



PRE-APPLICATION CONFERENCE MEETING

July 21, 2011

SUBJECT: New Garage Construction

ATTENDEES: Applicant: Sandi Gadow
Architect: D. Robert Miller
Staff: Peter Spir, Associate Planner

PREPARED BY: Staff: Sara Javoronok, Associate Planner
Peter Spir, 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 a detached garage at 1769 4th Ave. The garage would be built on the existing driveway and would be 16' wide by 21'8" long. It would have a 9' wide by 7' tall entry door. The exterior details would be compatible with the existing residence.

Staff recommends that the applicant survey the east property line to determine the exact location of the line. Chapter 48 requires a paved driveway at least 20' in length. Driveway designs that minimize the total area of impervious driveway surface are encouraged. (The current driveway surface is acceptable.)

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, 25.070D, 25.070E, 25.070H, 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, including a written narrative.

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

25.070 B. Siting

Front yard setback: Although CDC 25.070(B)(1)(a) states that the setback for the garage shall be the average distance measured from the front property line to the dominant vertical face of the house at 1769 4th Avenue and the house at 1745 4th Avenue the fact that the minimum driveway length is 20 feet from the front property line and given the desire of the applicant to emphasize the primary structure rather than the garage means that the garage will exceed the minimum setback standards of the aforementioned code section.

Side yard setback: The garage needs to have a 5' side yard setback. The 3' setback only applies to garages in the rear yard, not the side yard.

Lot coverage: Please provide information on lot coverage. It must be less than 50%. The number includes the primary dwelling (including a front porch), proposed garage, and existing greenhouse. It would also include any other accessory buildings, including an ADU. It does not include decks or driveways.

25.070 H. Windows.

Please provide cut sheets and/or the type and material of the proposed window. Although the window on the side elevation of the garage appeared to be a slider window, the applicant and applicant's architect stated that the slider window was in error and the submittal will show a window type consistent with the development code such as a single or double hung window.

25.070 I. Entryways.

Please provide cut sheets and/or the type and material of the proposed doors and garage door, including the location and size of any windows and muntins.

25.070 J. Siding and exterior finish.

Please specify the siding material. Wood is required. The proposed rough sawn plywood on the south elevation does not meet the requirements.

ENGINEERING COMMENTS

STREET IMPROVEMENT

N/A

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 Remodel is \$100.00 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 Residential 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.



Subject property



Examples of other nearby garages on the street including some with minimal setbacks





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