



PRE-APPLICATION CONFERENCE MEETING

April 21, 2011

SUBJECT: Garage Rehabilitation – 1818 6th Avenue

ATTENDEES: Applicants: Adam and Sarah Petersen
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 modifications to the existing garage/shed, including adding a carport. The existing structure is accessed from 13th Street, and is not currently used as a garage. The proposed modifications include the following:

- Replacing the deteriorated footing with new footing and slab
- Reinforcing the structural framing
- Moving the east wall 3’ west to create a new parking spot/carport with access from the alley
- Replacing the roof and extending it over the new parking area
- Creating a new covered entrance on the south side of the garage
- Replacing the large double door and single man door on the west wall with a new garage door
- Add exterior lights at garage door, car port, and covered entry
- Replace damaged windows with similar
- Frame in double door opening on north wall
- Repair damaged siding
- Repaint
- Add gutters to the garage/car port

Staff recommends that the applicant survey the property line to determine if, or to what extent, the existing structure is non-conforming and for placement of the car port, which must have a 3 foot setback.

Staff notes that restoration and rehabilitation elements may be eligible for the City's proposed Certified Local Government Rehabilitation Grant program.

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, 25.070F, 25.070H, 25.070I, and 25.070K.
- Section 25.080 Additional Architectural Specifics for New Construction and Remodeling
- The submittal requirements as described in Section 25.140.

I will need the building plans. Staff has identified issues with the applicant's submittal relating to the following code sections:

25.070 B. Siting

Please provide information on the percentage of lot coverage. The lot coverage cannot be more than 50%. This includes the front porch, but does not include the rear deck.

25.070 C. Parking.

25.070 C(1)(d) – The carport must comply with the rear setback of 3'. The cantilever for the carport may extend into the rear setback 1'. Please contact the Building Department for additional information.

If needed, the roof of the carport could be set back or stepped down from that of the existing garage.

25.070 F. Signs and lighting.

Please provide cut sheets for the proposed lighting. It must be visually compatible with the scale and traditional architectural character of the historic building.

25.070 H. Windows.

Please provide cut sheets and/or additional information on the proposed windows, including the number and location of the muntins (horizontal, vertical). Staff's preference would be to either maintain the existing opening sizes or restore the openings to the historic size. If using salvaged windows, photos or cut sheets will not be necessary, but the type (double hung, fixed, etc.) and the number of lights (1/1, 9/1, etc.) must match what is shown on the submittal and approved plans. The type and size must be compatible with the residence and structure.

25.070 I. Entryways.

Please provide cut sheets and/or additional information on the proposed doors and garage door, including the location and size of any windows and muntins. Similar to above, if using salvaged doors, the type and lights must match what is on the submittal and approved plans. The type and size must be compatible with the residence and structure.

25.080 A. & C. Changing the location of the garage door affects the character of the structure. The structure’s single story, false front, and entry doors (facing 13th Street) are character defining features. Staff’s recommendation is to retain the man door and the garage door on the west elevation.

ENGINEERING COMMENTS

STREET IMPROVEMENT

See attached.

Required Improvement: The Building Official will require an approach (6”), a connection to the existing sidewalk, and the ADA ramp to the north (towards Lil’ Cooperstown). There is not a nexus or demonstrated proportionality for additional improvements.

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

See attached.

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.