



PRE-APPLICATION CONFERENCE MEETING
April 21, 2011

SUBJECT: 1883 6th Avenue – Accessory Structure

ATTENDEES: Applicant: Dean Mackeson, Contractor
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 an accessory structure in the rear yard of 1883 6th Avenue. The proposed accessory structure is 12' x 18' for a total of 216 sq. ft. The applicant is proposing windows on the north and south elevations and a door on the west elevation. The windows are to be wood with 4" trim and the proposed siding is board and batten.

Previously, the applicant and owner indicated that they planned to remove the existing cement asbestos siding on the residence and restore the original siding. Staff wanted to mention that the City was recently awarded funds for a Certified Local Government rehabilitation grant that they will be launching soon and that the owner may be able to apply for a grant up to \$2,000 to provide some funding for this project. The rehabilitation grant cannot fund new construction and could not be applicable to this project.

Site Analysis and Site Visit

Staff identified that the applicant address criteria in the CDC as follows:

- Section 25.060 Criteria for Exterior Alteration and New Construction
- Section 25.070 Approval Criteria for Remodels, New Home and Accessory Structure Construction, specifically 25.070 B, 25.070 D, 25.070 E, 25.070 H, 25.070 I, 25.070 J, and 25.070 K.
- Section 25.080 Additional Architectural Specifics for New Construction and Remodeling

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

25.070 B (2) - The applicant is proposing a side setback of 3’. A 5’ setback is required.

25.070 B (6) – Please provide information on the lot coverage. A maximum of 50% is permitted.

25.070 H - Please provide cut sheets and/or additional information on the proposed windows, including the number and location of the muntins (horizontal, vertical). 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 - Please provide cut sheets and/or additional information on the proposed doors, 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.

25.070 J(1) – The applicant is proposing board and batten siding. This code provision requires horizontal wood siding. In this case, shiplap siding, as visible on the rear of the residence, would be the appropriate material.

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 deposit fee for a Minor Remodel Historic District Review is \$00.00 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 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.

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