conditions of the Historic Preservation Commission.
- Complies with the applicable sections of Article 5, General Development Standards, of the Land Use Code.
- Complies with the requirements of Article Two, Section 2.4.1 – Downtown (D) Zone District.

HELPFUL RESOURCES

- Written Decision:
fcgov.com/developmentreview/proposals
- If you need assistance accessing documents, contact Em at:
devreviewcomments@fcgov.com

