

The Basalt Affordable Community Housing (BACH) Meeting will be held by Teleconference – The Public may access the meeting by calling the number below and entering the Meeting ID when prompted.

Phone Number: 16699006833

Meeting ID: 863 5644 7445

Passcode: 463907



**TOWN OF BASALT MEETINGS
Basalt Affordable Community Housing (BACH)
Thursday, April 13, 2023**

Basalt Town Hall

101 Midland Avenue

- 12:00 PM Roll Call**
- 12:03 Review and Recommendation Regarding Affordable Housing Proposal- 325 E. Cody Lane Application for Domestic Abuse Shelter**
- 12:30 Update from Elyse Hottel on Western Regional Housing Coalition**
- 12:50 Staff Updates**
- 12:55 Member Updates & Other**
- 1:00 Adjourn**

Public Comment is limited to 3 minutes. Those who wish to speak should email james.lindt@basalt.net before the meeting starts with their name, phone number, and identify what item they would like to address. During the meeting those wishing to comment may also email james.lindt@basalt.net, but it is not guaranteed that the email will be seen in a timely fashion.



MEMORANDUM

TO: Basalt Affordable Community Housing (BACH) Commissioners

FROM: James Lindt, AICP, Assistant Planning Director

DATE: April 13, 2023

RE: 325 E. Cody Lane Domestic Abuse Shelter (Response)

Summary: Application submitted by Response for the construction of a domestic abuse shelter at 325 E. Cody Lane. The proposed domestic abuse shelter is to include approximately 2,000 sf of office space for Response, approximately 4,770 sf of client shelter rooms (7 rooms) and a deed-restricted, 2-bedroom rental community housing unit of 872 sf. The proposed community housing unit is proposed to satisfy the affordable housing mitigation requirements for the domestic abuse shelter.

Review Process: An amendment to the Basalt Business Center East PUD to add Domestic Abuse Shelter as a Special Review Use was approved by Town Council December 13, 2022. The Applicant has now submitted an application for Site Plan Review, Special Review, Community Housing Review and ESA Review.

BACH will make a recommendation to Council regarding the Community Housing Review aspect of the application. Staff has outlined the following discussion items for BACH's consideration:

1. General Concept
2. Employee Generation Assumption
3. Storage/Bike Storage
4. Compliance with the Minimum Livability Requirements in Community Housing Guidelines
5. Occupancy Priorities

Discussion Items – Affordable Housing Requirements and Livability Requirements:

Affordable Housing Requirements: Town Code Article XIX, Chapter 16- requires Affordable/Community Housing Mitigation for the development of new commercial/residential development in Basalt. The domestic abuse shelter is considered a non-residential use and as such the mitigation for the domestic abuse shelter would be based on the commercial mitigation requirements.

Additionally, Town Code Article XIX, Chapter 16 requires that 15% of the employees generated be mitigated for by providing deed-restricted affordable housing or paying cash-in-lieu thereof. The Town Code makes an assumption that four (4) full-time employees are generated per 1,000 sf of non-residential space that is developed, but there is a process established in the affordable housing mitigation section of

the Town Code that permits Applicants for unique uses to project the number of employees that are going to be generated for evaluation by the Town.

The Applicant has expressed that they currently have five (5) full-time employees and that they will continue to have five (5) full-time employees in operating the domestic abuse shelter. In using the employee mitigation formula in Town Code Section 16-417, Commercial linkage requirements, for the generation of five (5) employees in Basalt, 399 sf of affordable community housing mitigation would be required. Below are calculations using the mitigation formula in Town Code Section 16-417:

Five (5) permanent employees generated; divided by 1.24 jobs per employee; divided by 1.43 employees per household, multiplied by .15 (fifteen percent) mitigation requirement= .42 community housing units required; multiplied by 950 sf per community housing unit= 399 sf of community housing required

Therefore, the development of the proposed 872 sf, deed-restricted community housing unit would more than satisfy the mitigation requirements for the five (5) employees that the Applicant projects will operate the facility. The unit would be required to be deed-restricted as a Category 1 Community Housing Unit.

Community Housing Livability Requirements in the Town's Community Housing Guidelines: The community housing livability requirements (Attachment B) included in the Town's Community Housing Guidelines are minimum livability requirements that define what is required with regards to kitchen and bathroom amenities, storage, and off-street parking requirements for newly developed community housing units. In reviewing the proposed community housing unit, Staff believes that the plan for the unit includes the necessary kitchen and bathroom amenities and satisfies the private open space requirement by having a private deck of 63 sf. Additionally, a fenced carport is proposed and there is storage space that is exterior to the unit.

Recommendation

Staff recommends that BACH hear a brief presentation by Staff and provide Commission discussion.

At the conclusion of discussion, BACH may consider a motion such as, "I move that BACH recommend approval of the application as presented."

Attachments:

- A. Application Excerpts
- B. Community Housing Livability Requirements

Architectural concepts have been closely coordinated with DHM's landscaping design. The building is screened from State Highway 82. The screening consists of an 8-foot fence along the property line and native plantings that provide a visual buffer for both highway users and the building occupants.

60% of the site, or approximately 17,120 square feet, has been allocated for open space and recreation areas. The main recreational area is located to the southeast of the building and provides an enclosed play area for residents and children, including a flexible lawn space and natural play elements. The remaining open space surrounds the building and parking lot; as illustrated on the site plan. The design intent of the planting is to maintain and enhance the existing native vegetation on the majority of the site. The ornamental perennials and shrub species have been concentrated to the front of the building, along the right-of-way, and in pockets of the play area for maximum value.

Employee Impact and Housing Mitigation

Response, which operates as a nonprofit corporation with five full-time employees, understands the demand for community housing for both their employees and clients. The proposed development is not anticipated to generate new employees of the organization; however, will include a 2-bedroom employee dwelling unit (EDU). The EDU will be fully deed-restricted pursuant to Town of Basalt requirements and the occupant(s) will undergo the Town's housing qualification process. The proposed development aligns with the established principles set forth in the 2020 Basalt Master Plan. A more detailed Employee Impact and Housing Mitigation Report is attached as part of the Review Criteria document.

Summary

Thank you for the opportunity to request a Site Plan, ESA Floodplain, Community Housing and Special Review for the Response project at 325 East Cody Lane. We feel this project is compatible with the Town of Basalt's Master Plan and the Basalt Business Center East PUD. The goals of this development align with Town values and help forge a path forward for both survivors of domestic abuse and the community at large.

Please do not hesitate to contact us about any of the above. We are also happy to arrange a site visit if requested.

Kind Regards,



Chris Bendon, AICP
BendonAdams LLC



Erin Wackerle
BendonAdams LLC

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(17) Drawing (s), computer visualization or models accurately depicting the proposed new construction in relation to existing and proposed buildings on the lot and adjacent properties and typography

Answer – Renderings have been designed by 2757 Design that depict how the proposed development relates to surrounding development and are attached.

16-413 Employee Impact and Housing Mitigation Report

Unless waived in part or whole by the Town Planner, in order for the Town to be able to assess the need for housing mitigation generated by new nonresidential development, any application for site plan review (Sections [16-111](#) through [16-113](#)), planned unit development (Section [16-65](#)), subdivision (Sections [17-83](#) and [17-84](#)), rezoning (Section [16-267](#)), Community Priorities Scoring System (Section [16-481](#)) or special review (Section [16-43](#)) containing nonresidential development shall include an Employee Impact and Housing Mitigation Report prepared by a professional qualified to prepare such report and approved by the Town using recognized standards which provide, at a minimum, the following items:

(1) An analysis of the number of full-time equivalent employees which will be added to the Town as a result of the applicant's proposed nonresidential development, including employees during and necessary for construction of the project, as well as employees necessary after complete build-out of the project;

Answer – Response has five full time employees, which is the entirety of the organization. The timeframe for construction is anticipated to be 12-15 months, with construction workers and subcontractors expected to be on site at varying periods. It is estimated that a range of 4-16 construction personnel may be on the site at any given time, however these personnel will likely not be exclusive to this project and will be employed at other construction sites at the same time.

(2) An analysis of the number, size, type and configuration of all housing on the property as of January 1, 1999, which was generally attainable by households having low and median incomes (household income less than fifty thousand dollars [\$50,000.00] in 1999) paying not more than twenty-eight percent (28%) to thirty-six percent (36%) of their household income for total housing expense, including debt service or rental payments, homeowner's or renter's insurance, real estate taxes and utilities;

Answer – Not applicable. Lot H is currently vacant and has not yet been developed.

(3) A description of the manner in which the applicant proposes that new employees generated will be housed, if any, including any on-site or off-site housing the applicant will provide or proposed cash-in-lieu;

Answer – Although it is not anticipated that there will be new employees of Response generated as a result of this development, one (1) two-bedroom employee dwelling unit (EDU) will be provided on site.

(4) A description of the methodology by which the applicant will ensure that the housing to be provided by the applicant will be maintained as housing available for employees of the Town;

Answer – The EDU will be fully deed-restricted pursuant to Town of Basalt requirements.

(5) A written statement verifying that the proposed development is in compliance with the then-existing master plan; and

Answer – The proposed development aligns with the established principles set forth in the 2020 Basalt Master Plan. The Response Domestic Abuse Shelter provides a safe harbor for members of our community via a high efficiency housing model within a modest scale. The proposed development also provides valuable workspace for employees, is located near alternate transportation, preserves a large amount of open space, and helps promote client healing through diverse social interactions and support. The development goals of the Response project align with the Town of Basalt's values and help forge a path forward for both survivors of domestic abuse and the community at large.

(6) A written statement describing how the proposed development is consistent with the adopted Community Housing Guidelines and community housing requirements established in this Article.

Answer – Response, which operates as a nonprofit corporation with five full-time employees, understands the demand for community housing for both their employees and clients. The proposed development is not anticipated to generate new employees of the organization; however, will include a 2-bedroom employee dwelling unit of 872 square feet. The EDU will be fully deed-restricted pursuant to the Town of Basalt's requirements. Any occupant(s) of the EDU will undergo the Town of Basalt's qualification process.

Furthermore, seven efficiency dwelling units will be developed within the shelter – while these units are provided to Response clients free of charge and will not carry a deed restriction, will directly provide critical temporary housing to members of the community and their children. The location of the shelter and adjoining EDU are transit- and pedestrian-friendly and will add to the livability of the Town.

16-414 Waiver or additional information

The Town Planner may waive the requirement of preparing and submitting the Employee Impact and Housing Mitigation Report in instances when the Town Planner finds that the preparation and filing of the report for a particular application is unduly burdensome, duplicative or unnecessary because the applicant conclusively demonstrates there will be no impacts on the employees of the community or the availability of housing in the Town generated by the proposed development; or the Town Planner conclusively finds that the applicant has proposed a plan for community housing that satisfies all of the requirements of Sections [16-416](#), [16-417](#) and [16-418](#) below. The Technical Review Committee, Planning and Zoning Commission and Town Council may require the applicant to provide additional or supplemental information not provided in such report prior to granting any approval, denial or approval with conditions for the application.

Answer – Not applicable. The applicant is not requesting a waiver.

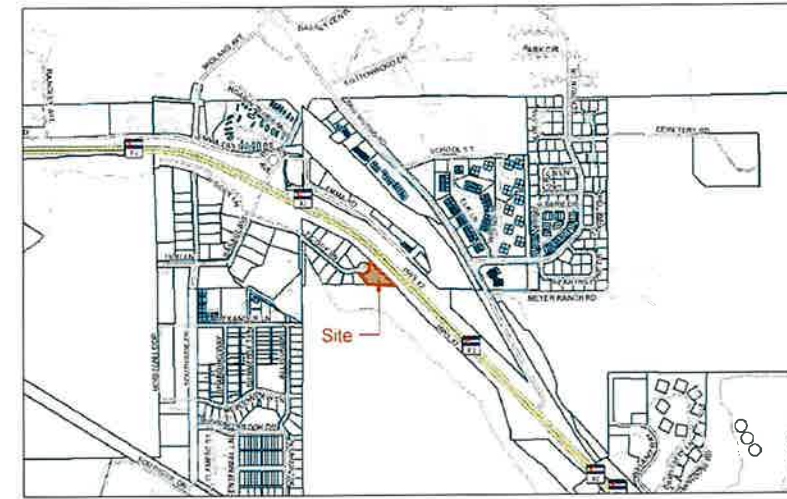
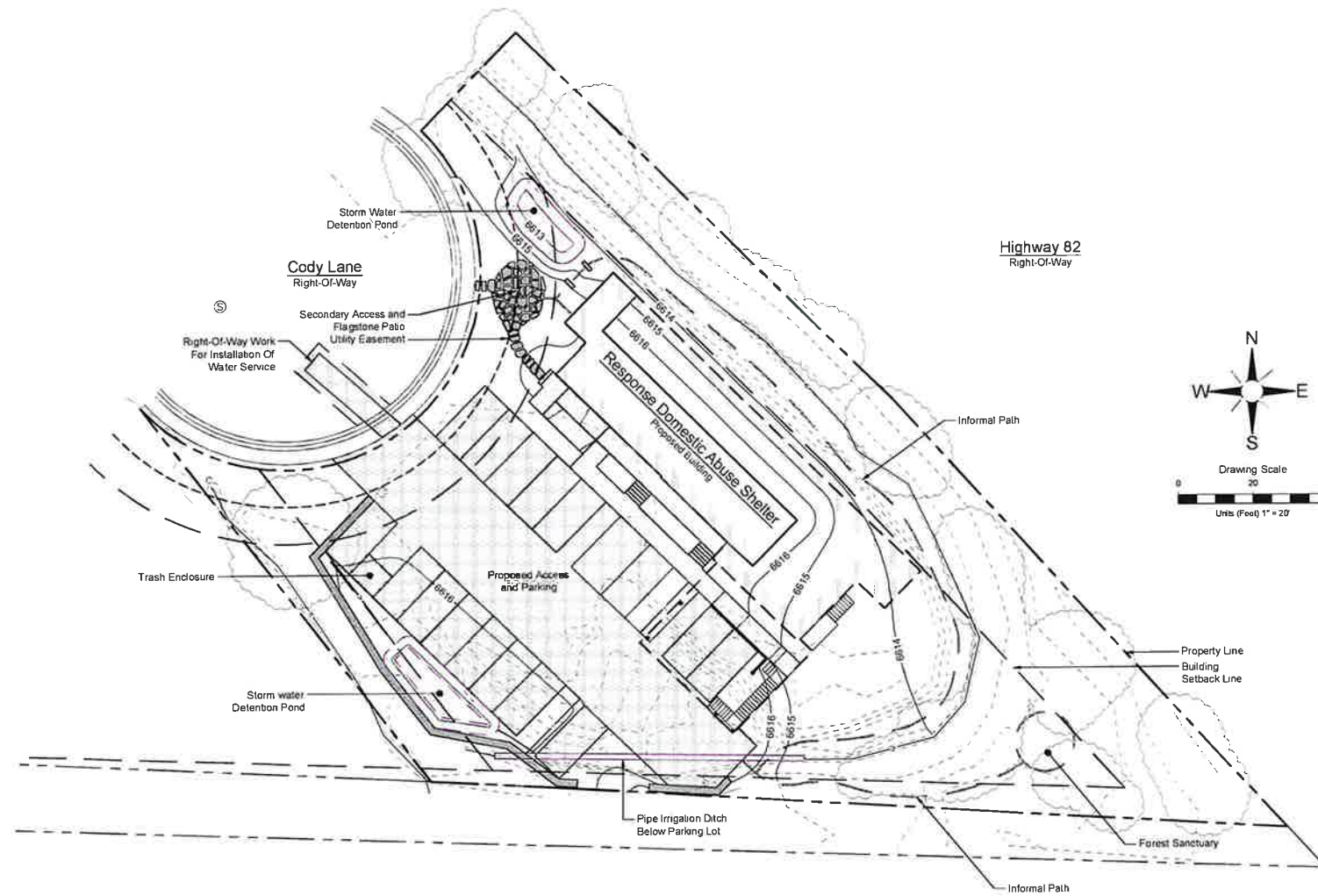
16-463 ESA Application Procedures and Contents

c) Application contents. (8) At the sketch plan review level with regard to developments proposed within a Southside Reach II ESA submit the items listed below. For any "detailed" plan application, an applicant may elect to receive a conceptual approval from the Floodplain Administrator prior to preparing detailed plans with regard to preliminary plan, final plan, special review, building permit and other final stage development permits as required below by sub-Section (9) ("conceptual Southside Reach II ESA application"):

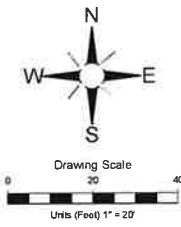
(A) A site plan, detailing all construction activity proposed within floodplain boundaries, including:

- (1) Floodplain boundaries
- (2) All reference marks
- (3) All property lines

Response Domestic Abuse Shelter
325 East Cody Lane, Basalt, Colorado 81621



Vicinity Map
Not To Scale



Design Notes

- The design is based on the best available information. This includes but is not limited to site conditions, features and structures, and topographical information. Crystal River Civil is assuming no responsibility for the accuracy of site information.
- If any discrepancies or inaccurate information is found within Crystal River Civil's documents, the affected work should be temporarily put on hold. Contact CRC to verify a solution and hold all work until the necessary alterations have been made.
- No field changes are to occur without written approval of the engineer. If changes are requested and approved, Crystal River Civil will review the change and respond accordingly.

Construction Notes

- All work completed on this project must meet standards set by the project's jurisdictions. This includes but is not limited to HOA standards, city/town standards, county standards, and/or state standards.
- The contractor is required to have a copy of current and approved construction plans. Any standards and specifications necessary for the work must be on site for the duration of the project as well.
- All work must be completed to horizontal and vertical information shown on the plans. If any changes have occurred, Crystal River Civil must verify the alterations prior to receiving approval of completion.
- Construction staking of horizontal and vertical layout is the responsibility of the Contractor. If additional documents, site visits for verification, or alterations are necessary, Crystal River Civil can be hired for construction administration for additional services.
- Property lines, monuments, benchmarks, survey control, and additional historic survey information cannot be removed and cannot be removed for construction. Disturbed survey items are the responsibility of the contractor and must be restored by a state of Colorado licensed land surveyor.
- Work and storage areas must be maintained only onsite. Project construction in Right-Of-Ways, public space, and private property must be approved in writing by the necessary jurisdiction or individual.
- Limits of disturbance, tree protection, and slope protection defined within the plans must be met. Disturbances outside of these extents may require alterations to the design and has implications that are the responsibility of the contractor. If damage shall occur outside of these areas, the site conditions shall be restored to their original state.
- If applicable and a tree removal plan has been developed for the project, it is the responsibility of the contractor to meet the proposed conditions by the approved document. The contractor must not damage, trim, or remove trees and/or bushes that are not approved for modification by the tree removal plan. Approval for proceeding with additional tree removal must be approved by Crystal River Civil, the landscape architect, the owner, and/or any stakeholders.
- The Contractor is responsible for removal of waste created onsite from construction. Waste material that does not meet the requirements for cannot be used for backfilling on the project and must be exported from the site.

- All materials requiring compaction must meet CDOT and/or ASTM Standards.

- If traffic control is needed for the project, it is the responsibility of the contractor to obtain and implement an approved traffic control plan. Street access must be provided to the public within the Right-Of-Way. Any obstruction to general traffic flow must be mitigated for. Pedestrian access must be always provided, and traffic entering and leaving the project site is to be observed by the contractor.

- Dust mitigation must be provided by the contractor as necessary. Water shall be used as a dust palliative where and when required. Sweeping and cleaning streets and sidewalks during the construction will be directed by the affected jurisdictions and performed as necessary by the contractor.

Utility Notes

- Utilities shown on these plans have been located and documented by the surveyor.
- Existing utilities must be verified on the site prior to construction. The contractor must protect and maintain these existing utilities throughout construction. If any damages occur to existing utility lines, it is the responsibility of the contractor to coordinate with the utility provider to replace and repair the utilities as necessary.
- The contractor must notify the utility providers a minimum of 3 days prior to any work completed. Coordination with the utility providers is the responsibility of the contractor.
- All utility work completed by the contractor must be installed as per the utility providers' standards and requirements. Inspections must be performed by utility providers as deemed necessary by the corresponding standards. It is the responsibility of the contractor to organize these inspections.
- If any shallow utilities, including communication and telephone services and lines, are exposed, and temporarily altered for construction, the reinstallation of these utilities must conform with the utility providers standards.
- Uncovered gas lines must be temporarily contained with 18 inches backfill to minimize exposure.
- Stormwater infrastructure must be protected by the contractor as shown in the Erosion Control Plan. During construction, additional stormwater management may be necessary during specific construction procedures and is the responsibility of the contractor.

Abbreviations:	
ASTM	American Society of Testing and Materials
Avg	Average
Bldg	Building
BM	Benchmark
BMP	Best Management Practices
BOW	Bottom of Wall
Con	Concrete
Demo	Demolition
Dim	Dimension
El or Elev	Elevation
Ex	Existing
FFE	Finished Floor Elevation
FL	Flow Line
FT	Foot or Feet
Gal	Gallons
Horiz	Horizontal
HP	High Point
Invt	Invert
LF	Linear Feet
LP	Low Point
Max	Maximum
Min	Minimum
NTS	Not To Scale
Off	Offset
PC	Point of Horizontal Tangency
PCG	Point of Compound Curve
Perf	Perforated
PH	Point of Horizontal Tangency
Prop	Proposed
PVC	Polyvinyl Chloride Pipe
Q	Flow Rate
RCP	Reinforced Concrete Pipe
ROW	Right-Of-Way
SF	Square Feet
Sta	Station
SY	Square Yard
TD	Trench Drain
TOW	Top of Wall

Legend		
	Existing	Proposed
Communications Line	---	---
Concrete / Sidewalk / Paved	---	---
Easement Line	---	---
Edge of Pavement	---	---
Edge of Gravel	---	---
Edge of Water	---	---
Fiber Optic Line	---	---
Flow Line	---	---
Foundation Drain	---	---
Gas Line	---	---
Gutter Flow Line / Break Line	---	---
Major Contour Line	---	---
Minor Contour Line	---	---
Overhead Electric Line	---	---
Property Line	---	---
Raw Water Line	---	---
Sanitary Sewer Line	---	---
Storm Drain Line	---	---
Telephone Line	---	---
Underground Electric Line	---	---
Water Line	---	---
Water Service Line	---	---

Sheet List Table	
Sheet Number	Sheet Title
C 01	Title and Notes
C 02	Grading and Drainage
C 03	Access Plan and Profile
C 04	Utility Plan
C 05	Details

Response Domestic Abuse Shelter
325 E Cody Lane, Basalt, Colorado 81621

Reviewed By
VT

Drawn By
JKE

Date
02.07.2023

Description
Site Plan, ESA, and Special Review

01

Job # 2273
Not For Construction

Title and Notes

C 01
Of 5 Pages



2757 design co
670 983 2757
po box 1704 carbondale co

not for construction

project

response domestic abuse center

325 e cody lane, basalt, co 81621

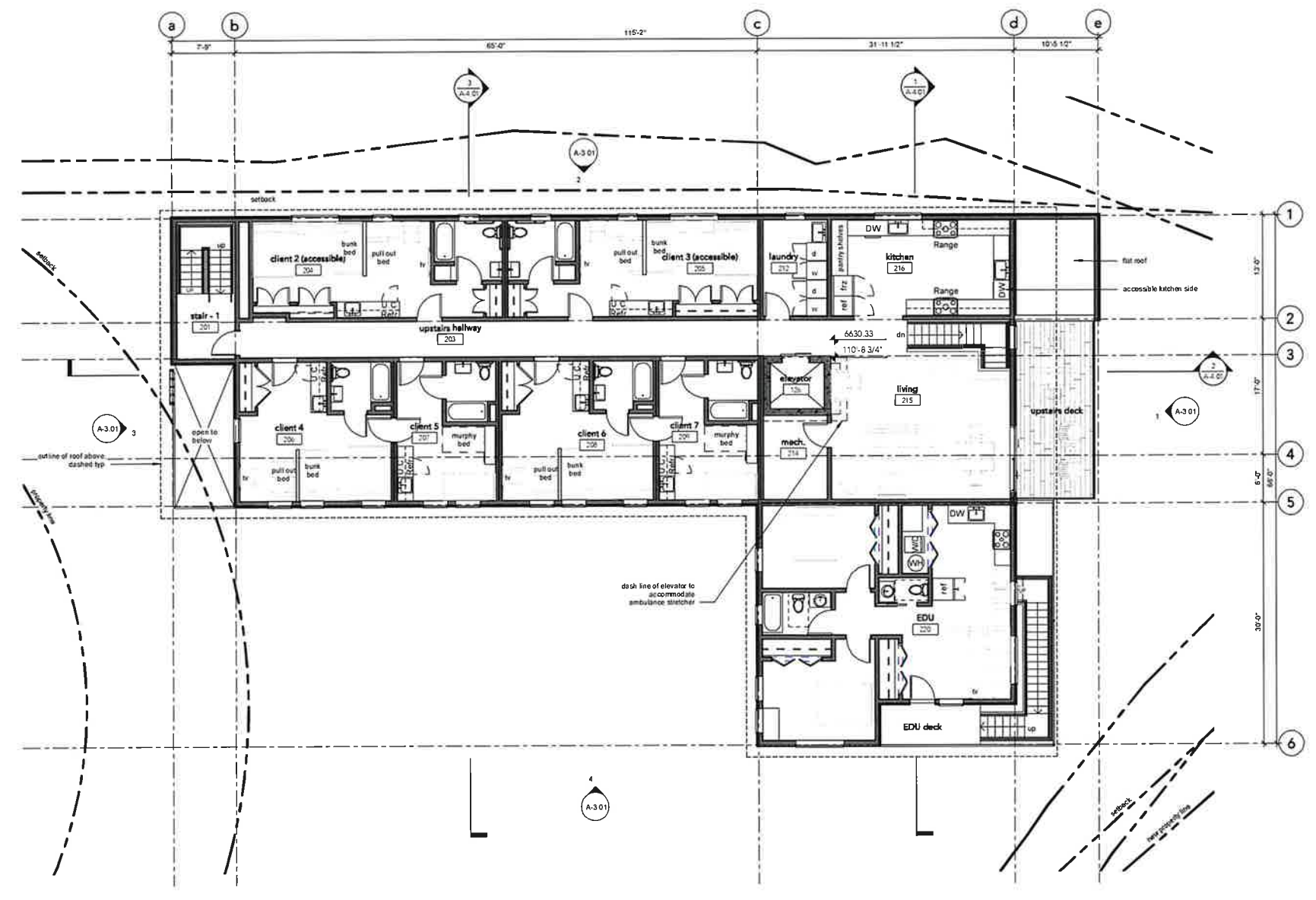
issue: site plan, ESA & special review
date: 03 03 2023

revisions: _____ date: _____

name: _____

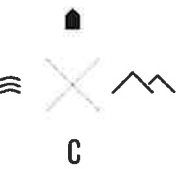
upper level plan

no: **A-2.02**
scale: 1/8" = 1'-0"



1 upper level plan
1/8" = 1'-0"





2757 design co
970.985.2757
po box 1764 carbondale co

not for construction

response domestic
abuse center

325 e cody lane, basalt, co 81621

ISSUE: site plan, ESA & special review
DATE: 03.03.2023

revisions

exhibit
A3

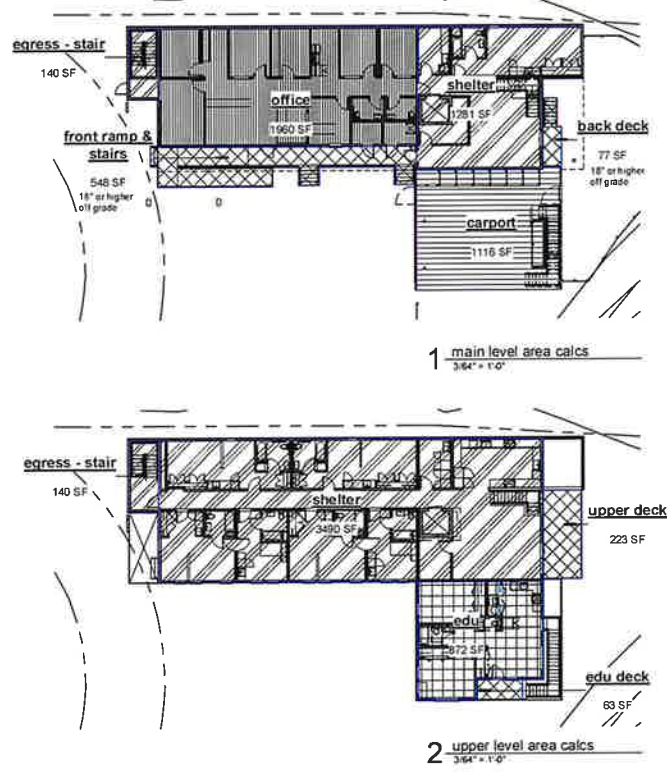
project info

no
A-0.01
scale: As indicated

sheet no.	sheet title
A-0.01	project info
A-0.02	information for HDA
survey	
V-1.01	survey
civil	
C-01	site and notes
C-02	grading and drainage
C-03	access plan and profile
C-04	utility plan
C-05	details
landscape	
TR-1.00	tree removal plan
TR-1.01	tree removal sheet & notes
landscaping	
L-1.00	site materials plan
L-2.00	planting plan
L-2.01	planting notes and schedule
arch	
A-1.01	architecture site plan
A-1.02	lighting cut sheets
A-2.01	main level plan
A-2.02	upper level plan
A-2.03	roof plan
A-3.01	exterior elevations
A-4.01	building sections

owner	director	architect	planner	cn4	landscape architect
Response Shelter 325 e cody lane basalt, co 81621 ph: 970.920.5357 contact: shannon.meyer@responsehelps.org shannon@responsehelps.org	TBD	2757 design co. po box 1764 carbondale, co 81623 ph: 970.985.2757 contact: erica.golden@2757design.co anna.reynoso@2757design.co greg.yearsley@2757design.co greg@2757design.co	BendonAdams 300 s spring st #202 aspen, co 81611 ph: 970.925.2855 contact: chris.bendon@bendonadams.com erin.vedlar@bendonadams.com erin@bendonadams.com	Crystal River Civil LLC 1101 village road w-4c carbondale, co 81623 ph: 970.404.1144 contact: jy.english@crivil.com jy@crystalrivercivil.com	DWM Design 235 main st #201 carbondale, co 81623 ph: 970.983.6520 contact: jrd@dwmdesign.com della.botler@dwmdesign.com alissa.gagnon@dwmdesign.com agagnon@dwmdesign.com

description	directory
new construction: new construction, 2-story, 7 client rooms w/ kitchenette (occupied up to 90 days), client space - common area and shared kitchen, 1 edu. office space w/ shared kitchen, carport - 2 parking spots (one accessible spot) w/ resident storage	
location: lot H, basalt business center east pitkin county, colorado parcel no 246718101013	
zoning: industrial PUD - Basalt Business Center East	
lot area: lot H 28,443 sq ft 0.653 acres	
proposed building area: main level 1,960 sq ft office 1,281 sq ft shelter 140 sq ft egress - stair 1,116 sq ft carport 77 sq ft back deck 548 sq ft front ramp & stairs	
upper level 3,490 sq ft shelter 140 sq ft egress - stair 223 sq ft upper deck 872 sq ft EDU 63 sq ft EDU deck	
total living 7,863 sq ft (not including carport or decks) 911 sq ft deck/ramp area	
applicable codes: 2021 IRC, IRC, IECC, IBC, IFGC, IMC, IPC 2017 ICC A117.1 2010 ADA	
construction type: V-B (to be verified w/ town of Basalt)	
occupancy classification: Me-use B office R-2 residential U carport or S-1 storage	
fire spm/rtr: fully spm/med. NFPA 13	
climate zone: 6	



response domestic abuse center | 03.03.2023

site plan, ESA & special review



view from cul-de-sac



view from hwy 82

materials	symbols and callouts
CONCRETE	BUILDING SECTION CUT
CONCRETE MASONRY	WALL SECTION CUT
STONE	DETAIL CUT
FRAME WALL	DETAIL
TILE	EXTERIOR ELEVATION
STEEL	INTERIOR ELEVATION
ALUMINUM OR SHEET METAL	GRID REFERENCE LINE
BATT INSULATION	ROOM NUMBER
GYP. WALL BOARD/ STUCCO/ PLASTER	DOOR MARK
PLYWOOD	WINDOW MARK
SOIL COMPACTED FILL	SPOT ELEVATION
ROCK	DRAWING REVISION
NON-COMPACTED FILL GRAVEL	
SAND / GMB / PLASTER	
FINISHED WOOD	
ROUGH FRAMING OR ROUGH SAWN TRIM	
WOOD BLOCKING	
GLU-LAM WOOD	
PARTICLE BOARD OR WOOD FIBER BOARD	
RIGID INSULATION	
SPRAY FOAM INSULATION	
CARPET	

Exhibit "A"

Community Housing Guidelines- Livability Standards

(Amendments Shown As ~~Strikethrough~~ Deletions and Underlined Additions)

D. Minimum Livability Requirements. All Community Housing Units developed shall, at a minimum, have the following:

1. Kitchen containing the following:
 - a. Four-burner stove that is a minimum of 24 inches wide
 - b. Oven
 - c. Hood that vents to the outside
 - d. Refrigerator of at least 9.2 cubic feet for Studio and 1-Bedroom Units and 10 cubic feet for all other units
 - e. Dishwasher if unit has 2 or more bedrooms
 - f. At least 10 square feet of counter space
 - g. 80 square feet of kitchen floor area for studio and 1-Bedroom Units
 - h. 120 square feet of kitchen floor area for 2-Bedroom Units or Larger
2. Adequate dining space per the size of the units as determined by the Town
3. One full bathroom that includes a tub for Studio and 1-Bedroom Units (the tub in a studio may be a mini-tub), with the exception that units provided to meet the ADA requirements for a building are not required to provide a tub
4. One and ½ bathrooms that include at least one tub for 2-bedroom Units
5. Two full bathrooms with at least one tub for 3-Bedroom Units or Larger
6. Double-layered honeycomb interior blinds or an equivalent to be approved by the Town Planner for all affordable housing unit windows
7. At least one off-street parking space for each unit
8. ~~Adequate storage space as determined by the Town.~~
8. Storage space exterior to a dwelling unit that is at least 50 square feet.
9. Enclosed bicycle storage for at least one bicycle per bedroom in addition to the storage provided in Item No. 8 above.

~~The Special Housing Evaluation Committee (SHEC)~~ Basalt Affordable Community Housing (BACH) Committee may approve variations from the above requirements on a case by case basis if the application does not require Town Council approval. ~~after considering a recommendation from the Basalt Affordable Community Housing~~

~~(BACH) Committee.~~ If the application requires Town Council approval, BACH shall make a recommendation to the Town Council for its consideration.