



Staff Report

To: BOZAR
From: Kaitlyn Archambault, Planner I and Jessie Earley, Senior Planner
Meeting Date: DRC, October 20, 2025
RE: 623 Teocalli (Calhoon), Preliminary Review

PROJECT TITLE: Calhoon (623 Teocalli Ave)

SUMMARY: Consideration of the application of **Clay H. Calhoon and Hannah W. Calhoon** to site additions to the primary building and demolish an existing shed located at 623 Teocalli Avenue, the East 2.5 Feet of Lot 27 and All of Lot 28 and the West 20 Feet of Lot 29, Block 56 in the R4 zone.

-Architectural approval is required.

-Permission to demolish a portion of a non-historic building and shed is requested.

LEGAL DESCRIPTION: the East 2.5 Feet of Lot 27 and All of Lot 28 and the West 20 Feet of Lot 29, Block 56

ADDRESS: 623 Teocalli Avenue

ZONE DISTRICT: R4

OWNER: Clay H. Calhoon and Hannah W. Calhoon

APPLICANT: Andrew Hadley and Chris Penfield

DRC MEMBERS: Anderson and Schmidt (10/20/25)

STAFF MEMBER: Jessie Earley, Planner III and Kaitlyn Archambault, Planner I

ATTACHMENTS:

1. Plans
2. GIS Map
3. Photos
4. Section 16-4-880 through 16-4-940 (R4 zone)
5. Section 16-14-190 (demolition)

These packet materials are available at this [link](#). Staff can provide paper copies of the packet upon request.

PROJECT DESCRIPTION

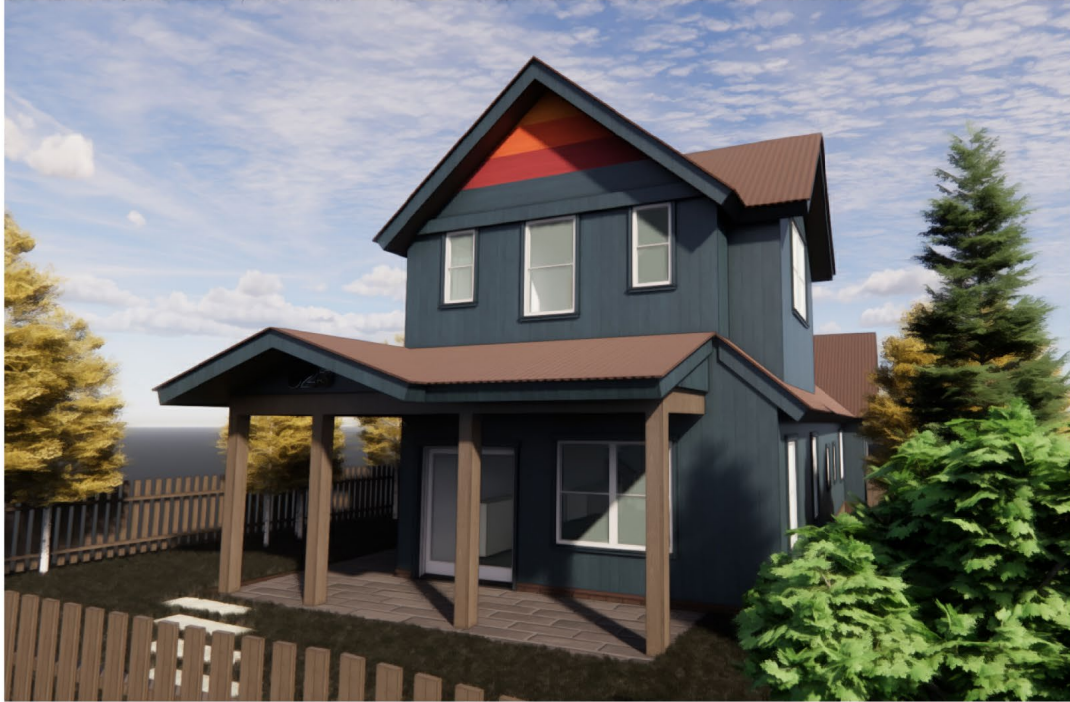
1. Construct additions to the existing single-family residence.



PUBLIC NOTICE

This item was properly noticed per Section 16-22-110 (c). The affidavit of posting is on file in the Community Development Department.

- I. Background/Overview:** Andrew Hadley and Chris Penfield submitted an application on behalf of Clay H. Calhoon and Hannah W. Calhoon for additions to the existing single-family residence.





II. Context: Refer to guidelines 4.25-4.26. The neighborhood contains a mix of small 1 ½ story and two-story homes. The roof forms are relatively simple. Consider whether the forms and style of the additions will relate with the existing forms found within context and style of the neighborhood or if they will appear excessively dissimilar.

The Board should determine whether the overall scale and forms of the residence comply with the intents 4.25 and 4.26 (excessively similar or dissimilar) in relation to the neighborhood context.

GL	Staff Analysis	DRC Recommendation
4.25 Excessive similarity	The forms differentiate from the newer residences located in the 600 block of Teocalli Avenue per context GL 4.25.	
4.26 Excessive dissimilarity	Discussion is encouraged to determine if the additions, as proposed, are contemporary interpretations and variety or if the proposal is excessively dissimilar. GL 4.46 and 4.47 suggests that dormers should not exceed 30% of a roof plane. The proposed is 41%. The fascia also does not continue below the proposed dormer. Discussion is encouraged. Windows in the dormer appear to break the floor plane per GL 4.57 b and headers do not match surrounding windows above/below. Discussion is encouraged.	



Existing South Elevation



Existing North Elevation



STREETSCAPE

10/20/2025 DRC Streetscape

I. Land Use Code Review:
a. Residential Zone District (R4) (Sec. 16-4-880-16-4-940)

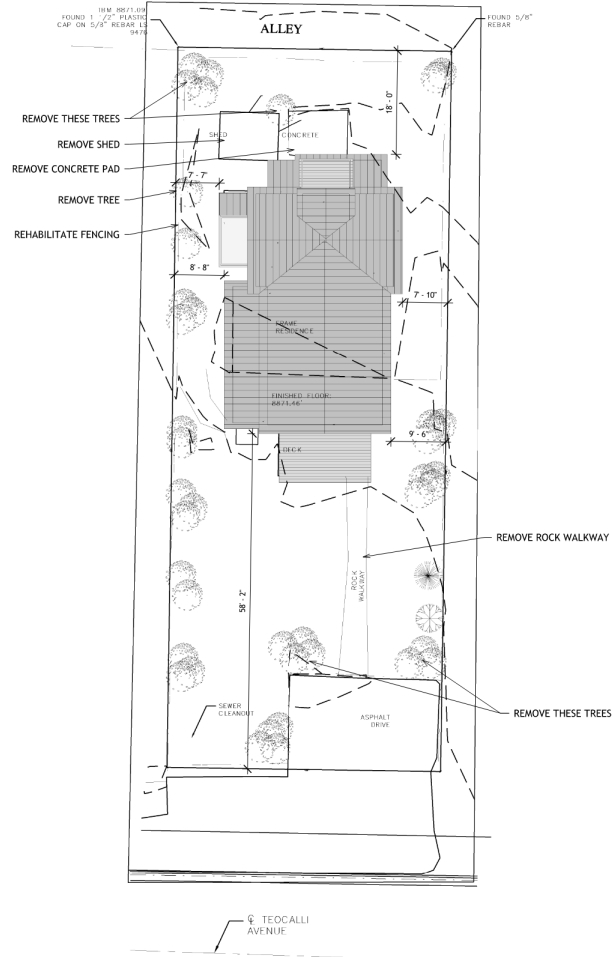
Dimensional Limitations	Required by Chapter 16	Proposed	Compliant
Minimum Lot Width:	50'	47'6"	Yes, the lesser lot width was approved through a RCA.
Maximum Lot Area:	9375	5937.5	Yes
Minimum Lot Area:	5000	5937.5	Yes
# Dwellings:		1	Yes
Minimum Setbacks:			



Principal: Front (north):	20'	58'2" (existing) 33'3" (proposed)	Yes
Principal: Side Yard (west):	7'6"-11'6"	7'6" (existing, no change one story elements) 15'6" (proposed, two story elements)	Yes
Principal: Side Yard (east):	7'6"-11'6"	7'10" (existing, no change one story elements) 12'3" (proposed, two story elements)	Yes
Principal: Rear:	10' (Principal) 5' (Accessory)	17'11" (existing) 17'8" (proposed)	Yes
Max FAR - Primary:	Two-family dwelling unit: 0.3 as a matter of right up to 0.5, depending on neighborhood context and lot size. All buildings on the lot: 0.5. 2500 sf maximum based upon the PUD and RCA	1121.5/5937 sf – existing 2494.2 /5937 sf - proposed	Yes
Height:	30' /20'/ 24'	19'11" (existing) 28' (proposed addition)	Yes
Roof Pitch	Minimum of 4:12. A portion of flat roof may be considered for multi-family dwellings with five (5) or more units.	10:12 existing primary roof pitches, gable pop-out on rear, new addition on the south 4:12 secondary shed roofs 12.5:12 east/west gable on rear	Yes
Width	NA	30'5" (existing, no change)	Yes
Snow Storage	>33%	>33%	Yes
Parking	3 spaces	3 spaces	Yes

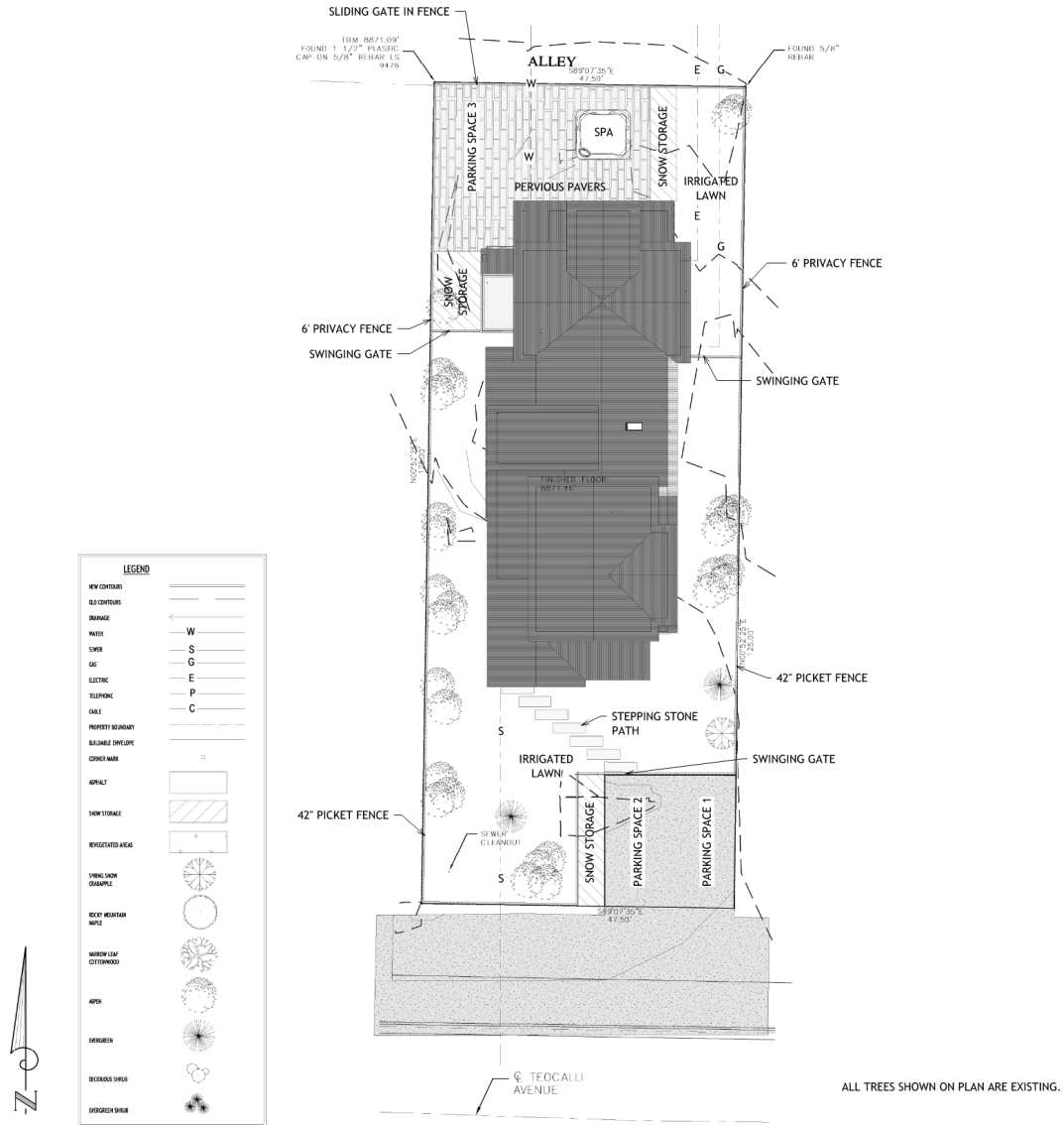


LEGEND	
NEW CONTOURS	—
OLD CONTOURS	- - -
BOUNDARY	—
WATER	W
SEWER	S
GRASS	G
ELECTRIC	E
TELEPHONE	P
CABLE	C
PROPERTY BOUNDARY	—
DESIGNABLE CONCEPT	—
CONCEPT MARK	○
ASPHALT	▨
SNOW STORAGE	▨
REVERSE SLOPED AREAS	▨
CHERRY	⊙
WILLOW	⊙
WILLOW LEAF	⊙
WILLOW	⊙
EVERGREEN	⊙
DECIDUOUS SHRUB	⊙
EVERGREEN SHRUB	⊙



1 Site
1" = 10'-0"

Existing site plan



1 Site
1" = 10'-0"

Proposed site plan

b. Demolition (Section 16-14-190)

A demolition plan is needed to confirm that the areas of demolition are less than 25% ,as required in Section 16-14-190 (5) a. A shed on the north is noted for demolition.



II. Design GL Analysis

Purpose for the R4 District:

The R4 zone provides for higher unit density and floor area ratio than any other residential district in Town. The Goals for the R4 District, states:

- To continue to accommodate the variety of housing types that is allowed in this zone.
- To allow greater design flexibility because no immediate historic context exists for new building. This is appropriate in terms of the degree to which new buildings should relate to the historic core of Town.
- In a broad sense, to have new development be visually related to the rest of Town. At the edges of the R4 districts buildings should have a greater sensitivity to the lower scale development found in adjacent zones.
- Special Attention should be given to parking and snow storage on higher density projects.

a. **Site planning:** Refer to GL: 2.16-2.40, 3.1-3.2, 5.108-5.112.

GL	Staff Analysis	DRC Recommendation
Topography	Topography lines have been include, but values have not been included on the site plan. This must be included to confirm grade for the purposes of FAR.	
2.8 Drainage	Drainage information has not been provided, but must be.	
Easements	None noted.	
2.16 Substantial landscaping	The plan is fairly minimal. However, most landscaping is existing and will be maintained. Provision of a final landscape plan will be required for review and approval if revisions are proposed after permitting prior to a CO.	
2.18 Preservation of existing trees	The existing site plan outlines that there is a cluster of trees on the northwest corner, one tree on the north mid lot, two clusters of trees on the south/southeast portion of the lot to be removed. The lot is heavily treed. The Board can determine if replacement trees are required.	
2.19 New trees	There are no new trees proposed, but there are existing trees on the east/west of the home which meets the intents of GL 2.19 a.	
2.16 a./ 2.20 Native plantings	Ground cover is noted as irrigated lawn and is encouraged to be native grasses by the GL.	
2.16 e Pervious materials 2.28 e & f Parking substrate	The existing parking on the south is asphalt (397 sf). There are stepping stones noted for a path to the front door. The new parking area on the north is noted as pervious pavers (692 sf).	

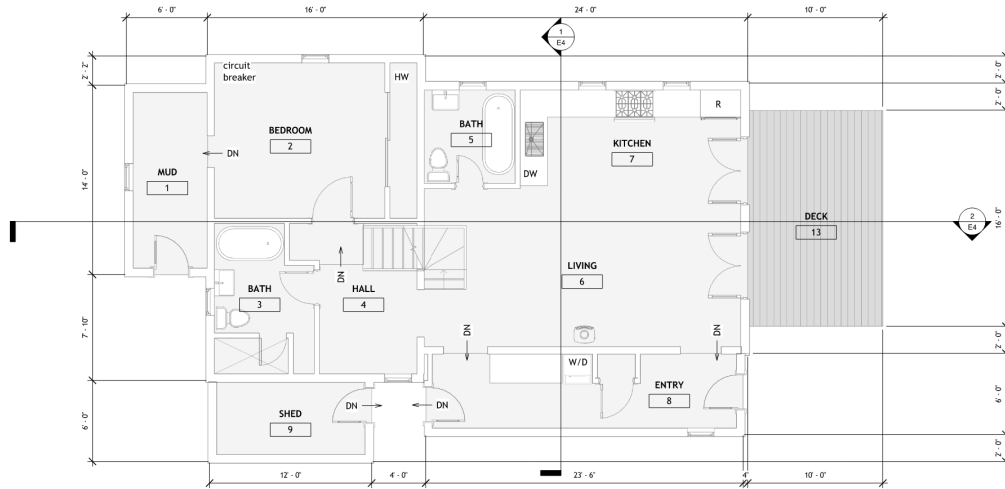


	The proposal for hardscape is relational to other approvals.	
(2.37-2.40)/ 16-17-40 Exterior Lighting	Exterior lighting has been called out and appears in compliance with the night sky ordinance. Any existing exterior fixtures must be replaced if they do not meet current standards as well.	
Solar 2.10	NA	
Utilities	Utility lines for wastewater, water, electric and gas have been noted on the existing plan. Adjacent rights of way must be included to scale, which include Teocalli Avenue and the alley.	
2.7 Snow Storage	Snow storage has been provided onsite, meets the 33% requirement of the areas to be plowed.	
2.25 Fences	Fencing is noted on the site and appears to meet the intents of the code. However, the sliding gate in the fence for parking on the north is not supported and should be removed.	

a. **Mass/Scale/ Form:** Refer to guidelines *4.32-4.34

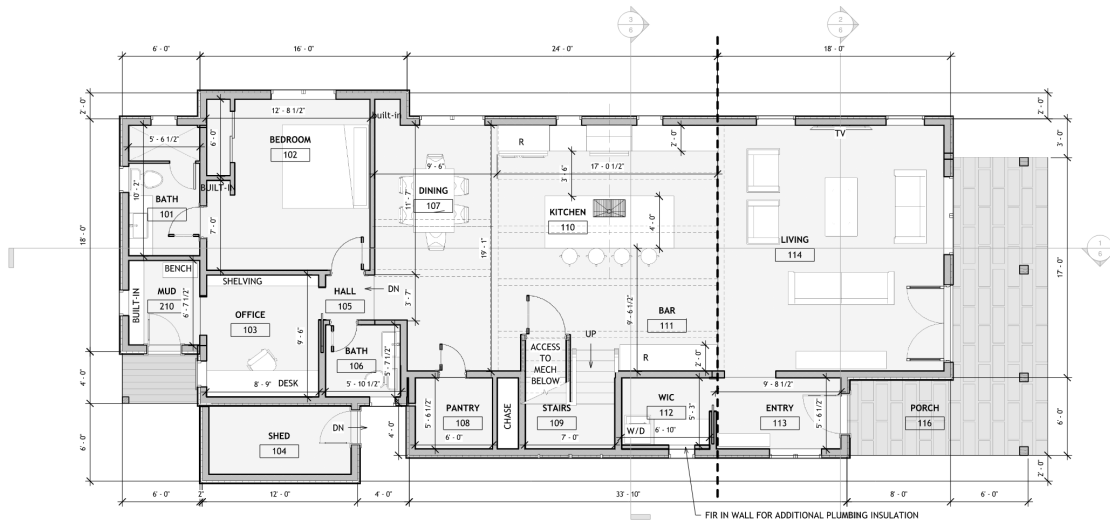
The existing building has a gable perpendicular to Teocalli Avenue (19'11"). There is an existing east/west gable with a pitch break on the north side of the building and a gable pop out on the north. The addition will extend to the south and will step up (8') with a gable module perpendicular to Teocalli Avenue from the existing roof height (19'11) for a second floor on the front portion of the building. There will be an addition of a shed dormer on the west and a gable pop out on the east.

GL	Staff Analysis	DRC Recommendation
4.32 Scale	This addition relates to the overall scale of the neighborhood. Support	
4.33 Diversity of form	The main roof form for the addition will continue the 10:12 pitch of the existing roof form. Support	
4.34 Massing	The proposed addition is rectangular and has the larger mass facing the street, as required in the GL. Support.	



1 lower level
1/4" = 1'-0"

Existing – first floor plan



1 ENTRY LEVEL
1/4" = 1'-0"

Proposed – First floor plan



2 East
1/4" = 1'-0"

Existing – east elevation



2 East
1/4" = 1'-0"

Proposed – east elevation



4 West
1/4" = 1'-0"

Existing – west elevation



2 West
1/4" = 1'-0"

Existing – west elevation



1 South
1/4" = 1'-0"

Existing – South elevation



1 South
1/4" = 1'-0"

Proposed – South elevation



b. Design and Style: Refer to guidelines *4.35-4.40

GL	Staff Analysis	DRC Recommendation
4.35 Style	This addition will transform the front (south) portion of the home. However, what is proposed meets the intents of the GL.	
4.36 Exact replication	This is not an exact replication of a historic structure. Met.	
4.37 Contemporary interpretation	Members are asked if the proposed is an acceptable contemporary interpretation. This home is not located in the historic core, which allows more flexibility. Support.	
4.38 Mixing of styles	The proposed addition will not mix styles. Support.	
4.39 Additions	The addition is proposed mostly on the front (south) portion of the building. Details are consistent. Currently, there is horizontal siding. The proposal would be for the main body of the home to be 6" vertical lap siding with 6" horizontal lap siding in the gables. Support.	

c. Roof forms: Refer to guidelines *4.41-4.45.

GL	Staff Analysis	DRC Recommendation
4.41 Roofs	The new roof is proposed as a 10:12 roof for the gable module, which is consistent with the existing homes roof pitches. The shed dormer and porch additions employ 4:12 pitches. Support	
4.42 Shed roofs	There are existing and proposed shed roof forms, which are subordinate. Support.	
4.43 Mix styles	The mix of gable and shed roofs is appropriate.	
4.44 Ridgelines	The proposed addition will have a 25'5" ridge line and the middle portion of the building has a ridge line of 27'10". Support	
4.45 Pitches	All existing and proposed pitches conform with the requirements.	



d. **Dormers/Skylights:** Refer to guidelines *4.46-4.48

GL	Staff Analysis	DRC Recommendation
4.46 Dormers in new construction	West shed: There is a dormer proposed on the west elevation of the existing building module. It is a shed dormer. Shed dormers are not the dominant form in this neighborhood, as seen in the streetscape. Staff finds support.	
4.47 Dormers	West shed: The dormer steps down 5" from the ridge of the module. a. West shed: The dormer, as proposed occupies 41% of the roof, which appears to conflict with the GL requirement of 30%. b. West shed: The dormer is lower than the ridge. There is not a section of roof beneath. However, this dormer is not visible from the street and the GL says preferred, not required. Discussion is encouraged. c. West shed: The dormer, as proposed occupies 41% of the roof, which appears to conflict with the GL requirement of 30%. d. West shed: If utilizing only the middle module of the building as the roof plane, this shed dormer does not sit in the middle 70%. e. West shed: The vertical wall of the dormer is 5'. This must be reduced to 4' to meet the intents of the GL.	
4.48 Skylights	There is a skylight proposed for the east elevation. It appears to meet the intents of the GL.	



2 West

1/4" = 1'-0"

West elevation dormer

e. Porches/Balconies: Refer to guidelines *4.49-4.52

GL	Staff Analysis	DRC Recommendation
4.49 Covered porches	As the building exists there isn't an entry porch. The proposed shed with gable porch meets the intents of the GL. Support	
4.50 Mix of porch styles	The entry porch extends 6'x23' (south) complies with the intents of GL 4.50 b encouraging a depth of four feet.	
4.51 Side and rear porches	The porch proposed on the northwest appears to comply with this GL.	
4.52 Second and third story decks	There is an existing second floor deck on the west, which will remain. Support. There is a second-floor deck on the north that will be removed.	

f. Windows: Refer to Guidelines 4.53-4.63.

GL	Staff Analysis	DRC Recommendation
4.53 Window to wall ratio	All windows are proposed to be replaced. On the South elevation, there are four full light asymmetrical windows in the gable on the second floor (39 sf) with door glazing on the first floor (67.14 sf). Currently, there is 119 (openings)/342.47 sf, which is 34.7%. The proposed addition proposes a two pack of windows with door glazing on the first floor (75.64 sf) with three single windows on the second floor (30.34 sf). The overall window to wall ratio for the	



	proposed is 123 sf/ 516 sf = 23.9 %. The existing east elevation has four single windows on the first floor and a two pack of windows in the gable. The proposed is five single windows and two, two-packs on the first floor and a single window and two pack on the second floor. The existing rear (north) elevation has two single windows on the first floor and a door on the second floor gable pop out. The proposed is three single windows on the first floor and two single windows on the upper story. The existing west elevation is two single windows and door glazing on the first floor and door glazing on the second floor. The proposed is two single windows, a two pack and door glazing on the first floor. There is a two pack in the proposed dormer, which appears to break the floor plane. Then there are two single windows and door glazing on the second floor.	
4.54 Vertical emphasis	Windows are vertically oriented double hung style casement windows. There are no square windows proposed.	
4.56 Window material	Windows are noted to match existing, which are aluminum clad. General support	
4.57 Fenestration pattern	There appears to be 12" to exterior corners, as required by the GL. The windows for the shed dormer on the west appear to break the floor plane. This is not highly visible from the street, as noted in the GL. However, the proposed does not match headers. Discussion is encouraged.	
4.58 Groupings of 2 or more windows	NA	
4.58 c. Window sizes	Front elevation fenestration proposes three window sizes. Support. It appears that there are not more than six window sizes on the east, west and South elevations, as required by GL 4.58 c.	
4.59 Window and door trim	Trim is proposed as 2"x6" (blue). Trim surrounds appear consistent with the GL.	
4.60 Divided lights	Windows are shown as double hung style casements. Any casements will	



	require simulated divided lights. Support.	
4.61 Transom windows	NA	

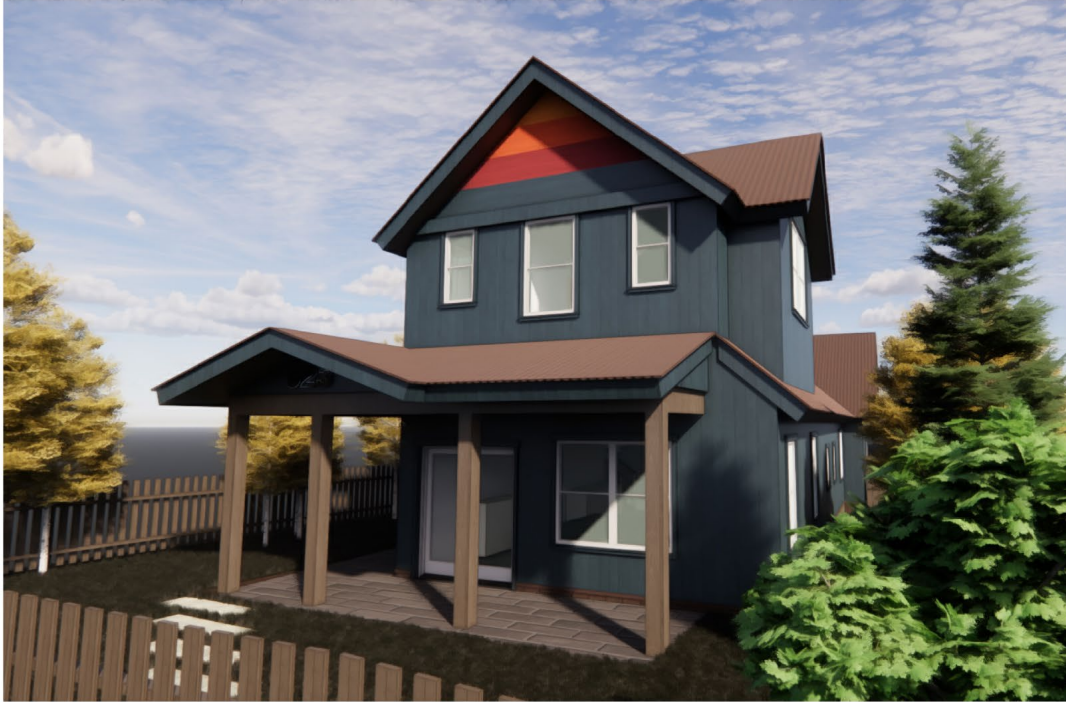
g. **Doors:** : Refer to GL 4.64-4.69.

GL	Staff Analysis	DRC Recommendation
4.64/4.65 Primary door	There is a ¼ light wood door (red) noted on the south west. Support. There is a metal French door (white) also shown on the South. There are two French doors on the existing South elevation. However, this elevation will be demolished and extended to the south. Due to this revision, the new façade must meet the GL 4.66, which asks for French doors to not be on a primary façade.	
4.66 Secondary doors	There are two half light metal clad (white) doors on the west elevation, which are supported.	

h. **Lighting:** Refer to GL 2.37-2.40.

GL	Staff Analysis	DRC Recommendation
2.37 /4.74 Exterior lighting	Exterior lighting has been called out and appears consistent with the night sky ordinance. Any existing exterior fixtures must be replaced if they do not meet current standards as well.	

i. **Materials:** Refer to GL 4.75-4.83.



Roofing is proposed as a corten steel corrugated (rusty).



Siding is a 6” vertical lapped siding (blue) for the main body and 6” horizontal siding in the gables. There is a metal M panel foundation cover at 18” (rusty) proposed.

Trim is 2”x6” wood (blue). Fascia is 2”x10” (blue) and corner boards are proposed as 2”x6” (blue).

An 18” corrugated metal skirt is proposed for the addition.

There is a ¼ light wood door (red) noted on the south west. There is a metal French door (white) also shown on the South. There are two half light metal clad (white) doors on the west elevation

Windows are noted as casement for egress in aluminum clad (white).

There are wood beams and columns (natural brown), wood railing details (blue). Sizing of both must be confirmed.

GL	Staff Analysis	DRC Recommendation
4.75 Exterior materials	Siding is consistent. Support	
4.75 e/ 4.80 a foundation treatment	18” corrugated metal appears consistent with the GL. Discussion is encouraged regarding the rusty metal, as proposed.	
4.79 Treatment of siding	Siding will be painted. Support	
4.81 Mix of materials	Support	
4.82 Roofing	Roofing is a corrugated coreten, which is supported. The rusty finish for the material should be discussed, as it has not been supported in recent applications.	
4.83 porches/decks	Materials appear to comply, but confirm details.	

j. DRC Action:

- **Site Plan:** Review and make a recommendation to BOZAR regarding the proposed site plan.
- **Residence:** Make a recommendation to the BOZAR regarding mass/scale and form of the additions.
- **Residence:** Make a recommendation to the BOZAR regarding architectural appropriateness of the residence.
- **Materials:** Review and make a recommendation to BOZAR regarding the proposed materials.

PRIMARY STRUCTURE

DESCRIPTION OF MATERIALS TO BE USED

NAME _____

LEGAL _____ ZONE _____

ADDRESS _____

TYPE OF STRUCTURE

___ Single Family

___ Accessory Building

___ Commercial

___ Multi Family

___ Addition

___ Historic Rehab

___ Accessory dwelling

___ Other _____

ROOFING TYPE

___ Shake Shingle

___ Pro Panel style

___ Galvanized, Corrugated
Metal

___ Milled Shingle

___ Standing Seam

___ 5-V Crimp

___ Other _____

EXTERIOR FINISH

Siding

TYPE

SIZE

LOCATION

COLOR

___ Horizontal _____

___ Vertical _____

___ Other _____

___ Stucco _____

___ Trim _____

___Fascia_____

___Corner Boards_____

DOORS

MATERIAL

STYLE

FINISH

___Primary door_____

___Secondary door_____

WINDOWS

Type:

___Casement

___Casement, egress

___Double hung

___Awning

___Fixed

___Slide-by

Style:

___Simulated,
divided lite

___True, divided
lite (historic)

___Decorative
mullions

___Other

Material:

___Wood

___Aluminum
clad, wood

___Other

Glazing:

___Low E

___Heat mirror

___Tempered

___Standard

___Other

Describe locations if a mix is used_____

Other Exterior Features (i.e. railings, chimneys, posts, etc.)_____

I agree to submit changes from the list above to the building inspector and BOZAR chairman for approval prior to implementation of the change.

SIGNATURE OF OWNER / REPRESENTATIVE Andrew Hadley

DATE _____

Division 11 - "R4" Residential District

Sec. 16-4-880. - Intent.

The purpose for which this District is created is to provide areas for more intensive residential development than allowed in the "R1" or "R2" Districts, along with customary accessory use, but to carefully monitor such development so that it blends into its neighborhood context.

(Prior code 15-2-8)

Sec. 16-4-890. - Permitted uses.

The following uses shall be permitted in the "R4" District:

- (1) One-family, two-family and three-family dwelling units.
- (2) Accessory buildings, nonresidential use, not heated or plumbed.
- (3) Home occupations.
- (4) Private garages as accessory buildings to the principal uses.
- (5) Accessory dwellings.
- (6) Public playgrounds and public recreation areas.
- (7) Shop crafts.
- (8) Bed and breakfast establishments, provided that the granting of such conditional use shall be subject to the requirements for short-term rentals in the "R1" District as set forth in Subsection 16-14-90(c) of this Chapter.

(Prior code 15-2-8; Ord. 4 §2, 1991; Ord. 3 §3, 1994; Ord. 39 §5, 1995; Ord. 10, 2000; Ord. 4 §1, 2009)

Sec. 16-4-900. - Conditional uses.

The following uses shall be permitted as conditional uses in the "R4" District:

- (1) Multi-family dwelling units.
- (2) Parking areas.
- (3) Churches and church schools.
- (4) Nonprofit libraries and museums.
- (5) Public and private schools.
- (6) Accessory buildings, nonresidential use, heated.

(Prior code 15-2-8; Ord. 4 §2, 1991; Ord. 13 §6, 1991; Ord. 5 §6, 1995; Ord. 10, 2000; Ord. 4 §1, 2009; Ord. No. 2, § 3(Exh. A), 3-6-2023)

Sec. 16-4-910. - Lot measurements.

The following shall be lot measurements for property located in the "R4" District:

- (1) Minimum lot area: five thousand (5,000) square feet.
- (2) Maximum lot area: nine thousand three hundred seventy-five (9,375) square feet.
- (3) Minimum lot width: fifty (50) feet.
- (4) Minimum front yard: twenty (20) feet.
- (5) Minimum side yard: seven and one-half (7½) feet for single-story and flat-roofed buildings, and as much as eleven and one-half (11½) feet for sloped-roofed buildings, dependent upon snow storage guidelines.
- (6) Minimum rear yard:
 - a. Principal building: ten (10) feet.
 - b. Accessory building: five (5) feet.

(Prior code 15-2-8; Ord. 4 §1, 2009)

Sec. 16-4-920. - Floor areas.

The following shall regulate measurements for floor areas located in the "R4" District:

- (1) Minimum floor area: four hundred (400) square feet for each residential unit; provided, however, that the minimum floor area for an accessory structure built before July 1, 1942, which is being converted to a residential unit, historic accessory structure shall be two hundred twenty (220) square feet, plus a closet, a bathroom and one hundred (100) additional square feet for each occupant in excess of two (2), only if the following conditions are met:
 - a. The residential unit must be an accessory dwelling used exclusively as a long-term rental unit;
 - b. The occupants of the dwelling must have been residents of the County for three (3) consecutive years of the preceding seven (7) years;
 - c. At least fifty-one percent (51%) of the occupants' income must be earned from work for an employer situated within the County or from work actually performed in the County; and
 - d. The above limitations for occupants and the limitation of the term of rental shall be recorded pursuant to Section 16-9-70 of this Chapter.
- (2) Maximum floor area:
 - a.

Accessory building, including an accessory dwelling, if any, one thousand (1,000) square feet or two-thirds ($\frac{2}{3}$) of the floor area of the principal building, whichever is smaller.

- b. Accessory dwelling, one thousand (1,000) square feet of the floor area or two-thirds ($\frac{2}{3}$) of the floor area of the principal building, whichever is smaller.

(3) Maximum floor area ratio:

- a. One-family dwelling unit: 0.3 as a matter of right up to 0.4, depending on neighborhood context and lot size. All buildings on a one-family residential lot: 0.5.
- b. Two-family dwelling unit: 0.3 as a matter of right up to 0.5, depending on neighborhood context and lot size. All buildings on the lot: 0.5.
- c. Three-family and multi-family dwelling units: 0.6 as a matter of right up to 1.0, depending on neighborhood context and lot size, provided that, for lots exceeding seven thousand five hundred (7,500) square feet, maximum floor area ratio shall not be more than 0.75 for each foot over seven thousand five hundred (7,500) square feet.
- d. All other uses: 1.0 for lots not exceeding seven thousand five hundred (7,500) square feet; 0.75 for each foot over seven thousand five hundred (7,500) square feet.

(Prior code 15-2-8; Ord. 4 §6, 1990; Ord. 2 §1, 1992; Ord. 16 §1, 1992; Ord. 3 §3, 1994; Ord. 4 §1, 2009)

Sec. 16-4-930. - Building measurements.

The following shall regulate measurements for buildings located in the "R4" District:

- (1) Maximum building height: thirty (30) feet.
- (2) Minimum exterior wall height: seven (7) feet.

(Prior code 15-2-8; Ord. 4 §1, 2009)

Sec. 16-4-940. - Additional provisions.

- (a) Minimum vertical distance from eave line of roof to the finished grade level shall be six (6) feet.
- (b) Slope of roof shall be a minimum of 4:12. A portion of flat roof may be considered for multi-family dwellings with five (5) or more units.
- (c) Stream margin review: all uses within twenty (20) feet of a designated water course shall meet the requirements of Section 16-11-10 of this Chapter.

(Prior code 15-2-8; Ord. 3 §10, 1994; Ord. No. 22, § 1, 11-1-2021)

Sec. 16-14-190. - Demolition or relocation of historic and non-historic buildings or structures.

- (1) Applicability.
 - a. No person shall demolish or relocate any historic building or structure built within the Period of Significance (POS), 1880—1952, unless the Town deems it unsafe and/or dangerous in accordance with Subsection (3), Dangerous conditions.
 - b. No person shall demolish or relocate any building or structure built outside the Period of Significance ("POS") unless:
 - (i) The Board has approved such demolition or relocation following proper notice and public hearing in accordance with this Section;
 - (ii) The Board has approved a redevelopment plan as defined in Section 16-1-20; and
 - (iii) The Building Inspector has issued building permits pursuant to Section 18-13-40 for such demolition or relocation and construction of the replacement building or structure.
 - c. No person shall demolish or relocate any building or structure for the purpose of selling or conveying vacant lots for future development.
- (2) Ordinary maintenance and repair. Nothing in this Section shall be construed to prevent ordinary maintenance or repair of any historic building or structure. The Building Official may order any person in charge of or having control of the historic building or structure to perform maintenance when the Building Official in their reasonable judgment deems that such maintenance is necessary to prevent significant deterioration of the building or structure.
- (3) Dangerous conditions. A building or structure that is deemed by the Building Official to be unsafe or dangerous creating a substantial risk of injury or damage to property is a public nuisance and is subject to Chapter 7, Article 1, Administration and Abatement of Nuisances. Approval by the Board prior to compliance with an order issued by the Building Official to abate any nuisance is not required. As soon as practicable, the officer shall notify the Board of the proposed or actual issuance of any order.
- (4) Demolition by neglect. The Building Official may, at any time, order any person in charge of or having control and supervision of the property where a historic building or structure is located, to maintain and keep up a historic building or structure where it appears in the Building Official's reasonable judgement that without maintenance the building or structure will deteriorate to the point where demolition becomes the only option.
- (5) Exemptions. The following activities are exempt from the requirements of this Section, except that a building permit issued pursuant to Section 18-13-40 is required prior to commencing any of these activities:
 - a. Demolition of less than twenty-five percent (25%) of floor area of a non-historic building or structure.

- b. Minor demolition and/or relocation activities that include but are not limited to chimneys, decks, porches, steps, small accessory buildings or other similar design features.
 - c. Removal of partial roof components to allow for vertical expansion such as dormers or skylights on structures.
 - d. Demolition or relocation of mobile homes and mobile home accessory buildings in the M-Mobile Home district.
- (6) Application requirements. An applicant seeking approval for demolition or relocation of a non-historic building or structure must submit a complete demolition or relocation permit application to the Community Development Department that includes the following contents:
- a. Payment of applicable fees and delivery of the following information: 1) a legal description of the property involved; 2) proof of ownership or a deed for the property establishing title; 3) signature of the owner of the property or some other authorized person with the written legal authority of the owner to make such application; and 4) a plot plan of the lot or parcel, drawn preferably at a one-eighth inch to one-foot scale, showing the dimensions of the lot or parcel and the size and location of the existing buildings or structures and other site improvements.
 - b. A written narrative that describes: 1) the reason(s) for requesting demolition or relocation of the existing building or structure; 2) the architectural style/era and any distinguishing characteristics or features of the existing building or structure; and 3) whether there is an existing deed-restricted housing unit contained on the property.
 - c. Existing floor plans, elevations, photographs and/or other materials that enable a thorough understanding of the existing building or structure and the character of the neighborhood context.
 - d. A condition assessment report for the existing building or structure prepared by a licensed architect, building systems engineer, building contractor, building inspector or other qualified person that addresses the following:
 - 1. Site and grounds: the condition of the existing site and grounds including site drainage, pavement, walkways, patios, decks, walls, fencing/railings, landscaping and exterior amenities.
 - 2. Structural systems: the type and condition of the existing foundations and structural framing of walls, columns, intermediate floors and roofs; a summary of any cracks in the foundation and/or walls; and evidence of leakage or water damage. If relocation is proposed, a determination should be made as to whether the building or structure can withstand the physical impacts of being removed from its current location, transported and relocated upon a new foundation at a receiving site.
 - 3.

Building envelope: the type and condition of existing roofing systems, exterior finishes, insulation, stairs and steps, exterior doors and windows; and whether they need to be replaced.

4. Mechanical systems: the type of electrical, heating, ventilation, plumbing and conveyance systems, including the condition of each system, its estimated efficiency, and its estimated remaining lifespan.
 5. Interior building components: the type of interior finishes, fireplaces/heating stoves, appliances and fixtures; their estimated efficiency, and their estimated remaining lifespan.
 6. Environmental issues: any evidence of disease-causing organisms, mold, lead, asbestos, chemicals, biological substances and/or radioactive material, including the existence of any hazardous or dangerous conditions or materials.
 7. Regulatory compliance: any issues or concerns regarding zoning (setbacks, height, floor area, parking, etc.), life safety, fire or other building code matters.
 8. Final summary: a summary that recommends whether the structure should be demolished or relocated; or whether the estimated lifespan of the building's systems and elements can be reasonably upgraded, remodeled, renovated and/or expanded to be more functional, energy-efficient, livable and code compliant.
- e. If demolition is proposed, a written response that details how the applicant intends to comply with the requirements of Chapter 18, Article 15 Deconstruction and recycle plan, and an estimate of cubic yards of demolition material that will be permanently disposed.
 - f. If relocation is proposed, a relocation plan that describes and/or shows the transport route, identifies any structural and/or physical constraints, identifies methods of resolving those constraints, and includes a proposed site plan with the subject building or structure located on the receiving site in conformance with the specific zoning requirements, easements and covenants or neighborhood context.
 - g. A written response that describes how the applicant intends to satisfy the Replacement Housing requirements in Section 16-14-200.
- (7) Review standards for demolition of non-historic buildings or structures. The Board may approve an application for demolition of any non-historic building or structure if the Board determines that all of the following standards have been met:
- a. The existing building or structure is not compatible with the POS; do not conform to the Town's Design Guidelines; and the massing, scale, form and materials do not substantially or materially contribute the character and quality of the neighborhood context.
 - b. The existing building or structure cannot meet current zoning, building and energy code requirements, and/or health and safety standards by utilizing reasonable and economically viable construction methods in order to achieve a beneficial use of the property.
 - c.

If demolition is proposed, the deconstruction and recycle plan meets the requirements of Chapter 18, Article 15 of this Code.

- d. If relocation is proposed, the relocation plan meets the requirements set forth in Subsection 16-14-190(6)f.
 - e. The redevelopment plan satisfies the Replacement Housing requirements in Section 16-14-200.
- (8) Review standards for relocation of non-historic buildings or structures. The Board may approve an application for relocation of any non-historic building or structure if the Board determines that all of the following standards have been met:
- a. The building or structure can withstand the physical impacts of being removed from the current location, transported, and relocated upon a new foundation at a receiving site.
 - b. The building or structure can be located on a receiving site in conformance with the zone district standards, easements and covenants, or neighborhood context.
 - c. The relocated building or structure may or may not be in compliance with the Town Design Guidelines.
- (9) Staff review and report. Prior to the Board public hearing, staff shall review the application and prepare a report summarizing the application, identifying whether the application appears to satisfy the standards in Section 16-14-190(5), and recommending conditions of approval that may be required to satisfy the standards.
- (10) Board review and decision. The Board shall review the demolition or relocation application at the duly noticed public hearing pursuant to Section 16-22-110.
- a. If the Board approves the demolition or relocation application, the applicant shall, within two (2) years of date of approval, prepare and submit a Redevelopment Plan as defined in Section 16-1-20, otherwise the approval will expire.
 - b. For relocation within the Town, if it is demonstrated that the existing building or structure conforms to the zone district standards, covenants, and site conditions of the receiving site, and the receiving site is currently available for development, the existing building or structure may be relocated to the receiving site prior to submittal and approval of the Redevelopment Plan.
 - c. If the Board denies the demolition or relocation application, the applicant may prepare plans for the maintenance, renovation, modification or expansion of the existing building or structure in accordance with the zone district standards and Town Design Guidelines; or
 - d. If the Board denies the demolition or relocation application, the applicant may appeal the decision to Town Council pursuant to Section 16-22-150, Appeal.
 - e.

Approval of the demolition or relocation application does not constitute a site specific development plan under Chapter 16, Article 20.

- (11) Expiration of approval. The Board's approval of the demolition or relocation application shall expire within two (2) years of the Board's decision if a building permit has not been issued for the associated redevelopment plan.
- (12) Compliance or general penalty for violation. Any person in violation of this Section shall be subject to the provisions of Chapter 1, Article 4 and the following provisions:
 - a. Where a violation of this Section has occurred, the Building Official shall be authorized to impose any or all of the following penalties:
 1. Prohibit, revoke, or suspend, the issuance of any permit and/or certificate of occupancy in connection with the subject property, except as otherwise described in Subsection b. below.
 2. Revoke, or suspend, the Town of Crested Butte's Business License of the contractor responsible for the violation. This action would result in the revocation, or suspension, of the contractor's ability to work in Crested Butte, except as otherwise described in Subsection b. below.
 3. Revocation of development approvals, or entitlements for the subject property, through an administrative resolution, or public hearing with the Board.

The Building Official shall consider the following factors in deciding whether to impose such possible prohibitions, revocations, or suspensions:

1. The impact of the demolition or relocation of the building or structure upon the historical integrity and architectural character of the Town; and
 2. The factual circumstances concerning the cause of the demolition or relocation of the building or structure, as may be identified after reasonable investigation by the Building Official; and
 3. Whether the owner or contractor has previous violations for violating the Town's demolition ordinance.
- b. During the pendency of prosecution described in Subsection a. above, the Building Official may impose a temporary suspension of any permit and/or the issuance of a certificate of occupancy in connection with the subject property. In electing to impose such a temporary suspension, the Building Official shall consider the same factors as described in the Subsection above. Such temporary suspension shall remain in effect for the duration of the prosecution and any appeal therefrom.
 - c.

Penalties imposed in Subsection a. above does not prevent the Building Official from issuing a building permit for rehabilitation or repair of any building or structure on the property that is the subject of the violation or any improvement, bracing or other construction activity intended to protect, keep up, save and/or maintain any such building or structure on the subject property.

- d. Demolition of remaining structure and site clearance. In the event, the unauthorized demolition renders the remaining structure in a state of disrepair, or threatens life safety, as determined by the Chief Building Official, the owner shall, within sixty (60) days of the occurrence, secure a demolition permit. The remaining structure shall be demolished, and the site shall be cleared of all debris within thirty (30) days of the issuance of said permit. Site clearance shall include the removal of all debris from the foundation and backfilling with clean inorganic fill. The owner of the lot shall plug air and watertight sewer laterals, house lines and any other sewer and plumbing connections.

(Ord. 6 § 1, 2010; Ord. No. 34, § 3, 9-16-2019; Ord. No. 5, § 2(Exh. A), 6-3-2024)



DATE	FEES PAID	APPLICANT	APPLICATION #
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DEVELOPMENT PERMIT APPLICATION

Town of Crested Butte Building Department
PO Box 39 Crested Butte, Colorado 81224
(970) 349-5338

*Return this completed application to the Building Department with all necessary documents as identified in the Building Permit Application Requirements form.

PROJECT PHYSICAL ADDRESS	LEGAL ADDRESS	ZONE	USE TYPE
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APPLICANT/AGENT	MAILING ADDRESS	TELEPHONE	EMAIL
PROPERTY OWNER	MAILING ADDRESS	TELEPHONE	EMAIL
CONTRACTOR	MAILING ADDRESS	TELEPHONE	EMAIL
ARCHITECT	MAILING ADDRESS	TELEPHONE	EMAIL
ENGINEER	MAILING ADDRESS	TELEPHONE	EMAIL

BUILDING CLASSIFICATION:
SFR ☐ DUPLEX ☐ MULTIFAMILY ☐ COMMERCIAL ☐ ACC.DWELLING ☐ ACC.BUILDING ☐ HISTORIC ☐

PROJECT TYPE:
NEW CONSTRUCTION ☐ ADDITION ☐ REMODEL ☐ PLUMBING/MECHANICAL ☐ OTHER ☐

PROJECT DESCRIPTION	ESTIMATED PROJECT VALUATION
	MATERIALS _____
	LABOR _____
	TOTAL _____

DEPARTMENTAL USE ONLY

SPECIAL CONSIDERATIONS: CONDITIONAL USE PERMIT ☐ _____ CONDITIONAL WAIVER ☐ _____ VARIANCE ☐ _____ PUD ☐ _____	SETBACKS FRONT REAR SIDE() SIDE() Existing Primary Accessory Proposed Primary Accessory
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EXISTING BUILDING SIZE (SQ.FT.) PRIMARY ACCESSORY TOTAL	PROPOSED BUILDING SIZE (SQ.FT.) PRIMARY ACCESSORY TOTAL	
EXISTING FAR	PROPOSED FAR	REQUIRED SUBMITTAL DOCUMENTS Limited Power of Attorney ☐ Recorded Conveyance Deed ☐ Materials Lists ☐ Plans (Full-Size & 11”x17”) ☐ Publication Fee Fee _____ ☐
BUILDING WIDTH	BUILDING HEIGHT	
PARKING SPACES	% OPEN SPACE	
# OF LIVING UNITS	ZONE	
EXISTING EQR’S	PROPOSED EQR’S	

This Building Permit shall become null and void if construction is not commenced within 60 days f the date of issuance. The Building Permit shall expire one year after the date of issuance and all construction must be completed prior to the expiration of the permit; provided, however, that the building inspector may renew the Building Permit for additional six month periods FOR GOOD CAUSE SHOWN and without additional cost to the applicant.
I hereby certify that all the information provided in this application is true and correct. I understand that submittal of this application does not constitute a right to perform the work or establish the use requested. I understand that the request may be denied, approved or approved with changes or conditions. Fees that are associated with the application are not refundable. I understand that the application, if approved, must be constructed in accordance with the approved plans and conform with the Town’s architectural approval and applicable building codes. I understand that any approval will become null and void 180 days after the approval date if a permit is not purchased, or three years if a vested property right is purchased.

Signature of Contractor/Authorized Agent Date

Signature of Owner/Authorized Agent Date