



PRE-APPLICATION CONFERENCE MEETING
January 20, 2011

SUBJECT: Garage Addition – 1745 4th Avenue

ATTENDEES: Applicant: Thomas Weltchek
Staff: Sara Javoronok, AICP, Associate Planner

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any “follow-up” items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The applicant is proposing add an addition to the detached garage located at 1745 4th Avenue. The existing garage is accessed from 4th Avenue and is setback approximately 25 feet from the front elevation of the residence. The proposed addition will be located to the rear of the existing garage and will be minimally visible from the right-of-way.

The lot is zoned R-10 and is approximately 15,000 square feet. Staff needs additional information to determine if the proposal meets the approval criteria.

Site Analysis and Site Visit

Staff identified that the applicant will need to address the following criteria in several sections of Chapter 25 of the CDC:

- Section 25.060 Criteria for Exterior Alteration and New Construction
- Section 25.070 Approval Criteria for Remodels, New Home and Accessory Structure Construction, specifically 25.070B, 25.070C, 25.070G, 25.070I, 25.070J, 25.070K, and 25.070M.
- Section 25.080 Additional Architectural Specifics for New Construction and Remodeling
- The submittal requirements as described in Section 25.140. **I will also need a site plan and east elevation drawing.**

Staff has identified issues with the applicant's submittal relating to the following code sections:

25.070 C. Parking.

25.070 C(1)(b) – The garage materials must match the house or existing garage. Please provide additional information with the application regarding the materials.

25.070 C(1)(c) – The pitch of the garage roof is typically less than that of the house. Please provide information on the pitch of the garage addition/extension.

25.070 G. Horizontal additions.

Please provide information on any window and door openings. These shall be visually compatible with the character of the existing garage and residence. **The scale and the proportion of the building addition shall also be visually compatible with the existing building. Consider separating the garage and addition since there will be such a difference in roofline.**

25.070 H. Windows.

Please provide cut or spec. sheets on any windows or openings that will be visible from the public right-of-way. **The window trim must be at least 4.5 inches or the width of the trim on the residence or garage.**

25.070 I. Entryways.

Please provide information on any doors or other openings. Please provide a cut or spec. sheet on any doors or openings that will be visible from the public right-of-way.

25.070 J. Siding.

Please specify that the siding will be horizontal wood siding, which is required by the code.

25.070 K. Roofscape.

Please specify the type of roofing material to be used.

25.070 M. Foundations and Basements.

Please show the amount of the foundation to be exposed. For residences, it shall be exposed 1-2.5 feet on the front elevation. The amount exposed should be compatible with the existing garage.

ENGINEERING COMMENTS

N/A

STREET IMPROVEMENT

N/A

Required Improvement:

Current Street and Right of Way conditions:

Classification	
Existing Right of Way Width	
Existing Pavement Width	
Curb	
Sidewalk	
Planter	
Bike Lane	
Parking	
Others	

Required Improvement:

STORM DRAINAGE IMPROVEMENT

N/A

SANITARY SEWER IMPROVEMENT

N/A

WATER IMPROVEMENT

N/A

DRY UTILITIES

N/A

OTHER ISSUES

N/A

Miscellaneous

Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director. For the approval criteria, no waivers are allowed. N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

The fee for _Historic Residential Minor Remodel_ is \$0.00 dollars.

The City has 30 days to determine if the application is complete or not. Most applications are incomplete, usually due to inadequate responses to approval criteria or lack of sufficient engineering information on the drawings. The applicant has 180 days to make it complete, although usually it is complete within three months of the original submittal. Once complete, the City has 120 days to exhaust all local review and appeals. The Historic District Review/Minor Remodel is a Historic Review Board decision. In the event of an appeal, the review body is the City Council. Subsequent appeals go to the Land Use Board of Appeals.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Also note that these notes have a limited "shelf life" of 18 months in that future changes to the CDC standards may require a different design or submittal. Any applications submitted in excess of 18 months from the date of this pre-application conference will require an additional pre-application meeting with the City unless waived by the Planning Director.