



PRE-APPLICATION CONFERENCE MEETING

December 1, 2011

SUBJECT: Rear addition/porch removal and addition – 1745 4th Avenue

ATTENDEES: Applicants: Colin McCoy & Christine Reising
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 to remove the existing rear deck and converted porch and add a family room and deck. The proposed addition is 365 square feet, but will increase the total square footage of the house by approximately 120 square feet due to the removal of the existing converted porch. It will have a new rear door and windows. The applicant will salvage the existing siding and any new siding will match the existing siding.

The removal of the existing converted porch will require a demolition review. The construction of the family room will require historic design review.

The proposed addition will be located to the rear of the original residence and will be minimally visible from the right-of-way.

The lot is zoned R-10 and is approximately 15,000 square feet.

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, 25.070D, 25.070E, 25.070G, 25.070H, 25.070I, 25.070J, 25.070K, 25.070L, 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 need a site plan that shows the entire property with the new addition a north/east elevation drawing. I will also need a narrative that addresses each of the applicable code sections.**
- Section 26.080 Demolition

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

25.070 B. Siting

Please provide a site plan that depicts the entire property with the new addition. It appears that all of the setbacks and lot coverage requirements are met, but I will need to verify this.

25.070 H. Windows

The application materials state that you plan to use Andersen 100 composite painted windows. The preference is for wood windows. The HRB may approve the composite windows since the addition will not be visible from the public right-of-way. 1/1 single or double hung windows will be acceptable. Staff will not recommend approval of windows with internal grilles. Any muntins must be permanently attached and on the interior and exterior. The window trim must be at least 4.5 inches or consistent with the trim on the original residence.

25.070 I. Entryways

The application materials indicate that you plan to use a full lite oak door. As with the windows, staff will not recommend approval of a door with internal grilles. Any muntins must be permanently attached and on the interior and exterior. Any trim must be at least 4.5 inches or consistent with the trim on the original residence.

25.070 K. Roofscape

Please specify the type of roofing material and/or that it will match the existing roofing.

25.070 L. Massing

The square footage of the dwelling cannot be more than 125 percent of the average of the adjacent dwellings. Including the proposed addition, this dwelling is smaller than the adjacent dwellings.

25.070 M. Foundations and Basements

Based on a previous discussion, staff is aware of plans to replace the foundation. This does not require Historic Review Board review provided that the building elevation is not raised or lowered. Please provide information on this project if it is to be completed at the same time.

26.080 Demolition – D. Criteria and findings

Please respond to the criteria since you are removing the existing rear enclosed porch. An additional fee will apply for this portion.

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 Major/Minor Remodel is \$100.00 dollars. The fee for Demolition of less than 500 square feet is \$250.00 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 Major/Minor Remodel and Demolition are Historic Review Board decisions. 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.