



**Date:** Thursday, August 22, 2024  
**Time:** 1:30 PM  
**Location:** RFLPAC: Hybrid - In-Person: Firehouse Meeting Room 44 Firehouse Lane, Red Feather Lakes or Virtual,  
**Zoom Link:** [https://larimer-org.zoom.us/webinar/register/WN\\_QIdc6k80RIGdZCS4d6612w](https://larimer-org.zoom.us/webinar/register/WN_QIdc6k80RIGdZCS4d6612w)

## RED FEATHER LAKES PLANNING ADVISORY COMMITTEE MEETING AGENDA

### Call to Order and Roll Call

### Approval of the Agenda

### Public Comment Regarding Other Relevant Matters not on the Agenda

### Approval of Minutes

- July 25, 2024

### Communication Items

- Commissioner Updates
- Staff Updates
- Committee Member Updates

### Discussion Items

#### 1. Buchanan-McGee Hosted Short-Term Rental, File No. 23-ZONE3558

**Staff Contacts:** Laura Culleton, Planning

**Request:** Administrative Special Review approval for a 1-guest bedroom plus 1 additional sleeping area, 4-guest maximum Small Hosted Short-term Rental (STR).

**Location:** 465 Eagle Tree Cir Red Feather Lakes, CO 80545

**Applicants/Owners:** Robert Buchanan & Rebecca McGee 465 Eagle Tree Cir Red Feather Lakes, CO 80545

### Determine Agenda for the Next Meeting

### Adjourn

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Per the Americans with Disabilities Act (ADA), Larimer County will provide a reasonable accommodation to qualified individuals with a disability who need assistance. Services can be arranged with at least seven (7) business days' notice. Please email us at [accessibility@larimer.org](mailto:accessibility@larimer.org) or by calling 970-498-5967 or Relay Colorado 711 "Walk-in" requests for auxiliary aids and services will be honored to the extent possible but may be unavailable if advance notice is not provided.

**To:** Red Feather Lakes Planning Advisory Committee (RFLPAC)

**From:** Laura Culleton, Planner I

**Re:** Buchanan-McGee Hosted Short-Term Rental, File #23-ZONE3558

The subject property is located at 465 Eagle Tree Cir Red Feather Lakes, CO. The subject property is currently 0.16-acre and zoned O-Open. The applicant requests Administrative Special Review approval for a 1-guest bedroom plus 1 additional sleeping area, 4-guest maximum Small Hosted Short-term Rental (STR). A Hosted STR is defined as a principal dwelling occupied by a full-time resident or owner living on-site where short-term lodging (30 days or less) is provided to transient guests.

A Small Hosted STR use that allows 10 or less guests is classified as a Lodging Facilities use per the Larimer County Land Use Code and is permitted in the O - Open zone district following Administrative Special Review.

The existing residence is currently served by a well and onsite wastewater treatment system (OWTS), the Red Feather Lakes Fire Protection District, and is accessed from Eagle Tree Circle. The applicant has demonstrated their ability to provide 4 off-street parking spaces, which satisfies Larimer County requirements for Hosted STRs.

A courtesy neighbor notification of the proposed project was mailed to property owners within 500 feet of the subject property. Comments were received from three (3) community members, two (2) of which voiced their opposition to the request.

The attachments noted below have been included for reference. Staff look forward to discussing the request with the Red Feather Lakes Planning Advisory Committee further at the August 22, 2024, meeting. The applicant will also be available at the meeting to answer additional questions.

**Attachments:**

- A. Vicinity Map
- B. Project Description
- C. Community Member Comments



# RED FEATHER LAKES PLANNING ADVISORY COMMITTEE MEETING















August 22, 2024

## ATTACHMENT A

Vicinity Map



### Legend

- |  |  |   |
|--|--|---|
|  Subdivisions      |  Rocky Mountain National Park |  Other         |
|  Tax Parcels       |  Incorporated Areas           | 30969E146467N.sid   |
|  Railroads         |  PLSS Township and Range      |  Red: Band_1   |
|  Major Road System |  PLSS Sections                |  Green: Band_2 |
|  Road System       |  PLSS Quarter Sections        |  Blue: Band_3  |

### Notes

0.1                      0                      0.1 Miles

Scale  
1: 4,800



Date Prepared: 8/1/2024 9:37:48 AM

This map was created by Larimer County GIS using data from multiple sources for informal purposes only. This map may not reflect recent updates prior to the date of printing. Larimer County makes no warranty or guarantee concerning completeness, accuracy, or reliability of the content represented.



# RED FEATHER LAKES PLANNING ADVISORY COMMITTEE MEETING

August 22, 2024

## ATTACHMENT B

Applicants Project Description

# HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



## ITEM #4 PROJECT DESCRIPTION

<p>Summary</p>	<p>What are you proposing? (Example: 3-bedroom Hosted STR; Max Occupancy 6) NOTE: If there is anything you would like us to know about your property, please communicate that to us here.</p> <hr/> <p>2 Bedroom Hosted STR, with a max occupancy of 4, the property is also ADA compliant for persons with disabilities.</p> <hr/> <p>STR has 1 bedroom for 2 guests, with additional sleeping area in living room area (foldout couch) for 2 more guests</p> <hr/> <hr/>
<p><b>ELEMENT</b></p>	<p><b>DIRECTIONS: PLEASE CIRCLE 'YES' TO INDICATE THAT YOU ACKNOWLEDGE EACH STANDARD</b></p>
<p>Admin Special Review Criteria  Article 6.4.3.D of the Land Use Code</p>	<p>1. The proposed use has minimal impacts on existing and future development of the area:  <input checked="" type="radio"/> <b>YES,</b> acknowledge the above standard.</p> <p>2. Any impacts associated with the environment, wildlife, access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, odor, and other adverse impacts have been adequately addressed and/or mitigated;  <input checked="" type="radio"/> <b>YES,</b> acknowledge the above standard.</p> <p>3. The recommendations of referral agencies have been considered and adequately addressed;  <input checked="" type="radio"/> <b>YES,</b> acknowledge the above standard.</p> <p>4. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the Comprehensive Plan; and  <input checked="" type="radio"/> <b>YES,</b> acknowledge the above standard.</p> <p>5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations.  <input checked="" type="radio"/> <b>YES,</b> acknowledge the above standard.</p>
<p><b>ELEMENT</b></p>	<p><b>DIRECTIONS: Please circle 'YES' if you meet the standard. Please circle 'NO' if you do not meet the standard. If you circle 'NO', please elaborate as to why you cannot meet the standard.</b></p>
<p>Standards for Short-term Rentals:  Article 3.3.5.B.2</p>	<p>a. Only one short-term rental shall be allowed on a property.  <input checked="" type="radio"/> <b>YES,</b> can meet the above standard;                      <b>NO, I cannot meet the above standard.</b></p> <p>If you circled NO, please elaborate here: _____</p> <hr/>

# HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



## ITEM #4 PROJECT DESCRIPTION

B. The hosted short-term rental structure, any portion of the primary parking, and 100-feet of the existing driveway abutting the primary parking shall not be located within the Floodplain Overlay (FPO) District Zone AE (Floodway), the Floodplain Overlay (FPO) District Zone AE (Flood Fringe), the Floodplain Overlay (FPO) District Zone A, Floodplain Overlay (FPO) District Zone AH, nor within Floodplain Overlay (FPO) District Zone AO.



**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.**

If you circled NO, please elaborate here: \_\_\_\_\_

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C. The hosted short-term rental shall be equipped with an operations manual/users guide that is placed in a visible location (such as an entry table or kitchen table) accessible to all guests.



**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.**

If you circled NO, please elaborate here: \_\_\_\_\_

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D. The hosted short-term rental shall not be advertised as an event space.



**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.**

If you circled NO, please elaborate here: \_\_\_\_\_

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E. To be issued a new license, a hosted short-term rental must first undergo and pass a life-safety inspection or other required building inspection.



**YES, I can meet the above standard.**

**NO, I cannot meet the above standard.**

If you circled NO, please elaborate here: \_\_\_\_\_

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# RED FEATHER LAKES PLANNING ADVISORY COMMITTEE MEETING

August 22, 2024

## ATTACHMENT C

Community Member  
Comments





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## Fwd: Delivery Status Notification (Failure)

2 messages

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**Ron Stügart** <rdstugart@gmail.com>  
To: culletla@co.larimer.co.us

Mon, Nov 6, 2023 at 3:14 PM

----- Forwarded message -----

From: "Ron Stügart" <rdstugart@gmail.com>

To: [culletla@co.larimer.co.us](mailto:culletla@co.larimer.co.us)

Cc:

Bcc:

Date: Mon, 6 Nov 2023 14:57:20 -0700

Subject: Buchanan-McGee hosted short term rental

I am totally against allowing for a Short Term Rental in an existing house. Dont like what renters typically bring to a neighborhood and the added traffic it would cause. Ref Plan Number 23-ZONE 3558

Thank you



**Plan #23-ZONE3558**

3 messages

**Vicki MacLeod** <eagletreerocks@gmail.com>  
To: "culetla@co.larimer.co.us" <culetla@co.larimer.co.us>

Fri, Nov 3, 2023 at 11:26 AM

Hi Laura,

We received a Neighborhood Notification regarding the above referenced Project. We have several questions and concerns.

1. Please explain how the "Short-term Rentals in Red Feather Lakes must be separated by 250 feet". 250 feet from what/where? A lot of houses up here are way closer than 250 feet!
2. The postcard states "Administrative Special Review for a 1 bedroom 1 sleeping area, 4 guest Hosted Short-Term Rental in an existing home" Can more than 4 people rent it?
3. How is the parking handled?
4. What does hosted mean?
5. What if there are more than 4 people at the location?
6. Is the owner required to give us contact information for both owners of the property?
7. Can the owner rent the property when they are "out of town"?
8. The property is located on a dirt road, which is maintained by the owners that live on the road, has the impact of additional traffic been taken into consideration? Who pays for the possible additional maintenance?

We retired and moved up here to get away from living in a busy neighborhood. The last thing we want is people coming and going at all hours, parties and loud music. This is a small quiet mountain community and we don't want this to change.

Please advise

Thank you,  
Vicki MacLeod

**Laura Culleton** <culetla@co.larimer.co.us>  
To: Vicki MacLeod <eagletreerocks@gmail.com>

Fri, Nov 3, 2023 at 12:49 PM

Hi Vicki,

1. The 250 feet separation requirement is between short-term rentals, not just regular homes. We have an existing lodging facilities map online that shows the location of short-term rentals. We use this map to see if someone is eligible to apply based on if there are other short-term rentals within 250 feet of them.
2. If approved, the hosted short-term rental would only allow for four guests total.
3. The applicant is required to designate where guests would be parking on their site plan. We are still in the referral process, so we will provide comments that address any missing information.
4. Hosted means that the short-term rental is going to operate more like a bed and breakfast, meaning someone will be living there full-time while one bedroom and sleeping area is rented out.
5. If you think there are more than four guests at the home, you can submit a code compliance complaint here: <https://www.larimer.gov/codecompliance/report/form>
6. The owner is only required to distribute the property manager information
7. No, someone must be occupying the home while it is rented out.
8. Since the road is privately maintained, I recommend that you reach out to the homeowner directly with your concern or submit a comment to me. I can pass any information along to the applicant.

Thank you,  
[Quoted text hidden]  
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**Laura Culleton**  
Planner I

Community Development Department  
200 W Oak St, Fort Collins, 80521 | 3rd Floor  
W: (970) 498-7674  
[culetla@larimer.org](mailto:culetla@larimer.org) | [www.larimer.gov](http://www.larimer.gov)

**Vicki MacLeod** <eagletreerocks@gmail.com>  
To: Laura Culleton <culetla@co.larimer.co.us>

Mon, Nov 6, 2023 at 10:39 AM

Thank you for your prompt response! We appreciate it!

Vicki MacLeod  
[Quoted text hidden]



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**Plan Number: 23-ZONE3558 - Opposition**

2 messages

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**Robert Edwards** <robertwdc@yahoo.com>  
To: "culletla@co.larimer.co.us" <culletla@co.larimer.co.us>

Mon, Nov 6, 2023 at 3:51 PM

Hello Laura,

Kenneth Edwards, owner of [355 Eagle Tree Circle](#) in Red Feather Lakes, is opposing the Short Term Rental application you are currently working on. I'm sending this per your phone request. Please let us know if there is anything further you need from us.

Thank you,

Kenneth L. Edwards  
355 Eagle Tree Circle

970-686-5274 (Home)

303-590-5280 (Son Robert)

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