



**CITY OF BOULDER  
BOARD OF ZONING ADJUSTMENT  
MEETING AGENDA**

**DATE:** Tuesday, April 9<sup>th</sup>, 2024  
**TIME:** 4 p.m.  
**PLACE:** Virtual

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NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING WILL BE GIVEN BY THE CITY OF BOULDER, BOARD OF ZONING ADJUSTMENT, AT THE TIME AND PLACE SPECIFIED ABOVE. ALL PERSONS, IN FAVOR OF OR OPPOSED TO OR IN ANY MANNER INTERESTED IN ANY OF THE FOLLOWING VARIANCES FROM THE LAND USE REGULATIONS, TITLE 9, BOULDER REVISED CODE 1981; MAY ATTEND SUCH HEARING AND BE HEARD IF THEY SO DESIRE. (APPLICANT OR REPRESENTATIVE MUST APPEAR AT THE MEETING.)

**1. CALL TO ORDER**

**A. Swearing in of New BOZA Member, Ben Doyle**

**2. BOARD HEARINGS**

**A. Docket No.: BOZ2024-00002**

**Address: 624 Maxwell Avenue**

**Applicant: Ivan Barkhorn**

**Setback & Building Separation Variances:** As part of a proposal for an addition to the back of a non-standard historic home, the applicant is requesting a variance to the side (east), rear (south) and building separation standards for a principal structure in the RL-1 zoning district. The resulting east interior side setback (taken from the subject addition) will be approximately 2.5 feet where 5 feet is required and 2 feet exists today. The resulting south rear yard setback (taken from the subject addition) will be approximately 16.8 feet where 25 feet is required and 16.8 feet exists today. The resulting building separation between the subject addition and an existing accessory detached building will be approximately 1.8 feet (taken from roof overhangs/eaves) where 6 feet is required and 1.8 feet exists today. Section of the Land Use Code to be modified: Section 9-7-1, BRC 1981.

**B. Docket No.: BOZ2024-00004**

**Address: 900 Pearl Street, Suite 200**

**Applicant: Dale Hubbard, Surround Architecture**

**Sign Spacing Variance:** As part of a proposal to install a new projecting tenant sign at 900 Pearl Street, the applicant is requesting a variance to the minimum sign spacing standards pursuant to Boulder Revised Code Section 9-9-21. The resulting distance between the subject proposed sign and the nearest existing sign will be approximately 20 feet 8 inches where 25 feet is required and no sign for this tenant exists today. Section of the Land Use Code to be modified: Section 9-9-21, BRC 1981.

**3. GENERAL DISCUSSION**

**A. Approval of Minutes:** The 3/12/24 BOZA Meeting minutes are scheduled for approval.

**B. Matters from the Board**

**C. Matters from the City Attorney**

**D. Matters from Planning and Development Services**

**4. ADJOURNMENT**

For more information call Brian Holmes at 303-441-1880 or via e-mail [holmesb@bouldercolorado.gov](mailto:holmesb@bouldercolorado.gov). Board packets are available after 4 p.m. Friday prior to the meeting, online at [www.bouldercolorado.gov](http://www.bouldercolorado.gov), or at the Planning & Development Services Center, located at 1739 Broadway, third floor.

\*\*\* SEE REVERSED SIDE FOR MEETING GUIDELINES \*\*\*



**CITY OF BOULDER  
BOARD OF ZONING ADJUSTMENT  
MEETING GUIDELINES**

**CALL TO ORDER**

The board must have a quorum (three members present) before the meeting can be called to order.

**AGENDA**

The board may rearrange the order of the agenda or delete items for good cause. The board may not add items requiring public notice.

**ACTION ITEMS**

An action item requires a motion and a vote. The general format for hearing of an action item is as follows:

**1. Presentations**

- Staff presentation.\*
- Applicant presentation.\*Any exhibits introduced into the record at this time must be provided in quantities of seven to the Board Secretary for distribution to the board and admission into the record.
- Board questioning of staff or applicant for information only.

**2. Public Hearing**

Each speaker will be allowed an oral presentation.\*

- Speakers should introduce themselves, giving name and address. If officially representing a group, homeowners' association, etc., please state that for the record as well.
- Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Refrain from reading long documents, and summarize comments wherever possible. Long documents may be submitted and will become a part of the official record. When possible, these documents should be submitted in advance so staff and the board can review them before the meeting.
- Speakers should address the Land Use Regulation criteria and, if possible, reference the rules that the board uses to decide a case.
- Any exhibits introduced into the record at the hearing must be provided in quantities of seven to the Board Secretary for distribution to the board and admission into the record.
- Citizens can send a letter to Planning and Development Services staff at 1739 Broadway, Boulder, CO 80302, two weeks before the board meeting, to be included in the Board packet. Correspondence received after this time will be distributed at the board meeting.

**3. Board Action**

- Board motion. Motions may take any number of forms. With regard to a specific development proposal, the motion generally is to either approve the project (with or without conditions), to deny it, or to continue the matter to a date certain (generally in order to obtain additional information).
- Board discussion. This is undertaken entirely by members of the board. The applicant, members of the public or city staff participate only if called upon by the Chairperson.
- Board action (the vote). An affirmative vote of at least three members of the board is required to pass a motion approving any action. If the vote taken results in a tie, a vote of two to two, two to one, or one to two, the applicant shall be automatically allowed a rehearing. A tie vote on any subsequent motion to approve or deny shall result in defeat of the motion and denial of the application.

**MATTERS FROM THE BOARD, CITY STAFF, AND CITY ATTORNEY**

Any board member, Planning and Development Services staff, or the City Attorney may introduce before the board matters, which are not included in the formal agenda.

\*The Chairperson, subject to the board approval, may place a reasonable time limitation on presentations.





**City of Boulder Planning and Development Services**  
 1101 Arapahoe Avenue • Boulder, CO 80306  
 Phone: 303-441-1880 • Web: boulderplandevlop.net

# BOARD OF ZONING ADJUSTMENT (BOZA) VARIANCE APPLICATION FORM

**APPLICATION DEADLINE IS THE SECOND MONDAY OF EACH MONTH.  
 MEETING DATE IS 4PM (MST) ON THE SECOND TUESDAY OF THE FOLLOWING MONTH.**

*\*Submittal of inaccurate or incomplete information and materials may result in rejection or delay of the application.\**

## GENERAL DATA

(To be completed in full by the applicant.)

- Street Address or General Location of Property: 624 Maxwell Ave Boulder CO 80304
- Legal Description: Lot A,B,C Block 3 Subdivision Canfield's Subdivision (Or attach description.)
- Lot Size: 3,426-SF
- Existing Use of Property: Residential, Single-Family
- Detailed Description of Proposal (Specific Variance[s] Requested Including All Pertinent Numerical Values (e.g.: Existing, Required and Proposed Setbacks for the Subject Setback Variance):

In order to add a partial rear 2nd story to a 1909 house contributing to the Mapleton Hill Historic District, we are requesting the following:

Eastern Side Yard Setback: Requesting a 2.5' setback where 2.0' is the existing and 5.0' is required.

Southern Rear Yard Setback: Requesting matching the existing 16.8' setback where 25' is required to insulate and condition the existing mudroom and rebuild the eave to increase headroom. The 2nd story addition rear wall is proposed to match the existing at 23.7' setback where 25' is required.

Building Separation: Requesting matching the existing carriage house and mudroom room separation. The eaves are 1.8' apart and walls are 4.9', where 6' is required.

|   |   |
|---|---|
| *Total gross floor area existing: <u>1,317</u>        | *Total gross floor area proposed: <u>2,005</u>        |
| *Total gross building coverage existing: <u>1,369</u> | *Total gross building coverage proposed: <u>1,369</u> |
| *Building height existing: <u>±22.1</u>               | *Building height proposed: <u>±22.1 (no change)</u>   |

\*See definitions in Section 9-16-1, B.R.C. 1981.

- ◆ **Name of Owner:** Ivan Barkhorn
- Address: 1542 High St Telephone: 303 589 2386
- City: Boulder State: CO Zip Code: 80304 Email: ivanbarkhorn@comcast.net
- ◆ **Name of Contact (if other than owner):** Ely Merheb
- Address: PO Box 3633 Telephone: 720 772 6892
- City: Boulder State: CO Zip Code: 80307 Email: ely.merheb@verso-arch.com



**APPLICATION TYPES (Check All That Apply For This Application)**

- ☒ Setback (BRC 9-7-1)
- ☐ Porch Setback & Size (BRC 9-7-4)
- ☒ Building Separation (BRC 9-7-1)
- ☐ Bulk Plane (BRC 9-7-9)
- ☐ Side Yard Wall Articulation (BRC 9-7-10)
- ☐ Building Coverage (BRC 9-7-11 or BRC 9-10)
- ☐ Floor Area Ratio (BRC 9-8-2)
- ☐ Parking in Front Yard Landscape Setback (BRC 9-7-1 & 9-9-6)
- ☐ Size and Parking Setback Requirements for Accessory Units (BRC 9-6-4)
- ☐ Cumulative Accessory Building Coverage (BRC 9-7-8)
- ☐ Mobile Home Spacing Variance (BRC 9-7-13)
- ☐ Use of Mobile Homes for Non-Residential Purposes (BRC 10-12-6)
- ☐ Solar Exception (BRC 9-9-17)
- ☐ Sign Variance (BRC 9-9-21)
- ☐ Fence and Wall Variance (BRC 9-9-15)



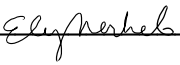
## **APPLICATION REQUIREMENTS**

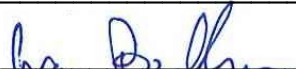
All variance applications are electronic submittal and review. Visit the Planning & Development Services Online Center for additional information & guidance on the application process and how to apply. As a minimum, the following items **MUST** ultimately be provided for an application to be considered complete:

- ☒ A completed and signed BOZA Application Form;
- ☒ If the applicant is other than owner(s), a written consent of the owner(s) of the property for which the variance is requested;
- ☒ A detailed written statement thoroughly describing the variance request(s) and addressing all pertinent review criteria for approval – see *BOZA Info & Criteria Guide*;
- ☒ A signed and stamped Improvement Location Certificate or Site Improvement Survey and legal description by a registered surveyor;
- ☒ A site development plan including setbacks, building elevations, interior layout/floor plans and any other pertinent exhibits;
- ☒ A demolition plan clearly differentiating between existing/remaining and proposed portions of the structure(s);
- ☒ Any other information pertinent to the variance request (e.g. neighbor letters, photos, historic records/approvals, renderings, etc.);
- ☒ A completed and signed 'Sign Posting Acknowledgement Form' *Note: The applicant is responsible for posting the property in compliance with city requirements. Obtaining sign(s) will be messaged to an applicant once it has been placed on an agenda. The applicant will be responsible for posting the required sign(s) within 10 days of the hearing date. Failure to post the required sign(s) may result in the postponement of the hearing date.*
- ☒ A Board of Zoning Adjustment application fee (as prescribed in the current 'Schedule of Fees' which can be found at [bouldercolorado.gov/plan-develop](http://bouldercolorado.gov/plan-develop)).

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**NOTE: SEE SECTION 9-2-3(I), B.R.C. 1981 FOR VARIANCE EXPIRATION INFORMATION**

Applicant Signature  Date 2023.01.05

Owner (if other than Applicant) Signature  Date 2023.01.05



Date: March 12, 2024  
Project: Maxwell Bungalow #2317  
624 Maxwell Ave Boulder CO 80303  
BOZ2024-00002



## S9-7-1 BOZA Setback Variances

The Applicant is seeking a BOZA Variance to the side yard 5' minimum setback, the rear yard 25' minimum setback and the 6' minimum building separation code requirements. The Variance request aligns with the intent of Section 9-7-2(b)(6) allowing Existing Nonstandard Side Yard Setbacks for Existing Single-Family Detached Dwelling Units. The single-story 1909 bungalow is a contributing structure in the Mapleton Hill Historic District. The proposed setbacks are as follows:

**Eastern Side Yard Setback:** Requesting a 2.5' setback where 2.0' is the existing and 5.0' is required. The proposed 0.5' inset avoids creating Solar Access conflicts.

**Southern Rear Yard Setback:** Requesting matching the existing 16.8' setback where 25' is required. We are proposing to convert the existing unconditioned mudroom and mechanical room access into a conditioned space, and to rebuild the existing roof to create a balcony above while reducing the eave slope to increase the mudroom headroom. The rear 2<sup>nd</sup> story addition south wall will align with the current at 23.7' where 25' is required.

**Building Separation:** The existing carriage house ca 1929 and the existing 1909 mudroom and mechanical room access do not meet the 6.0' minimum separation required between buildings. The walls are currently 4.9' apart and the eaves are 1.8' apart. The proposed mudroom, balcony and carriage house repairs and modifications will occur within these existing dimensions.

### Additional Setback Information:

**Front Yard Setback:** No new construction proposed but the porch is at 11.1' and the building at 18.3' where 17' and 25' are required respectively.

**Western Side Yard Setback:** Requesting a 13.7' setback where 13.2' is the existing and 10.0' is required.

**Aggregate Side Yard Setback:** Requesting a 16.2' setback where 15.0' is required.

**Bulkplane:** The lot is exempt as it is under 45' wide, but the proposed complies with the allowed encroachments and stays within the existing conditions.

This 1909 bungalow is a contributing building to the Mapleton Hill Historic District complying with **Variance Criteria 9-2-3(h)(4)**. The proposed improvements and addition align with existing conditions and do not substantially increase encroachments, hardships that were not created by the applicant as the structure predates current zoning regulations. The proposed plans are per the Design Guidelines for Historic Districts that recommend additions be limited to the rear, be subordinate, and be proportional in size, scale and style. As shown in the drawings and photographs provided, the proposed only affects the rear (southern end) of the building so the Maxwell Avenue façade remains historic and undisturbed. The addition stacks above already existing square footage, avoiding an increase in the building cover or alteration to the urban fabric. Stacking also allows the preservation of the existing ca1924 carriage house, which in turn limits expansion at the ground level.

The proposed design was coordinated and approved by the Landmarks Design Review Committee (LDRC). The Landmark Alteration Certificate has been issued along with a letter of support for the requested variances from the COB Historic Preservation Planners. (Please reference HIS2024-00007). During the review process, we explored multiple rooflines, window configurations and side setback dimensions before landing on the approved design. This design was found to be the most effective in reducing the scale and massing of the addition, while creating a new roofline in harmony with the existing structure. The current setback dimensions allow enough space for the creation of two proportional dormers that are clearly separated by the middle inset. The height of the new roof was allowed to match that of the existing to achieve a greater slope at the dormers. The new balcony is also integral to the approval as the LDRC determined the addition windows should match the horizontal proportions of the gable ends. Therefore, the only way to meet code required egress is through the balcony doors.

Furthermore, the proposed meets the approval requirements per S9-2-3(h)(5):

(A) The variance will not alter the essential character of the neighborhood. The proposed complies with the Design Guidelines for Historic Districts that recommend additions be limited to the rear, be subordinate, and be proportional in terms of size, scale and style. This is why it received a Landmark Alteration Certificate. The addition stacks above already existing square footage at the rear of the building only, therefore not visible from the front of the house.



(B) The proposed will not impair the reasonable use, enjoyment, or development of adjacent properties, as it is in keeping with existing conditions and it does not substantially increase any of the existing encroachments. All three adjacent neighbors have been notified of the project scope. We have included the documentation shared and an approval letter signed by the closest neighbors at 610 Maxwell.

(C) The proposed modifications and addition are the minimum variance that would afford relief and the least modification of applicable BRC provisions. They allow expansion of the small house while staying within the existing boundaries, therefore minimizing impact to the neighbors, and complying with the Design Guidelines for Historic Districts. The COB Historic Preservation Planners have issued a letter of support for the design as they state: "construction of an addition in a by-right location would likely have an adverse effect on the historic character of the landmark property." The design minimizes impact by:

- Stacking the addition above existing square footage to avoid building cover increase and allow preservation of the historic carriage house. The ground floor cannot be expanded without demolishing the carriage house and an increased rear setback variance would be required.
- Insetting the new 2<sup>nd</sup> story side walls 6" from the existing to avoid creating solar access conflicts and to make the addition subordinate to the existing. This also allows enough space to create the two dormers separated by a middle inset, as requested by the LDRC. The side setbacks are in keeping with Section 9-7-2(b)(6) exception for existing buildings.
- Stacking the new 2<sup>nd</sup> story rear wall directly above the existing results in only a 5% encroachment that is in keeping with the historic form of the building.
- Insulating and conditioning the existing mudroom and mechanical room/crawl space access increases interior square footage without creating further encroachments or altering the historic character of the structure or neighborhood.
- Aligning the proposed balcony above the existing mudroom to maximize the existing building cover. The east and west sides are proposed to match the solid siding below for design continuity and privacy. The south end continues the solid siding up to the top of the flooring and an open wood railing stacks above. All three sides would be 36" maximum height. The balcony is integral to the LDRC approved design as it provides the code required egress and allows the use of the requested horizontally proportioned windows to match the gable ends.
- Preserving the carriage house to meet the Design Guidelines for Historic Districts, even though it does not meet current building separation requirements.

(D) The proposed does not conflict with the provisions of Section 9-9-17 Solar Access. Please reference the Solar Access Diagram showing that though there will be an insubstantial increase in the shadows, it does not affect the protected areas of either east or west neighbors. The increases are within the allowed northern 25' front setback.

Thank you for your consideration of this application. The Applicant believes all information necessary for evaluation is provided and that it demonstrates the variance requests align with the BRC and the Design Guidelines for Historic Districts. Granting the proposed variances will not cause detriment to adjacent properties, nor will it impair the intent or purpose of the City of Boulder Charter and Revised Code. Should further information be necessary, please do not hesitate to contact Verso LLC.

Sincerely,

Ely Merheb AIA + LEED

Principal \ **verso** LLC



**Photos of 624 Maxwell Ave** (Yellow outlines represent location of the proposed improvements & addition)



**North / Front Façade.** The front will be preserved as it is mostly original and will not be affected by the addition.



**East Façade.** The proposed only affects the rear of the house.



**West Façade.** The proposed only affects the rear of the house.



**East / Rear Elevation.** The rear façade is the only allowable location for additions per the Historic District Design Guidelines. The proposed is in keeping with alterations in the historic district and has been approved by the LDRC. The 2<sup>nd</sup> story addition and modifications are only visible from the rear and utilize already existing building cover. The unconditioned mudroom will be insulated, the openings modified, and the roof rebuilt to create a new balcony above.





**CITY OF BOULDER**  
**Planning & Development Services**  
**Historic Preservation**

1739 Broadway P.O. Box 791 Boulder, Colorado 80306  
Phone: (303) 441-1880 | [bouldercolorado.gov](http://bouldercolorado.gov)

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TO: Board of Zoning Adjustment  
Brian Holmes, Zoning Manager  
Robbie Wyler, Senior Zoning Plans Examiner

FROM: Marcy Gerwing, Principal Historic Preservation Planner  
Clare Brandt, Historic Preservation Planner

DATE: March 8, 2024

RE: Support for requested variance at 624 Maxwell Ave.

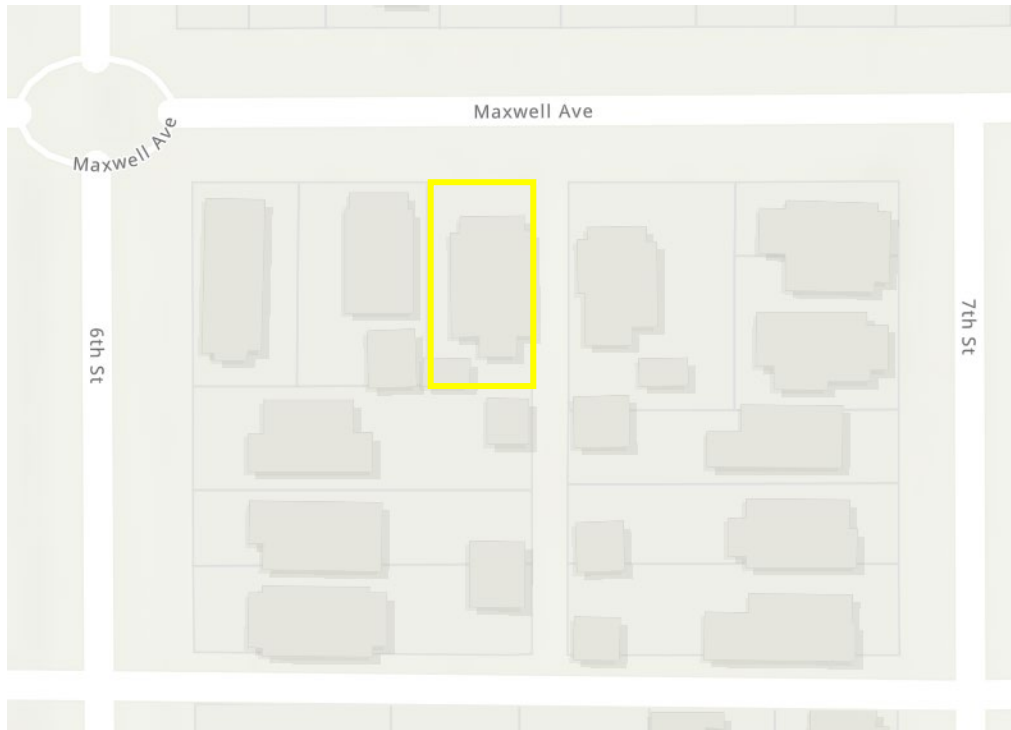
**Background**

Constructed around 1909, the one-story brick bungalow at 624 Maxwell Ave. is a contributing building to the Mapleton Hill Historic District.



*Figure 1. Façade of 624 Maxwell Ave. facing north onto Maxwell Avenue.*





*Figure 2. Location of 624 Maxwell Ave. showing Maxwell Avenue and alley on east side of property.*

On March 8<sup>th</sup>, 2024, the Landmarks Design Review Committee (LDRC review 01.24.2024 and 02.21.2024) approved a Landmark Alteration Certificate for a second story addition at the rear and construction of a balcony over the existing mudroom (ref: HIS2024-00007). In its review, the LDRC considered that the general mass, scale and form of the proposed additions were consistent with the *General Design Guidelines for Boulder's Landmarks and Historic Districts*.

#### **The Landmarks Board Support**

The Landmarks Board supports the requested variance under 9.2.3(h)(4) *Designated Historic Property*, of the Boulder Revised Code, finding that construction of an addition in a by-right location would likely have an *adverse effect* on the historic character of the landmark property.

Please feel free to contact us if you have questions or need more information.

Sincerely,

**Clare Brandt**

**Historic Preservation Planner**

O: # (303) 441-1994

[brandtc@bouldercolorado.gov](mailto:brandtc@bouldercolorado.gov)







ZONING ANALYSIS

| SETBACKS       | REQ | (E)           | (N)       |
|----------------|-----|---------------|-----------|
| FRONTYARD      | 25' | 18' 4"        | NO CHANGE |
| SIDEYARD       | 5'  | 2' + 13' 3.5" | NO CHANGE |
| SIDEYARD COMBO | 15' | 15'           | NO CHANGE |
| REAR YARD      | 25' | 16' 7"        | NO CHANGE |
| HEIGHT         | 25' | 22.1'         | NO CHANGE |

| FLOOR AREA                          | (E)/LEVEL      | (E)/BRC | (N) AREA | (N)/LEVEL BRC       |
|-------------------------------------|----------------|---------|----------|---------------------|
| LOWER                               | (BASEMENT) 229 | 0       | 0        | 0 UNCONDITIONED     |
| MAIN                                | 1161           | 1161    | 0        | 1161 MAIN + B PORCH |
| UPPER                               | (ATTIC) 1074   | 0       | 688      | 688                 |
| TOTALS                              | 2464           | 1161    | 688      | 1849-SF OK          |
| MAXIMUM FLOOR AREA 0.62:1 = 2124-SF |                |         |          |                     |

| BUILDING COVER                           | (E) BRC | (N) | (N) BRC        |
|--|---------|-----|----------------|
| GARAGE                                   | 208     | 0   | 208            |
| BUILDING                                 | 1074    | 0   | 1074           |
| F PORCH                                  | 156     | 0   | 0              |
| B PORCH (ENCLOSED)                       | 87      | 0   | 87 (N) MUDROOM |
| TOTALS                                   | 1369-SF |     | 1369-SF OK     |
| MAX COVERAGE (Lot Size x 0.41) = 1405-SF |         |     |                |



PROJECT INFO

PARCEL ID #146125415003  
LEGAL DESCRIPTION A PORTION OF LOTS A, B & C AT CANFIELDS SUBDIVISION  
YEAR BUILT 1909 HOUSE, 1924 GARAGE  
DISTRICT MAPLETON HILL HISTORIC DISTRICT  
ZONING RL-1  
LOT SIZE 3,426-SF

SCOPE OF WORK

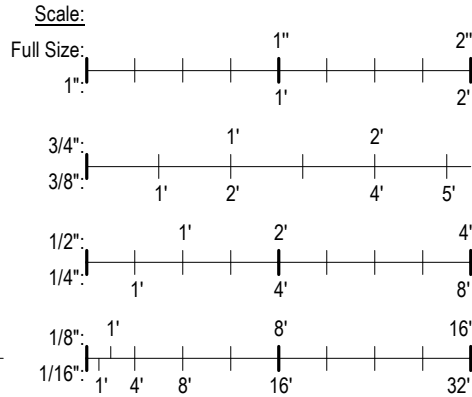
INTERIOR AND EXTERIOR REMODEL OF THE 1,074-SF ONE-STORY 1909 HOME THAT IS A CONTRIBUTING STRUCTURE TO THE MAPLETON HILL HISTORIC DISTRICT. ALL WORK IS DESIGNED TO THE MAPLETON HILL HISTORIC DISTRICT GUIDELINES. THE FRONT HALF WILL BE PRESERVED. THE REAR WILL BE MODIFIED WITH A NEW DOUBLE DORMER TO HOUSE A PARTIAL SECOND-STORY ADDITION CONTAINING TWO BEDROOMS WITH ENSUITE BATHROOMS. THE EXISTING MUDROOM & MECH/CRAWL SPACE ACCESS WILL BE INSULATED & CONDITIONED. ABOVE IT, A NEW BALCONY IS PROPOSED. THE CA 1924 GARAGE IS ALSO A CONTRIBUTING STRUCTURE TO THE MAPLETON HILL HISTORIC DISTRICT. THE SIDING, WINDOWS & DOOR WILL BE REPAIRED AND REPLACED AS NEEDED.

GENERAL NOTES

- (E)/EXISTING TO BE DEMOLISHED
  - (E)/EXISTING TO REMAIN
  - (N)/NEW PROPOSED CONSTRUCTION
- RE COB HISTORIC DESIGN GUIDELINES. ALL 1909 ELEMENTS TO BE PRESERVED, UNO.
  - (E) OS WINDOWS & TRIM TO BE PRESERVED AT STREET FRONT.



Do not scale, contact Verso in case of discrepancy. This information is the exclusive property of Verso and shall be used only for the purpose supplied with written consent.



NOT FOR BUILDING PERMIT OR CONSTRUCTION



3D REAR (N) 08A0.0



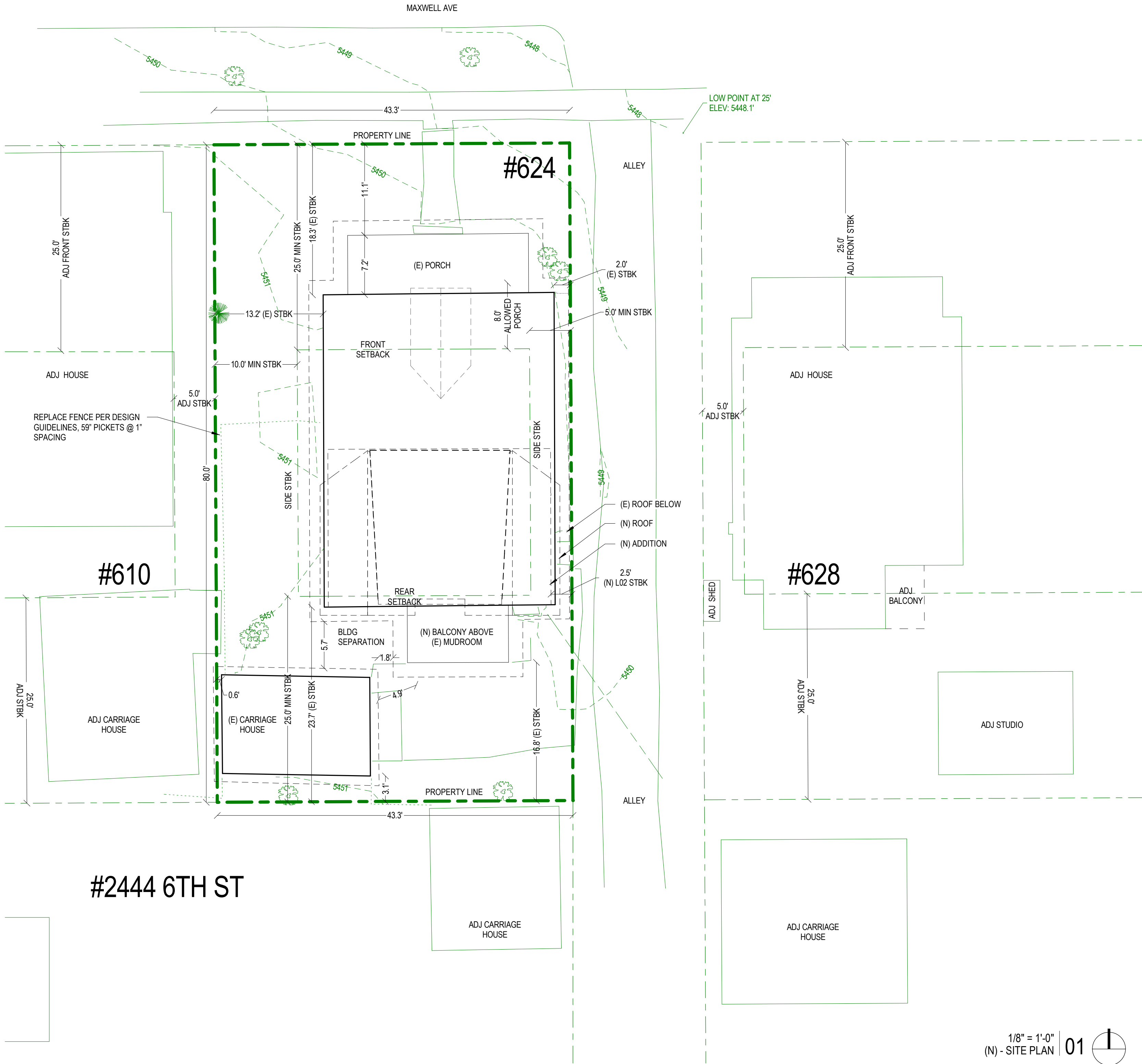
(N) REAR ELEVATION 07A0.0



3D-FRONT SE 04A0.0



3D-FRONT (N)-SW 03A0.0



1/8" = 1'-0"  
(N) - SITE PLAN 01

MAXWELL BUNGALOW  
2-DORMER SCHEME  
624 MAXWELL AVE BOULDER CO 80304

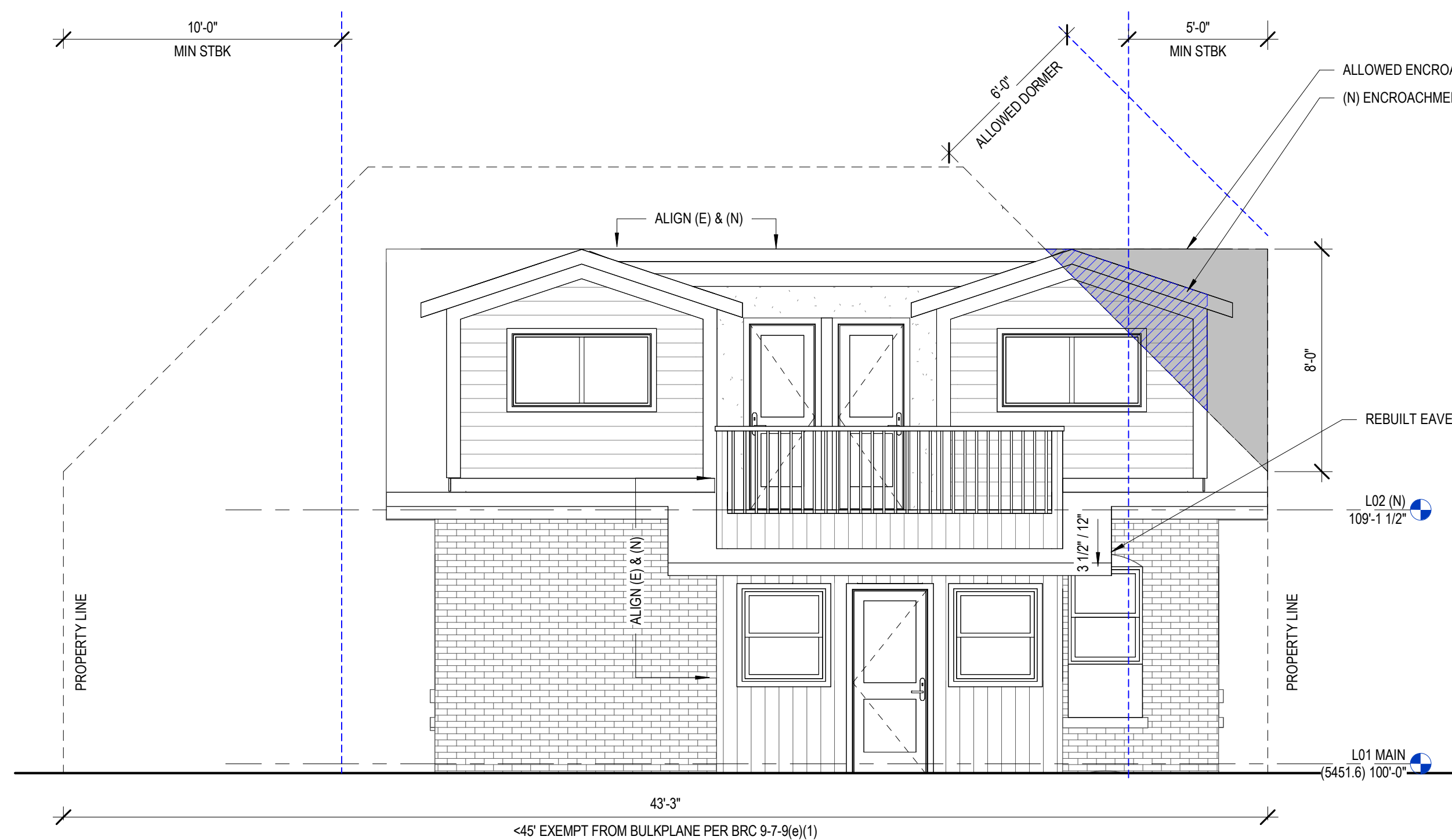
Project #: 2317  
Issue Date: 2024.03.12  
Issue: BOZA APPLICATION  
Plotted: 2024-03-12 04:23:27

| Date | Revision History | Rev |
|------|------------------|-----|
|      |                  |     |

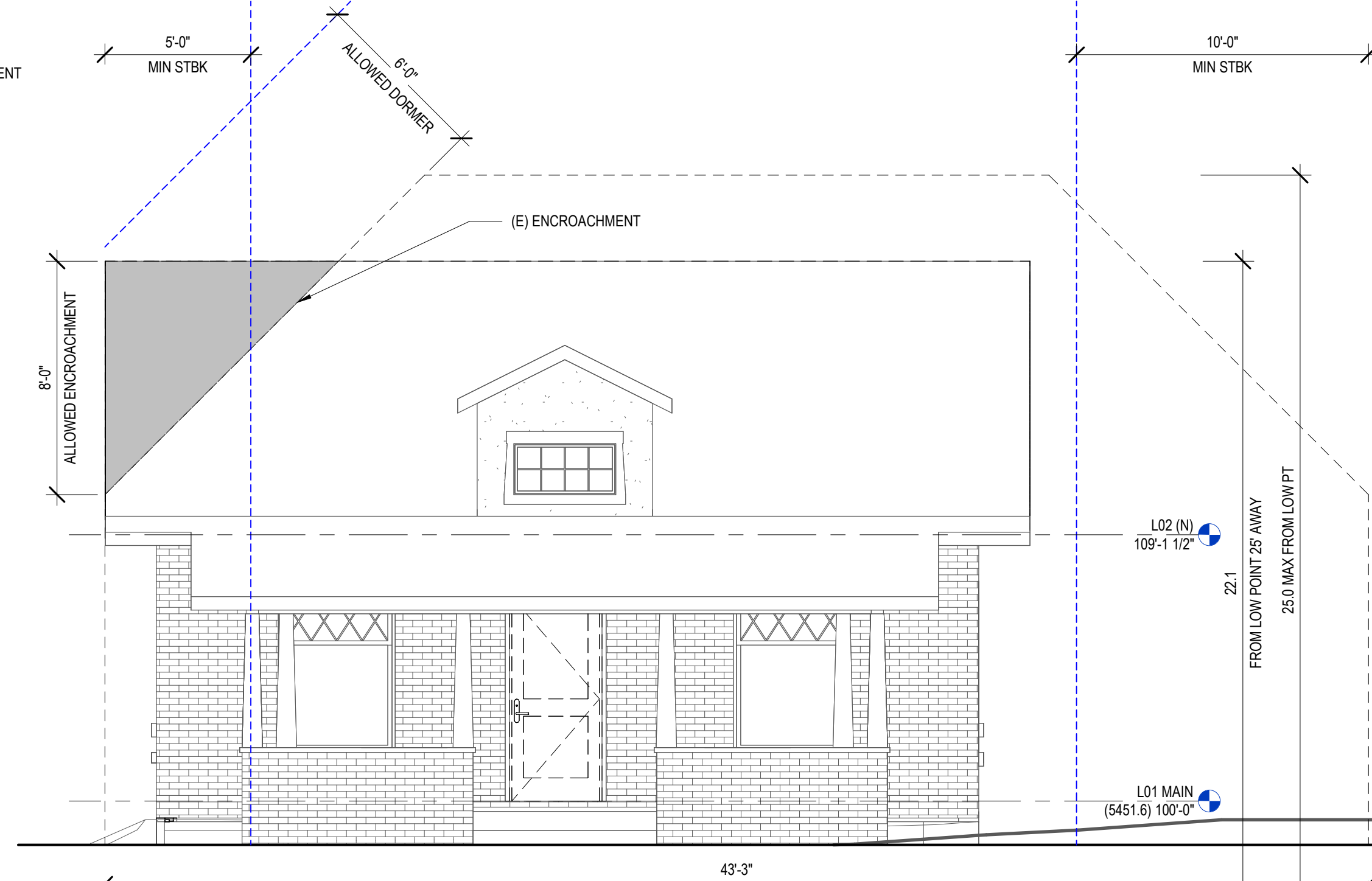
COVER, SITE PLAN & PERSPECTIVES

A0.0



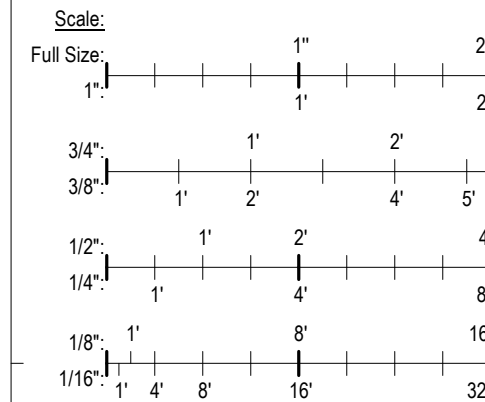


BULKPLANE - (N) REAR/SOUTH ELEVATION 1/4" = 1'-0" 12A0.1

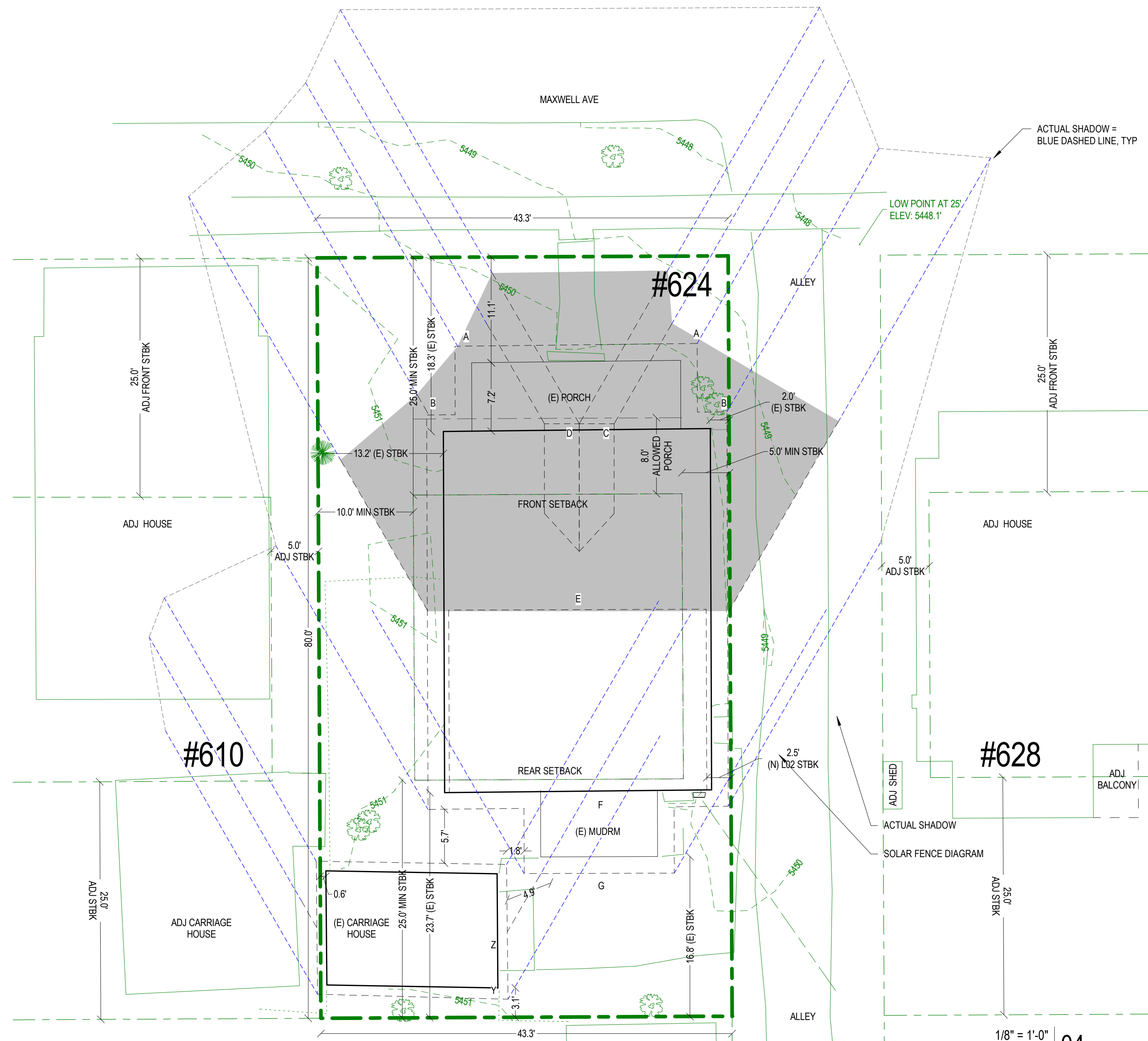


BULKPLANE - (D) FRONT/NORTH ELEVATION 1/4" = 1'-0" 10A0.1

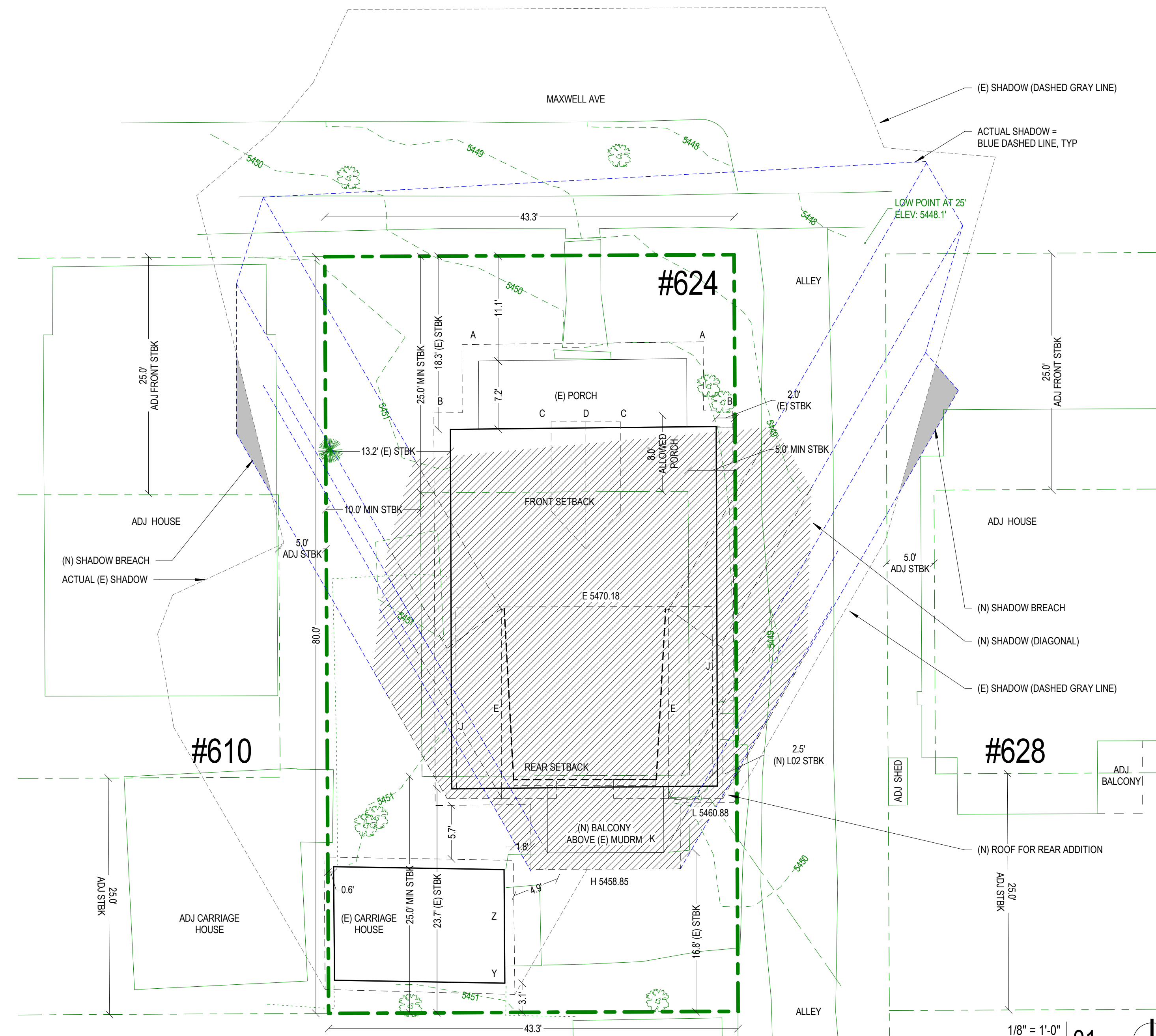
| SOLAR ANALYSIS |               |                         |       |                           |       |                  |       |   |  |  |
|----------------|---------------|-------------------------|-------|---------------------------|-------|------------------|-------|---|--|--|
| STEP 1         |               | STEP 2                  |       | STEP 3                    |       | STEP 4           |       |   |  |  |
| Roof Point     | Roof Elev (y) | Elev of grade at PL (x) |       | Relative Elev of Roof (h) |       | Length of Shadow |       |   |  |  |
|                |               | 10A                     | 2PM   | 10AM                      | 2PM   | 10AM             | 2PM   |   |  |  |
| A              | 58.49         | 48                      | 49    | 10.49                     | 9.49  | -4.1             | -6.7  | A |  |  |
| B              | 60.85         | 48                      | 50    | 12.85                     | 10.85 | 2.3              | -3.1  | B |  |  |
| C              | 65.07         | 48.5                    | 48.5  | 16.57                     | 16.57 | 12.2             | 12.2  | C |  |  |
| D              | 66.9          | 48                      | 47.9  | 18.9                      | 19    | 18.3             | 18.6  | D |  |  |
| E              | 70.18         | 51.25                   | 49.75 | 18.93                     | 20.43 | 18.4             | 22.4  | E |  |  |
| F              | 60.88         | 51.6                    | 49.9  | 9.28                      | 10.98 | -7.3             | -2.8  | F |  |  |
| G              | 58.12         | 51.6                    | 49.9  | 6.52                      | 8.22  | -14.6            | -10.1 | G |  |  |
| H              | 58.85         | 51                      | 50    | 7.85                      | 8.85  | -11              | -8.4  | H |  |  |
| J              | 68.2          | 51.5                    | 49.5  | 16.7                      | 18.7  | 12.5             | 17.8  | J |  |  |
| K              | 63.69         | 51                      | 49.9  | 12.69                     | 13.79 | 1.9              | 4.8   | K |  |  |
| L              | 60.88         | 51                      | 50    | 9.88                      | 10.88 | -5.7             | -3    | L |  |  |
| Y              | 60.7          | 51                      | 49.75 | 9.7                       | 10.95 | -6.1             | -2.8  | Y |  |  |
| Z              | 64.24         | 51                      | 49.75 | 13.24                     | 14.49 | 3.3              | 6.6   | Z |  |  |



NOT FOR BUILDING PERMIT OR CONSTRUCTION



SOLAR ACCESS - (E) SITE PLAN 1/8" = 1'-0" 04A0.1



SOLAR ACCESS - (N) SITE PLAN 1/8" = 1'-0" 01A0.1

MAXWELL BUNGALOW  
2-DORMER SCHEME  
624 MAXWELL AVE BOULDER CO 80304

Project #: 2317  
Issue Date: 2024.03.12  
Issue: BOZA APPLICATION  
Plotted: 2024-03-12 04:23:29

| Date | Revision History | Rev |
|------|------------------|-----|
|      |                  |     |

ZONING DIAGRAMS -  
SOLAR ACCESS &  
BULKPLANE

A0.1



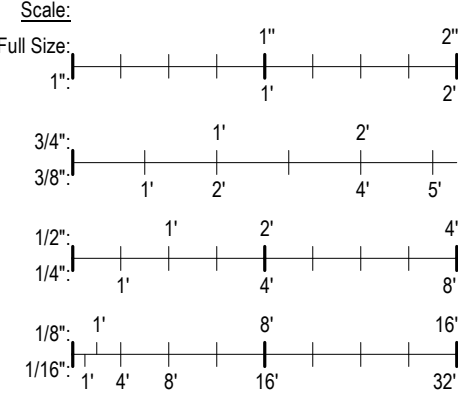
GENERAL NOTES

- (E) EXISTING TO BE DEMOLISHED
- (E) EXISTING TO REMAIN
- (N) NEW PROPOSED CONSTRUCTION

- RE COB HISTORIC DESIGN GUIDELINES. ALL 1909 ELEMENTS TO BE PRESERVED, UNO.
- (E) OG WINDOWS & TRIM TO BE PRESERVED AT STREET FRONT.



Do not scale, contact Verso in case of discrepancy. This information is the exclusive property of Verso and shall be used only for the purpose supplied with written consent.



NOT FOR BUILDING PERMIT OR CONSTRUCTION

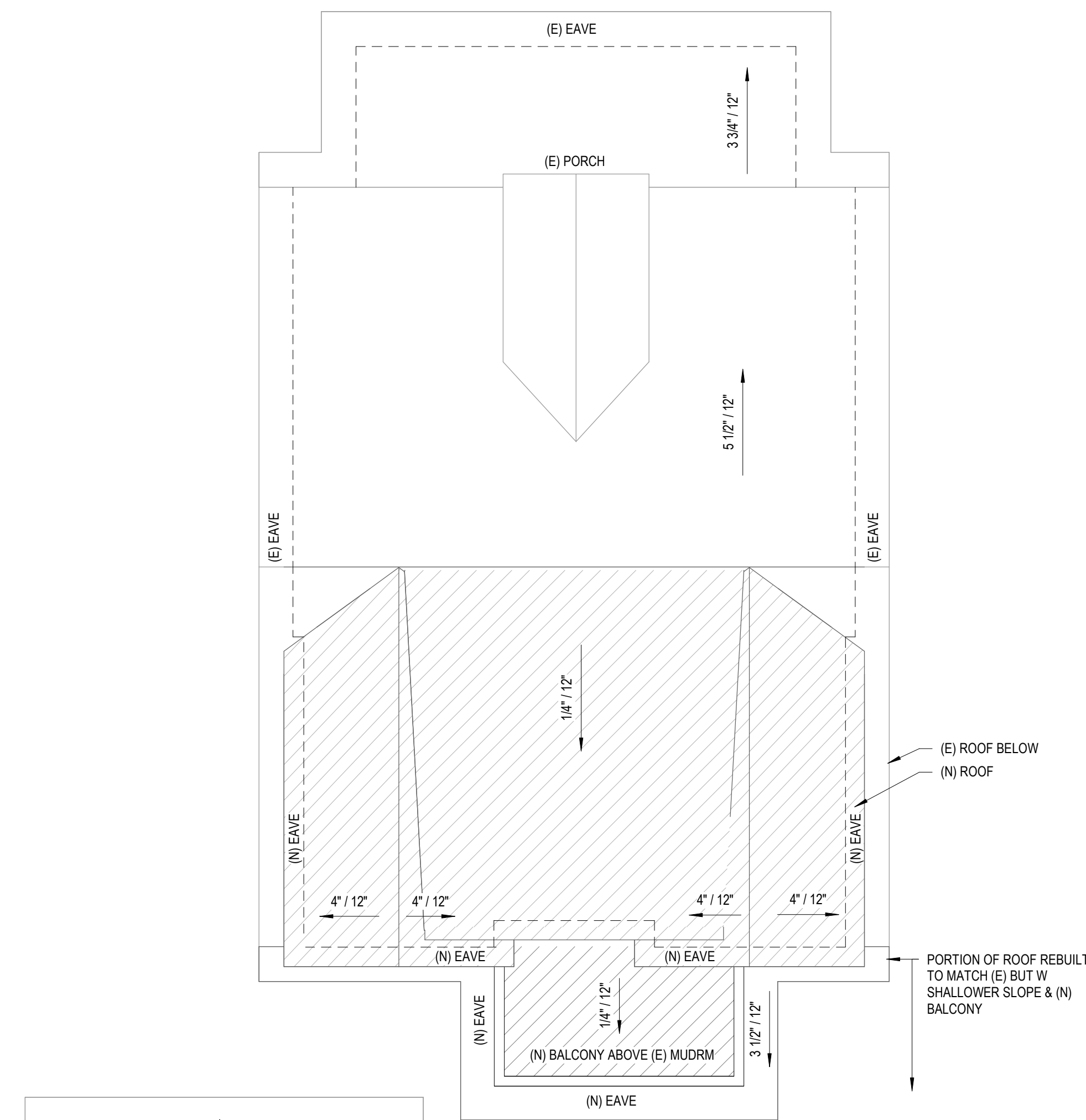
MAXWELL BUNGALOW  
2-DORMER SCHEME  
624 MAXWELL AVE BOULDER CO 80304

Project #: 2317  
Issue Date: 2024.03.12  
Issue: BOZA APPLICATION  
Plotted: 2024-03-12 04:23:30

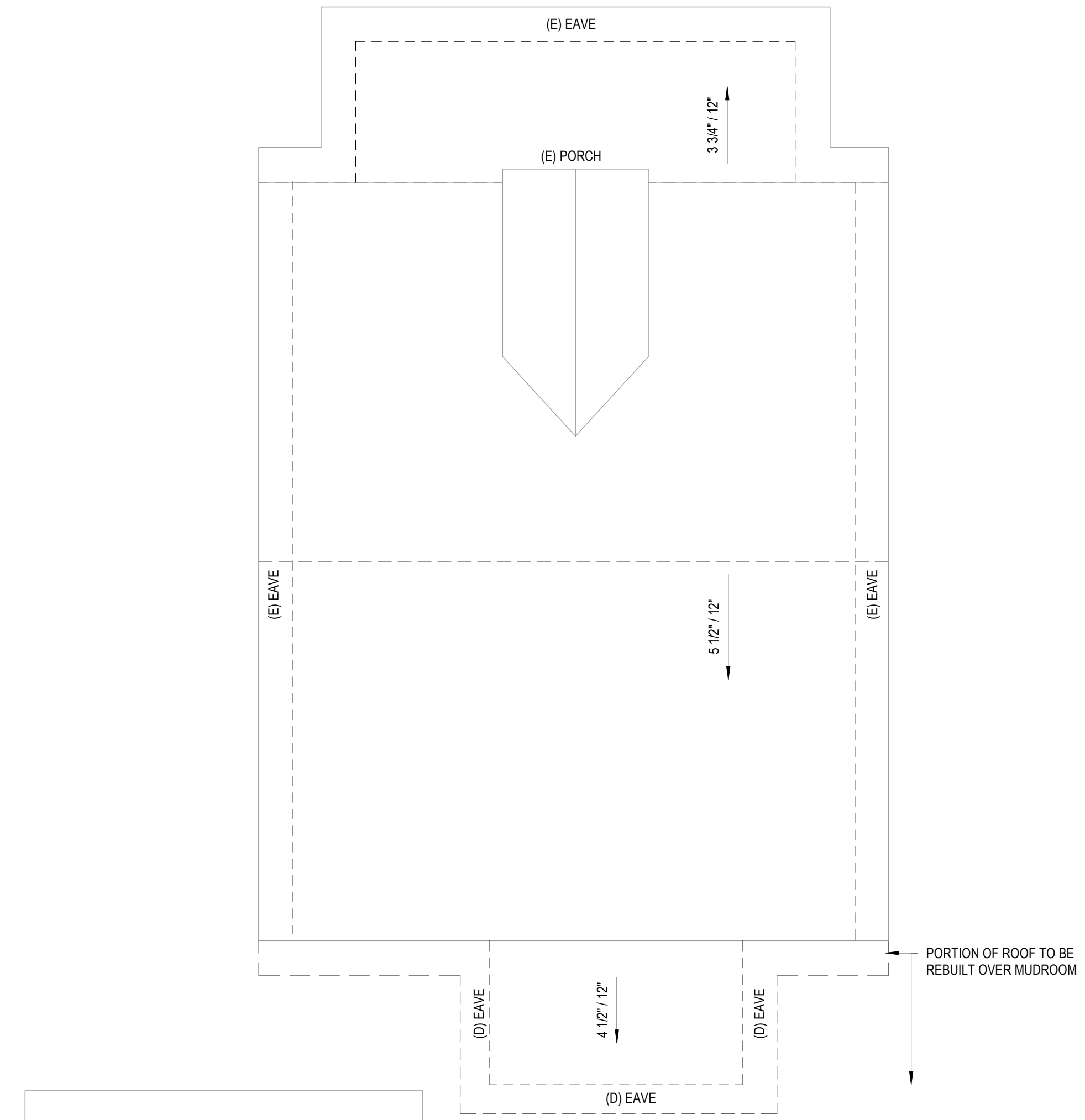
| Date | Revision History | Rev |
|------|------------------|-----|
|      |                  |     |

(D) & (N) L00, L01 & L02 PLAN

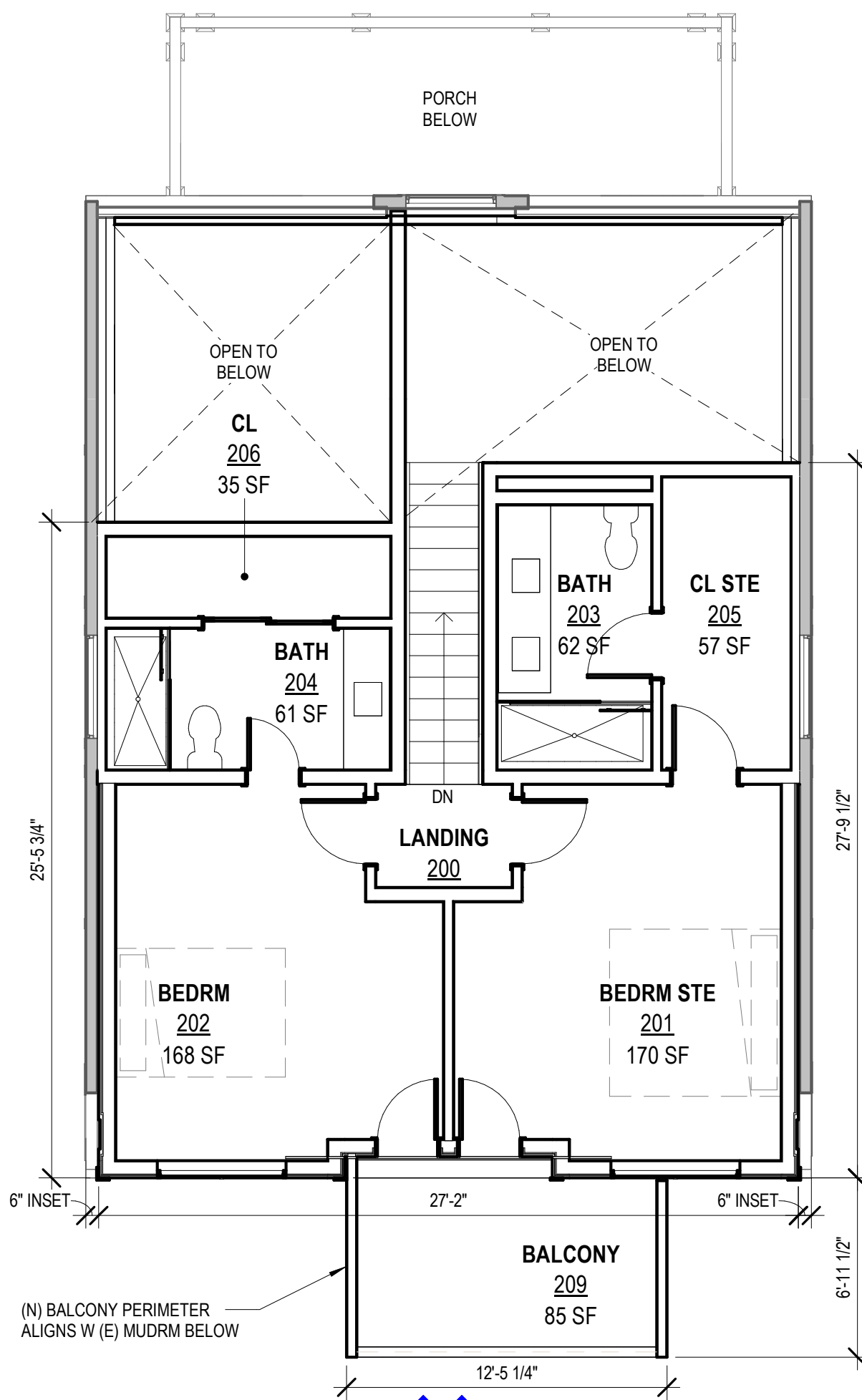
A2.0



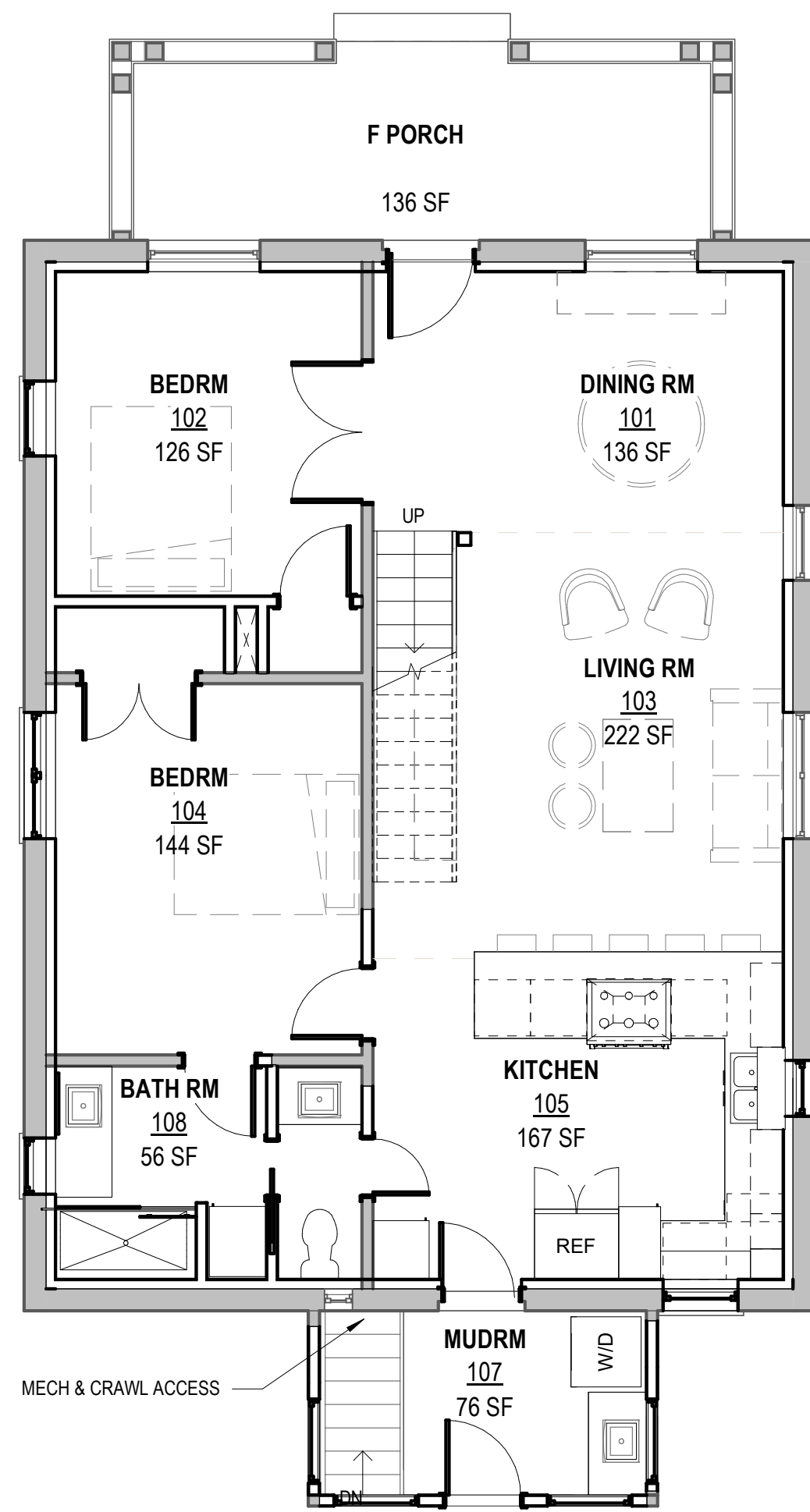
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(N) ROOF - PLAN | 12A2.0



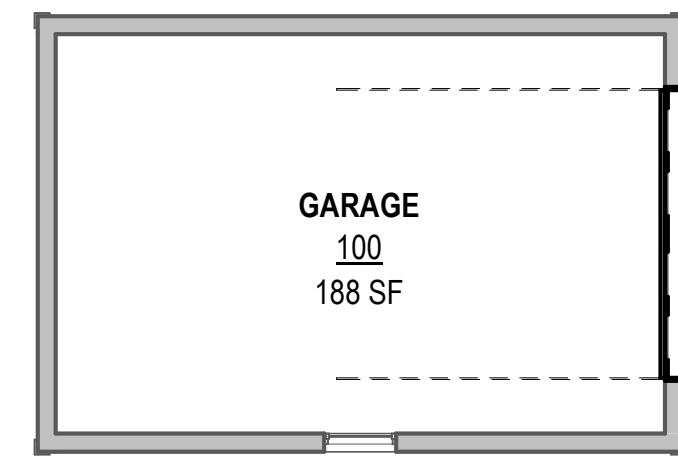
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(D) ROOF PLAN Copy 1 | 04A2.0



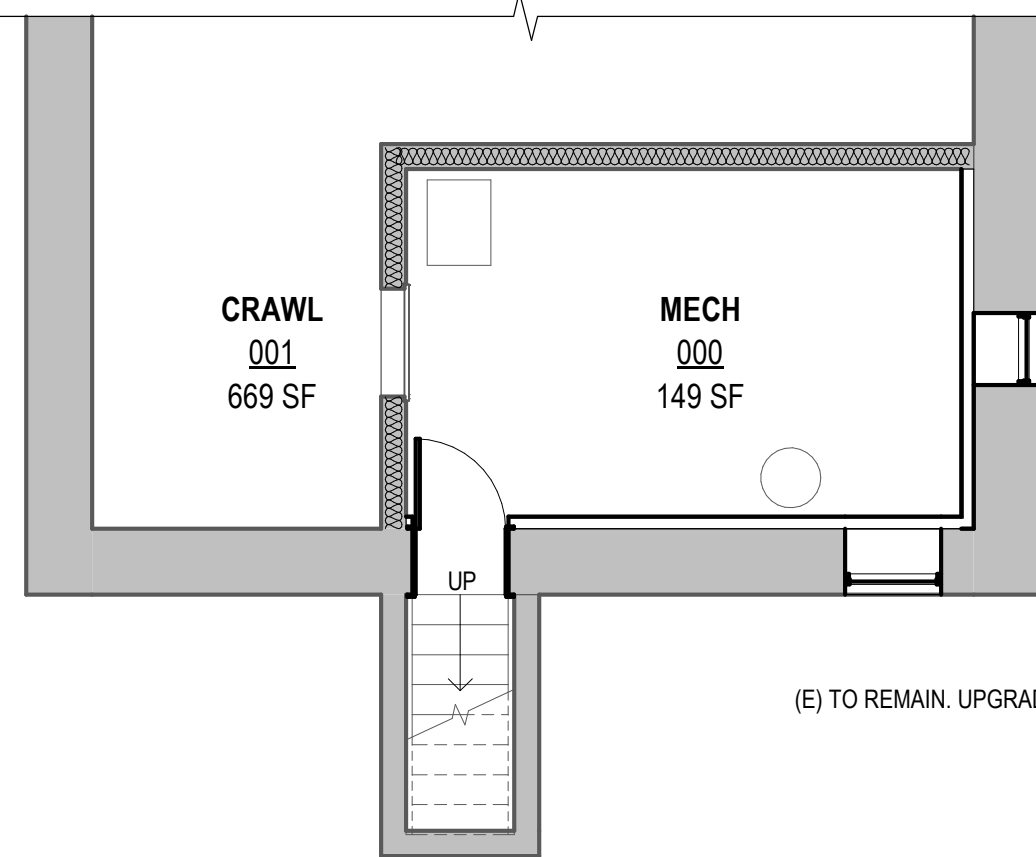
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(N) L02 - PLAN | 11A2.0



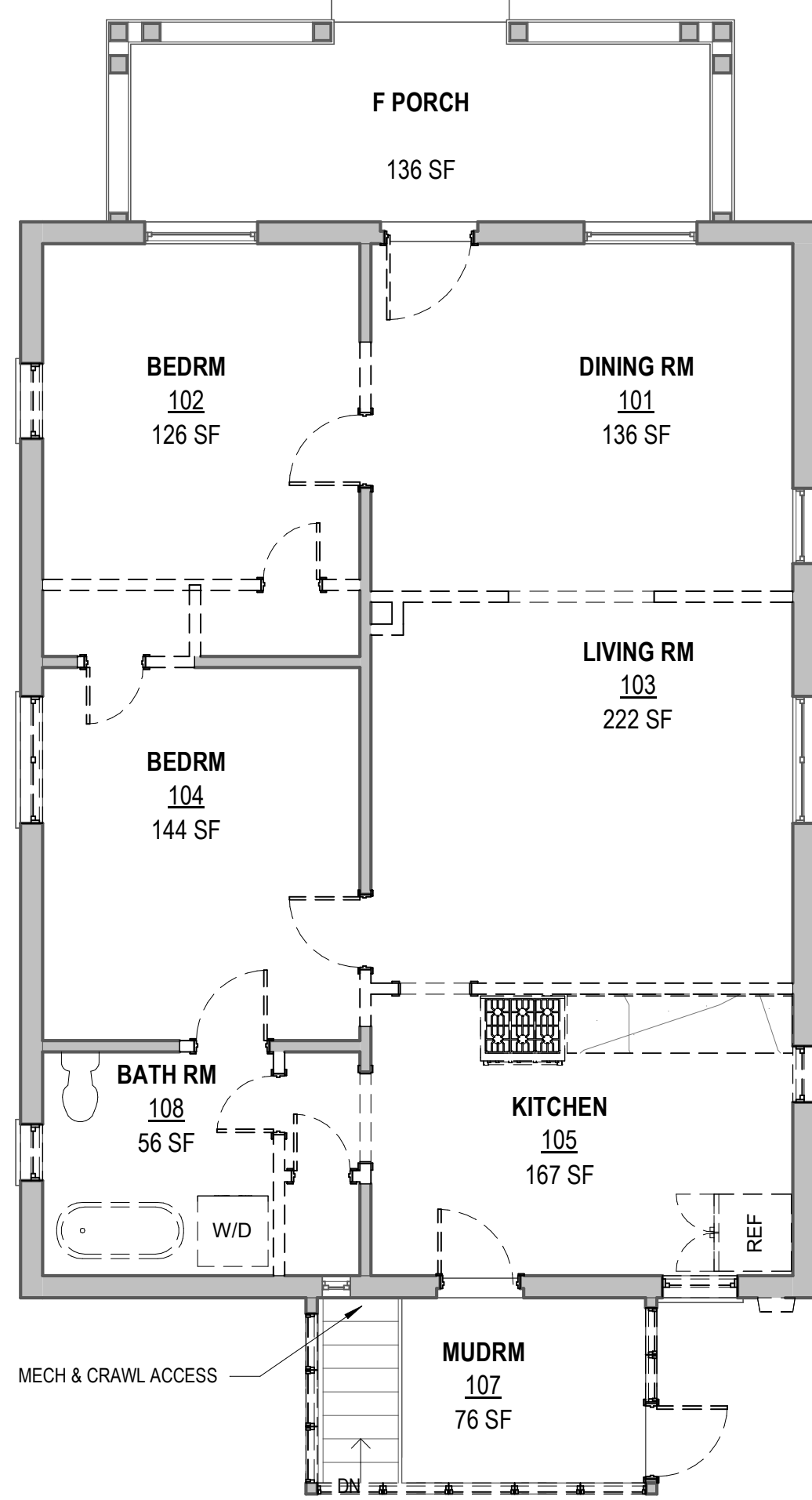
3/16" = 1'-0"  
(N) L01 - PLAN | 03A2.0



3/16" = 1'-0"  
(N) L01 GARAGE - PLAN | 13A2.0



3/16" = 1'-0"  
(N) L00 - PLAN | 09A2.0



3/16" = 1'-0"  
(D) L01 - PLAN | 01A2.0





CARRIAGE HOUSE PHOTO CIRCA 1990  
© CARNEGIE LIBRARY, BOULDER

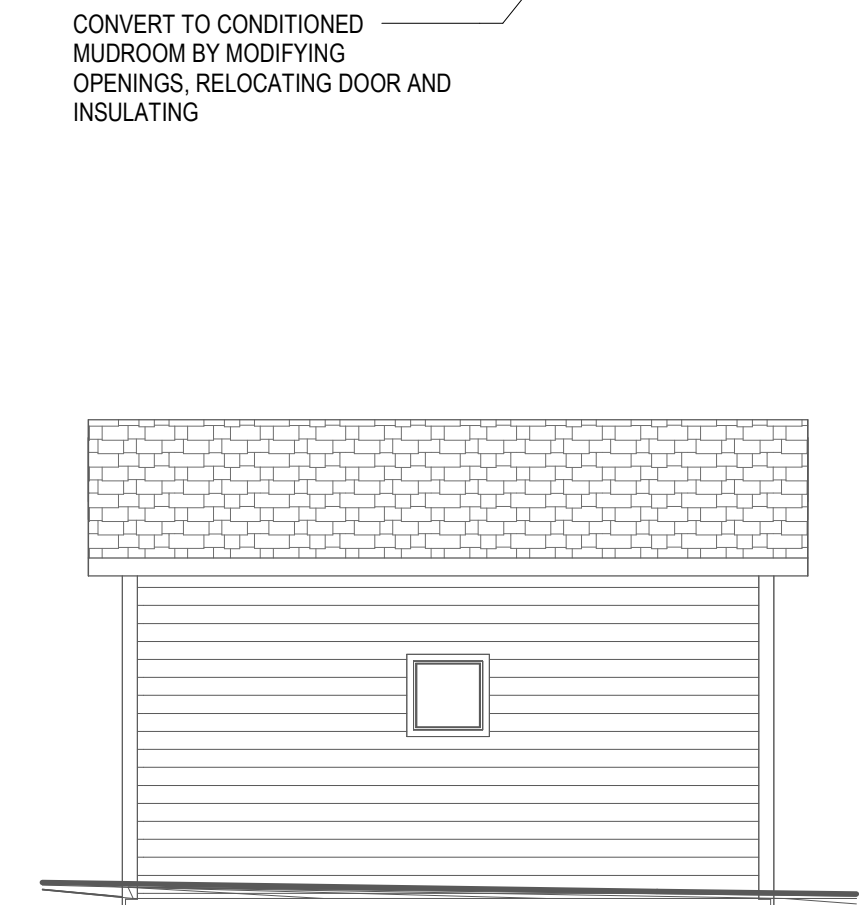
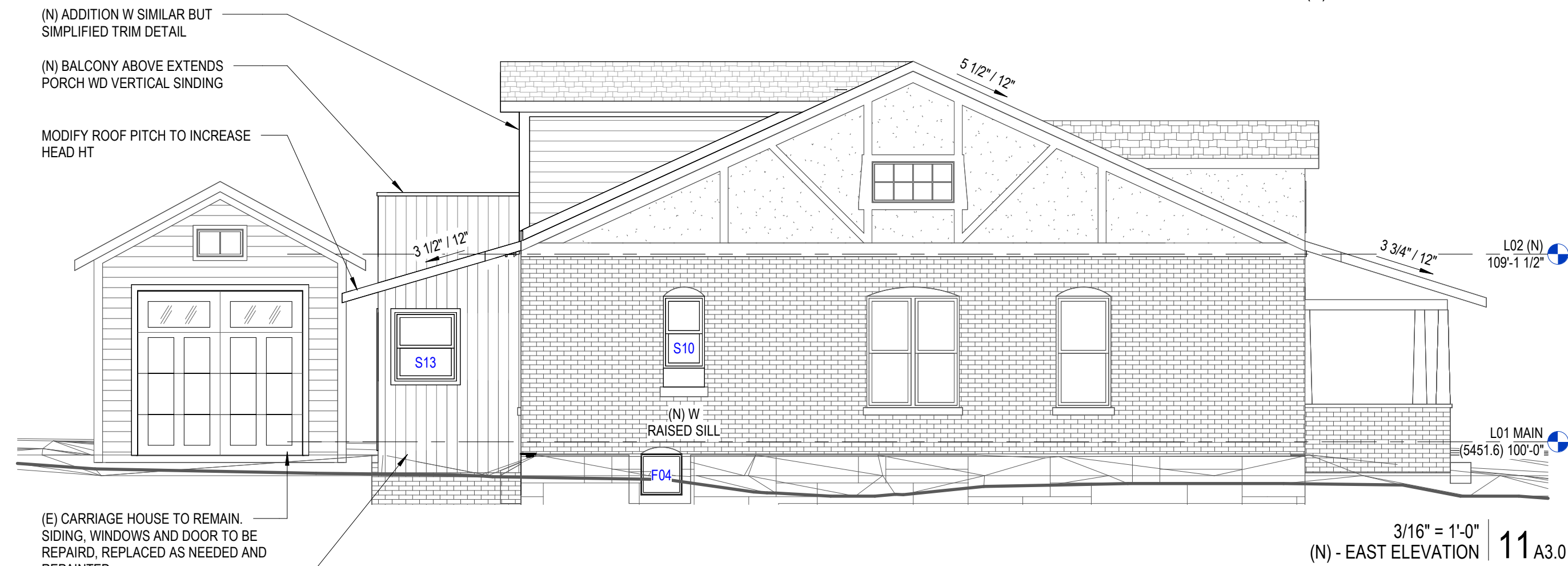
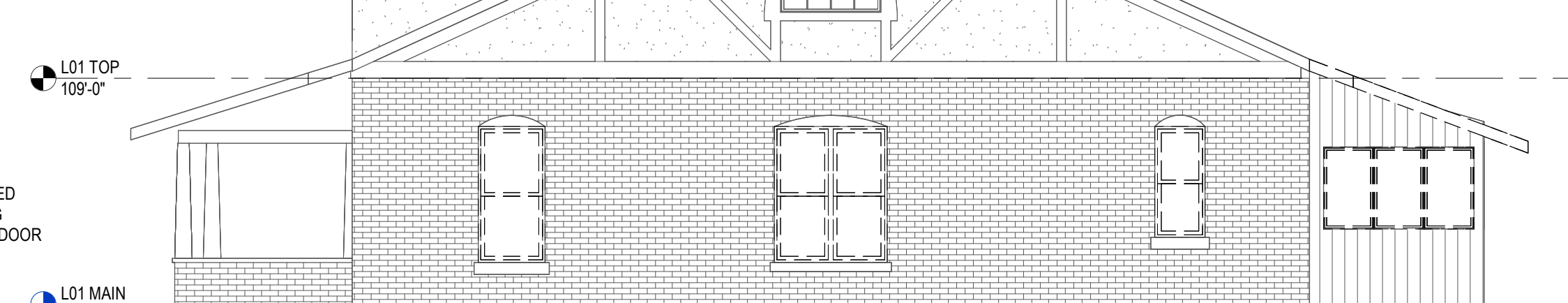
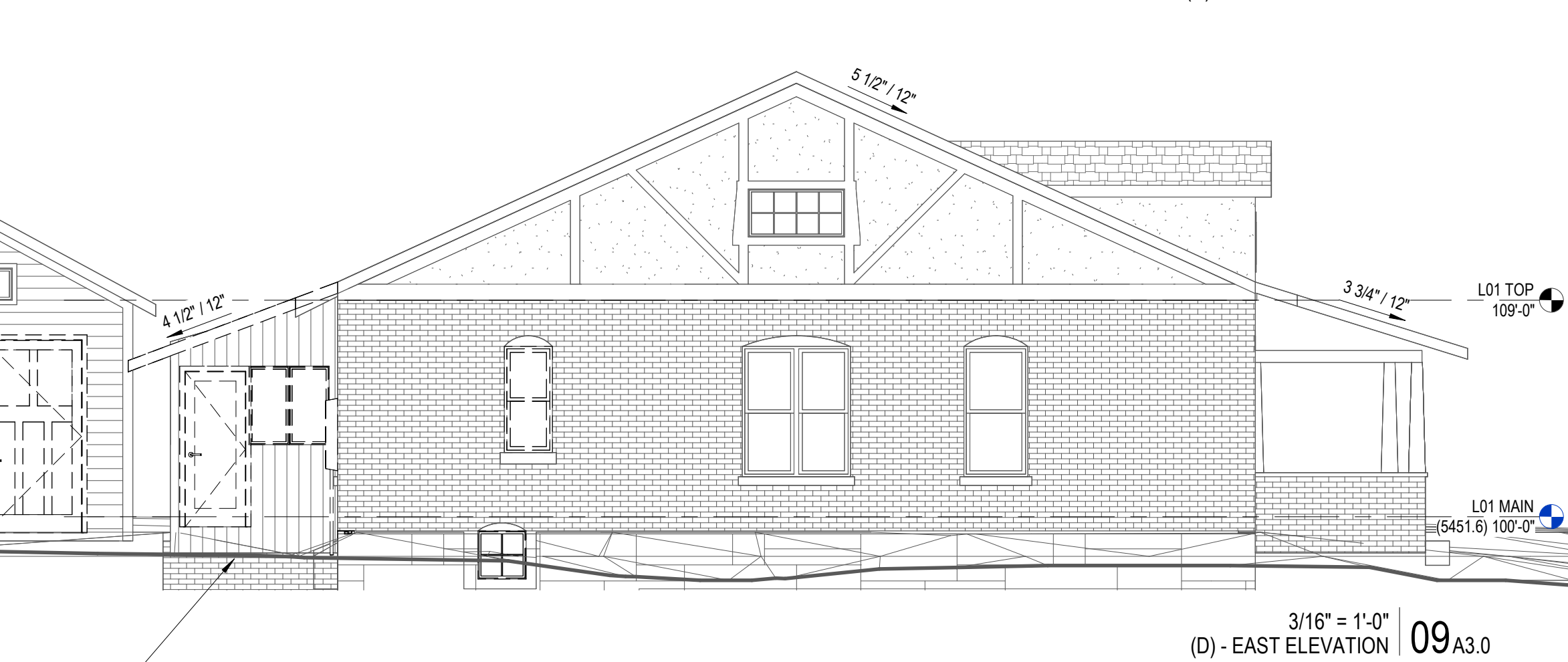
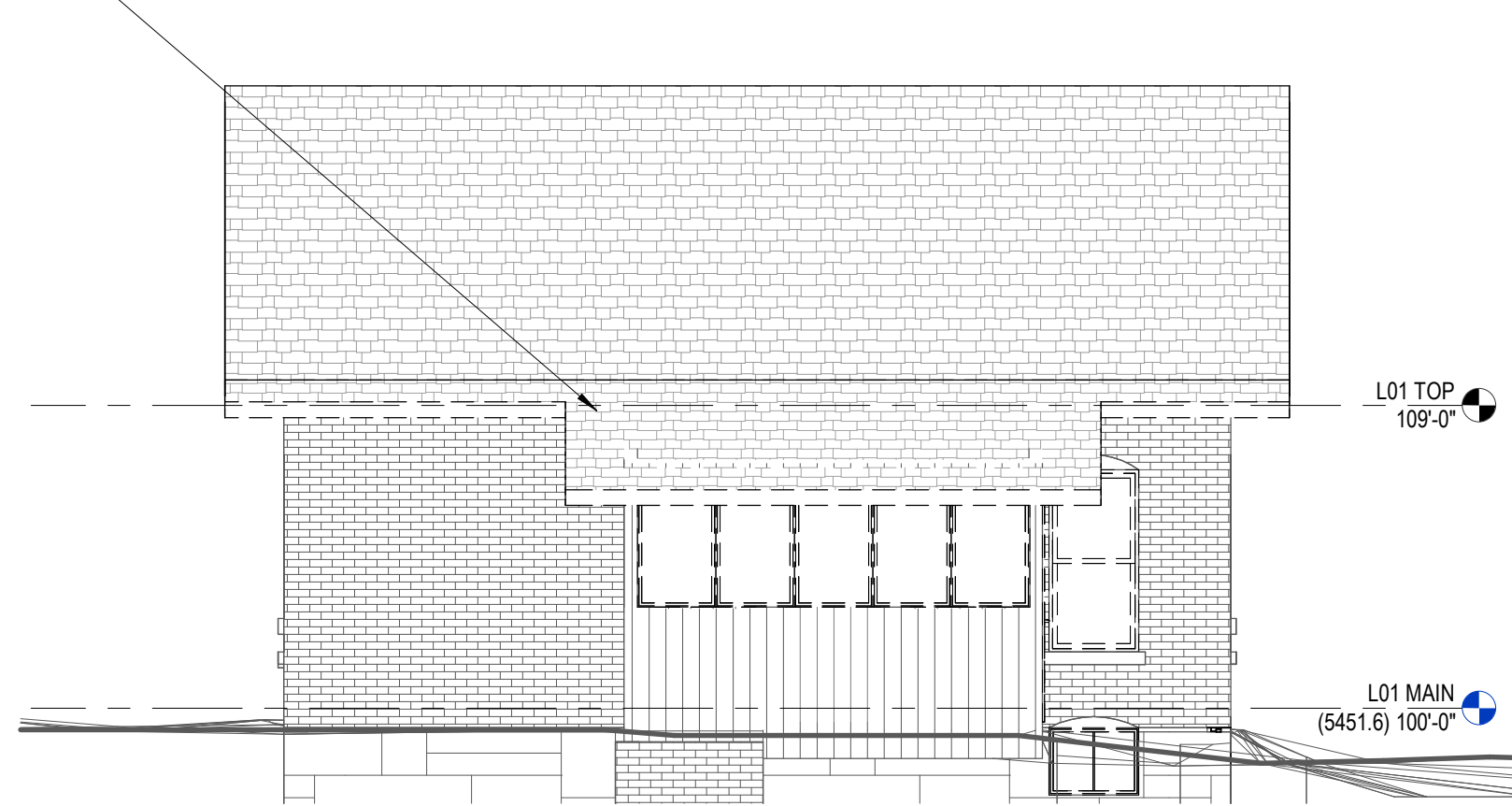


PHOTO CIRCA 1929  
© CARNEGIE LIBRARY FOR LOCAL HISTORY, BOULDER



## GENERAL NOTES

- (E) EXISTING TO BE DEMOLISHED
- (E) EXISTING TO REMAIN
- (N) NEW PROPOSED CONSTRUCTION

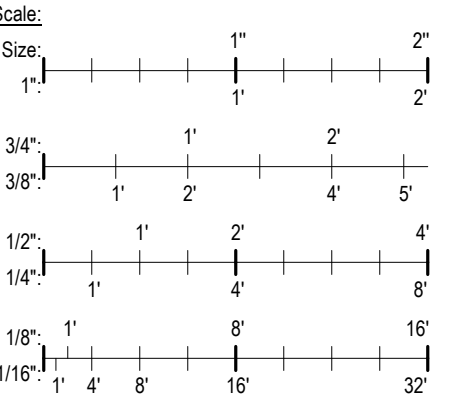
- RE COB HISTORIC DESIGN GUIDELINES. ALL 1909 ELEMENTS TO BE PRESERVED, UNO.
- (E) OG WINDOWS & TRIM TO BE PRESERVED AT STREET FRONT.



PHOTO FROM 2023



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PHOTO FROM 2023



PHOTO FROM 2023



PHOTO FROM 2023

MAXWELL BUNGALOW  
2-DORMER SCHEME  
624 MAXWELL AVE BOULDER CO 80304

Project #: 2317  
Issue Date: 2024.03.12  
Issue: BOZA APPLICATION  
Plotted: 2024-03-12 04:23:31

| Date | Revision History | Rev |
|------|------------------|-----|
|      |                  |     |

(D) & (N) EXTERIOR ELEVATIONS

A3.0



**BOZ2024-00002**

I do not have much issue with the proposed side yard set backs but I ask that the balcony over the existing back porch footprint, which encroaches significantly into the rear yard set back be denied. The applicant's rational for "needing" the balcony appears to be a misinterpretation of the relevant code.

"The new balcony is also integral to the approval as the LDRC determined the addition windows should match the horizontal proportions of the gable ends. Therefore, the only way to meet code required egress is through the balcony doors."

I believe this is an incorrect interpretation of the code for egress. This requirement can be met with windows that meet the minimum requirements set forth in the following link or with a much smaller "Juliette" balcony.  
<https://bouldercolorado.gov/sites/default/files/2021-03/guide-emergency-openings.pdf>

Is it appropriate that Landmarks Design review make the final determination in the matter of an encroachment into the set back?

From a safety perspective, it would likely be easier to exit a window, walk to the edge of the roof, hang over the edge and then drop. A balcony complicates egress in that there is a much higher drop from top of rail to ground and minimal roof area to facilitate a lower drop.

**I question the rationale for requiring the balcony and ask that this encroachment into the rear setback be denied and this detail be sent back to Design Review.**

In the packet for this proposal there are 3 criteria that the proposal must meet.

A) The variance will not alter the essential character of the neighborhood. The proposed complies with the Design Guidelines for Historic Districts that recommend additions be limited to the rear, be subordinate, and be proportional in terms of size, scale and style.

The approval from Landmarks Design review did not go to a public hearing and, although the owner did share his plans, we were not notified by the city that there was a design in progress that warranted any comment from the community. I do not find this proposal to be proportional in terms of size, scale and style—yet another project where the criteria to not create a "false history" overrides good design. Sigh! Please send this back to Design Review.

(B) The proposed will not impair the reasonable use, enjoyment, or development of adjacent properties, as it is in keeping with existing conditions and it does not substantially increase any of the existing encroachments.

The balcony included in this proposal does impair the use and enjoyment of my home which is immediately adjacent to 624 Maxwell, separated only by a public alley with each property having very narrow side yards. I am one of the 2 neighbors that did not sign off on the letter presented to us by Mr Barkhorn. My neighbor who did sign, described as the "closest" neighbor, is a bit closer but their's is a 1 story house and 624 Maxwell has a side yard big enough for fencing and screening with vegetation.

Because the space between my home and 624 Maxwell is public we can neither build fences that would help screen out a second level balcony nor is there room for any vegetation that would serve to screen and provide privacy other than the 3 small, upright trees that were planted between our living room windows several years ago. I do not have the opportunity to screen the balcony from my upper level windows thus my use and enjoyment is diminished by this substantial encroachment..

This proposal substantially increases the existing encroachment with the addition of the balcony over the existing back porch. The proposed balcony aligns with my small 2 story back porch (done well before any code requirements) and will be clearly visible from my second story windows. My bedroom is on the second level and in close proximity to the new balcony. Sound carries in this neighborhood and we still often have our windows open through the night to cool our homes. My peace and quiet will be diminished.

I enjoy working in my small vegetable garden where, in spite of the alley, I have a bit of privacy that will no longer be there for me with a balcony built within the required setback overlooking the alley and my rear garden. When my neighbors to my immediate east sought approval for their pop-up, I pondered how I would feel with the new windows and their very small balcony overlooking my main garden and concluded that a set of eyes, from a distance of about 30 feet from my house, might notice that, in my old age, I had toppled over and might need rescuing. I wrote a letter in support of their project as there is a good distance between our homes and their balcony is barely visible

**I can not support this project in its entirety and ask that you deny the balcony that encroaches into the rear set back and will significantly diminish my reasonable use and enjoyment of my property..**





Existing conditions from my bedroom window

-----and from my kitchen window.



Narrow alley and even narrower setbacks between my house and 624 Maxwell. The distance between house walls is about 22 feet and there is no opportunity to develop screening of adjacent property the space between 624 Maxwell and neighbor to west.

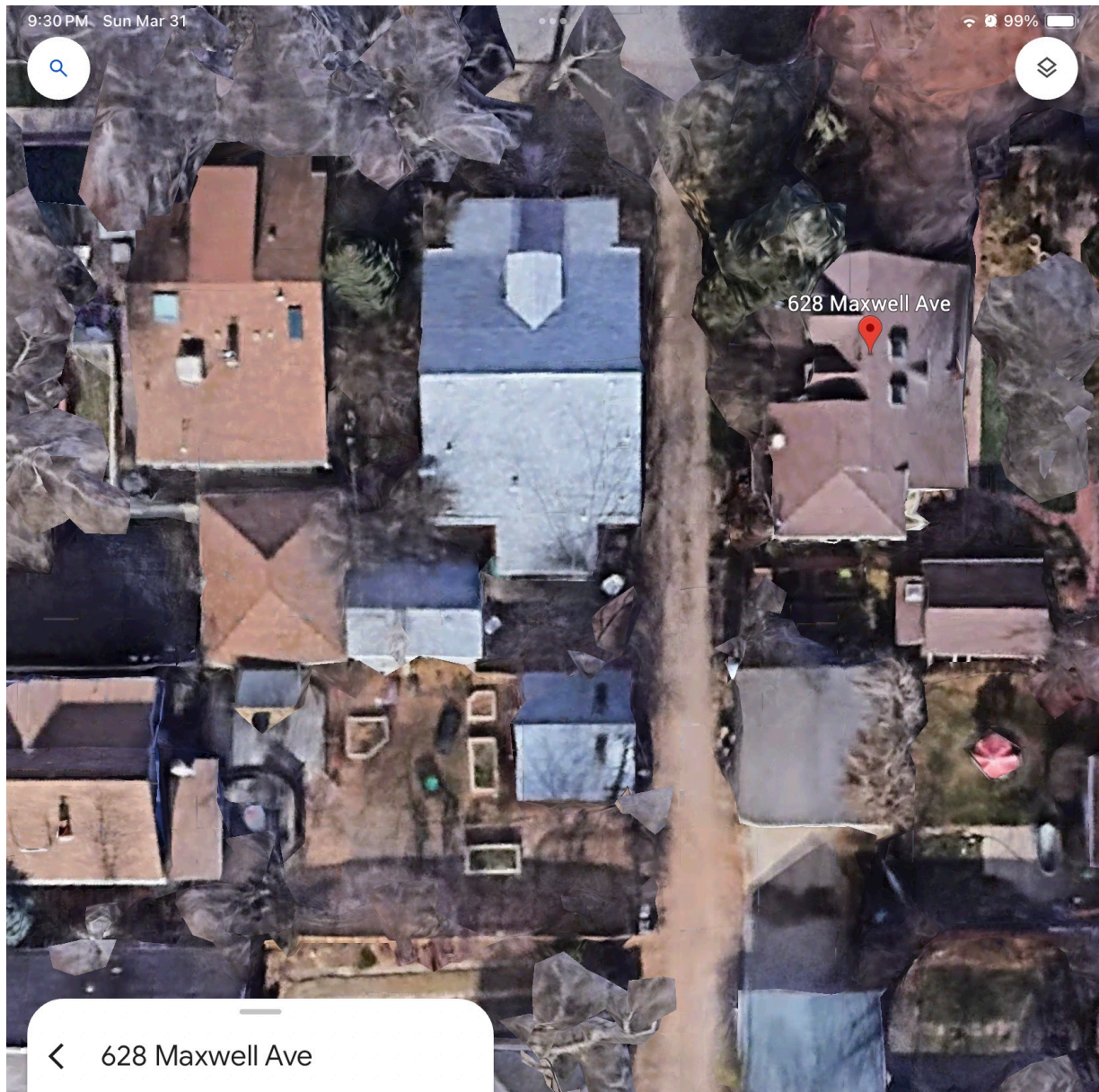
Respectfully



Catherine Schweiger  
628 Maxwell Avenue  
Boulder  
BOZA  
**BOZ2024-00002**

Catherine Schweiger  
624 Maxwell Avenue  
Boulder, Colorado

From Google showing the density of structures in this area with subject property in center/grey roof.







Date: March 10, 2024  
Project: Maxwell Bungalow #2317  
624 Maxwell Ave Boulder CO 80304

## Notification & Request for Written Approval

Dear Kathryn,

I am the architect for 624 Maxwell, working with Ivan Barkhorn. I am submitting a zoning variance application and am hoping that you would be comfortable signing a note of support for the project.

As you can see in the drawings at the end of this note, the proposed plan is to upgrade the house (and grounds) to match those around it, and to add a second story dormer to the rear of the house, along with a small balcony over the existing mudroom area. The proposed plan has been designed to meet the Mapleton Hill Historic District Guidelines in collaboration with the Landmark Design Review Committee.


As with many houses in your neighborhood, the house is on a small lot, and does not meet several current zoning standards. As a result, I am asking for three variances, all of which are consistent with the existing house's footprint:

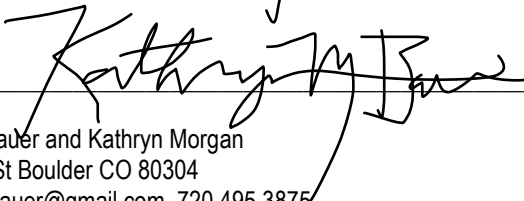
1. The existing eastern wall of the house has a 2.5' setback from the alley. Current zoning asks for 5.0'. The addition would match the existing setback and thus require a variance
2. The existing southern wall of the house has a 16.8' setback from the southern property line. Current zoning asks for 25'. The addition, including the mudroom and small deck, would match the existing setback and thus require a variance
3. The existing carriage house and enclosed porch (both built before 1930) are 4' 11" apart. Current zoning asks for 6' of separation. The mudroom and small deck that are a part of the addition would match the existing separation and thus require a variance

Of course, no part of the proposed expansion or construction activity will be located on your property – all elements of the proposal are located within the bounds of the property at 624 Maxwell Avenue and meet all other zoning provisions.

If you feel comfortable supporting the application for the variances listed above, would you mind signing below?

I, Michael and Kathryn, have been notified of and support the proposed Setback Variances described above.

Signature  Date 4/2/24

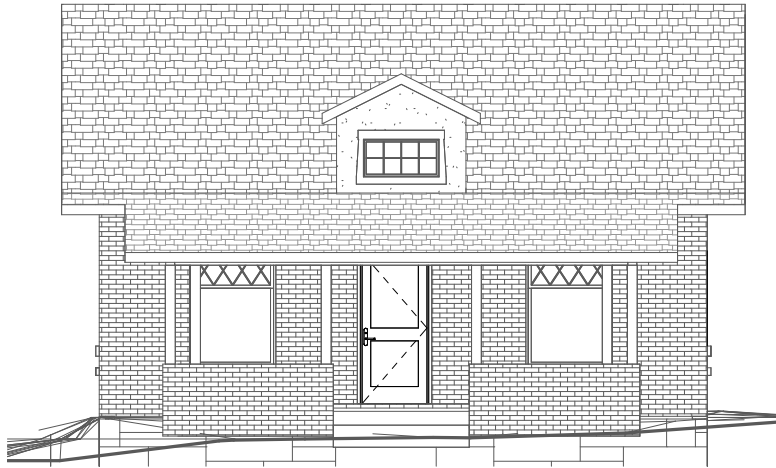
Signature  Date 4/7/24

Michael Bauer and Kathryn Morgan  
2444 6th St Boulder CO 80304  
amichaelbauer@gmail.com, 720 495 3875

Please contact us with any additional questions.  
We appreciate your review and consideration,

Ely Merheb \ AIA, LEED AP

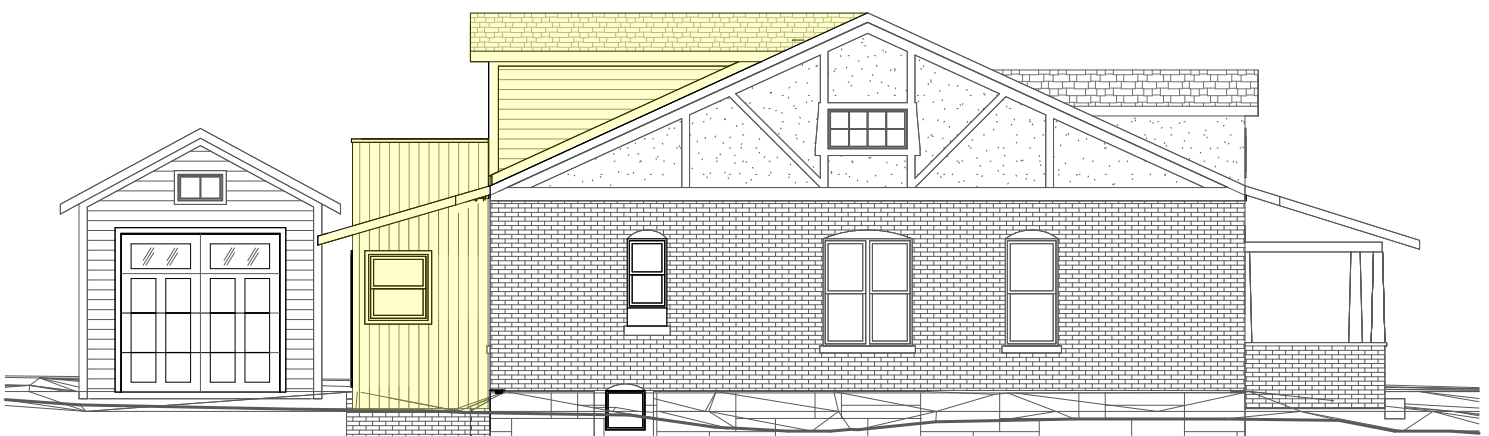




(N) - FRONT/NORTH ELEVATION

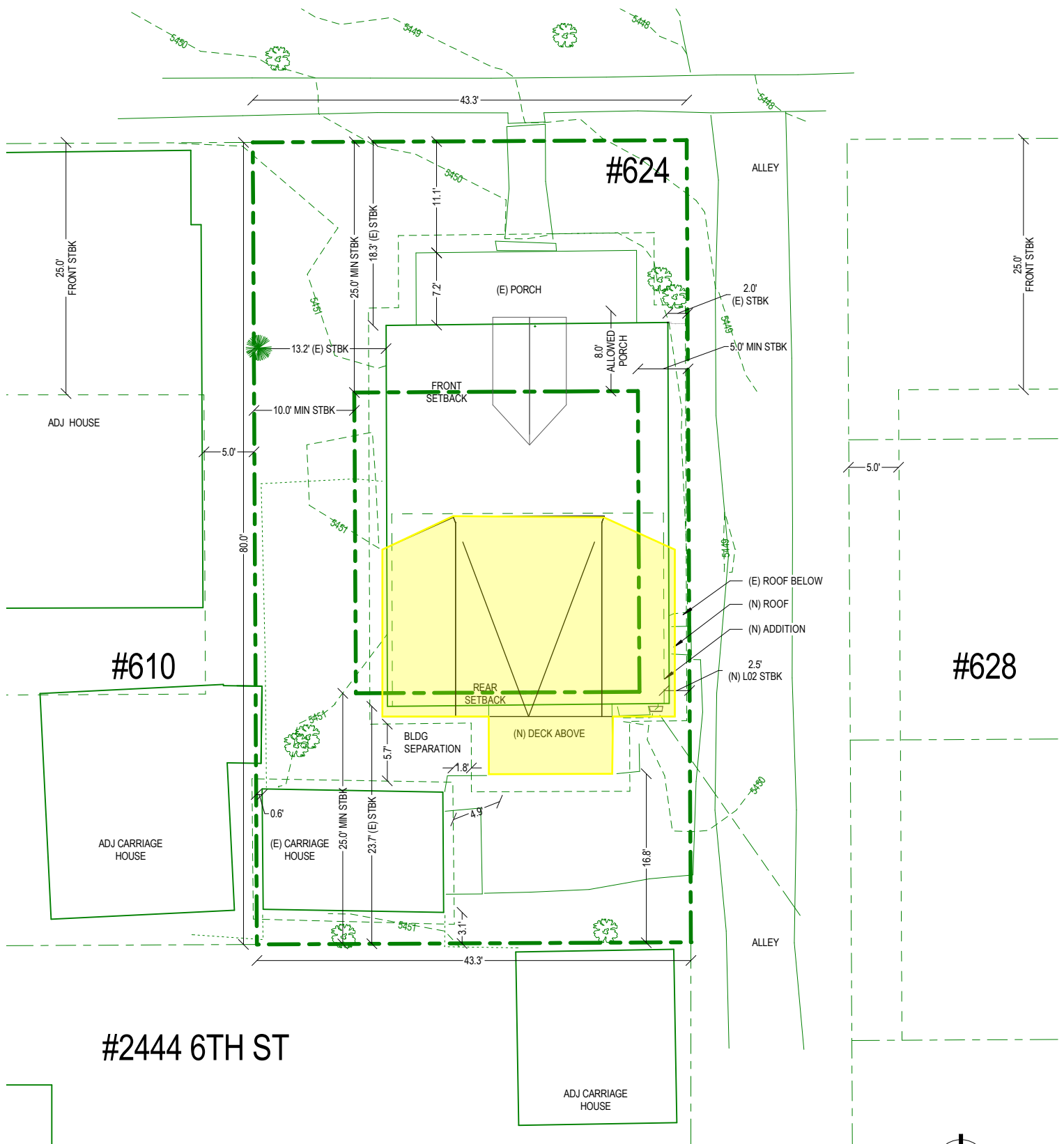


(N) - REAR/SOUTH ELEVATION



(N) - EAST ELEVATION





(N) - SITE PLAN







**City of Boulder Planning and Development Services**  
 1101 Arapahoe Avenue • Boulder, CO 80306  
 Phone: 303-441-1880 • Web: boulderplandev.net

# BOARD OF ZONING ADJUSTMENT (BOZA) VARIANCE APPLICATION FORM

**APPLICATION DEADLINE IS THE SECOND MONDAY OF EACH MONTH.  
 MEETING DATE IS 4PM (MST) ON THE SECOND TUESDAY OF THE FOLLOWING MONTH.**

*\*Submittal of inaccurate or incomplete information and materials may result in rejection or delay of the application.\**

## GENERAL DATA

(To be completed in full by the applicant.)

- Street Address or General Location of Property: 900 Pearl Street, Suite 200
- Legal Description: Lot 4, 5, 6 Block 64 Subdivision (See Survey Attached) (Or attach description.)
- Lot Size: (See Survey Attached)
- Existing Use of Property: Residential & Commercial
- Detailed Description of Proposal (Specific Variance[s] Requested Including All Pertinent Numerical Values (e.g.: Existing, Required and Proposed Setbacks for the Subject Setback Variance):  
Requesting a variance for spacing of a projecting sign.  
Please see written statement for more detail.

|   |   |
|---|---|
| *Total gross floor area existing: <u>N/A</u>        | *Total gross floor area proposed: <u>N/A</u>        |
| *Total gross building coverage existing: <u>N/A</u> | *Total gross building coverage proposed: <u>N/A</u> |
| *Building height existing: <u>N/A</u>               | *Building height proposed: <u>N/A</u>               |

\*See definitions in Section 9-16-1, B.R.C. 1981.

- ◆ **Name of Owner:** West Pearl 200 LLC
- Address: 900 Pearl Street, Suite 200 Telephone: 303-440-8089
- City: Boulder State: CO Zip Code: 80302 Email: \_\_\_\_\_
- ◆ **Name of Contact (if other than owner):** Dale Hubbard
- Address: 900 Pearl Street, Suite 200 Telephone: 720-244-8119
- City: Boulder State: CO Zip Code: 80302 Email: dale.hubbard@surroundarchitecture.com



**APPLICATION TYPES (Check All That Apply For This Application)**

- ☐ Setback (BRC 9-7-1)
- ☐ Porch Setback & Size (BRC 9-7-4)
- ☐ Building Separation (BRC 9-7-1)
- ☐ Bulk Plane (BRC 9-7-9)
- ☐ Side Yard Wall Articulation (BRC 9-7-10)
- ☐ Building Coverage (BRC 9-7-11 or BRC 9-10)
- ☐ Floor Area Ratio (BRC 9-8-2)
- ☐ Parking in Front Yard Landscape Setback (BRC 9-7-1 & 9-9-6)
- ☐ Size and Parking Setback Requirements for Accessory Units (BRC 9-6-4)
- ☐ Cumulative Accessory Building Coverage (BRC 9-7-8)
- ☐ Mobile Home Spacing Variance (BRC 9-7-13)
- ☐ Use of Mobile Homes for Non-Residential Purposes (BRC 10-12-6)
- ☐ Solar Exception (BRC 9-9-17)
- ☒ Sign Variance (BRC 9-9-21)
- ☐ Fence and Wall Variance (BRC 9-9-15)



## **APPLICATION REQUIREMENTS**

All variance applications are electronic submittal and review. Visit the Planning & Development Services Online Center for additional information & guidance on the application process and how to apply. As a minimum, the following items **MUST** ultimately be provided for an application to be considered complete:

- ☒ A completed and signed BOZA Application Form;
- ☒ If the applicant is other than owner(s), a written consent of the owner(s) of the property for which the variance is requested;
- ☒ A detailed written statement thoroughly describing the variance request(s) and addressing all pertinent review criteria for approval – see *BOZA Info & Criteria Guide*;
- ☒ A signed and stamped Improvement Location Certificate or Site Improvement Survey and legal description by a registered surveyor;
- ☒ A site development plan including setbacks, building elevations, interior layout/floor plans and any other pertinent exhibits;
- ☐ A demolition plan clearly differentiating between existing/remaining and proposed portions of the structure(s); **NOT APPLICABLE**
- ☒ Any other information pertinent to the variance request (e.g. neighbor letters, photos, historic records/approvals, renderings, etc.);
- ☒ A completed and signed 'Sign Posting Acknowledgement Form' *Note: The applicant is responsible for posting the property in compliance with city requirements. Obtaining sign(s) will be messaged to an applicant once it has been placed on an agenda. The applicant will be responsible for posting the required sign(s) within 10 days of the hearing date. Failure to post the required sign(s) may result in the postponement of the hearing date.*
- ☒ A Board of Zoning Adjustment application fee (as prescribed in the current 'Schedule of Fees' which can be found at [bouldercolorado.gov/plan-develop](http://bouldercolorado.gov/plan-develop)).

---

**NOTE: SEE SECTION 9-2-3(I), B.F.C. 1981 FOR VARIANCE EXPIRATION INFORMATION**

Applicant Signature  Date 02/02/2024

Owner (if other than Applicant) Signature \_\_\_\_\_ Date \_\_\_\_\_



Sign Code Variance Request

December 20, 2023

900 Pearl Street, Suite 200

ATTN: Board of Zoning Adjustment (BOZA)

We are writing to formally request a variance from the local building codes pertaining to the horizontal and vertical distance regulations for projecting signs. The documentation shared within our application demonstrates how the proposed location serves as an essential means to direct traffic to our office space, while also supporting the existing cadence along Pearl Street. The signage is consistent with the character of the neighborhood and respects the natural demise of the building. We have an approved revocable permit, and this is the only comment remaining on the permit application.

While we fully understand the importance of adhering to local building codes and regulations, we believe that the unique circumstances of our business location and the strategic importance of the sign cadence along Pearl Street warrants an exception to the existing regulations. We kindly request consideration of our application and we are willing to answer any questions that may assist in the evaluation process.

## Sign Code Variance Criteria

### (s) Appeals and Variances

- (4) Setbacks, spacing of freestanding and projecting signs, and sign noise limitations are the only requirements which the BOZA may vary. If an applicant requests that the BOZA grant such a variance, the board shall not grant a variance unless it finds that each of the following conditions exists:
  - (A) There are special physical circumstances or physical conditions, including, without limitation, buildings, topography, vegetation, sign structures, or other physical features on adjacent properties or within the adjacent public right of way that would substantially restrict the effectiveness of the sign in question, and such special circumstances or conditions are peculiar to the particular business or enterprise to which the applicant desires to draw attention and do not apply generally to all businesses or enterprises in the area; or
    - a. The designers of the building at 900 Pearl were careful to create a street façade that respected the scale that already existed in the adjacent historic structures. While the building extends all the way to 9<sup>th</sup> Street, there is a natural demising of the building at 900 Pearl Street created by the vertical circulation mass that separates the residential condos from the commercial business spaces to the East. The code required distance of 25 feet between projecting signs would put our sign on the residential side of the building, counter to the logic of the structure, and visually confusing to visitors of the business.
  - (B) For variances from the noise limitations of subparagraph 9-9-21(b)(3)(L), “Sound,” B.R.C. 1981, the proposed variance is temporary in duration (not to exceed 30 days) and consists of a temporary exhibition of auditory art; and

2520 Broadway  
Boulder, CO 80304

303 440 8089  
www.surroundarchitecture.com



- a. Does not apply. See response to section (A) above.
- (C) The variance would be consistent with the purposes of this chapter and would not adversely affect the neighborhood in which the business or enterprise or exhibition to which the applicant desires to draw attention is located; and
  - a. The proposed signage location maintains the existing cadence along the street front, further reinforcing the character of the neighborhood. It also helps to promote the separation between commercial and residential spaces already set forth in the larger programming of the building. The natural undulations in the brick façade as well as the projecting canopies help to create a visual separation between the proposed signage for our business and the existing signage for the business below.
  - b. At a proposed distance of 20'-8" from the existing projecting sign, we are exceeding the average distance between the (3) business adjacent to our office space, more closely adhering to the code while still supporting the existing street language and scale.
- (D) The variance is the minimum one necessary to permit the applicant reasonably to draw attention to its business, enterprise, or exhibition.
  - a. The variance requested is the minimum one necessary to reasonably draw attention to the business given the natural architectural logic of the building at the vertical circulation corridor. The location of the signage is crucial for directing clients to our office space. The proposed location also helps to support the privacy and security of individuals residing in the condos, ensuring pedestrian traffic is led to the correct area of the building.
  - b. The proposed location is the farthest possible distance from the existing projecting sign while remaining in the vicinity of the business.

Thank you for your time and consideration. We greatly appreciate the work the Board of Zoning Adjustments does to maintain the integrity of our community, and we look forward to the possibility of contributing positively to it.

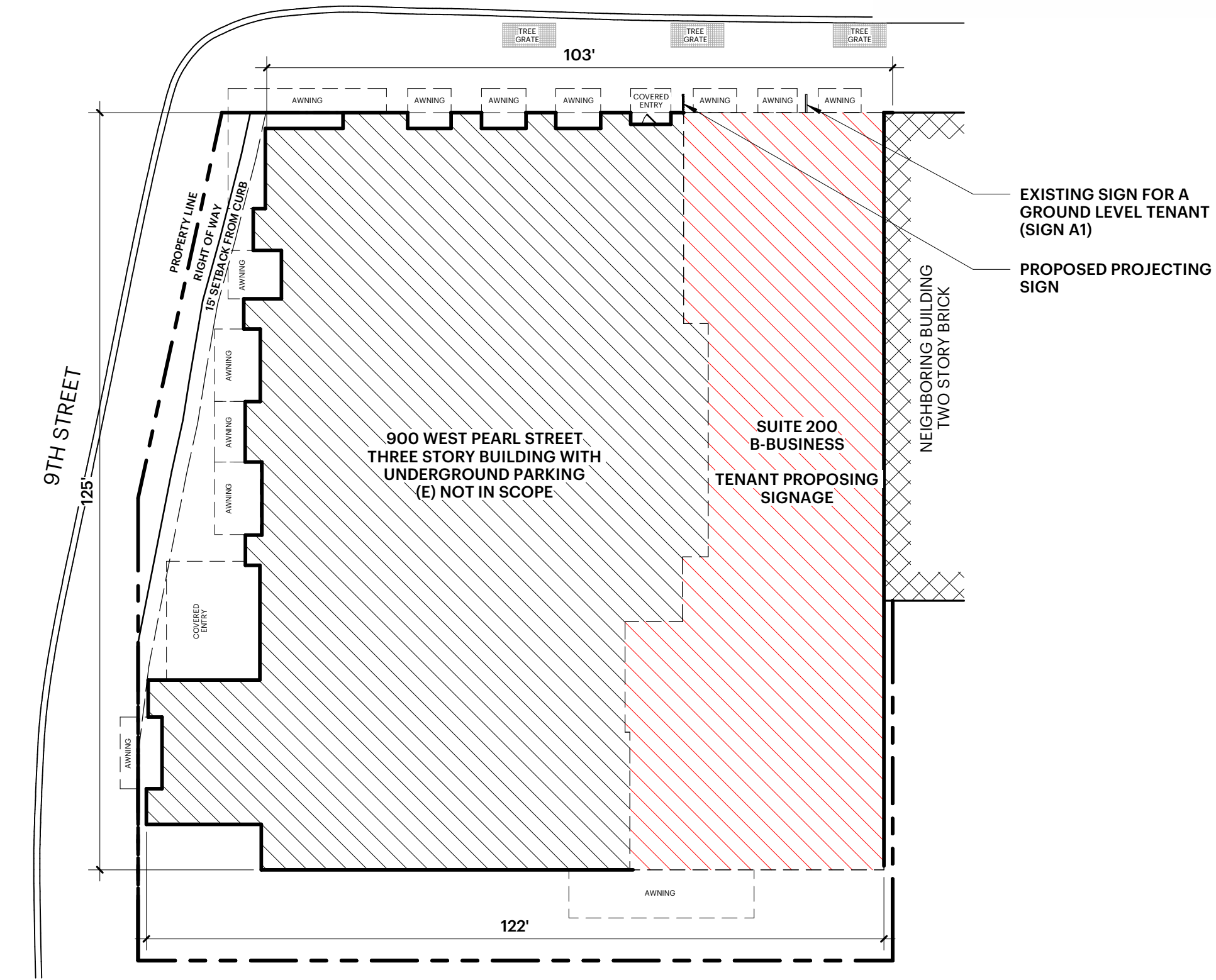
Sincerely,  
Dale Hubbard, AIA







SP.02  
1



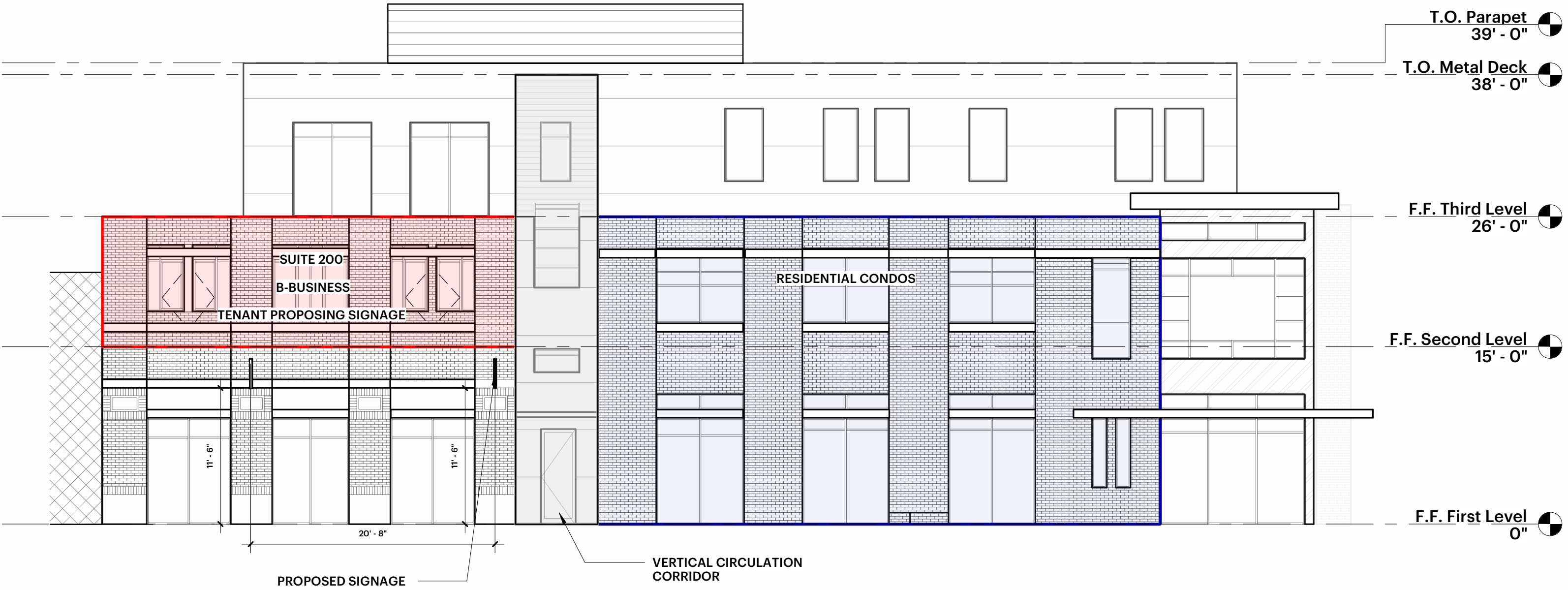
REVOCABLE PERMIT:  
REV2023-00014

SIGN PERMIT:  
SGN2023-00127

PROJECTING SIGN - SITE PLAN

1 SIGNAGE - SITE PLAN  
1" = 20'-0"

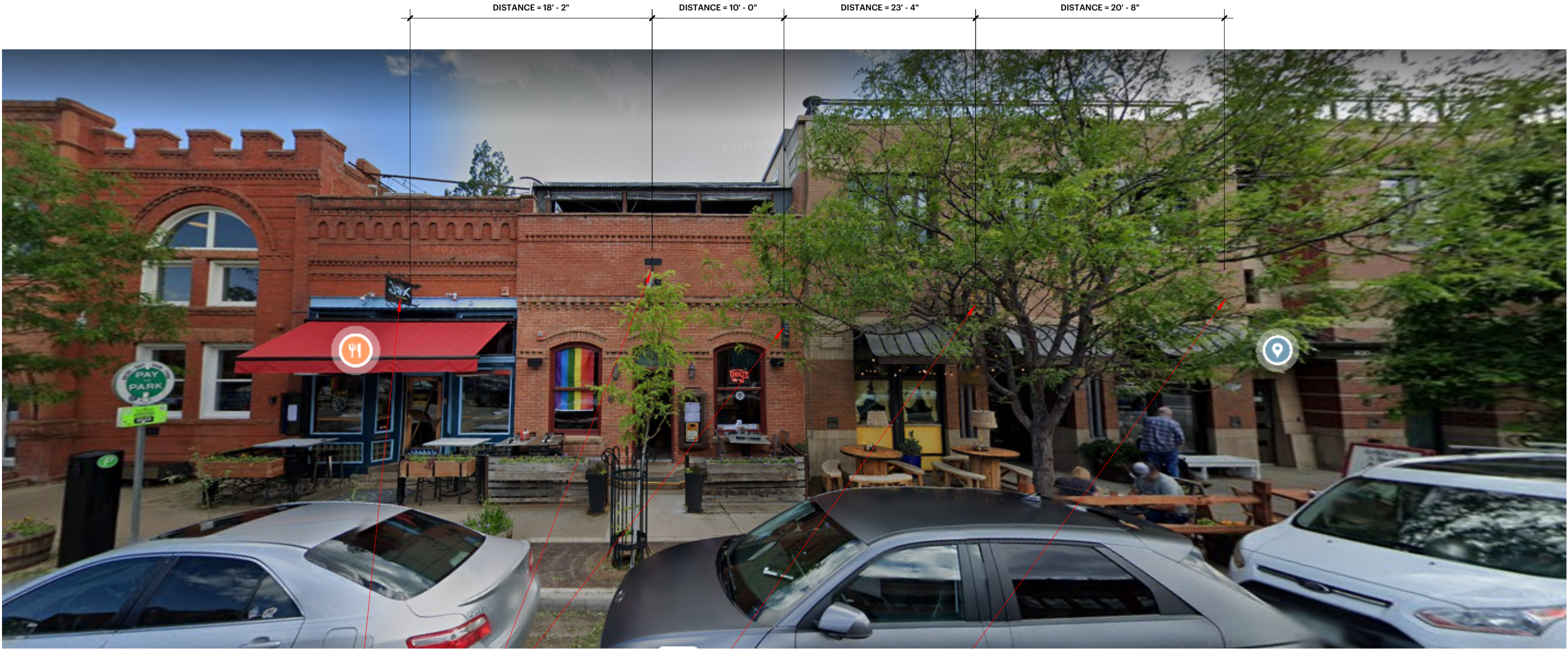




**1** SIGNAGE - NORTH ELEVATION  
1/8" = 1'-0"

PROJECTING SIGN - BUILDING ELEVATION





JAX (SIGN D1)

WEST END (SIGN C1 & C2)

THE YELLOW DELI (SIGN A1)

PROPOSED SIGNAGE

REFER TO SIGN INVENTORY FOR MORE INFORMATION

PROJECTING SIGN - PEARL STREET ELEVATION





## PROJECTING SIGN - BUILDING ELEVATION

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| 900 Pearl Street Suite 200 Boulder, CO 80302 | 23.7490





## PROJECTING SIGN - RENDERING

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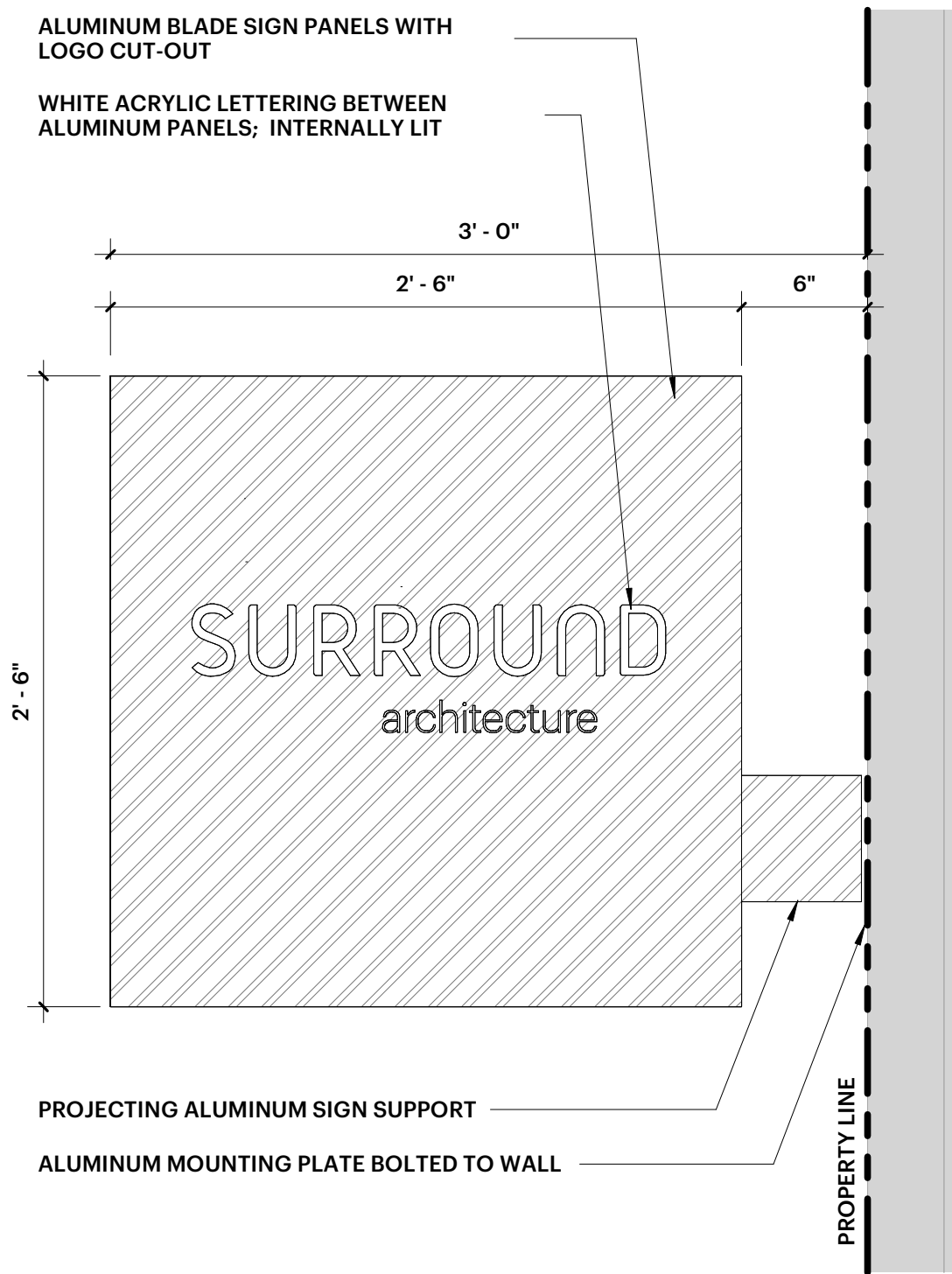
| 900 Pearl Street Suite 200 Boulder, CO 80302 | 23.7490





PROJECTING SIGN - RENDERING





NOTE:  
SHOWN IN GREY FOR CLARITY, ACTUAL  
SIGN WILL BE PAINTED BLACK



## Sign Inventory

December 18, 2023

ATTN: Board of Zoning Adjustment (BOZA)

The following images exhibit the location of signs in the vicinity of 900 Pearl.

### Sign A1 – ‘The Yellow Deli’ – 900 Pearl (Ground Tenant)

|                               |  |
|-------------------------------|--|
| <b>Total Number:</b>          | 1  |
| <b>Sign Type:</b>             | Projecting   |
| <b>Height above Sidewalk:</b> | 11'-6" to Bottom of Sign,<br>Approx. 14'-0" +/- to Top of Sign |



### Sign C1 & C2 – ‘West End Tavern’ – 926 Pearl

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Total Number:</b>          | 2                               |
| <b>Sign Type:</b>             | Projecting                      |
| <b>Height above Sidewalk:</b> | 8'-6", 11'-7" to Bottom of Sign |



### Sign D1 – ‘Jax Fish House’ – 928 Pearl

|                               |                          |
|-------------------------------|--------------------------|
| <b>Total Number:</b>          | 1                        |
| <b>Sign Type:</b>             | Projecting               |
| <b>Height above Sidewalk:</b> | 13'-5" to Bottom of Sign |



2520 Broadway  
Boulder, CO 80304



**CITY OF BOULDER**  
**BOARD OF ZONING ADJUSTMENT**  
**ACTION MINUTES**  
**March 12, 2024**  
**Virtual**

**Board Members Present:** Jill Lester (Chair), Marine Siohan, Katie Crane, Drew Eisenberg

**Board Members Absent:** Nikki McCord

**City Attorney Representing Board:** Erin Poe

**Staff Members Present:** Robbie Wyler, Amanda Cusworth, Thomas Remke

**1. CALL TO ORDER:**

Chair, **J. Lester** called the meeting to order at 4:01 p.m.

**2. BOARD HEARINGS:**

**3. GENERAL DISCUSSION:**

**A. Approval of Minutes**

On a motion by **K. Crane**, seconded by, **M. Siohan**, the Board of Zoning Adjustments voted 3-0 (**N. McCord** absent, **D. Eisenberg** absent from September meeting) to approve the September 12, 2023 BOZA minutes as submitted.

**B. Matters from the Board**

The board discussed their annual letter to council.

**C. Matters from the City Attorney**

There were no matters from the City Attorney.

**D. Matters from Planning and Development Services**

Staff let the board know this may be **M. Siohan's** last meeting due to new board appointments being made at city council on March 14, 2024.

**4. ADJOURNMENT:**

There being no further business to come before the board at this time, BY MOTION REGULARLY ADOPTED, THE MEETING WAS ADJOURNED AT 5:02 P.M



APPROVED BY

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Board Chair

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DATE

DRAFT