



PRE-APPLICATION CONFERENCE MEETING
September 1, 2011

SUBJECT: Sunroom/Rear Addition

ATTENDEES: Applicant: Beth Kieres
Consultant: Thomas Watton

PREPARED BY: Staff: Sara Javoronok, 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 rear sunroom addition at 1852 4th Ave. The proposed sunroom would be added to the rear of the house and would be 12’ (not 13’ as depicted on the site plans) in width by 20’ in length. A set of three windows is proposed for the side east and west elevations. French or sliding doors flanked by smaller windows are proposed for rear north elevation.

There are two areas of this proposal that do not meet CDC criteria. It does not meet the criteria in Section 25.070 B for the rear setback or Section 25.070 L related to massing. The applicant could apply for a Design Modification from the requirements of Sections 25.070 B and L using Section 25.150.

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

- **Section 25.080** Additional Architectural Specifics for New Construction and Remodeling
- The submittal requirements as described in **Section 25.140**, including a written narrative. **I will also need a set of 11 x 17 plans for distribution to the Historic Review Board.**
- Based on the current setback and massing, the applicant would need to respond to **Section 25.150**

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

25.070 B. Siting

Rear yard setback: A 17' rear yard setback is proposed, which is less than the 20' required by this provision. Section 25.150 does allow for modifications in setback and other provisions.

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

Please also change the site plan to depict the 12' rather than 13' width of the addition.

25.070 H. Windows.

Please provide cut sheets and/or a note on the type and material of the proposed windows, including the muntin type.

25.070 I. Entryways.

Please provide cut sheets and/or a note on the type and material of the proposed rear door(s), including the muntin type.

25.070 J. Siding and exterior finish.

Please specify the siding material in a note or in the narrative. Wood is required.

25.070 L. Massing

The massing of the dwelling and attached garage is limited to 125% of the square footage of the average of the adjacent homes and any attached garage or 1,200 square feet, whichever is greater. See below and the attached sheets.

In this case, the existing dwelling is 1,784 square feet. The adjacent properties are 1,832 and 1,358 square feet with an average of 1,595 square feet. 125% of this is 1,994 square feet. The proposed plans would increase it to 2,024 or 2,044 depending on the dimensions of the addition. This would not meet the criteria. To meet the criteria, the

total square footage of the house cannot exceed 1,994 square feet. Section 25.150 does allow for modifications to various aspects of the project.

Process

Historic Design Review is required.

A neighborhood meeting is not required for a Historic Design Review, but neighborhood meetings are always encouraged by staff nonetheless. Follow the provisions of 99.038 precisely. The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting, if they choose to have the meeting.

The fee for Historic Design Review is \$100.

Once the submittal is deemed complete, the staff will schedule a public hearing before the Historic Review Board. Notice for the Historic Review Board hearing will be sent at least 14 days in advance. The Historic Review Board decision may be appealed by the applicant or anyone with standing to City Council, requiring at least one City Council hearing.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

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.

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.

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.